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Definitions

1. Member - one who just pay dues
2. Member in good standing - is in addition to being just a paid member. A member in good standing will exhibit the betterment of the organization, in order to demonstrate those abilities and goals that are in-line with the stated goals of TRAIN (Article II of the Bylaws). To be a member in good standing, one will:
 - a) pay dues
 - b) participate in 6 meetings annually (all types of meetings including Board, member, committee, and special meetings)
 - c) "work" in majority of activities (rides, cook-offs, dinners, etc.) - as tracked via a sign-in sheet
 - d) is encouraged to attend TRAIN's Motorcycle Safety & Awareness classes

Elections Procedures

1. Elections will be held annually in December.
2. Nominations will start in October.
3. Nominations must be at open meetings.
4. Nominees have the right to accept or decline at open meetings.
5. No one will be placed on ballot without accepting nomination.
6. Nominee must be a member for at least one year for the previous year before taking office with latitude for that month.
7. Secretary will verify nominee's membership status.
8. Each local chapter will have a committee of 3 members, chosen by the membership, not running for office to handle the ballots and count votes.
9. There will be 2 sets of ballots – 1 local, 1 national.
10. National ballots will be put in an envelope, sealed at both ends, signed by the committee, and kept by 1 committee member until the last week of December.
11. All local chapter elections will have ballots counted at their December meeting.
12. Directors will take positions on January 1st.
13. The President will notify all members of date for counting national ballots.
14. The Chapter secretary will notify other chapters of national nominations in a timely manner.
15. Members who wish to vote in the election must present a currently valid member ID before being given a ballot.
16. Members' ID will be checked against a current member roster by a poll worker, and a check mark next to the member's name will ensure that the same ID is not used more than once.
17. All members will vote in the chapter where they are registered.

18. All paperwork and TRAIN property is to be turned over to the newly elected directors within 14 days of taking office.
19. New directors will sign for paperwork received.
20. The Treasurer and President cannot be a couple.
21. No one person can hold the President or Chairman of the Board and the Treasurer position at the same time.
22. Anyone accepting a nomination for any position must read and sign the job description for that directorship.
23. In the case of a tie during election, the winner will be decided by whomever has been a member the longest. If a tie still remains, then the winner will be decided by the flip of a coin by one of the Election Committee members.

Procedures for Treasurer

1. No one is to disperse money except the Treasurer
2. All deposits go through the Treasurer
3. All money will be turned in no less than once a month
4. All money donations (\$20 or more) will be accompanied by paperwork
5. Treasurer will receive monthly reports from Product Officer and Membership Officer with both reports being itemized and tallied
6. All deposits will be itemized by Treasurer
7. All Organizational money will be itemized and tallied
8. Treasurer will have \$50 petty cash for emergencies
9. Treasurer will have a starting bank applicable to each event, to be decided by the Executive Board
10. No blank checks will be issued
11. All repayment on supplies will be voted on by the Board and need a receipt
12. There will be no check cards
13. Bills owed will be turned in monthly
14. Treasurer will be notified 48 hours in advance of needing a check
15. All checks, \$500 or more, will be signed by the Vice President and Treasurer
16. Treasurer will be made aware of all charity and money activities prior to an event
17. Money will be counted and signed for (in and out) i.e. starting banks, etc.
18. Money will not be exchanged in public view
19. Security Officer will accompany any money pickups
20. 1 Officer, 1 Security, and Treasurer, or Treasurer's alternate, will count and sign for money tally at events

21. Any deposits made during an event will be itemized and be accompanied to the bank by a Security Person
22. A separate deposit will be made for returning starting bank
23. All paperwork and bills will be turned in monthly unless prior arrangements have been made
24. In the event the Treasurer cannot be at an event the Events Coordinator will handle the money and paperwork. In the absence of both, the Treasurer and Events Coordinator will delegate who will handle the money
25. The Treasurer is to receive money at meetings. If the Treasurer is absent the Vice President will receive the money. If the Vice President is absent the Secretary will receive the money
26. The Treasurer and Vice President will be the only Officers that have access to the on-line bank accounts.
27. The Treasurer will work with the Membership Director to settle any money issues associated with membership applications
28. The Treasurer will be the sole master of the on-line bank accounts.
 - a) The Treasurer will give the password to the Vice President as a backup precaution
 - b) The Treasurer may appoint an alternate (i.e. Deputy, however, never the President or the Chairman of the Board) who has access to this account.
29. The Treasurer will change passwords to all accounts within the 14 day paperwork turnover
30. The Treasurer will change passwords on bank accounts every 6 months.
31. The Treasurer will provide a backup of financial information to the Vice President monthly

