

RULES AND REGULATIONS

TRAIN COLLECTORS ASSOCIATION

The TCA Rules and Regulations are the operational rules adopted by formal resolutions at meetings of the Board of Directors. These governance mechanisms assure accountability, fairness, transparency, compliance, and risk management. The Board is authorized to make such rules in Bylaws: Article IV, Section 3.

Abbreviations:

BOD = Board of Directors	NBO = National Business Office
NTTL = National Toy Train Library	TCA = Train Collectors Association™
NTTM = National Toy Train Museum	

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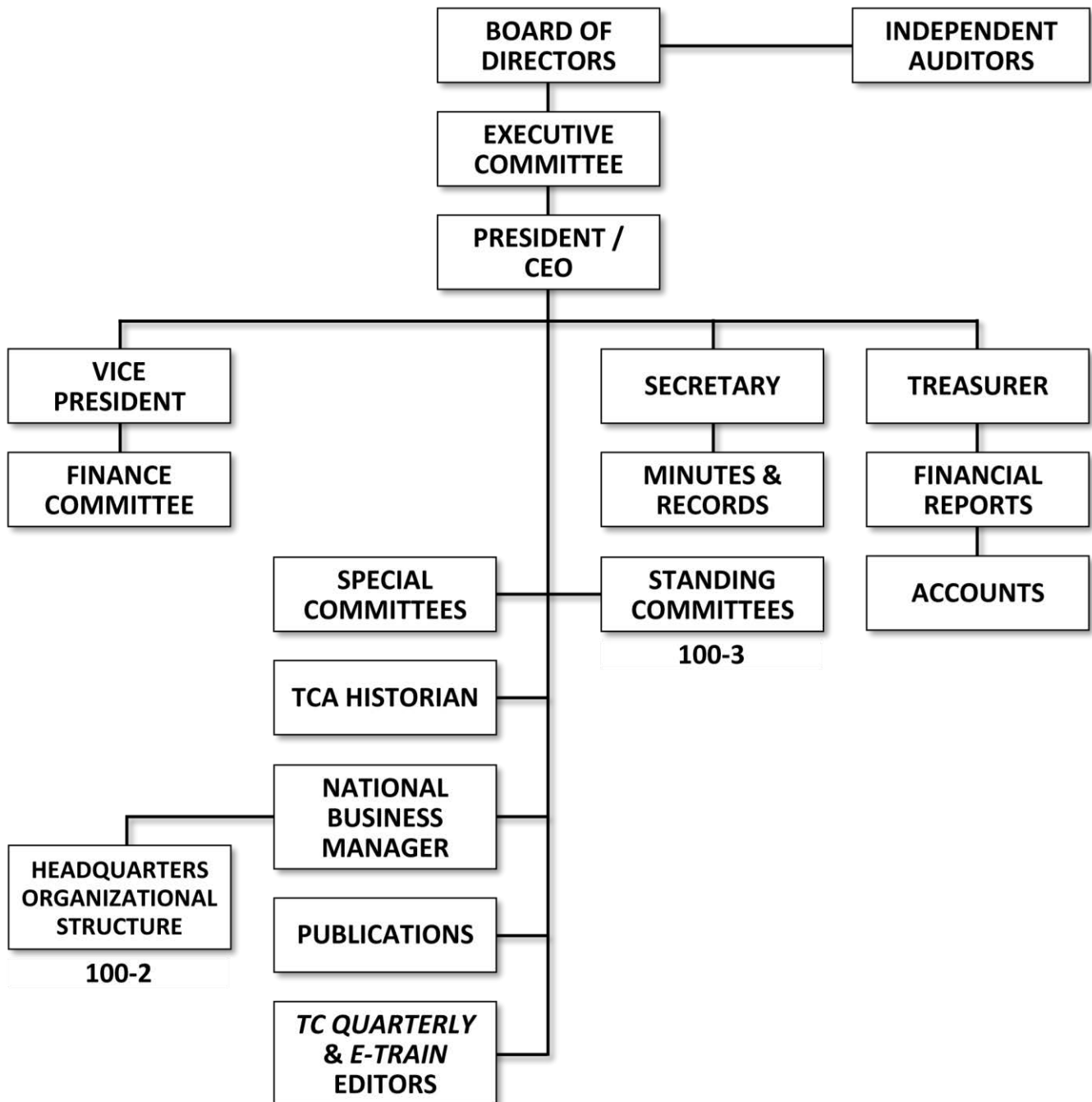
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100 SCOPE AND PURPOSE

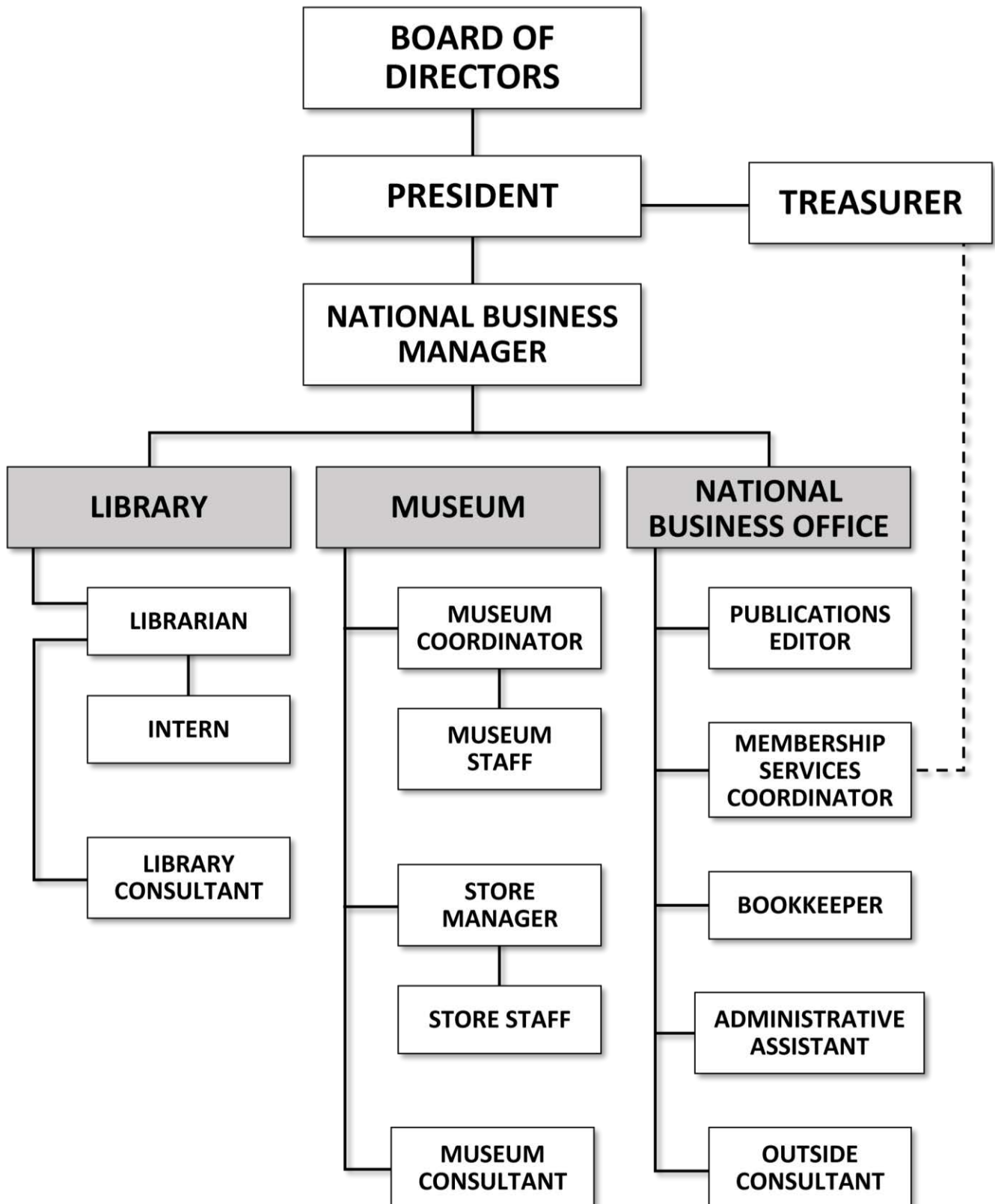
100-1 Organizational Structure

Source: Authority: Article IV, Section 3 C
Board of Directors: Revised June 2, 2021
Date Enacted: January 2022



