

# **RULES AND REGULATIONS TRAIN COLLECTORS ASSOCIATION**

The Board Rules and Regulations Book contains all of the policies currently in effect as adopted by the Board of Directors on July 1, 2011.

The authority for these policies is set forth in the Bylaws in Article IV, Section 3.

Distributed by the Association for the use of members in the following offices or positions:

- National Officers
- National Directors/Division Presidents
- Division Secretaries
- Chapter Presidents and Secretaries
- National Publications Editors
- Committee Chairs
- TCA Historian
- National Business Office
- Members, upon request

Abbreviations used are:

BOD = Board of Directors

TCA = Train Collectors Association

NBO = National Business Office

NTTM = National Toy Train Museum

RL = Reference Library

## **CONTENTS**

AFFILIATES .....	8
AFFILIATE DEVELOPMENT COMMITTEE .....	13
CODE OF ETHICS .....	3
CONFLICT-OF-INTEREST .....	3
CONVENTION CAR COMMITTEE .....	12
CONVENTION GUIDELINES COMMITTEE .....	12
DIGITAL AGE STEERING COMMITTEE .....	13
DIRECTOR OF DEVELOPMENT .....	20
DIRECTORY OF INFORMATION .....	14
EDITORIAL REVIEW COMMITTEE .....	13
EDUCATION AND MUSEUM COMMITTEE .....	11
ENDOWMENT FUND FOR EDUCATION COMMITTEE .....	12
E*TRAIN .....	16
FINANCIAL .....	21
GENERAL POLICIES .....	2
INTERNET COMMITTEE .....	13
KIDS CLUB .....	13
LIAISON COMMITTEE WITH OTHER TRAIN ORGANIZATIONS.....	11
LIBRARY .....	24
LIBRARY AND HISTORICAL COMMITTEE .....	13
MAILING LISTS .....	22
MEETS .....	8
MEMBER RECRUITMENT, RETENTION, AND BENEFITS COMM.....	13
MEMBERSHIP .....	4
MEMBERSHIP AND DISCIPLINE COMMITTEE .....	9
NATIONAL BOARD OF DIRECTORS .....	6

NATIONAL BUSINESS OFFICE OPERATIONS .....	18
NATIONAL ELECTIONS .....	6
<i>NATIONAL HEADQUARTERS NEWS</i> .....	15
NATIONAL MEETINGS .....	7
NATIONAL OFFICERS .....	5
NATIONAL TOY TRAIN MUSEUM .....	22
PERSONNEL POLICY AND PROGRAM OPERATIONS .....	18
PHOTOGRAPHY AT TCA EVENTS .....	9
PUBLIC RELATIONS COMMITTEE .....	11
PUBLICATIONS .....	14
<i>TRAIN COLLECTORS QUARTERLY</i> .....	15
SPECIAL COMMITTEES .....	11
SPECIAL PROJECTS COMMITTEE .....	14
STANDARDS COMMITTEE .....	11
STANDING COMMITTEES .....	9
STRATEGIC PLAN .....	12
STRATEGIC PLANNING COMMITTEE .....	12
TCA HISTORIAN .....	24
TCA IDENTITY AND INTELLECTUAL PROPERTY .....	20
TOY TRAIN MAILING LIST (TTML) .....	16
WEBSITES.....	18

## GENERAL POLICIES

### BOARD OF DIRECTORS CODE OF CONDUCT

#### ITEM 1: EXPECTATIONS OF THE MEMBERS OF THE BOD

1. To attend regularly scheduled board meetings
2. To participate in committee work
3. To become informed about the policies and programs of the Train Collectors Association
4. To contribute financially according to ability
5. To participate in board orientation activities
6. To maintain the confidential nature of board deliberations
7. To not act as spokesperson for the entire board unless specifically authorized to do so
8. To act as an informed advocate of the Train Collectors Association

#### ITEM 2: ROLE OF THE BOD

1. To become familiar with and committed to the major responsibilities of a governing board including:
  - a. Setting mission and purposes
  - b. Appointing the Operations Manager and Director of Development
  - c. Supporting the Operations Manager and Director of Development
  - d. Insisting on strategic planning
  - e. Reviewing educational, public service programs, and Web-based initiatives
  - f. Ensuring adequate resources
  - g. Ensuring good management
  - h. Relating to the community
  - i. Serving as court of appeals
2. To devote time to learn how the institution functions --- its uniqueness, strengths, needs, and its place in the industry --- and to share knowledge
3. To carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments
4. To accept and abide by the legal and fiscal responsibilities of the board as specified by organizational chart, bylaws, and state statutes and regulations

5. To vote according to one's individual conviction, to challenge the judgment of others when necessary, yet to be willing to support the decision of the board and work with fellow board members in a spirit of cooperation; to recognize that the board chair alone speaks for the board
6. To support the institution's fundraising efforts through personal giving in accordance with one's means (to both annual funds and capital funds drives), and to be willing to participate in the fundraising process
7. To understand the role of the board as a policy-making body and as members to avoid participation in administration
8. To learn and consistently to use designated institutional channels when conducting Board business (e.g., responding to staff and volunteer grievances, responding to inquiries concerning the status of a chief executive search, etc.)
9. To comply with the conflict-of-interest policy and disclosure developed by the board
10. To refrain from actions and involvement that might prove embarrassing to the organization and to resign if such actions or involvement develops
11. To make judgments always on the basis of what is best for the organization as a whole

### **CONFLICT-OF-INTEREST**

Employees and board members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the TCA wishes to operate. The purpose of these guidelines is to provide general direction so that board members and employees can seek further clarification on issues related to the subject of acceptable standard of operation (i.e. - the board members from the president; employees from their supervisor).

An actual or potential conflict of interest occurs when a board member or an employee is in a position to influence a decision that may result in personal gain or gain for a relative as a result of the TCA's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the board member or employee is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if a board member or an employee has any influence on any material business transactions, it is imperative that he or she disclose to an officer of the organization, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. (A board member's employer or business should be disclosed as a matter of routine.)

Board members are expected to absent themselves from discussion and voting on any matter where a conflict is perceived to exist. Personal gain may result not only in cases where a board member, an employee, or a relative has a significant ownership in a firm with which the TCA does business, but also when a board member, an employee, or a relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the TCA. Written disclosure of personal circumstances will be expected of each board member.

### **CODE OF ETHICS**

As a nonprofit organization at the forefront of promoting the sharing of knowledge and the appreciation of collecting and operating toy, model, and scale trains, TCA's policy is to uphold the highest legal, ethical, and moral standards. Our donors and volunteers support the TCA because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The TCA will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Directors and officers should not use their positions to obtain unreasonable services or expertise from the TCA's staff.

In general, the use of good judgment based on high ethical principles will guide directors, officers, and employees with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of the TCA. Employees should contact the Operations Manager and, if necessary, the President. Board members should raise any such concerns with the President or Treasurer of the TCA.

In all questions involving ethics and conduct, the board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

## MEMBERSHIP

### **ITEM 1: AGE REQUIREMENT**

An applicant to TCA must have reached the age of majority, as determined by the laws of the Commonwealth of Pennsylvania, which as of May 10, 2012, is age 18.

### **ITEM 2: PROCESSING APPLICATIONS**

1. After receipt of an application and recording the data therein in the TCA records, the applicant will become a probationary member for a period of twelve (12) months from the date of receipt of the application by the Business Office. The Business Office shall immediately, in writing, notify the National Secretary, and the Secretary of the Division in which the Applicant resides, that the application has been received, processed and probationary status granted. The name and home division of the Applicant shall be published to the membership in the next issue of the National Headquarters News and two subsequent issues.

2. The Secretary of the Division in which the probationary member resides shall send all meet notices and other Division mailings to the probationary member inviting him/her to attend the Division functions and to join the Division. The new member should be introduced to the Division membership at the first meet or Division function he/she attends.

### **ITEM 3: TRANSFER OF MEMBERSHIP**

No membership shall be transferred to any other person.

### **ITEM 4: MISUSE OF MEMBERSHIP CARD OR NAME BADGE**

1. Any member found guilty of lending his/her membership card to another person shall have his/her Train Collectors Association membership terminated.

2. Any member found guilty of allowing the use of his/her badge by another person or is a participant in any activity that would allow improper entry to any TCA activity shall have his/her TCA membership terminated.