Security

1. At the announcement of an Event, a sign-up sheet will be provided.
2. All Security volunteers must be at least 18 year old to work the detail.
3. The Security Director will ensure someone is available to accompany any money pickups.
4. The Security Director will ensure someone is available to count and sign for money tallies, at Events.
5. The Security Director will be included in the planning of Events, which require the services of Security.
6. When required, the Security Director will ensure that all active Security personnel have the means to communicate.
7. When necessary, the Security Director will ensure the communication to the appropriate, local, law enforcement agency(-ies), prior to the Event.
8. Security personnel will serve at the discretion of the Security Director.

9. The Security Director will disperse and collect Security shirt, hats, etc, as needed.

Events Director

1. See Section 4.9, Article 10 of Bylaws, regarding Contracts.
2. Any and all bands used for TRAIN Events will sign a contract with TRAIN, which will include a name and Social Security Number or Tax ID Number.
3. The Events Director will bring an Event Plan to be approved by the Board, at least 4 months prior to the Event.
4. No one will be permitted to set up camp prior to an Event, except for those members who have worked preparing the campground for the Event, or if the Event is being held on public ground (e.g. a State Campground.)
5. The Events Director will work with the Membership Director and have Membership roster(s) at specified Events.
6. Decisions will not be made unilaterally, without the advice and consent of the President and Chairman of the Board.
7. The Events Director will provide a backup of Events data to the Vice President, for every Event.

Events Checklist

All steps are to be started no later than the month(s) specified

6 and 5 months prior to Event

1. Ask for designs for Event specific products at regular meetings.

4 months prior to Event

1. Submit the plan for approval at the BOD meeting (including, but not limited to, what, when, where, admission, general route of ride (if applicable), etc.)
2. Check on insurance.
3. Check on bands.
4. Check on vendors.
5. Check on any needed permits.
6. Submit designs for Events products.
7. Submit any receipts for approval.

3 months prior to Event

1. Insurance finalized.
2. Signed contracts with bands.
3. Start collecting door prizes.
4. Finalize draft on flyers.

5. Give budget update.
6. Design picked for Event specific products.
7. Submit any receipts for approval.
8. Have permits in process or finalized (if applicable).

2 months prior to Event

1. Flyers printed and hadning out (get check from Treasurer to pay for flyers).
2. Door prizes coming in.
3. Line up advertising.
4. Submit list of needed materials.
5. Give budget update.
6. Submit any receipts for approval.
7. Circulate sign-up sheets for volunteers, including posting on web site.
8. Work closely with the Community Relations Director on media coverage (signs, radio, TV, newspaper, etc.)

1 month prior to Event

1. Site preparation.
2. All final purchases made.
3. Give budget update.
4. Finish any last minute details.
5. Have supply of Event waivers.
6. Have current Membership roster, as needed.
7. Have sign-up sheets.

During the Event

1. Coordinate vendors, bands, gate, games, parking, and prizes.
2. If Treasurer is absent, the Events Director will handle the money and paperwork. If both are absent, the Treasurer and the Events Director will delegate who will handle the money.
3. Work closely with the Products Director.

After the Event

1. Coordinate cleanup and tear down.
2. Check inventory (account for all TRAIN property).
3. Verify all personal equipment is returned.
4. Turn in an Event Report at the next Board meeting.

Products Director

1. An accurate inventory will be kept at all times.
2. The Products Director will turn in an itemized and tallied report to the Treasurer, monthly.

3. The Products Director will provide a backup of the inventory to the Vice President, monthly.
4. A physical inventory will be done semi-annually, by the Products Director and another Director.
5. The Products Director will be responsible for coordinating a Products Booth at specified Events.
6. The Products Director will transfer money to the Treasurer no less than once a month.

Membership Director

1. All paper money and checks for Membership Applications will go to the Membership Director.
2. The Membership Director will notify the Treasurer of pertinent information as soon as possible.
3. The Membership Director will transfer money to the Treasurer no less than twice a month.
4. The Membership Director will provide the Treasurer with a monthly report.
5. The Membership Director will issue cards to new members within 30 days of receiving the application and appropriate fees.
6. The Membership Director will send renewal notices 30 days before the expiration date of the membership card.
7. No application will be accepted without the appropriate fees.
8. The Membership Director will be responsible for coordinating Membership Booths, Drives, etc.
9. The Membership Director will generate reports as required.
10. The Membership Director will furnish the Secretary with a current membership list that shows expiration dates, so nominees' eligibility can be checked.
11. The Membership Director will work with the Treasurer to settle any money issues associated with membership applications.
12. The Membership Director will work with the Treasurer to control the PayPal account:
 - a) The Membership Director will have his own password for limited access, for normal use.
 - b) The Membership Director will use his own password to confirm membership information, as necessary.
13. The Membership Director will provide a backup of membership information to the Vice President, monthly.