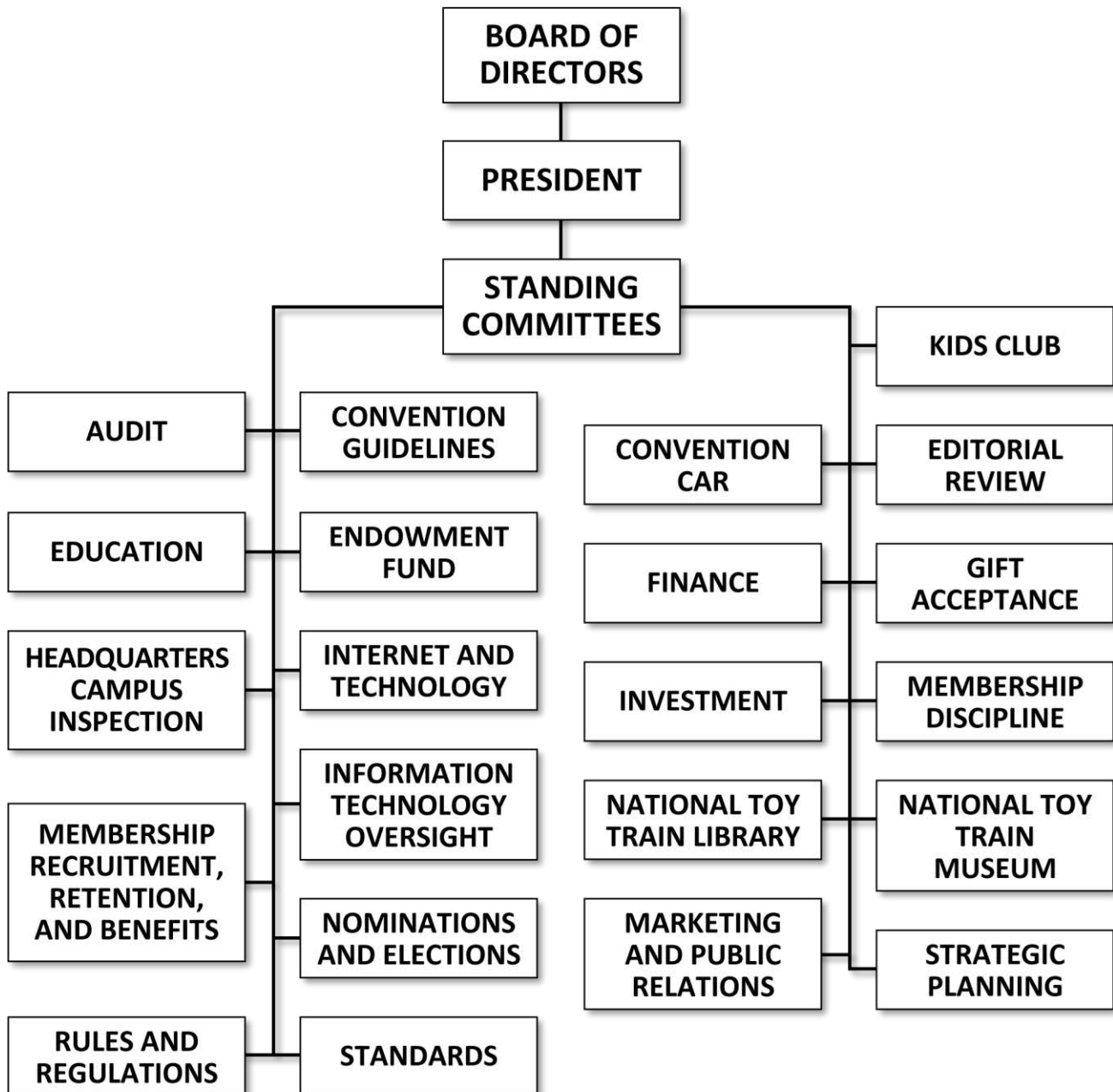
100-2 Headquarters Organizational Structure

Source: Authority: Bylaws: Article IV, Section 3C
Board of Directors: January, 2015
Date Enacted: January 27, 2015
Revised June 23, 2016



100-3 Standing Committees Organizational Structure

Source: Authority: Bylaws: Article XII, Section 1
Board of Directors Revision: June 2, 2021
Date Enacted: January 2022



100-4 Code of Ethics

Source: Authority: Bylaws: **Article II, Section 4 C**

Board of Directors Revision: June 2015

Date Enacted: June 2015

- A.** The Train Collectors Association™ (TCA) Board of Directors, employees, and volunteers shall be good stewards of the members' dues and property. They shall place the best interests of the TCA above their own interests while conducting business for or acting on behalf of the TCA.
- B.** The Board, employees, and volunteers shall uphold rigorously the highest standards of conduct. They shall exhibit excellence and integrity in carefully observing all applicable national, state, and local laws and regulations as well as the TCA Bylaws, Rules and Regulations, and directives of the Board and Membership while acting on behalf of the TCA.
- C.** The Officers, Directors, employees, and volunteers shall use good judgment in their personal conduct while functioning as agents of the TCA.
- D.** Members shall be fair, just, honest, and transparent in their trading and selling of toy trains and related materials at meets, shows, auctions, and by correspondence
- E.** Members shall pay all applicable dues, fees, and restitutions promptly.
- F.** The Train Collectors Association™ shall strive to be verdant and environmentally friendly in its physical operations at the headquarters building and at TCA meetings, conventions, social events, and meets.
- G.** Each Division, Chapter, and other affiliate shall work in coordination and individually to serve the best interest of the TCA and its members.
- H.** Violations of the Code of Ethics shall be considered grounds for disciplinary action by the Board of Directors.

100-5 Harrassment Policy

Source: Authority: Bylaws: Article II, Section 4

Board of Directors Revision: June 2015

Date Enacted: June 2015

- A.** The Train Collectors Association™ (TCA) is committed to providing a working environment that is free from harassment, abusive behavior, and acts of violence based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability or veteran status. Expressly forbidden are unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability or veteran status. Submission to or rejection of such conduct by the individual who is the intended subject of such harassment will in no way be considered a term or condition of joining, remaining with, or advancing within TCA, nor will it be used as a basis for personnel decisions.
- B.** In addition, any disruptive behavior that disturbs, interferes with, or prevents normal work activities such as yelling, the use of profanity, the waving of arms or fists, or the verbal abuse or threatening of others, in person, by telephone, or in writing, will not be tolerated.
- C.** This policy applies to all employees, members, officers, volunteers, and persons under contract to the TCA at the National Business Office and all TCA conventions meets and functions.

200 MEMBERSHIP

200-1 Board-Established Qualifications for Membership

Source: Authority: Bylaws: Article II, Section 1
Board of Directors Revision: June 2019
Date Enacted: June 2020

- A. Qualifications:** Any person collecting or operating toy, model, and scale trains or collecting items relating to trains or professing a serious interest therein is eligible to apply for membership in accordance with the qualifications established from time to time by the Board of Directors.
- B. Classes of Membership:** The Board of Directors, from time to time shall, by their action, establish classes of membership, including, but not limited to, those classes presently in existence, which are:
- 1. Founding Charter Member:** Those collectors who joined in the formation of the Association and became members by December 10, 1954.
 - 2. Charter Member:** Those collectors who were members of the Association as of the date of Incorporation, March 17, 1957.
 - 3. Life Membership:** The memberships created under the offer of June 1971 carry all privileges of regular membership, except no annual dues shall be required or any assessments levied. **This class of membership is closed to new members.**
 - 4. Honor Roll Membership:** May be conferred on any member in good standing, having been a member of the Association for at least 20 years, and having attained their 65th birthday. Honor Roll membership shall carry all privileges of regular membership and shall be recognized by the Board of Directors. **This class of membership is closed to new members.**
 - 5. Regular Membership:** Any person or entity, over the age of 18 years, interested in collecting or operating toy, model, and scale trains or collecting items relating to trains or professing a serious interest therein, is eligible to apply for membership in accordance with the qualifications established from time to time by the Board of Directors. Upon acceptance, the Regular Member shall be granted all rights and privileges, pay full dues, be able to attend TCA events, vote, and receive Association publications.
 - 6. Honorary Membership:** A Division Board of Directors may recommend a candidate for Honorary Membership. The Division recommendation shall be acted upon by the National Board of Directors and approved by a two thirds (2/3) vote. Honorary Members will pay no dues, be able to attend all TCA meets and receive TCA publications. Honorary Members shall not have the right to hold office, vote, have tables or engage in the selling of toy trains or related items during national, division, or chapter meets or in the *National Headquarters News*.
 - 7. Junior Membership:** Those members who have not reached their 18th birthday and are so designated by their membership number prefixed by the year they attain their 18th birthday. The application of a Junior Member shall have the approval and signature of a parent or guardian. Junior Members shall pay half the dues amount of a Regular Member, be able to attend all TCA meets and receive TCA publications. The Junior Member shall not have the right to hold office, vote, have tables or engage in the selling or purchase of toy trains or related items during national, division, or chapter meets or in the *National Headquarters News*.
 - 8. Heritage Membership:** Any regular member in good standing, having attained their 60th birthday and paying the Heritage Membership fee are eligible for this class of membership. Heritage members shall carry all the privileges of regular membership, with no annual dues and shall be acknowledged by having their names engraved on the Heritage League plaque, housed in the Train Collectors Association National Headquarters.
 - 9. Trial Membership:** Any person 18 years and over may apply for a one-time Trial Membership. A Trial Membership includes all TCA publications, right to attend a TCA Convention, Division or Chapter Meets and functions. Trial Membership shall