### **ITEM 5: USING ANOTHER MEMBERS CARD, NUMBER, OR BADGE WITHOUT PERMISSION**

Any member found guilty of using another member's Membership Card, Membership Number, or Membership Badge, without that member's knowledge and/or permission, shall have his/her TCA/membership terminated.

### **ITEM 6: USE OF MEMBERSHIP LIST**

Use of the membership list for other than authorized TCA purposes is prohibited.

### **ITEM 7: REJOINING THE ASSOCIATION**

1. A new membership number will be assigned to all former members who rejoin the TCA.

2. Any member rejoining the TCA and desiring his/her original membership number may secure it upon the payment of all back dues as well as a \$25 fee.

### **ITEM 8: FAMILY MEMBERSHIP**

The family membership fee shall be \$1.00 per year per family member. Family memberships shall coincide with the regular member's dues cycle.

### **ITEM 9: ACCORDANCE OF MEMBERSHIP TO DECEASED MEMBER'S SPOUSE**

A deceased member's spouse may join the TCA with no application fee, and will receive a new membership number upon the deceased spouse's membership anniversary date. All mailings will be continued until the anniversary date.

### **ITEM 10: ANNUAL AWARDS**

1. Service certificates for 5, 10, 15, 20, 25, 30, 35, 40, and 45 year memberships shall be available to be sent to each member on his/her anniversary, upon request.

2. Service certificates for 50 years membership will be sent without request.

**ITEM 11: ANNUAL MEMBERSHIP DUES**

Annual membership dues are \$35.00 as of November 1, 2008.

**ITEM 12: USE OF APPLICATION FEE**

\$5.00 of each application fee is to be set aside as a maintenance/repair fund, which fund is to accumulate to not more than \$150,000, to be used for major repairs, defined as those in excess of \$1,000 each. In the event the fund's balance at any time reaches \$150,000, additional fees received shall be diverted to the Museum Acquisition Fund, for so long as the Maintenance/Repair Fund remains at \$150,000.

**ITEM 13: DUES REFUNDED**

Unsuccessful applicants for membership shall be refunded the amount of dues advanced.

**ITEM 14: APPLICATION FEE**

The application fee is \$25.00. Fee is not refundable.

**ITEM 15: MEMBERSHIP CERTIFICATES PROVIDED**

TCA shall provide to each Member, upon request of the member to the NBO, a membership certificate upon completion of TCA requirements for full membership.

**ITEM 16: ANNUAL MEMBERSHIP MEETING**

A Membership Meeting will be held annually at 2:00 p.m. on Saturday at the National Convention. All tours and off-site activities must end by 1:00 p.m. to allow members to attend.

**ITEM 17: PRESIDENT AND TREASURER TO REPORT TO MEMBERSHIP AT MEETING**

A brief financial report by the Treasurer and a brief progress report by the President are to be given at the Annual Membership Meeting.

**NATIONAL OFFICERS**

**ITEM 1: QUALIFICATIONS FOR OFFICE**

1. The President serves as the Chief Executive Officer of the TCA. It is the view of the BOD that the leadership and administrative duties and responsibilities of the TCA indicate that candidates for Vice President, President-Elect, and President, to be successful in office, need to have administrative ability; experience in personnel matters; sufficient time to devote to the responsibilities of office; TCA experience sufficient to be familiar with the unique complexities of our structure and the demands stemming from changing times; and the willingness to make hard financial decisions. While no specific candidate standards are set forth, it is thought that a record of active participation and leadership in TCA affairs – service on a National Committee, service in a Division and/or Chapter as an officer, or working committee member - are strong markers for capacity for TCA executive leadership.

2. The Secretary is responsible to maintain the administrative records of the TCA. It is the view of the BOD that the duties and responsibilities of secretary have become, and are, much more extensive than is commonly recognized. The increasing complexity of the business world, its tangle of laws and regulations, our status as a not-for-profit organization, the volunteer nature of our program providers and scattered nature of our membership demands much of the secretary, who is responsible not only "to keep the minutes" but also to assure that proper records are kept by National and the affiliates; that documents are kept current and are preserved; that legal requirements as to corporate filings, activities, and policies are in place and kept current. While no specific eligibility requirements are set for election as Secretary, it is clear that a business and administrative background, as well as TCA experience, will be helpful in discharge of the Secretary's responsibilities.

3. Every candidate for National Treasurer should have a strong background in accounting principles. Knowledge of Not-for-Profit organizations, state statutes regarding Not-for-Profits, and I.R.S. rules is preferable.

## **ITEM 2: INDEMNIFICATION INSURANCE**

The Association shall provide indemnification insurance for all Officers, Directors, and employees in amounts determined by the Operations Manager and the Treasurer.

## **ITEM 3: ROBERTS RULES OF ORDER TO BE STUDIED BY VICE PRESIDENT AND PRESIDENT-ELECT**

The Vice President and President-Elect shall study Parliamentary Procedures based on Robert's Rules of Order (with emphasis on TCA structure and governance) by participation in a comprehensive seminar. This study is to be under the tutelage of a Registered Parliamentary Teacher, or, if not available, under the direction of a Registered Parliamentarian.

## **NATIONAL BOARD OF DIRECTORS**

### **ITEM 1: BOARD OF DIRECTORS SHALL APPROVE ALL CONVENTION SITES**

### **ITEM 2: COMPENSATION OF BOD MEMBERS**

All Board Members attending the annual BOD meeting are to be reimbursed for their expenses as follows:

1. Lodging at National Convention - Number of nights attending - not to exceed three, except as specifically required.
2. Lodging at other Board meetings - As required.
3. Food - \$40 per diem for three days, except as specifically required.
4. Travel allowance - Trips of less than 350 miles (one way) will be reimbursed at the current IRS mileage rate plus tolls. All other transportation will be reimbursed at actual expenses for mileage at IRS rate, tolls, meals, lodging, etc., but limited to cost of round trip advance reservation coach airfare plus related costs of travel including round trip ground transportation from home to departing airport and arrival airport to Convention hotel plus reasonable tips for luggage handling.
5. Expenses of the National President's spouse attending the National Convention are also reimbursable.

### **ITEM 3: TRAINING SESSION ON ROBERT'S RULES OF ORDER AVAILABLE TO BOD**

A training session on Robert's rules of Order shall be made available to the BOD on the first Day of the Annual National BOD Meeting.

### **ITEM 4: REPORTS TO BOARD TWO WEEKS BEFORE CONVENTION**

All Officers, NBO, Development Director, Division and Committee annual reports are to be sent to each member of the Board two (2) weeks prior to Convention.

### **ITEM 5: THREAT OF LEGAL ACTION - PROCEDURE FOR**

When there is a threat of legal action to the Association, the matter should be brought promptly to the attention of the President or Secretary for appropriate action and/or response.

## **NATIONAL ELECTIONS**

### **ITEM 1: NOMINATIONS AND ELECTIONS COMMITTEE**

1. In the absence or disability of the Immediate Past National President, the next in line to Chair the Committee shall be, in succession of years from office, the Immediate Past National President's predecessor and his predecessor's predecessor.

2. The Committee shall secure, if required to do so, and/or shall approve the nominations from the Divisions of no fewer than two members for each of the offices of President-Elect and Vice President. If fewer than two (2) nominations are provided by the Divisions prior to the cut-off date, the Nominations and Elections Committee shall select an additional candidate to meet the minimum requirement of two candidates on the ballot.

3. The committee shall secure, if required to do so, and/or shall approve the nominations from the Divisions of a candidate or candidates for the offices of Secretary and Treasurer. If no nominations are made prior to the required date, the Nominations and Elections committee (BOD) shall select at least one (1) but no more than two (2) members for each of the offices to be placed on the ballot.

4. The Committee shall review the nominations from the Divisions and shall certify that each member nominated is a member in good standing and meets the qualifications for the nominated office.

## **ITEM 2: NAMES OF ALL DIVISION NOMINEES FOR OFFICE TO APPEAR ON BALLOT**

Any member in good standing duly nominated by his/her Division and determined qualified as set forth in item 1 above shall be included on the ballot for National office.

## **ITEM 3: CANDIDATE RESUME**

Each candidate for National TCA office shall be responsible for furnishing a resume of his or her TCA experience, including a statement of goals and desires for the TCA, limiting this information to half of an 8 ½ x 11 page ( 8 ½ x 5 ½). This resume will be printed and mailed with the ballot.