Security Director

1. At Event announcement time, a Sign-up Sheet will be provided by the Security Director.
2. The personnel selected for security details will be at the sole discretion of the Security Director.
3. Anyone working a security detail will be at least 18 years old.
4. The Security Director will ensure someone is available to accompany all money pick-ups.
5. One (1) Director, one (1) security detail person, and the Treasurer (or the Treasurer's alternate) will count and sign for the money tally, at all pick-ups.
6. The Security Director will be included in the planning of all Events which require the services of Security.
7. When required, the Security Director will ensure that all active security detail personnel have the means to communicate.
8. The Security Director will contact law enforcement when necessary.
9. The Security Director will disperse and collect security detail T-shirts, as needed.

Expense & Reimbursement Procedures

1. For general, administrative, and operating expenses, the membership will approve the annual budget which will then be dispersed as needed and agreed upon by the Board of Directors.
2. For those items not covered by the budget
 - a) Reimbursement will only be granted by the membership on a case by case basis up to a predetermined maximum amount prior to the function.
 - b) Payment will only be made after all receipts and expense report have been received and reviewed by the Treasurer.
3. Any questionable expenses found by the Treasurer will be referred to the Board of Directors.
4. Alcoholic beverages will not be covered.

Grievance/Discipline Committee

1. Will consist of 5 members with no more than 2 Directors
2. Will be nominated and voted in by the membership
3. Chairman will be the Membership Liaison

Discipline of Members

The Grievance/Discipline Committee will be more for conflict resolution than for punishment

1. See section 8.4 of Bylaws
2. Members will bring all complaints to the Membership Liaison, where possible, and, if necessary, to the Grievance Committee, who will then bring the complaint to the Directors, Board, or Members, where appropriate.
3. These admonishments/punishments may be issued:
 - a) Censure – will need simple majority vote from Grievance Committee to be read at next regular meeting
 - b) 1 month suspension – will need simple majority vote by Grievance Committee to be read at next regular meeting (Board of Directors will find temporary replacement if Director)
 - c) Removal from office (if Director) – see Article 6, section 6.6 in Bylaws
 - d) Removal from membership – needs 2/3 approval of all members present at open Chapter meeting.

Code of Conduct

1. Treat people the way you want to be treated
2. No one will drink while performing in an official capacity for TRAIN, including but not limited to: working the gate, security, running products booth, etc.
3. No one intoxicated will perform in an official capacity for TRAIN including but not limited to: running the gate, security, running products booth, etc.
4. Be a responsible adult

Membership Procedures

(Those for the Members)

1. The Organization will not discriminate because of race, religion, ethnic origin, or sex; however we have the right to refuse membership by a majority vote of members at an open Chapter meeting.
2. For membership to be continuous, members must renew within thirty days of expiration date.
3. The National Board of Directors shall set the membership and card fees.
4. Replacement membership cards shall be available for a nominal fee.

Procedures for Resignation

1. Any Director who resigns cannot hold another Directorship for 1 calendar year after resigning.
 - a) If you have more than one Directorship, you may resign one without this restriction.
 - b) At the request of the Membership you may resign your current Directorship, to accept appointment to another.
2. The Director will turn over all TRAIN property within 14 days of resigning.
3. Excuses for missing a Board of Directors' meeting will be approved/disapproved by a vote of the Board of Directors.

Safety Deposit Box

1. The President and Vice President will hold the keys to the Safety Deposit Box.
2. There will be a log of what goes in and comes out of the Safety Deposit Box, which will be kept in the box.
3. There will be 1 key holder and 1 member present any time the box is opened, who will witness what is put into or taken out of the box.
4. There will be a log entry any time the box is opened. The log entry will state whether or not anything was added to or removed from the box.
5. There will be a current inventory of the contents of the box, which will be kept in the box.
6. The Safety Deposit Box will be maintained for as long as the B.O.D. sees fit.

General/Miscellaneous

1. A Director may not drink alcoholic beverages during a meeting.
2. E-mail suffices as "written" communication.
3. Electronic correspondence is accepted as "official communication".