not have the right to hold TCA office, vote, have tables or engage in the selling of Toy Trains or related items, during TCA National, Division, or Chapter Meets, or in the *National Headquarters News*. After the completion of the Trial Membership period, that person is eligible to apply for a Regular Membership in accordance with qualifications established from time to time by the Board of Directors. The Trial Membership card will be unique in color and have a “TM” prefix to the membership number.

10. **Surviving Spouse Membership:** Surviving Spouse membership is open to any person who is the surviving spouse of a TCA member and shall be assigned a new TCA number. Surviving Spouse members may attend all TCA meets and receive TCA publications via subscription. Surviving Spouse members shall not have the right to hold office, vote, have tables, or engage in the selling of toy trains or related items during National, Division, or Chapter meets or in the *National Headquarters News*.

200-2 Entity Membership

Source: Authority: Bylaws: Article II, Section 1
Board of Directors Revision: June 2015
Date Enacted: June 2015

Entity Membership refers to a person, partnership, organization, or business that has a legal and separately identifiable existence.

200-3 Application Process

Source: Authority: Bylaws: Article II, Section 3
Board of Directors Revision: June 2019
Date Enacted: June 2019

- A. From time-to-time, the Board of Directors shall review and approve a membership application form.
- B. Any persons or entity who desires to be a member shall complete and sign the official application form and submit it to the National Business Office along with the first year's dues.
- C. After receipt of an application and after recording the data in the TCA records the Business Office shall immediately, in writing, notify the National Secretary, and the Secretary of the Division in which the new member resides. The name and home division of the new member shall be published to the membership in the next issue of the *National Headquarters News*.
- D. The Secretary of the Division in which the new members resides shall send all meet notices and other Division mailings to the member inviting him/her to attend the Division functions and to join the Division. The new members shall be introduced to the Division membership at the first meet or Division function he/she attends.

200-4 Annual Membership Dues Structure

Source: Authority: Bylaws: Article II, Sections 2
Board of Directors Revision: November 2020
Date Enacted: April 2021

- A. The membership dues for regular members is a discounted pricing structure applicable to paperless and multi-year dues payments:

	1 Year	3 Years	5 Years
Standard Paper	\$50.00	\$145.00	\$240.00
Paper-Free	\$40.00	\$115.00	\$190.00

Multi-year dues payments are non-refundable and are unaffected by any changes in the dues until the members next renewal cycle.

- B. Family Membership fee shall be \$5.00 per year per family member. Family memberships shall coincide with the regular member's dues cycle.
- C. Dues for Junior Members are 50% of dues for Regular Members. Junior Members who become Regular Members upon reaching their 18th birthday will pay annual dues of 50% the Regular Member rate, which will remain in effect until the year the member attains his/her 24th birthday.
- D. Heritage Membership shall be divided into three (3) classes having the charges as set forth after the class name: Silver level - \$1,000, \$500 of the Silver membership fee going to the TCA Endowment Fund; Gold level - \$2,500, \$2,000 of the Gold membership fee going to the Endowment Fund; Platinum level - \$5,000, \$4,500 going to the TCA Endowment Fund. All classes of Heritage Members shall pay no annual dues.
- E. Trial Membership fee shall be \$20 for a period of six months. Upon completion of the Trial Membership period an annual Regular Member dues renewal will be sent and the member will be eligible to apply for membership in accordance with the qualifications established from time to time by the Board of Directors.
- F. Honorary Members will pay no dues.
- G. Regular Member dues include physical paper copies of Association publications. This is known as the Standard Paper option. A Paper Free option is available at a savings of \$10.00 per year. The Paper Free option will require the member to access Association publications online, renew their dues online, self-generate their membership card, utilize online voting during elections, and perform all other TCA transactions in a non-paper format when available.
- H. Dues may be paid in 1-year, 3-year, or 5-year increments. 3-year renewals will get a total discount of \$5.00. 5-year renewals will get a total discount of \$10.00. Multi-year dues cycles will be immune from dues increases during the dues cycle but would be effective when the members' dues cycle is next up for renewal. Multi-year dues payments are non-refundable.
- I. Annual membership dues for Surviving Spouse Members are \$10.00 per year.

200-5 Transfer of Membership

Source: Authority: Bylaws: Article II, Section 4
Board of Directors Revision: June 2015
Date Enacted: June 2015

No membership shall be transferred to any other person or entity.

200-6 Use of Membership Card

Source: Authority: Bylaws: Article II, Section 4
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. Any member found guilty of lending his/her membership card to another person shall have his/her Train Collectors Association™ membership terminated.
- B. Any member found guilty of allowing the use of his/her badge by another person or who is a participant in any activity that would allow improper entry to any TCA activity shall have his/her TCA membership terminated.
- C. Any member found guilty of using another member's Membership Card, Membership Number, or Membership Badge shall have his/her TCA membership terminated.

200-7 Rejoining the Association

Source: Authority: Bylaws: Article II, Section 4
Board of Directors Revision: June 2016
Date Enacted: June 2016

Any member rejoining the TCA and desiring his/her original membership number may secure it upon the following provisos:

- A. He/ She shall not be given past publications for the years missed.

- B. His/ Her membership file will be noted with the inactive membership time and any annual membership awards, or other considerations shall be adjusted to reflect the missing years.

200-8 Membership Certificates and Annual Awards

Source: Authority: Bylaws: Article II, Section: 4

Board of Directors Revision: June 2017

Date Enacted: June 2017

- A. 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.
- B. Service Certificates for 5, 10, 15, 20, 25, 30, 35, 40, and 45-year memberships shall be available to members at the designated anniversary upon request.
- C. At the annual BOD meeting, the Business Office Manager will prepare a Service Certificate for 50-year membership along with a TCA Lapel Pin that reads "A Member for 50 Years". This is to be given to the Division President. The Division President will make the presentation to that member at his local meet.
- D. The National President may during his/her term, confer a President's Award upon a member in good standing, recognizing the member's contribution and/or outstanding service to the Train Collectors Association. This award shall be placed in the public atrium area of the National Toy Train Museum.
 - 1. Any member may petition the TCA President to nominate any member in good standing to be the recipient of the President's Award for outstanding activities and actions that benefit the TCA. The President shall present the request to the full Board of Directors for approval. The Award Certificate shall be presented to the member at the Annual Banquet if the member is present or at a local Division Meet. The Award will be a plaque with room for nameplates and be compatible with the boards/plaques currently in place in the atrium.
- E. Benefactor of TCA plaque – Any member, Division, Chapter, or other organization may make a donation of \$500 to TCA other than the National Toy Train Museum. This includes the National Toy Train Library, the Endowment Fund, Annual Appeal, or non-designated. The National Business office will send non-profit letters of thank you and order the nameplate to be installed on the plaque.
- F. Benefactor of National Toy Train Museum plaque – Any member, Division, Chapter, or other organization may make a donation of \$500 to the NTTM. The National Business office will send non-profit letters of thank you and order the nameplate to be installed on the plaque.
- G. Patron of TCA plaque – Any member, Division, Chapter, or other organization may make a donation of \$1,000 to TCA. This may include the National Toy Train Museum, Nation Toy Train Library, the Endowment Fund, Annual Appeal, or non-designated. The National Business office will send non-profit letters of thank you and order the nameplate to be installed on the plaque.