## **ITEM 4: PROCEDURE FOR HANDLING BALLOTS FOR NATIONAL ELECTIONS**

1. The ballots and resumes are to be reviewed for accuracy by the Operations Manager, National President, and candidates prior to and after printing.

2. The ballot counting shall be held one week after the cut-off date (may not be later than postmark May 1).

3. If an independent, bonded, ballot-counting firm capable of performing machine tabulation of votes cast is utilized, that firm shall be furnished with a list of eligible TCA members as of not later than March 15 each year.

4. Provided (1) that the ballot counting firm is bonded and (2) all ballots are to be turned over to the TCA Headquarters, it shall neither be necessary nor required for a TCA official to be present while the ballots are being counted.

5. Only the TCA National President, National Secretary and Operations Manager are authorized to contact the ballot counting firm and provide instructions when necessary.

6. A plurality of all valid votes cast shall decide those elected to office. The counting service shall supply to the Secretary and President certified copies of the election results. The Secretary shall notify the newly elected officers immediately.

7. Within one week of counting the ballots, all ballots (both valid and invalid) and the checklist shall be sent by certified mail return receipt requested in a sealed container to the NBO addressed to the attention of the Operations Manager, who will place them in a secure area.

8. All ballots and checklists are to be retained in a safe place of the NBO for a period of one hundred twenty days (120) from the date of receipt, unless challenged.

## **ITEM 5: PUBLISHING STATEMENTS ON NATIONAL CANDIDATES**

Divisions and Chapters may publish statements on only their Division or Chapter candidates for National Office in their newsletters and on their web sites.

## **NATIONAL MEETINGS**

### **ITEM 1: AGENDA ITEMS**

1. Directors and Officers may submit agenda items in writing to the National Secretary at any time.

2. Each agenda proposal should be explained in enough detail for Board members to understand its purposes and shall include a cost impact and funding source, as well as a statement of expected benefits.

3. After review by the Rules and Regulations Committee, if applicable, the National Secretary shall send agenda items to all Board Members and Officers.

### **ITEM 2: USE OF REGISTERED PARLIAMENTARIANS**

1. Registered Parliamentarians shall be utilized for all National Board Meetings.

2. In the event a Registered Professional Parliamentarian is not available in the area in which a Board Meeting is being held, a Registered Parliamentarian shall be used.

## **AFFILIATES**

### **ITEM 1: DIVISIONS AND CHAPTERS ARE AFFILIATES OF THE TCA**

An individual member of any affiliate, incorporated or unincorporated, shall be a member of the TCA in order to be eligible to be a member in good standing of an affiliate.

### **ITEMS 2: AFFILIATE RESPONSIBILITIES**

1. Divisions and Chapters are affiliates and shall conform to the requirements of the TCA Bylaws, Policies, Rules and Regulations and other such standards that may be set from time to time.

2. Divisions and Chapters shall send minutes of their meetings to the National President, Secretary, Treasurer, and NBO.

3. Divisions and Chapters shall send Annual reports to the National President, Secretary, Treasurer, Operations Manager, the National Business Office and BOD for consideration at the Annual Meeting. All those submitting such reports shall be required to use the *in brief* form and are strongly encouraged to use an electronic format when submitting to the Operations Manager and NBO.

4. An annual financial report is required to be submitted to the National Treasurer and NBO from all Unincorporated Affiliates. The financial statement will be for the twelve (12) month period ending on June 30 and will include a Balance Sheet and a Statement of Operations for the period. These financial statements are to coincide with the fiscal year of the Association and are to be included in its annual report. The annual financial report will be submitted as soon as practical, but no later than August 31 of the current year. All Division and Chapter Treasurers are strongly encouraged to use an electronic format when submitting this report.

5. All Incorporated Affiliates are required to supply a copy of their annual Form 990 (all versions) to the National Treasurer and the National Business Office upon filing with the Internal Revenue Service. All Affiliates are strongly encouraged to use an electronic format when submitting this report.

### **ITEM 3: BYLAWS**

1. All affiliates shall develop Bylaws that shall not conflict with the Bylaws of the Train Collectors Association and that shall conform to the TCA Bylaws Template.

2. All Affiliate Bylaws and any subsequent amendment or revision shall be adopted by the members of that Affiliate with the proviso that any Bylaws, amendment, or revision thus adopted shall not go into effect until reviewed and certified by the TCA Board of Directors or the TCA Executive Committee.

3. The certification shall include:

A. Review by the TCA Secretary, with or without assistance of the TCA Rules and Regulations Committee, to determine if the document contains anything that is in conflict with the TCA Bylaws and is in conformity with the TCA Bylaws Template.

B. Submission of the reviewed Bylaws or amendment or revision to the TCA Board of Directors or the TCA Executive Committee along with a recommendation.

C. Action by the TCA Board or TCA Executive Committee. Such action shall include certification of the document or returning the document with explanation and recommendations to the Affiliate for further work.

4. The certification process shall start on the day the document is received by the TCA Secretary and shall be completed within 90 calendar days.

### **ITEM 4: AFFILIATE NEWSLETTER DISTRIBUTION**

All Affiliate newsletters (to their membership) shall be distributed electronically to National Officers, Division Presidents, NBO and National publications' editors, granting the authority to reproduce in TCA publications.

## **MEETS**

### **ITEM 1: AFFILIATE MEETS AND JOINT MEETS**

At Affiliate meets or joint meets every seller must be either a member of the TCA or a member of the other participating train-related organization(s). When an Affiliate holds a joint meet with any other collecting group and uses the TCA name to promote the meet, the entire meet must conform to TCA policies; otherwise the TCA name shall not be used to promote the meet. When an Affiliate holds a joint meet, the other organization must have liability insurance with coverage at least equal to that of the TCA for the event.

## **ITEM 2: LITERATURE DISTRIBUTION AT AFFILIATE MEETS**

Distribution of literature at Affiliate meets shall be subject to the approval of the sponsoring Affiliate. Violation of this rule can lead to suspension of membership. Examples of unapproved material are:

1. Private sale or auction notices
2. Personal appeals
3. Political letters

## **ITEM 3: DIVISION MEETS IN ANOTHER DIVISION'S AREA**

A Division Meet may be held in another Division's territory only with the permission of the affected Division.

## **ITEM 4: CAMPAIGNING FOR NATIONAL OFFICE**

All TCA Division and Chapter meets are prohibited from the display or distribution of political campaign materials, including, but not limited to, posters, handbills, hats, buttons, flags, banners, or any such material to promote a candidate for TCA National Office.

## **ITEM 5: NO NATIONAL MEETS**

National shall not be permitted to hold or sponsor any meet other than the National Convention without the approval of the BOD, as well as the approval of the Division within whose boundaries the meet would be held.

## **ITEM 6: NON TRAIN ITEMS**

Items that are not a toy, scale or model train, or accessory, or train-related item, or tinsplate train related toy, shall not be permitted at, and are hereby barred from, any meeting of this organization, be it National Convention, or any Affiliate meeting, or any meeting sponsored under the name of the TCA.

## **PHOTOGRAPHY AT TCA EVENTS**

Photography of TCA activity at the National, Division, and Chapter levels may be permitted only with the approval of the depicted subjects and host.

## **STANDING COMMITTEES**

### **MEMBERSHIP AND DISCIPLINE COMMITTEE**

#### **ITEM 1: COMMITTEE JURISDICTION**

The TCA shall not adjudicate issues between:

1. Members and commercial entities.
2. Member commercial entities.
3. Members filing complaints involving condition or grading of merchandise bought and sold between the members involved, when filed later than 90 days after the transaction.
4. Any member complaint arising from an Auction House venue will not be accepted prior to pursuit of all remedies provided by the Auction House venue.

#### **ITEM 2: MEMBER COMPLAINTS**

1. Any member in good standing may file a complaint with the Membership Chair on the form provided.
2. The Membership Chair shall promptly notify the Respondent, with copies to the TCA National President, the TCA President-Elect, the Associate Membership Committee Chair, and the Complainant, of the complaint being filed.
3. If further action is required, a copy of the complaint will be sent to the Respondent by certified mail, return receipt requested; a second copy by regular mail.
4. The Respondent shall have 30 days from the date of mailing of the certified mail notice to reply to the Chair, setting forth his/her position. Failure to reply shall be deemed an admission of all allegations set forth in the complaint.