200-9 Annual Membership Meeting

Source: Authority: Bylaws: Article IX, Section 1

Board of Directors Revision: June 2020

Date Enacted: January 2022

- A. The Membership Meeting shall be held annually at the site, date and time published in the *National Headquarters News* at least 90 days prior to the meeting and determined the prior fiscal year, by the Board of Directors.
- B. A quorum shall be 40 members who are natural persons.
- C. A brief financial report by the Treasurer and a brief progress report by the President are to be given at the Annual Membership Meeting.

300 NATIONAL OFFICERS

300-1 Qualifications for Office

Source: Authority: Bylaws: Article III
Board of Directors Revision: June 2021
Date Enacted: January 2022

- A.** The President shall serve as the Chief Executive Officer of the TCA. Vice President automatically succeeds to the office of President. Candidates running for or holding the office of President shall be members in good standing and shall demonstrate knowledge of the operations and structure of the Association by having served a term on the TCA Board of Directors. In addition, the candidate shall have served at least one term in any of the following positions: National Officer, National Committee, or Division Officer or Board Member, or Chapter Officer or Board Member.
- B.** In order to be a candidate for or hold the office of Vice President the person shall be a TCA Member in good standing and shall have served at least one term in any of the following positions: National Officer, Board or Committee Member, or Division or Chapter officer, board member, or committee Chair.
- C.** The Secretary shall maintain the governance documents and administrative records of the TCA and shall handle the corporate filings and facilitate legal requirements. A candidate for this office shall be a member in good standing and shall have a business and administrative background as well as TCA experience.
- D.** A candidate for National Treasurer shall be a member in good standing and shall have a strong background in accounting principles, and shall have knowledge of nonprofit organizations, Commonwealth of Pennsylvania statutes regarding nonprofits, and IRS rules.

300-2 Education Requirements for President-Elect and Vice President

Source: Authority: Bylaws: Article III
Board of Directors Revision: June 2021
Date Enacted: January 2022

- A.** The Vice President shall receive an educational session on *Roberts Rules of Order Newly Revised* and the TCA governance documents from the TCA Parliamentarian.
- B.** The Vice President shall have at least a majority of the following qualifications: Administrative ability; experience in personnel matters; sufficient time to devote to the responsibilities of office; TCA experiences that would make the person familiar with the unique complexities of the TCA structure and the demands stemming from changing times; and the willingness to make hard financial decisions. 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.

300-3 Liaison Meeting

Source: Authority: Bylaws: Article III
Board of Directors Revision: June 2021
Date Enacted: January 2022

The President along with the TCA Vice President, can host a semi-annual liaison meeting with the Presidents, or their designees of the LCCA, TTOS, NMRA, LOTS, and/or other organizations to discuss ideas based on promoting and strengthening the collection and operation of toy trains.

400 NATIONAL BOARD OF DIRECTORS

400-1 Role of the Board of Directors

Source: Authority: PA handbook on Nonprofits, Bylaws: Article IV Section 3
Board of Directors Revision: March 2021
Date Enacted: April 2021

- A. Board members shall become familiar with and be committed to the major responsibilities of a governing board including:
 - 1. Setting mission and purposes
 - 2. Appointing the Business Office Manager
 - 3. Supporting the Business Office Manager
 - 4. Insisting on strategic planning
 - 5. Reviewing educational public service programs and Web-based initiatives
 - 6. Ensuring adequate resources
 - 7. Ensuring good management
 - 8. Relating to the community
 - 9. Serving as court of appeals
 - 10. Managing financial matters
- B. Board members shall devote time to learn how the institution functions; prepare for, regularly attend, and actively participate in board meetings and committee assignments; accept and abide by the legal and fiscal responsibilities of the board; vote according to one's individual conviction; support the institution's fundraising efforts; understand the role of the board as a policy-making body; comply with the conflict-of-interest policy and disclosure developed by the board; refrain from actions that might prove embarrassing to the organization and to resign if such actions develop; and make judgments always on the basis of what is best for the organization.
- C. By voting present at the beginning of each BOD meeting, the BOD member acknowledges acceptance of the duties and responsibilities indicated in the Bylaws and Rules and Regulations at all functions of the BOD and other TCA activities.

400-2 Expectations of the Members of the Board of Directors

Source: Authority: Bylaws: Article IV Section 3
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. To attend regularly scheduled board meetings.
- B. To serve and participate on at least one national committee.
- C. To become informed about the policies/ programs of the Train Collectors Association.
- D. To contribute financially according to ability.
- E. To participate in board orientation activities.
- F. To maintain the confidential nature of board deliberations.
- G. To not speak or act for the entire Board of Directors.
- H. To act as an informed advocate of the Train Collectors Association.

400-3 Conflict-of-Interest Policy

Source: Authority: Pennsylvania Code for nonprofit Corporations.
Board of Directors Revision: June 2015
Date Enacted: June 2015

Board members and employees have a duty to conduct TCA business within guidelines that prohibit actual or potential conflicts of interest. The purpose of this guideline is to provide TCA board members and TCA employees further clarification on issues related to the subject of acceptable business practices. To avoid the appearance of impropriety, it is important for individuals to be open and honest with their fellow board members and

employees at all times. Board members and employees are required to disclose the following facts:

- A. Whether they have a potential conflict of interest with respect to any transaction, business decision or other matter in which the TCA is involved.
- B. Whether they have a financial, business, or personal interest in an entity with which the TCA is or will be doing business.
- C. Whether individuals related to them have a financial, business, or personal interest in an entity with which the TCA is or will be doing business.
- D. Whether they serve as a director, member, or employee of either a competitor of the corporation or a corporation with which the TCA is or will be doing business. The board should proceed with caution when any of the above facts are present because there may be a conflict of interest. An individual officer, director, or employee, who has a potential conflict with respect to a particular transaction shall disclose it immediately to the TCA Officers, BOD, or Business Office Manager and shall abstain from participating in the negotiations and decisions surrounding that transaction.

400-4 Compensation of BOD Members

Source: Authority: Bylaws Article IV
Board of Directors Revision: March 2021
Date Enacted: April 2021

All board members attending the annual BOD meetings are to be reimbursed for their expenses as follows:

- A. Lodging at National Convention – Number of meeting day(s) attended, plus one day for travel – not to exceed four, except as specifically required.
- B. Lodging at other board meetings as required.
- C. Food - \$40 per diem per meeting day(s) attended, plus one day for travel – not to exceed four, except as specifically required. Per diem will not be paid for any meeting day when at least one meal is provided to the Board of Directors.
- D. 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.
- E. Travel expenses of the National President's spouse attending the National Convention are also reimbursable.

400-5 In-Service Training Session on Rules of Order for Board Members

Source: Authority: Bylaws: Article III
Board of Directors Revision: June 2015
Date Enacted: June 2015

A training session on *Robert's Rules of Order Newly Revised* shall be made available to the BOD on the first day of the Annual National BOD Meeting.

400-6 Reports to Board Three Weeks Before Annual Convention

Source: Authority: Bylaws: Article VIII, Section 3, B
Board of Directors Revision: June 2015
Date Enacted: June 2015

All Officers, NBO, Division, and Committee annual reports are to be sent to each member of the Board three (3) weeks prior to Convention.

400-7 Procedure for Handling Threat of Legal Action

Source: Authority: Bylaws: Article VII Section 2

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

400-8 Disciplinary Action Against Officers / Removal from Office

Source: Authority: Bylaws: Article IV, Section 4
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A.** An Officer who believes that he or she is incapable of fulfilling the duties of the office for which he or she was elected may resign from the office voluntarily without prejudice.
- B.** In the event an Officer is deemed incapable of fulfilling the duties for which elected, but will not resign from office voluntarily, the Officer may be removed from office under the following procedure:
 - 1.** A committee of three Directors shall be elected by the full Board of Directors to investigate the alleged offenses of the accused. If the committee determines that action is needed, it shall draft a petition setting forth the charges and specifications for which removal is warranted.
 - 2.** At a meeting of the full Board of Directors, in executive session, the petition requesting the removal of the Officer shall be presented and discussed by the Directors. When the executive session has ended, if a majority of all Directors agree to sign the petition, it shall be filed with the President of the Board, or if the President of the Board is the subject of the petition, with the next-ranking Officer and shall specifically set forth the reasons the individual is deemed to be disqualified from further service (charge and specifications) and set the date for a hearing.
 - 3.** The date of the hearing shall be not less than thirty (30) days or more than forty-five (45) days thereafter. The hearing shall be at a special in-person meeting of the Board of Directors and the sole business of the meeting shall be to consider the charge against the Officer and to render a decision on guilt and penalty. The accused Officer shall be given a copy of the signed petition at least thirty (30) days prior to the date of the hearing.
 - 4.** Notice of the special meeting shall be sent to all voting Directors at least ten (10) days prior to the meeting and shall be conducted by the President of the Board unless the President's continued service in office is being considered at the meeting. In such case, the next ranking officer shall conduct the hearing by the Directors. Provided a quorum is present, a two-thirds vote of Directors present and voting shall be required for removal from office. The provisions in *Robert's Rules of Order Newly Revised* shall govern the operation of the hearing.

400-9 The Executive Committee

Source: Authority: Bylaws: Article IV, Section 3 E,3 F,
Board of Directors Revision: June 2021
Date Enacted: January 2022

- A.** The Executive Committee is empowered and directed to act by and for the Board of Directors in the conduct of the affairs of the Association between Annual Board meetings.
- B.** The Executive Committee shall consist of (3) Division Presidents, National President, Vice President, Treasurer, and the Secretary.
- C.** Recommendations of the Executive Committee with respect to establishing or changing the Rules and Regulations, Division Boundaries, or filling Officer vacancies shall require action of the full Board of Directors to become effective.

- D. The Executive Committee may call an Executive Session to resolve Official Membership Complaints or Staff issues or as otherwise ordered by the Board of Directors. No other TCA business may be concluded in Executive Session.
- E. All final decisions must be made and approved in OPEN SESSION.
- F. MEETINGS:
 - 1. The Executive Committee shall meet at least quarterly and shall set the time, date, and location of its regular meetings by majority vote of the Executive Committee.
 - 2. Special meetings of the Executive Committee may be called by the President and shall be called upon request of two members of the Executive Committee. Only business announced in the call of the special meeting may be conducted.
 - 3. Quorum and Notice: The quorum for any meeting of the Executive Committee shall be a majority of the committee members. The notice including the agenda and any other pertinent materials shall be sent to the members of the Executive Committee one week in advance for regular meetings and two days for special meeting and shall be distributed to the Board of Directors in as timely a fashion as possible.
 - 4. Telephone Conferencing: Any meeting of the Executive Committee may be by telephone conference call. Participation by telephone conference shall constitute presence in person at the meeting. [Section 5708 (A) Pennsylvania Code]
 - 5. Action without a meeting by electronic or other means is prohibited.
 - 6. A Professional Registered Parliamentarian shall be used for all meetings.

500 PRIORITIES OF OFFICE

500-1 Definition of “In Good Standing”

Source: Authority: Bylaws: Article II, Section 4
Board of Directors Revision: June 2015
Date Enacted: June 2015

Members in Good Standing shall mean that a member has paid all current dues and fees and has abided by the TCA Bylaws and Rules and Regulations.

500-2 Resignation Procedure

Source: Authority: Bylaws: Article III, Section 3
Board of Directors Revision: June 2021
Date Enacted: January 2022

Any National Officer can resign by submitting a written resignation to the President or the Vice President with a copy to the Secretary.

600 APPOINTMENTS

600-1 Appointment of Editors

Source: Authority: Bylaws: Article VII, Section 4
Board of Directors Revision: June 2015
Date Enacted: June 2015

Appointed Editors serve on an annual basis.

600-2 Legal Counsel

Source: Authority: Bylaws: Article VII, Section 2.
Board of Directors Revision: June 2015
Date Enacted: June 2015

The President and the Board of Directors may each retain legal counsel to act on behalf of the Association in matters where legal advice may be needed.

600-3 TCA Historian

Source: Authority: Bylaws: Article VII
Board of Directors Revision: June 2015
Date Enacted: June 2015

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™.

- A.** The Historian shall create a history of the TCA activities for each year and maintain it in an ongoing file. All material shall be maintained at the TCA National Toy Train Library.
- B.** The Historian shall be able to educate members and the public about the relevance and value of the TCA and the history of toy trains.

600-4 Independent Auditors

Source: Authority: Bylaws Article VII, Section 3,XI Section 6
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Board of Directors shall annually appoint independent auditors who will report directly to the BOD.

600-5 Professional Registered Parliamentarian

Source: Authority: Bylaws: Article V, Section 5 F
Board of Directors Revision: June 2015
Date Enacted: June 2015

A Professional Registered Parliamentarian shall be utilized for all National Board Meetings.

700 NATIONAL ELECTIONS

700-1 Nominations and Elections Committee

Source: Authority: Bylaws: Article VIII,
Board of Directors Revision: June 2021
Date Enacted: January 2022

- A.** The Nominations and Election Committee shall consist of members of the Board of Directors. In the absence or disability of the Chairman, the Board of Directors shall appoint a new Chairman of the Committee.
- B.** The Committee shall obtain nominations from the Divisions and shall assure a slate of at least two candidates for the office of Vice-President.
- C.** The Committee shall obtain 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 shall select at least one (1) but no more than two (2) members for each of the officers to be placed on the ballot.
- D.** 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.

700-2 Nomination by Petition

Source: Authority: Bylaws: Article VIII, Section I
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. The Nominations and Elections Committee shall provide equal space on the ballot for candidates that have filed a valid petition.
- B. To be a valid petition for office, the petition must be filed by the cutoff date and must include signatures of at least 5% of the membership.
- C. The petition shall include the petitioner's printed name, TCA number and signature

700-3 Use of Electronic Signature on Petition

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Nominations and Elections Committee shall not accept an electronic signature.

700-4 Criteria for Determining Validity of Petition

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Nominations and Elections Committee shall review the signatures, on the petition, to determine if they are current members in good standing.

700-5 Procedure for Reviewing Qualification of Candidates Nominated by the Nominations and Elections Committee and by Petition

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

The qualifications for office shall be those outlined in the Policies and Procedures Section 300-1 for any candidate for National Office regardless if submitted by a Division or by petition.

700-6 Candidate Resume

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. 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). The ballots and resumes are to be reviewed for accuracy by the National President, The Publications Editor, and candidates prior to and after printing. The resume will be printed and mailed with the ballot.
- B. In addition to the written resume, a candidate for National TCA office shall have the option of furnishing a video statement provided that all of the following criteria are met:
 1. The video shall not exceed sixty (60) seconds.
 2. The video shall be fully edited by the candidate and be in a format that can be used on the TCA web site.
 3. The candidate's video is limited to the topics in his or her written resume.
 4. The video shall be submitted along with the written resume on or before the date set by the Nominations and Elections Committee.
 5. The video statement shall be revised for accuracy by the National President, the Publications Editor, and the Webmaster.

Those video statements that meet the above criteria shall be posted on the TCA Website one week following the distribution of the election ballots and shall not be removed earlier than one week before the voting period ends.

700-7 National Election Ballot

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. The Nominations and Elections Committee shall be responsible for all information on the ballot, the preparation for distribution, and ensuring that an independent tabulating firm provides correct results of the election process.
- B. Divisions and Chapters may publish statements only on their members who are candidates for National Office in their newsletters, their websites or on social media.

700-8 Tabulating Ballots and Reporting Results of Election

Source: Authority: Bylaws: Article VIII
Board of Directors Revision: February 20, 2018
Date Enacted: February 20, 2018

- A. To be valid, all ballots cast by the membership shall be submitted directly to an Independent ballot-counting firm.
- B. The ballot-counting firm shall be furnished with a list of TCA members in good standing, at the time of the election.
- C. The election period will start on March 1st and end March 31st.
- D. Mailed ballots must be returned postmarked no later than March 31st and received no later than April 7th.
- E. Only the TCA National President or the National Secretary is authorized to contact the ballot-counting firm and provide instructions, when necessary.
- F. A plurality of valid votes cast shall decide those elected to office.
- G. The President and Secretary shall be supplied copies of the election results. The President shall immediately notify by phone all candidates for office the election results prior to announcing the results to the membership.
- H. Within two weeks of the close of the election, ballots (both valid and invalid) and all election tally sheets shall be forwarded to the National Business Office in care of the Business Office Manager. All election material that will be mailed shall be sent by certified mail return receipt requested in a sealed container. The Business Office Manager shall place all election material in a secure area at the NBO.
- I. Unless challenged, all ballots and tally sheets are to be retained in a secure area at the NBO for a period of one hundred twenty days (120) from the date of receipt and then destroyed.

800 NATIONAL MEETINGS

800-1 National Board Business Session

Source: Authority: Bylaws: Article IV, Section 5
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. 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. The National Secretary shall send agenda items to all Board Members and Officers.
 - 4. All proposed new Rules and Regulations and Bylaw Amendments shall be reviewed by the Rules and Regulations Committee for their recommendation. The

Board, however, shall retain the right to address items that were not reviewed or recommended by the Rules and Regulations Committee.