5. If the Respondent contests the charges, the Membership Committee shall have the responsibility to investigate the complaint to the best of its ability.

6. If disciplinary action appears necessary, the Chair of the Membership Committee shall present the complaint and the findings of the Membership Committee to the Board of Directors for decision.

7. The Respondent shall be offered the right to present his/her position to the Board of Directors at the same time the complaint is presented to the Board of Directors.

8. The decision of the Board of Directors shall be final and binding on all persons.

### **ITEM 3: APPLICATION COMPLAINT**

Upon receipt of three (3) written complaints, the Membership Committee shall:

1. Investigate the qualifications of the probationary member and the nature of the protests.

2. Extend the Probationary Member's probationary status notifying the NBO of this action, until the investigation is completed and the decision is released to the National Secretary.

3. Forward, at the conclusion of the investigation, the recommendation of the Membership Committee to the BOD for action.

4. Send written notice to the Applicant and the protesting members of the decision of the Membership Committee, with a copy to the National President.

### **ITEM 4: TRANSACTION COMPLAINT**

Upon receipt of a complaint by the Secretary of the TCA, The Membership Committee will follow the procedures as outlined above in item 2 and thereafter.

### **ITEM 5: OTHER COMPLAINTS**

1. The Committee Chair shall be responsible for filing, on behalf of the Membership Committee and TCA Membership as a whole, a complaint against any TCA member who physically or verbally abuses any member, paid or unpaid, of the TCA staff or a representative of any vendor or supplier engaged in supplying goods or services to TCA, its Divisions, or its Chapters. Such behavior shall be called CONDUCT UNBECOMING A MEMBER. Standards of behavior for the conduct of a civil society as accepted or as proscribed by law will apply.

2. The Committee Chair shall be responsible for filing a complaint against a member when directed to do so by the BOD in accordance with Article II, Section 6A of the TCA Bylaws.

3. The procedures in ITEM 2: MEMBER COMPLAINTS, paragraph 6 will be used to adjudicate other complaints.

### **ITEM 6: DISCIPLINARY ACTION**

1. The form of discipline on membership complaints shall require two judgments.

A. The first shall determine whether a member should be disciplined.

B. The second shall determine the degree of discipline to be meted.

#### **2. PUBLISHING NAMES**

In handling membership complaints, only the TCA case number shall be used for identification and names of the individuals shall not be published in the minutes until the review and disciplinary process has been completed and the problem has been resolved. At that point in time, the name and the action levied shall be published in the National Headquarters News.

#### **3. COMPLAINTS - HISTORICAL DOCUMENTATION**

TCA National shall develop and maintain historical lists of approved actions of the Membership Committee. Said lists shall include (A) persons whose membership has been terminated for cause, and (B) persons whose membership has been suspended for cause including the dates of the periods of suspension. Additionally, (C) a former member who had an unresolved membership complaint at the time his membership expired shall have his membership flagged to indicate "Membership dropped, Complaint Pending" and include the original complaint number. These lists shall be handled as "TCA Confidential" and shall be available upon request to the National Board of Directors and Division Secretaries.

#### **4. AUTHORITY FOR DISCIPLINARY ACTION**

Disciplinary action may be taken against any member as defined in Article 11, Section 6B of the TCA Bylaws.

## **5. CHAIRMAN RESPONSIBILITIES**

A. Through the Chair, the committee shall submit its report and recommendation to the Board of Directors who shall act upon it at the next Board of Directors meeting.

B. The Chair of the Membership Committee will notify both the Complainant and Respondent of the decision of the BOD.

## **6. POST-BOD ACTION REQUIREMENTS**

A. A terminated member or rejected applicant may reapply for membership after three years. The rejected individual may reapply, but not more frequently than once per year, after the first reapplication.

B. The applicant will be issued a NEW membership number if the application of the terminated member is approved.

## **STANDARDS COMMITTEE**

**ITEM 1:** Standards Committee Mission Statement: To develop and implement Grading Standards for all areas of collecting toy trains, accessories, catalogs, etc. To develop and provide education programs and publications about toy trains to assist members of TCA with Standards programs through displays, seminars, research and publishing, plus personal interaction at TCA functions and forums.

**ITEM 2:** Division and Chapter Presidents shall encourage and assist the Lead Person of their Standards Committee in providing a Standards Committee presence at all their Meets.

## **SPECIAL COMMITTEES**

1. The activities of special committees are integral to the success of the programs of the TCA. Such committees are named and appointed annually, but are, generally, expected to be reconstituted each year.

2. Each special committee shall have a chairman and other such members as selected by the President-elect and affirmed by the Board at the time of taking office as President.

3. Additional special committees may be established by the President during the year with the affirmation by the Board.

4. Special committees may, at the direction of the Board, provide for continuity of membership for subsequent years.

5. Special committees shall report to the BOD at the annual meeting.

6. Each special committee should have a board member as a committee member.

## **THE FOLLOWING SPECIAL COMMITTEES ARE IN PLACE:**

### **1. LIAISON COMMITTEE WITH OTHER TRAIN ORGANIZATIONS**

A committee of three, chaired by the President Elect, shall establish liaison with LCCA, TTOS, NMRA, LOTS, and/or other organizations to discuss ideas based on promoting and strengthening the collection and operation of toy trains.

### **2. PUBLIC RELATIONS COMMITTEE**

The Committee may make studies and recommendations to the Board of Directors regarding external publicity of and for TCA.

### **3. EDUCATION AND MUSEUM COMMITTEE**

A. Mission statement: To complement the mission of TCA by assuring preservation, historical documentation, and education through continuation and encouragement of the stories of toy, model, and scale trains for toy train enthusiasts.

B. The appointed Committee shall work under the direction of the Operations Manager to study, evaluate, and recommend to the Board of Directors, a program of information and education for the enhancement of knowledge and interest in toy train collection for the members of the Association and the general public.

C. The Committee shall plan and conduct education outreach to further the mission of the TCA.

#### **4. CONVENTION GUIDELINES COMMITTEE**

A. The Conventions Guidelines Committee, in cooperation with annual convention committees, is authorized and directed to conduct negotiations and contract for site and services for National conventions.

B. The appointed committee shall advise and assist the annual convention Committee through the convention planning and production process, by collecting and publishing information on past conventions.

C. The Committee shall review and update convention guidelines annually.

D. The National Convention Operations Manual, to be approved annually by the BOD, is incorporated by reference as Board policy.

#### **5. CONVENTION CAR COMMITTEE**

This committee is assigned the responsibility for producing Convention Cars, including a Kids Club Convention Car for each National Convention.

#### **6. ENDOWMENT FUND FOR EDUCATION COMMITTEE**

A. The appointed committee shall solicit and receive contributions of personal and real property which are to be used for educational purposes relating to toy trains and related items.

B. The allocations of gifts shall be as approved by the BOD for use by National, or NTTM, or Affiliates.

C. The Committee shall recognize donors in appropriate fashion.

#### **7. STRATEGIC PLANNING COMMITTEE**

##### **ITEM 1: MISSION STATEMENT**

The committee shall study resources and opportunities and put forward a Strategic Plan (referred to as The Plan) to enhance the future of the TCA.

##### **ITEM 2: COMMITTEE MEMBERSHIP**

The Strategic Planning Committee (SPC) shall consist of seven (7) voting members and non-voting members as specified below:

- Four (4) voting members-at-large appointed by the President for staggered 3-year terms as vacancies occur.
- The Immediate Past President, President-Elect and Vice President as voting members.
- The chairman(s) of the Education & Museum Committee, the chairman(s) of the Library Committee as well as the Operations Manager, the Director of Development, and the Librarian shall serve as ex-officio non-voting members.

##### **ITEM 3: THE STRATEGIC PLAN (The Plan)**

###### **A. OPERATION OF THE PLAN**

The committee shall have the responsibility to monitor the implementation and to conduct an annual evaluation of The Plan.

###### **B. REQUIREMENTS FOR ACTION**

All items to be considered and included in The Plan must specify the office, committee staff person or outside resource "Responsible" for implementing the Action and specify a "Completion Date."

###### **C. STATUS OF ACTION ITEMS**

Text for each Action Item in The Plan will conclude with a statement, in parentheses, estimating the percent (%) complete. Example: 25% complete.