- B. A Professional Registered Parliamentarian shall be used for all National Board Meetings.

800-2 National Convention Operations Manual

Source: Authority: Bylaws: Article XII, Section 1

Board of Directors Revision: June 2015

Date Enacted: June 2015

The National Convention Operations Manual, to be approved annually by the BOD, is incorporated by reference and is part of the Rules & Regulations.

800-3 Non-Train Items at the National Convention Trading Pits

Source: Authority: Bylaws: Article XII, Section 1

Board of Directors Revision: June 2015

Date Enacted: June 2015

- A. All items offered for sale or trade during the National Convention Meet, shall be train-related, be it prototype, toy, tinplate, scale, model train or layout accessories. The ultimate decisions rest with the Meet Chair.
- B. Any Division or Chapter Meet / Show, sponsored under the name of the TCA, shall also comply with Item A.

900 AFFILIATES

900-1 Rules for Organizing Divisions

Source: Authority: Bylaws: Article X, Section 1

Board of Directors Revision: June 2016

Date Enacted: June 2016

Any group of TCA members within a geographic area interested in organizing a new division shall petition to the Affiliate Committee. If the Affiliate Committee makes a recommendation to form a new division, it must have the approval of 2/3rd of the Board of Directors.

900-2 Rules for Organizing Chapters

Source: Authority: Bylaws: Article X, Section 2

Board of Directors Revision: June 2015

Date Enacted: June 2015

Groups of members within a Division may organize as a Chapter subject to 2/3rds approval of the full Division Board of Directors.

900-3 Rules for Organizing Other Affiliates

Source: Authority: Bylaws: Article X, Section 3

Board of Directors Revision: June 2015

Date Enacted: June 2015

The TCA Board of Directors may establish other affiliate relationships as the Board may determine.

900-4 Affiliate Responsibilities

Source: Authority: Bylaws: Article X

Board of Directors Revision: June 2019

Date Enacted: June 2019

- A. Divisions and Chapters are affiliates and shall conform to the requirements of the TCA Bylaws, Rules and Regulations and other such standards that may be set from time to time.
- B. Divisions and Chapters shall send minutes of their meetings to the National President, Secretary, Treasurer, and the National Business Office.
- C. Divisions and Chapters shall send Annual reports to the National President, Secretary, Treasurer, Business Office Manager, The National Business Office, and Board of Directors for consideration at the Annual Meeting. All those submitting such reports shall be required to use the *in brief* form and shall use an electronic format.
- D. An annual financial report shall be submitted to the National Treasurer and the National Business Office 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 shall be submitted no later than August 31 of the current year. All Division and Chapter Treasurers shall use an electronic format.
- E. 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 and due no later than August 31. All Affiliates shall use an electronic format.
- F. Divisions shall host at least one train meet within a calendar year and Chapters must host a minimum of two train meets within a calendar year or a combination of Division/Chapters meets.
- G. Divisions are strongly encouraged to host or co-host with another Division a National Convention at least one every twenty years.

900-5 Affiliate Bylaws and Rules and Regulations

Source: Authority: Bylaws: Article X
 Board of Directors Revision: June 2015
 Date Enacted: June 2015

- A. 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.
- B. All affiliate Bylaws and any subsequent amendment or revision shall be adopted by the members of the 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.
- C. The certification shall include:
 - 1. 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.
 - 2. The Secretary shall submit the proposed Bylaws, or amendment, or revision to the TCA Board of Directors or the TCA Executive Committee along with a recommendation.
 - 3. The TCA Board of Directors or TCA Executive Committee shall certify the document or return 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.
- D. A Division Meet may be held in another Division's territory only with the permission of the affected Division.

900-6 The Role of Entities in Affiliates

Source: Authority: Bylaws: Article X
 Board of Directors Revision: June 2015
 Date Enacted: June 2015

The role of Entity at the Division or Chapter level shall be determined by the respective Division or a Chapter Board of Directors.

900-7 Affiliate Publications

Source: Authority: Bylaws: Article X
Board of Directors Revision: June 2015
Date Enacted: June 2015

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

900-8 National Meets

Source: Authority: Bylaws: Article IX, Section 1
Board of Directors Revision: June 2016
Date Enacted: June 2016

National TCA may host, sponsor, co-host or co-sponsor a train meet or show with the approval of the BOD, and the approval of the Division within whose boundaries the meet would be held.

900-9 Division and Chapter Meets

Source: Authority: Bylaws: Article X
Board of Directors Revision: June 2019
Date Enacted: June 2019

- A. At Division and Chapter meets, every table purchaser shall be a current member in good standing of the TCA.
- B. Distribution of literature at Affiliate meets shall be subject to the approval of the sponsoring Division or Chapter.
- C. All TCA Meets that are "open to the Public" may reserve a period of time, in the beginning, for ONLY TCA Members and their invited guests for possible Business Meeting and/or Trading.

900-10 Joint Meets

Source: Authority: Bylaws: Article X
Board of Directors Revision: June 2019
Date Enacted: June 2019

- A. A joint Meet is a TCA, Division, or Chapter event that is organized or sponsored with a non-TCA organization. All table holders shall be either TCA members or members of the other participating train-related organization.
- B. When an Affiliate holds a joint meet with any other collecting group and uses the TCA name to promote the meet, the entire meet shall conform to TCA Rules and Regulations: 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.
- C. All joint TCA/other participating train-related organization meets that are "Open to the Public" may reserve a period of time, in the beginning, for ONLY TCA Members and their invited guests for a possible Business Meeting and/or Trading. The official members of the other train-related organization can observe if they desire. This might be a good time to invite them to become TCA members.

900-11 Photography and Video at TCA Meets and Events

Source: Authority: Bylaws
Board of Directors Revision: June 2015
Date Enacted: June 2015

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

900-12 Division Geographic Areas

Source: Authority: Bylaws, Article X, Section 1
Board of Directors Revision March 2021
Date Enacted: April 2021

Atlantic Division

Pennsylvania counties of Chester, Bucks, Delaware, Philadelphia, and Montgomery; New Jersey counties of Mercer, Burlington, Ocean, Camden, Gloucester, Atlantic, Salem, Cumberland, and Cape May.

Cotton Division

Alabama; Mississippi, Tennessee west of the west branch of the Tennessee River; Florida counties west of Apalachicola River.

Desert Division

Arizona; New Mexico; Texas counties of El Paso, Hudspeth, Colberson, Loving Winkler, Ward Reeves, Jeff Davis, Pecos, Presidio, Brewster, and Terrell. Also handles Australia and New Zealand.

Dixie Division

Georgia; Tennessee east of the west branch of the Tennessee River.

Eastern Division

New Jersey counties of Hunterdon, Warren, and Sussex; New York (except counties of Ulster, Sullivan, Dutchess, Orange, Putman, NYC, Nassau, Rockland, Suffolk, and Westchester); Maryland; Delaware; District of Columbia; Virginia-Richmond/Staunton line including those cities; Pennsylvania counties except those listed by Atlantic, Fort Pitt, and Keystone Divisions.

Fort Pitt Division

West Virginia; Pennsylvania counties west of and including Warren, Elk, Clearfield, Centre, Blair, and Bedford.

Great Lakes Division

Ohio; Indiana (except Midwest part); Michigan (except cross-lake portion); Kentucky Ontario, Canada.

Keystone Division

Pennsylvania counties of Cumberland, Perry, Adams, York, Berks, Lancaster, Lebanon, and Dauphin.

Lakes and Pines Division

Wisconsin (except Midwest portion); Minnesota; cross-lake portion of Michigan; North Dakota, South Dakota.