###### **D. THE STRATEGIC PLAN – YEARLY EDITION AND REPORT**

The Strategic Plan will be a part of the Strategic Planning Committee's Report provided to the BOD for its June BOD meeting. The report shall be dated for the current year. The Plan dated for the next year (the year The Plan will be implemented) and the Edition number specified. Example: 2011 Strategic Planning Committee Report – TCA Fourth Edition 2012 Strategic Plan.

#### **ITEM 4: MINUTES FOR UPDATING THE PLAN**

The National Secretary shall provide the chairperson of the Strategic Planning Committee a copy of the Minutes of the June BOD meeting and all Executive Committee meetings for use in updating The Plan. The chairperson of the SPC shall update The Plan according to the minutes.

#### **ITEM 5: COPIES OF THE PLAN**

The chairperson of the SPC shall provide the Operations Manager an updated copy of The Plan for distribution to all TCA committee chairpersons. It is also further recommended that each committee chairperson at the same time also be provided with a version of The Plan containing only those action items specifically assigned to that committee.

#### **8. MEMBER RECRUITMENT, RETENTION AND BENEFITS COMMITTEE**

A. The committee shall identify, recommend, and implement actions and programs to promote the recruitment of new members, facilitate the retention of current members, recognize achievements of members and improve member programs. The committee shall market the benefits of TCA members to both the public and membership.

B. The Director of Development and Operations Manager shall be ex-officio non-voting members of this committee.

#### **9. AFFILIATE DEVELOPMENT COMMITTEE**

The committee shall be responsible for studying and making recommendations to the BOD concerning but not limited to organizational growth, chapter development, and realignment of boundaries consistent with better serving the members and mission of TCA.

#### **10. KIDS CLUB**

The committee provides activities and programs to inform and interest young people and their families about the history of toy, model, and scale trains and their operation. The committee's activities will focus on fellowship, education, and entertainment, and shall provide programs through National, and support program development at the Affiliate level. These programs will include a national newsletter "Keeping Track," and programs at the Museum and at national conventions. The committee will support affiliate Kids Club activity through program assistance and advice.

#### **ITEM 1: MEMBERSHIP**

1. Membership is free to all children to the age of 18, each of whom shall be sponsored by a TCA member. At age 18, that membership, upon request of the Kids Club member, shall become a regular TCA member without any application fee.

2. All active Kids Club members who become regular members upon reaching their 18<sup>th</sup> birthday will pay annual dues at one-half the regular member rate, which rate will remain in effect until the year the member attains his/her 24<sup>th</sup> birthday.

#### **11. LIBRARY AND HISTORICAL COMMITTEE**

**ITEM 1:** Mission Statement: To acquire, conserve and preserve ephemera relating to toy trains, and to guarantee current and future use. Also to provide open access to its collection for research and studies.

#### **12. EDITORIAL REVIEW COMMITTEE**

**ITEM 1:** Administration of publications, including format, time of publication, and content shall be the responsibility of an Editorial Review Committee which shall be made up of the President, the Operations Manager, the Publications Editors, and other members as may be appointed by the President.

**ITEM 2:** The Editorial Review Committee shall be responsible to review and approve all publications of the TCA.

#### **13. INTERNET COMMITTEE (TTML) See section TTML page 17.**

#### **14. DIGITAL AGE STEERING COMMITTEE**

**ITEM 1:** Mission: To identify and implement ways in which the assets of TCA can be maximized through the expanded use of the internet and electronic technologies.

## 15. SPECIAL PROJECTS COMMITTEE

This committee assists the President in gathering information about a special project that could be of benefit to the Train Collectors Association.

### PUBLICATIONS

Publications of the TCA shall be authorized annually.

The purpose of all publications shall be to further the mission of the TCA.

The Operations Manager or his/her designee shall serve as publisher for all TCA National Publications and Website.

The TCA Mission Statement shall appear in each publication.

Each publication shall be the responsibility of an individual editor, each of whom is to be appointed annually.

Editors may be compensated as determined by the Board.

Publications presently authorized are:

1. Directory of Information
2. *Train Collectors Quarterly*
3. *National Headquarters News*
4. e\*Train
5. Toy Train Mailing List
6. X-change buy/sell website
7. National TCA Web Site

Administration of publications, including format, time and content shall be the responsibility of an Editorial Review Committee which shall be made up of the President, the Operations Manager, the Publications Editors, and other members as may be appointed by the President.

The Editorial Review Committee shall be responsible to review and approve all publications of the TCA.

Further detail on individual publications follows:

### DIRECTORY OF INFORMATION

**ITEM 1:** A directory of general information, including member information, shall be made available to the membership electronically or by publishing, as the BOD shall direct from time to time.

#### **ITEM 2: UNAUTHORIZED USE OF THE *DIRECTORY OF INFORMATION***

Use of the contents of the *Directory of Information* for mailings shall require approval of the Board of Directors. Any unauthorized use may result in loss of Membership.

#### **ITEM 3: UNLISTED ADDRESSES IN THE *DIRECTORY OF INFORMATION***

Members who are listed in the *Directory of Information* with no address or box number address must furnish an address and telephone number to the NBO so that Officers can get in touch with them if necessary. Such information will be held in confidence at the NBO.

#### **ITEM 4: ENTIRE BOARD POLICY BOOK AND BYLAWS TO BE PUBLISHED IN THE *DIRECTORY OF INFORMATION***

The TCA Bylaws and the Rules and Regulations and the Strategic Plan are to be published in the *Directory of Information* each year.

#### **ITEM 5: LIFE MEMBERS' NAMES IN THE *DIRECTORY OF INFORMATION***

The names of all Life Members, living or deceased, shall be published in the *Directory of Information* for as long as this Association shall exist.

#### **ITEM 6: DIVISION OF MEMBER TO BE SHOWN IN *DIRECTORY OF INFORMATION* LISTING**

The *Directory of Information* shall include, in a legendary format, the division in which a member resides.

## **ITEM 7: USE OF *DIRECTORY OF INFORMATION* CONTENTS**

Use of the contents of the *Directory of Information* shall be only with the express consent of the Board of Directors. Under no circumstances is the *Directory* to be sold, traded, or provided to a non-TCA member. Any unauthorized use may result in loss of Membership. Authorized use of *Directory* information will normally be on a one-time only basis.

### **TRAIN COLLECTORS QUARTERLY**

#### **ITEM 1: CONTENT**

The *TC Quarterly* is for the purpose of publishing material in support of the TCA mission. Personal opinions about non-collecting matters shall not be published.

#### **ITEM 2: NON-MEMBER SUBSCRIPTION RATE**

1. The *TC Quarterly* is available to non-members.
2. The Publisher and Editor will review the subscription rate on an annual basis.

### **NATIONAL HEADQUARTERS NEWS**

#### **ITEM 1: NON-TRAIN RELATED ITEMS IN NEWSLETTER**

Interchange advertisements in the *National Headquarters News* are subject to the same rules as non-train items at meets.

#### **ITEM 2: PRICES AND TCA GRADING STANDARDS**

Prices are permitted in the Interchange Point; TCA grading standards must be used.

#### **ITEM 3: *NATIONAL HEADQUARTERS NEWS* MATERIAL IN *QUARTERLY***

Material normally found in the *National Headquarters News* may be included in the *Quarterly*.

#### **ITEM 4: APPLICANTS' NAMES**

Applicants (probationary members) listing the *National Headquarters News* shall include street address, city, state, division, and provisional TCA member number.

#### **ITEM 5: EDITING OF ADS IN *NATIONAL HEADQUARTERS NEWS***

The Editor of the Interchange Point is authorized to edit length of all ads to fifty words or less.

#### **ITEM 6: FIRST CLASS MAILING OPTION FOR THE *NATIONAL HEADQUARTERS NEWS***

First Class mailing of the *National Headquarters News* is available to all members for a \$15.00 charge per year. This charge will apply to each member who requests the First Class mailing service including Honor Roll, Honorary, and Life Members.

#### **ITEM 7: CONVENTION NOTICES**

Every issue of the *National Headquarters News* will note the dates of the National Convention.

#### **ITEM 8: CONVENTION ADVERTISING**

National TCA will allow the host Division(s) for the National Convention to place a one-time, full-page, black and white ad in the *National Headquarters News* provided that (1) the ad is related to the Convention and/or fundraising for the Convention and (2) the ad is not published prior to July 1 of the year preceding the Convention.

## **ITEM 9: FREQUENCY OF PUBLICATION**

Five issues of the *National Headquarters News* shall be published. They will be mailed every odd numbered month except July.

## **ITEM 10: SIGNATURE REQUIRED ON INTERCHANGE POINT ADS.**

A signature is required on all ads received for the "Interchange Point."

## **ITEM 11: AUCTION ADS**

TCA member-owned auction houses as well as Affiliates are permitted to advertise in the *National Headquarters News* with the following stipulations:

1. The TCA does not guarantee either the conditions or the authenticity of auction merchandise.
2. The merchandise must be train or train related.
3. Any disagreement between any parties will not be adjudicated by the TCA.
4. It is strongly recommended that any potential bidder of items offered at auction personally inspect the material prior to the auction.
5. A disclaimer, stating the above conditions, shall be published in each TCA publication that publishes auction advertisements as part of the same ad.
6. All ads are subject to approval by the Editorial Review Committee prior to publication.
7. The organization conducting the auction shall abide by the rules set forth by TCA.

## **ITEM 12: NON-TCA MEETS**

Non-TCA sanctioned meets shall not be advertised in the *National Headquarters News*.

## **ITEM 13: SOUND OFF COLUMN**

Any letter being considered for publication in the "Sound Off" column shall be pertinent to TCA organizational matters and must be submitted to the President of TCA for an official policy reply before publication.

### **e\*TRAIN**

## **ITEM 1: e\*TRAIN PUBLICATIONS RULES**

*e\*Train* is an electronic publication where members can share experiences and knowledge regarding toy, model, and scale trains. This will include but not be limited to articles pertaining to identification, repair, operation, current product reviews as well as train related museums, tours, and displays. The editor may not publish any personal opinion about non-related matters. In case of doubt, the editor must refer any questionable material to the Editorial Review Committee prior to publication.

## **ITEM 2: EDITOR**

The editor of *e\*Train* shall be appointed on a yearly basis and be a non-voting member of the Editorial Review Committee.

### **TOY TRAIN MAILING LIST (TTML)**

## **ITEM 1: DESCRIPTION AND PURPOSE OF THE TOY TRAIN MAILING LIST**

The Toy Trains Mailing List (TTML) is the official TCA sponsored, maintained and owned internet forum. It was created to provide a platform where toy train enthusiasts can discuss, inquire, and share knowledge about current and historical toy trains. The focus is to be conversations about the identification, repair, operation, relative merits, quality, and preservation of current and classic toy trains. The TTML is not a forum for discussing governance of the TCA; however, as the official TCA Internet Forum, members may post general Affiliate meet information.

## **ITEM 2: OPERATIONS AND MAINTENANCE**

The TTML is operated and maintained by the TTML Committee: volunteers whose activities are coordinated by a chairman appointed by the President and affirmed by the BOD.

## **ITEM 3: TOY TRAIN MAILING LIST POSTING GUIDELINES**

Message posting guidelines are to be posted on the TTML homepage and to be published monthly in the TTML FAQ. These guidelines are to reflect the current policies of the TCA and are to be reviewed and approved by the President Elect and the Internet Committee Chair each May.

## **ITEM 4: TTML MESSAGE GUIDELINES**

The following will be published monthly in the TTML FAQ:

The TCA Mission Statement will be the basis for all messages posted on the TTML. The use of profane or abusive language is not tolerated at any time or under any circumstances and any such action will result in disciplinary action as posted on the TTML and may result in TCA membership action. All messages must adhere to the established TTML posted guidelines and not contain any disruptive or abusive behavior such as outlined below:

1. Making comments in writing in a TTML post about the TCA, or its volunteers, which in the ordinary sense of the language are considered insulting and/or profane or which threaten adverse consequences to the TCA or its volunteers.
2. Making comments in writing in a TTML post in which other TTML members are referred to in an insulting, abusive, or threatening way.
3. Making comments in writing by any means either public, private, or by telephone to any TML moderator and/or his/her family, which in the ordinary sense of the language are considered insulting and/or profane or which threaten adverse consequences to the recipients of the comments.

Any inappropriate messages will be returned to the author with a note as to why it was not acceptable. The author, at his/her own discretion, may edit and resubmit the message to make it compliant to the TCA posting guidelines.

## **ITEM 5: DISCIPLINARY ACTION**

The disciplinary action listed below is the only action that can be taken by the Internet Committee. It is recommended that in severe cases of abusive behavior, a membership complaint be filed by the individual(s) involved so appropriate membership action by National TCA can be taken. The following will be posted monthly in the TTML FAQ:

1. First Offense – The Internet Committee (or its designee) will reply by email to the offending Member, using the address the offender has on file with the TTML, advising him/her of what is considered disruptive and abusive about the post, further advising him/her that he/she has now received his/her one and only warning about his/her behavior, and providing the offender with a copy of these rules for revocation of posting privileges.
2. Second Offense – The Internet Committee (or its designee) will reply by email to the offending member, using the address the offender has on file with the TTML, advising him/her of what is considered disruptive and abusive about the post, further advising him/her that his/her TTML posting privileges have been suspended for a period of 30 days from the date of the offending posting, and providing him/her with a copy of these rules for revocation of posting privileges.
3. Third Offense - The Internet Committee (or its designee) will reply by email to the offending member, using the address the offender has on file with the TTML, advising him/her of what is considered disruptive and abusive about the post, further advising him/her that his/her TTML posting privileges have been permanently revoked as of that date, and providing him/her with a copy of these rules for revocation of posting privileges.

It is the responsibility of every TTML member to have an active and up-to-date email address on file with the moderators. In the event that a moderator attempts to contact a member by email and gets no response, or if the message is returned as undeliverable, that member's posting privileges are terminated until and unless the member contacts the moderator.

**Right of Appeal:** A TTML member having his/her posting privileges permanently revoked may appeal this revocation to the entire Internet Committee of the TCA at its next regularly scheduled meeting where a quorum of Internet Committee members are present. The appeal shall consist of a written petition of no more than 500 words stating why the revoked member should not have privileges revoked. The member may attend such a meeting, and speak for no more than 15 minutes to clarify his/her position or to answer questions. The posting privileges revocation issued by the Internet Committee shall remain in force until the committee has rendered a majority decision on the appeal. The Committee's decision shall be final.

### WEBSITES

**ITEM 1:** Websites are provided to support the mission of TCA.

**ITEM 2:** The TCA official website [www.traincollectors.org](http://www.traincollectors.org) is the web home serving TCA members and the gateway to the various TCA internet activities. Current internet activities are:

1. Museum and Library
2. TTML
3. e\*Train
4. TCA X-change
5. Member services

### PERSONNEL POLICY AND PROGRAM OPERATIONS

The programs and activities of the TCA are conducted by many groups: volunteers, both members and non-members; elected officers; and paid staff, including both board appointed administrative and supervisory personnel and operating staff.

All personnel functioning in support of the TCA are held to the highest legal, ethical, professional, and individual personal standards of conduct.

Volunteer staff members are subject to direction and supervision of the administrator directing the activity which they are supporting and to such portions of the general personnel policy as are applicable to the efforts and undertakings of such volunteers.

Paid operations staff members serve at the will and pleasure of the Operations Manager, or other designated supervisor. The paid staff is bound by personnel policy set forth in the Personnel Manual, incorporated herein by reference.

Employment terms of supervisory staff, including the Operations Manager and Director of Development, are set by the Board, subject to board review and modification. Individual job descriptions for supervisory staff are set forth elsewhere in this document and are incorporated herein by reference.

Supervisory staff will report to the President. Nonetheless, the nature and terms of employment of supervisory staff, including, but not limited to, duties, compensation, hours, financial authority, etc., shall be set by board action, to be reviewed and renewed annually, or otherwise if contractually provided.

Elected officers performing program or administrative functions shall be subject to performance evaluation and review as provided for in both the Bylaws and the Personnel Manual.