Lone Star Division

Texas (except the Desert Division counties); Louisiana

Metropolitan Division

Fairfield county, Connecticut; New York counties of Westchester, Putnam, Dutchess, Ulster, Orange, Sullivan, Nassau, Suffolk, Rockland, and New York City; New Jersey counties of Bergen Essex, Hudson, Middlesex, Monmouth, Passaic, Somerset, and Union

Midwest Division

Illinois (except Calhoun, Madison, St. Clair, Monroe, and Randolph counties, and those portions of Jersey and Macoupin counties south of Illinois Rt. 16); Iowa; Indiana west of the South Bend-Indianapolis-New Albany line and including those towns; Wisconsin south of Sheboygan-Baraboo line but not including those towns

New England Division

All of the New England states (except Fairfield County in Connecticut)

Northern California Division

California north of San Luis Obispo-Visalia line and including those towns; northern half of Nevada (all counties not included in Western Division)

Ozark Division

Illinois counties of Calhoun, Madison, St. Clair, Monroe, Randolph, and those portions of Jersey and Macoupin counties south of Illinois Highway Rt. 16; Missouri; Arkansas; Kansas; Oklahoma

Pacific Northwest Division

Washington; Oregon; Idaho; Alaska; British Columbia, Canada

Rocky Mountain Division

Montana; Wyoming; Nebraska; Utah; and Colorado

Southeastern Division

Virginia south of Richmond/Staunton line but not including those cities; North Carolina; South Carolina

Southern Division

Florida (except counties west of Apalachicola River)

Western Division

California south of San Luis Obispo-Visalia line and not including those towns; southern half of Nevada including the counties of Mineral, Esmeralda, Nye, White Pine, Lincoln, Clark; and Hawaii

1000 FUNDS AND FINANCES

1000-1 Timeline for Payment of Dues and Consequences

Source: Authority: Bylaws: Article XI, Section 2

Board of Directors Revision: June 2015

Date Enacted: June 2015

Members shall pay their dues on or before the due date. Members, who have not paid their current dues within 30 days of the due date, shall be suspended.

1000-2 Accounting of TCA Funds

Source: Authority: Bylaws: Article XI, Section 4

Board of Directors Revision: June 2015

Date Enacted: June 2015

All funds shall be deposited in the accounts of the Association and the Treasurer shall exercise supervisory control of the expenditures of Association funds in accordance with the direction of the Board of Directors.

1000-3 Annual Audit

Source: Authority: Bylaws: Article XI, Section 6

The Board of Directors shall annually appoint independent auditors who will report directly to the Board of Directors.

1000-4 Authorization to Sign Checks

Source: Authority: Bylaws: Article III, Section 2, E
Board of Directors Revision: June 2021
Date Enacted: January 2022

The Business Office Manager, upon being bonded, shall be authorized to sign checks. In his/her absence, the Treasurer is authorized to sign checks. The Treasurer and/or President must co-sign all checks of \$5,000 or more. In the event that the Treasurer is incapacitated or unable to perform, the President and/or the Vice President shall co-sign all checks of \$5,000 or more. If the President is incapacitated or unable to perform, the Vice President shall co-sign with the Treasurer.

1000-5 Authorization to Sign Purchase Orders

Source: Authority: Bylaws: Article III, Section 2, E.
Board of Directors Revision: June 2021
Date Enacted: January 2022

The Business Office Manager shall be authorized to create and sign TCA purchase orders for non-service items up to \$5,000. The President must countersign all purchase orders with the Business Office Manager in excess of \$5,000. In the event that the President is incapacitated or unable to perform, the Vice President is authorized and shall co-sign all purchase orders in excess of \$5,000.

1000-6 Indemnification Insurance

Source: Authority: Bylaws: Article XVI
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Association shall provide indemnification insurance for all Officers, Directors, and employees in amounts determined by the Board of Directors with the advice of the Treasurer.

1000-7 Bonding of Fiduciary Positions

Source: Authority: Bylaws: Article XI, Section 5
Board of Directors Revision: June 2015
Date Enacted: June 2015

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 limited to, President, Treasurer, Business Office Manager, Convention Chair, and Convention Treasurer.

1000-8 Annual Budget Process

Source: Authority: Bylaws: Article XI
Board of Directors Revision: June 2015
Date Enacted: June 2015

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

- A.** The Business Office Manager shall work in support of the Finance Committee in preparation of the Annual Budget.

- B. The Finance Committee shall distribute the proposed budget not later than 14 days prior to the June Board of Directors meeting.

1000-9 Development and Fundraising

Source: Authority: Bylaws: Article IX
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. 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.
- B. 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 those funds. The Endowment Fund Operations Manual, to be approved annually by the BOD, is incorporated by reference as Board Rules and Regulations.

1000-10 Out-of-Country Postal Fee

Source: Authority: Bylaws: Article IX
Board of Directors Revision: June 2015
Date Enacted: June 2015

Members residing outside the continental United States shall be assessed an additional postage fee as determined by the National Business Office.

1000-11 Mailing List Fees

Source: Authority: Bylaws: Article IX
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. The Use of the membership list for other than authorized TCA purposes is prohibited.
- B. The National Business Office shall provide Affiliates with mailing lists on a fee basis. A fee structure shall be established by the BOD and reviewed annually.
- C. The sale of lists to members 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 publication prior to the Business Office providing the list.
- D. Members requesting mailing lists shall be required to sign and 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.

1000-12 Investment Strategy

Source: Authority: Bylaws: Article IX
Board of Directors Revision: June 2015
Date Enacted: June 2015

Investment Objectives: In order to meet its needs, the investment strategy is to emphasize total return; that is, the aggregate return from capital appreciation and earnings income. Specifically, the primary objective in the investment of permanent reserves shall be long-term growth while avoiding excessive risk. Short-term volatility will be tolerated in as much as it is consistent with volatility of comparable market indices.

1000-13 Financial Reports

Source: Authority: Bylaws: Article IX

Copies of the Association's quarterly financial reports are to be furnished to all members of the Finance Committee and the Board of Directors.

1000-14 Travel Requests

Source: Authority: Bylaws: Article IX
Board of Directors Revision: June 2015
Date Enacted: June 2015

Travel requests, except Officers and Directors, require prior written approval of the President and Treasurer for reimbursement of expenses.

1000-15 Travel Expenditure Policy

Source: Authority: Bylaws: Article IX
Board of Directors: June 2021
Date Enacted: July 1, 2021

The Association shall establish the following policy for reimbursable expenditures associated with the Officers, Directors, and member's travel. This policy authorizes only those costs associated with TCA official business. Any other reason for reimbursement shall be approved by the TCA National President in advance of a trip.

All expenses shall be submitted on the approved TCA Expense Voucher report form within 30 days of the expense.

OFFICERS and DIRECTORS

Reimbursement of Officers and Directors are outlined in TCA Rules and Regulations Section 400-4 Compensation of BOD Members.

EXECUTIVE COMMITTEE

Meetings are to be conducted by teleconference where possible. If an in-person meeting is called, members present shall be compensated one (1) hotel night for lodging per meeting day. Neither per diem nor travel allowance will be provided. PROVISIO: This amendment shall go into effect on July 1, 2021.

GENERAL MEMBERS

Members who are invited by the National President to a meeting to conduct association business, excluding members of the Executive Committee, and members of the Board of Directors. All members travel expenses must be approved in writing in advance by the National President.

Travel Allowance: Trips of less than 350 miles (one way) will be reimbursed at the current IRS miles rate plus tolls. All other transportation will be reimbursed at actual expenses for mileage at IRS rate and tolls but limited to cost of round-trip advanced reservation coach airfare plus related costs of travel including round trip. Transportation from home to departing airport and arrival airport to hotel/motel plus reasonable tips for luggage handling will be covered. Submit copy of air tickets and/or all receipts.

Lodging: Required lodging. Reasonable tips for luggage handling. Submit copy of hotel/motel bill

Vehicle Rental: The National President will set the conditions in writing for the vehicle rental.

Food: \$40 per Diem for required days

1000-16 Credit Card Policy

Source: Authority: Bylaws:
Board of Directors: June 2016
Date Enacted: June 2016

The Association has selected the Credit Card Program to streamline the billing/payment process and gain income at the same time. The Credit Card is a **cash back** concept program. The program will be reviewed annually to ensure that the program is in the best interest of the TCA.

Applicable Officers, members, and/or staff that have a need to have one will be issued credit cards with individual name and separate credit card numbers. These accounts will be folded into the TCA master account. The TCA master account will acquire the cash back benefit.

The Business office will pay all bills, if applicable, on the credit card. Automatic withdrawals such as utilities, services, subscriptions, National convention related costs, Convention committee costs, and other costs will be on the credit card if possible. This will also include the Store, Museum, and Library areas.

The Business Office Manager and President shall be responsible for issuing individual credit cards and inform the individual on the approved usage of the card.

Credit card usage by the Officers and/or Executive Committee members plus any other member that may need one shall be limited to reimbursable costs that would be submitted on an expense voucher.

The Business Office Manager, Treasurer, and the President shall review statements to ensure that proper charges are made to the TCA credit card account. Credit cards will be revoked if unauthorized usage is detected.