### NATIONAL BUSINESS OFFICE OPERATIONS

#### **ITEM 1: PURPOSE**

The day-to-day operations of the TCA shall be supervised and directed by an Operations Manager, whose terms of employment, including financial authority, personnel responsibilities, administrative responsibilities, etc., shall be determined by the BOD. The Operations Manager shall report to the President. Under the direct supervision of the Operations Manager the NBO shall perform all the functions normally associated with the headquarters office of any organization, including but not limited to, publishing a yearly *Directory of Information*, a Newsletter five times a year, processing dues payments, processing applications for membership, maintaining the books and financial accounts of the TCA, and providing such services to members and others which further the purpose of the TCA.

## **ITEM 2: HIRING, RETENTION, SEPARATION**

The Operations Manager shall be responsible for personnel administration including but not limited to establishing criteria for hiring, retention, setting yearly performance goals and separation of employees, and shall make recommendations on these matters to the President and other Officers.

## **ITEM 3: DAYS AND HOURS OF OPERATIONS**

The workdays shall be Monday through Friday, hours 8:30 to 4:30, with one hour for lunch. The Operations Manager shall be responsible for arranging lunch hours in such a manner as to provide continuous services during the workday.

## **ITEM 4: COMPENSATION**

Employee compensation, including but not limited to starting salaries, rates of pay, merit increases, and cost-of-living adjustment, shall be determined by consultation between the Operations Manager and the Finance Committee.

## **ITEM 5: HOLIDAYS**

1. Employees will be paid for each of the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas. If one of the above listed holidays falls on a Saturday or Sunday, the Operations Manager shall determine whether or not the office shall be open the Monday following the holiday.

2. A personal paid holiday shall be given to all full-time employees of TCA (Headquarters, the TCA Museum and Reference Library).

3. An additional paid holiday will be provided to each full-time employee; the date to be determined by the Operations Manager.

## **ITEM 6: SICK LEAVE**

Sick leave shall be earned at the rate of one-half workday for each completed month of service up to a maximum of six days per calendar year (non-cumulative). However, sick leave may not be used until completion of three months of employment.

## **ITEM 7: OTHER BENEFITS**

Hospitalization insurance is provided for full-time employees after three months of employment. Christmas bonuses may be paid at the discretion of the President and Treasurer.

### **A. SIMPLIFIED EMPLOYEE PENSION PLAN**

The BOD is authorized and directed to contribute each year from the funds of TCA such an amount as shall be necessary and maintain the status of such plan under the Internal Revenue Code 408(k), and Employee Retirement Income Security Act (ERISA) of 1974.

### **B. TAX SHELTERED ANNUITY**

A Tax Sheltered Annuity/Tax Sheltered Custodial Account shall be established, which account will be totally contributory by the employees. The Operations Manager is directed to carry out the provisions, and take all steps to implement and maintain the status of the TSA/TCA Plan under the Internal Revenue Code and the Employee Retirement Income Security Act (ERISA) of 1974.

## **ITEM 8: LONG TERM DISABILITY INSURANCE**

Long term disability insurance will be provided for full-time employees. Such insurance would provide 60% of the employee's salary at the time of disability, to a maximum of \$4,000 per month, after an initial disability period of 6 months.

## **ITEM 9: PAID VACATIONS**

Full-time employees shall be eligible for one week's vacation at the end of twelve (12) months' employment, two weeks after twenty-four (24) months' employment, three weeks of vacation after six (6) full years, and four weeks after ten (10) full years of service. Scheduling of vacations is to be done by the Operations Manager.

## **TCA IDENTITY AND INTELLECTUAL PROPERTY**

### **ITEM 1: TCA LOGO**

The official TCA emblem/logo is seen here. The unauthorized alteration of the proportion, elements, or content is strictly prohibited without written authorization of the BOD.



### **ITEM 2: USE OF THE TCA LOGO**

#### **A. APPEARANCE**

This logo shall appear on all official TCA communications, including but not limited to stationery, publications, newsletters, advertising, websites, events, property, where the intent is to signify TCA ownership, sponsorship, adherence, or association.

#### **B. USE**

All Affiliates and National Officers of the TCA have the right to use the official TCA logo. The use of the official TCA logo by individual members is permitted only after written authorization by the BOD is obtained. Unauthorized use of the TCA logo shall constitute fraud and is subject to TCA disciplinary and/or legal action.

### **ITEM 3: TCA COLORS AND USE**

#### **A. TCA COLORS**

The colors of the Train Collectors Association are:  
Orange: Pantone Ink Matching System, PMS 165C  
Dark Green: Pantone Ink Matching System, PMS 3308C

#### **B. GUIDELINES FOR USE OF TCA COLORS**

Whenever possible the TCA emblem/logo is to be reproduced in TCA orange. When not possible, black is preferred. When displayed against a dark background, it is preferred that the emblem/logo be reversed out in white.

### **ITEM 4: INTELLECTUAL PROPERTY**

#### **A. PROPERTY AND PERMISSION**

As of November 2003, all artwork, Internet sites of any type and their content, logos, music, paintings, photographs, publications, recordings (audio and/or visual), seals and other items commonly described as Intellectual Property created for TCA shall become the sole property of TCA. Permission is granted to use TCA Intellectual Property, without compensation, to all Affiliates and Committees to use on stationery, websites, fundraising items, convention cars, and merchandise developed to support conventions, the Museum Store of the National Toy Train Museum, The Toy Train Reference Library, and the National Business Office.

#### **B. COMPENSATION FOR USE**

Other items must be authorized in writing by the BOD at rates of compensation negotiated by the Operations Manager and the requesting party. Members appropriating TCA Intellectual Property for their own use without permission will be subject to the Association's disciplinary procedures. The BOD reserves the right to pursue legal action against members and others who in the Board's opinion, appropriate TCA Intellectual Property without the express permission of the Board of Directors. Such permission is to be granted on a one-time-use-basis unless specifically agreed to in writing.

## **DIRECTOR OF DEVELOPMENT**

### **ITEM 1: DIRECTOR OF DEVELOPMENT**

The TCA shall name a Director of Development whose terms of employment shall be determined by the BOD, and who shall report to the President.

## **ITEM 2: DEVELOPMENT FUNDRAISING PLAN**

The Director of Development will review all current revenue production programs and develop a comprehensive prioritized short and long term plan to generate revenue as per the goals outlined by the BOD. The Executive Committee will provide counsel as to priorities. This plan will be updated at least annually and presented to the Executive Committee for approval.

## **ITEM 3: ALTERNATIVE REVENUE STREAMS**

Core responsibility of the Director of Development shall be to explore, research, and implement long-term alternate funding programs: individual donations, bequests, deferred giving, etc.

## **ITEM 4: GRANTS PROGRAM**

The Director of Development shall develop and implement a Grants Program to seek support for the TCA.

## **FINANCIAL**

### **ITEM 1: MEMBERS POSTAGE ASSESSMENT**

Members residing outside the continental United States shall be assessed an additional fee as determined by the NBO.

### **ITEM 2: AUTHORIZATION TO SIGN CHECKS**

The Operations Manager, upon being bonded, shall be authorized to sign checks. In his absence, the Bookkeeper, upon being bonded, is authorized to sign checks to a maximum of \$1,000. The Treasurer must co-sign all checks of \$5,000 or more. In the event that the Treasurer is incapacitated or unable to perform, the President is authorized and shall co-sign all checks of \$5000 or more.

### **ITEM 3: AUTHORIZATION FOR PURCHASE ORDERS**

The Operations Manager shall be authorized to create and sign TCA purchase order for non-service items greater than \$1,000. The President must countersign all purchase orders in excess of \$5,000.

### **ITEM 4: ANNUAL BUDGET PROCESS**

The Finance Committee shall prepare and present a budget to the BOD for their approval at the Annual Meeting.

1. The Operations Manager shall work in support of the Finance Committee in preparation of the Annual Budget.
2. The Finance Committee shall distribute the proposed budget not later than 14 days prior to the June BOD meeting.
3. The BOD shall approve an annual Budget at the Annual BOD meeting.

### **ITEM 5: DISCOUNTS AT MUSEUM SALES COUNTER**

A 20% discount at the National Toy Train Museum sales counter shall be allowed to all employees and members of the Education and Museum and Library and Historical Committees.

### **ITEM 6: FINANCIAL REPORTS TO FINANCE COMMITTEE**

Copies of the Association's quarterly financial reports are to be furnished to all non-BOD members of the Finance Committee.

### **ITEM 7: BOND**

All persons in a fiduciary position are to be bonded, in an amount to be determined by the Board of Directors from time to time. Persons to be bonded shall include, but not be limited to, President, Treasurer, Director of Development, Operations Manager, Museum Sales Manager, Convention Chair, and Convention Treasurer.

## **ITEM 8: DEVELOPMENT AND FUNDRAISING - PURPOSE OF APPEALS**

### **1. ANNUAL APPEAL**

An Annual Appeal shall be directed toward operational aspects of the Train Collectors Association both to support existing programs and to provide enhanced member services.

### **2. ENDOWMENT FUNDS**

The Endowment Fund shall be a permanent fund with the Train Collectors Association. Laws and regulations applicable to use of principal and income of endowment funds shall apply to these funds.

## **MAILING LISTS**

### **ITEM 1: MAILING LISTS**

The NBO shall provide Affiliates with mailing lists on a fee basis.

### **ITEM 2: SALE OF LISTS TO MEMBERS**

A TCA Member may purchase mailing lists on a per request basis. The following conditions shall apply:

1. The request is made by a member in good standing.
2. The mailing lists will be provided for a fee.
3. Requests made to the Business Office must include a sample piece of the proposed mailing.
4. The Editorial Review Committee must approve the sample prior to the Business Office providing the list.

### **ITEM 3: ONE TIME USE OF MAILNG LISTS**

Members requesting mailing lists shall be required to agree that the lists are for one time use for the approved purpose and are not to be copied, duplicated, or reproduced in any form.

## **NATIONAL TOY TRAIN MUSEUM**

**ITEM 1:** The museum collects, preserves, and exhibits toy trains and accessories and education about this segment of history. The Library provides research opportunities for those seeking information on toy trains and their manufacturers. The collection comprises catalogues, films, videos, operating manuals and repair sheets, advertising art and scholarly texts and more.

### **ITEM 2: EDUCATION AND MUSEUM COMMITTEE**

The Committee will assist the Operations Manager in furthering the missions of the TCA and the Museum.

### **ITEM 3: PROTECTED FUND ACCOUNT**

All monies received for the NTTM shall be placed in a separate account to be administered by the Treasurer, as directed by the BOD.

### **ITEM 4: GIFTS, DONATIONS, AND ACQUISITIONS**

#### **A. GIFT ACCEPTANCE**

As a 501-c-3 organization, the TCA will solicit and receive gifts and donations of real and personal property, consistent with the following gift acceptance policy.

1. Gifts will be accepted where there is charitable intent on the part of the donor.
2. Acceptance of unrestricted outright gifts of cash, checks, and publicly traded securities do not require approval. Such routine gifts are accepted and administered through the Director of Development.
3. The TCA shall not accept gifts that are overly restrictive in purpose. Absent specific Board exception, the TCA will not accept any gift that:
  - a. Contains a condition that requires action that is unacceptable to administer.
  - b. Provides that proceeds will be spent by the TCA for the personal benefit of a named individual or individuals.
  - c. Requires that the TCA employ a specific person now or in the future.
  - d. Prevents or restricts the TCA from seeking gifts from other donors.
  - e. Exposes the TCA to adverse publicity, litigation, or other liabilities.

- f. Involves unlawful discrimination based upon race, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, or local laws.
- 4. Non-cash gifts will be accepted only when it is reasonably expected that they will enhance the Museum or Library collections; that they can be utilized in the operations of the TCA; or that they can be converted into cash or other useful assets within a reasonable period of time. Generally, twenty-four (24) months shall be considered reasonable for the conversion to cash.
- 5. All non-cash gifts to the TCA, not donor-directed to the Library or Museum, will be subject to the express policy of the TCA to convert property to cash at the earliest opportunity.
- 6. Unless the donor agrees to assume all the carrying costs until such property is liquidated, any non-cash gift encumbered by a mortgage or other identifiable carrying costs will not be accepted.
- 7. Donors of property gifts over \$5,000, except for gifts of publicly traded stock, must obtain an appraisal by an independent third-party appraiser in accordance with current tax law requirements.
- 8. All gift and gift considerations must meet all applicable local, state, and federal laws and regulations.
- 9. All proposed donations shall be evaluated by the appropriate committee chair, or designee. The decision to accept or reject any offer of property shall be made jointly by the committee chair and the Operations Manager.

#### **B. MUSEUM AND LIBRARY ACQUISITIONS**

In addition to gifts and donations, the Library and Museum shall, from time-to-time, purchase or otherwise acquire items appropriate to the Library and Museum collections. Acquisitions shall be made from funds set aside in the annual budget for such purpose. The Chairman of the Museum Committee and the Chairman of the Library Committee, respectively, shall have the authority to acquire property within the budgeted amounts, subject to:

- 1. The opinion of the committee chair that the contemplated acquisition is consistent with the acquisition policy and will enhance the collection.
- 2. The proposed expenditure is within the budgeted amount.
- 3. The acquisition is within the following spending authority: Museum chair - \$1000; Library chair - \$500. Proposed Museum and Library acquisitions in excess of these amounts shall be subject to prior approval of both the President and the Treasurer.

#### **C. DEACCESSION OF LIBRARY AND MUSEUM ITEMS**

The chairs of the Library and Museum Committees, responsible for the preservation and enhancement of the respective collections, shall, in like manner, identify items for deaccession, in that such item is no longer relevant to the collection; is redundant, or a duplicate, and is not necessary for research or study purposes; is of lesser quality than other objects of the same type that are in the collection, or which are about to be acquired; lacks sufficient aesthetic merit or historical importance to warrant retention; the TCA is unable to preserve the object in a responsible manner.

Disposition of items identified for deaccession: individual items of less than \$500 value shall be disposed of by the Operations Manager in cooperation with the committee; items of greater than \$500 value shall be listed, the list being submitted to the BOD for approval prior to disposition.

Disposition of greater value items shall be by: transfer as a gift to a public or non-profit institution; transfer as a sale to a public or non-profit institution; sale from the best offer received from a public posting. Such sales or transfers shall be administered by the committee chair, supported by the Operations Manager.

Proceeds from deaccessions shall be identified separately from TCA general funds, with the disposition of such funds subject to Board allocation in the next annual budget, with the preferred use being additions to the collections from which the deaccessions occurred.

#### **ITEM 5: APPRAISALS**

The Education and Museum Committee shall not provide appraisals to donors of trains to the TCA Museum. Employees and members of TCA in the service of the Museum shall not provide appraisals of possible donations to the Museum.

#### **ITEMS 6: PHOTOGRAPHS PERMITTED IN THE MUSEUM**

Photographs and/or motion pictures are permitted in the Museum for non-commercial use.

Photographs and/or motion pictures for commercial use may be permitted with authorization of the Operations Manager and/or the Chairman of the Education and Museum Committee. The authorization for commercial use shall include a statement as to duration of use, a determination of any compensation for use and TCA being given credit for use.

## **ITEM 7: PATRONS AND FRIENDS OF THE NATIONAL TOY TRAIN MUSEUM**

The Museum and Library shall jointly host a support group for the purpose of raising funds and acquiring volunteers. Members of this group will consist of both TCA members and non-members who contribute funds or time to the museum. Patrons and Friends will be the designation for this group's support and efforts.

Notification to prospective patrons and friends will be made available through handouts to visitors and through official TCA publications. Recognition of donations of greater than \$500 or 40 hours of time will be provided annually. Patrons and friends will be encouraged to continue their annual participation.

TCA divisions and individuals wishing to honor an individual or activity may do so as part of this activity.

Those who donate sufficient time to be recognized by either the Library or Education and Museum Committee may become committee members through normal channels. These two committees shall be responsible for the day-to-day oversight and implementation of this program.

### **LIBRARY**

#### **ITEM 1: PURPOSE AND USE OF LIBRARY**

A. To acquire, conserve and preserve ephemera relating to toy trains, and to guarantee current and future use. To provide open access to its collection for research and studies.

B. The TCA Library is not a lending library. Use of library material and all research must be done at the Library.

C. The employees and TCA members in the service of the library shall not provide appraisals of possible donations.

D. Library and Historical Committee will assist the librarian in the furthering of the missions of the TCA and the library.

### **TCA HISTORIAN**

The President with affirmation of the BOD, shall appoint a TCA Historian who shall collect, manage, pursue and make available all sources of information related to the history of the Train Collectors Association and its activities for the purpose of documenting the organizational history for future generations. All material shall be maintained at the Toy Train Library of TCA.