APPROVED COST EXAMPLES

Note: All expenditures must be accompanied by an Expense Voucher

York: Reimbursable cost associated with the Executive Committee meeting (one day)

Convention: Airfare, rooms applicable for the BOD meeting, transportation, parking, miles, meals on BOD days.

National Officers: Travel related to special trips to Headquarters: miles, hotel, airfare, meals, and car rental, as applicable and in the current budget.

Other: Refer to the TCA Expenditure Policy 1000-15

NON-APPROVED COST EXAMPLES

Personal: Usage prohibited if not TCA related activities.

York: Airfare, hotel other than that on Executive Committee day, car rental, transportation costs, meals other than on Executive Committee day.

Convention: Hotel and meals other than BOD meeting days. Spouse of member (other than the President's spouse)

1000-17 Officer Stipends

Source: Authority: Bylaws:

Board of Directors: June 2021

Date Enacted: January 2022

Stipends cover out-of-pocket expenses incurred while conducting Association business. Receipts are not required to document these payments. Officer stipends are voluntary payments and shall be reported as taxable income to the recipient on IRS Form 1099-MISC.

President	\$200.00 per month
Vice President	\$100.00 per month
Secretary	\$200.00 per month
Treasurer	\$200.00 per month

1100 COMMITTEES

1100-1 Standing Committees

Source: Authority: Bylaws: Article XII
Board of Directors Revision: June 2021
Date Enacted: January 2022

The Association shall establish and maintain certain standing committees. The President, with the advice and approval of the Board of Directors, shall appoint committee chairmen and committee members. All committees shall have at least one Board member. Committees shall report to the President as required and to the Board of Directors at the Annual Meeting. All Standing Committees shall have a minimum of three members and a maximum of seven. Additional members may be added with the approval of the Board of Directors.

A. Audit Committee

The Audit Committee shall recommend the appointment of an independent auditor for each year. The committee shall review the report of the independent Auditors and report to the Board of Directors. The committee shall consist of three members of the Board of Directors, one serving as chair.

B. Convention Car Committee

The Convention Car Committee is assigned the responsibility for producing Convention Cars and is encouraged to include a Kids Club Convention Car for each National Convention.

C. Convention Guidelines Committee

1. 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.
2. The Committee shall advise and assist the annual convention committee through the convention planning and production process, by collecting and publishing information on past conventions.
3. The Committee shall review and update convention guidelines annually.
4. The National Conventions Operations Manual, to be approved annually by the BOD, is incorporated by reference as Board Rules and Regulations.
5. The Board of Directors shall approve all future Convention Sites.

D. Editorial Review Committee

1. The Editorial Review Committee shall be responsible for the administration of publications, including format, time of publication, and content. The committee shall be made up of the President, the Business Office Manager, The publications editors, and other members as may be appointed by the President.
2. The Editorial Review Committee shall be responsible to review and approve all publications of the TCA.

E. Education Committee

1. 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.
2. The appointed Committee shall work with the Business Office Manager to study, evaluate, and recommend to the Board of Directors through the President, programs 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.
3. The Committee shall plan and conduct education outreach to further the mission of the TCA.

F. Endowment Fund Committee

The Endowment Fund Committee mission is to receive, manage and allocate gifts and other contributions for future benefit to the TCA, as well as sums from operations likewise designated by the Board of Directors. Define and establish operating

procedures for the administration of such funds, including specific procedures for receipt of such funds, appropriate investment management, creation of investment and spending policies, and accounting and reporting practices. The Endowment Fund Operations Manual, which is approved annually by the BOD, is incorporated by reference as part of the Rules and Regulations.

G. Finance Committee

The Finance Committee shall review the revenues and expenses of the Association and propose a budget for the upcoming fiscal year. The committee shall consist of the Vice President, the Chair, the President, the Treasurer and 2 other members of the Board of Directors.

H. Gift Acceptance Committee

The Gift Acceptance Committee will administer the gift acceptance policy, with three people to be appointed by the President. No one person shall serve on both the Endowment Committee and the Gift Acceptance Committee simultaneously with the acceptance of the National Treasurer.

1. 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.
2. Gifts will be accepted where there is charitable intent on the part of the donor. All unspecified gifts shall be split as 50% to the Endowment Fund and 50% as directed by the Board of Directors.
3. 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 Business Office Manager.
4. 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 employee be 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.
5. In addition:
 - a. The Train Collectors Association™ does NOT accept any incoming loans of items and/or materials in either the TCA Museum and/or TCA Library other than those utilized during a specific short-term event as approved by the Current TCA President. In the event of a Unique or Historically Significant Toy Train Item being offered to the TCA Museum, every effort will be made to facilitate the DONATION of that item to the TCA's NTTM. In addition: Any unique, one-of-a-kind or Historically Significant Toy Train Item, currently in the NTTM, will be treated with special care and every effort will be made to secure the DONATION of that item to the NTTM.
 - b. 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 asset within a reasonable period of time. Generally, thirty-six (36) months shall be considered reasonable for the conversion to cash.
 - c. 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.
 - d. 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.

- e. 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.
 - f. All gifts and gift considerations must meet all applicable local, state, and federal laws and regulations.
 - g. All proposed donations shall be evaluated by the appropriate committee Chair, or designee. The acceptance or rejection of an offer of property shall be made jointly by the committee Chair and the Business Office Manager.
6. NTTM and NTTL acquisitions in addition to gifts and donations. The NTTL and NTTM shall be able, from time-to-time, to purchase or otherwise acquire items appropriate to the NTTL and NTTM collections. Acquisitions shall be made from funds set aside in the annual budget for such purposes. The Chair of the NTTM Committee and the Chair of the NTTL Committee, respectively, shall have the authority to acquire property within the budgeted amounts, subject to the opinion of the committee Chair that the contemplated acquisition is consistent with the acquisition policy and will enhance the collection. The proposed expenditure is within the budgeted amount. The acquisition is within the following spending authority: NTTM Chair - \$1,000; NTTL Chair - \$500. Proposed NTTM and NTTL acquisitions in excess of these amounts shall be subject to prior approval of both the President and the Treasurer.
 7. De-accession of NTTL and NTTM items. The Chairmen of the NTTL and NTTM Committees, responsible for the preservation and enhancement of the respective collections, shall, in like manner, identify for de-accession, any item that 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; is not able to be preserved by the TCA in a responsible manner. Disposition of items identified for de-accession; individual items of less than \$500 value shall be disposed of by the Business Office 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 institution; transfer as a sale to a public or nonprofit 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 Business Office Manager. In the event of a vacancy in the position of Business Office Manager, all related decisions shall be deferred to the current TCA President. Proceeds from de-accessions shall be identified separately from TCA general funds, with the disposition of such funds subject to Board of Directors allocation in the next annual budget, with the preferred use being additions to the collections from which the de-accessions occurred.
 8. Steps of Accession for TCA including the definition of accession The Accession process is the first step in accepting and documenting additions to the Train Collectors Association library and/or museum inventory/collections. The Accession process establishes legal custody/ownership and provides information on how the TCA acquired the items. Once an item or items are legally determined to belong to TCA, it (they) must be accessioned into either the library or museum inventory/collection prior to any additional actions being taken with this material. It is important to keep records of all the steps TCA takes in the inventory/accession process. Accession records also document general information about the accession. These records currently consist of the Property Receipts Form and the Train Collectors Association™ NTTM Data Base. These records contain all pertinent documentation about the accession. Cataloging of items is the process of photographing, grading, and tagging the items for the TCA library/museum collections.
 9. TCA should do inventory/collection “spot” checks to verify the accuracy of our information. As directed by the Current TCA President, these reviews should be

done by at least three (3) members of the TCA Board of Directors and NOT individuals involved with any portion of the original acceptance/accession process. Per current TCA Rules and Regulations, de-accession of TCA materials, which is defined as the transfer, sale, destruction, etc., of an item or items with a value over \$500.00, shall first be reviewed by the TCA Board of Directors.

10. 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.
11. Photographs 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 the authorization of the Business Office Manager and/or the Chair of the Education and Museum committees. 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. The President will be notified before filming begins.
12. 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, chapters, and individuals wishing to honor an individual or activity may do so as part of this activity. Those who donated 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.

I. Headquarters Campus Inspection and Evaluation Committee

1. The Headquarters Campus Inspection and Evaluation Committee shall be responsible for the proper operating condition of all TCA buildings and properties.
2. The Committee shall make periodic inspections of the buildings and properties to ensure that any area of repair or replacement be reviewed and evaluated for possible corrective action.
3. Corrective actions must be accomplished in a timely manner to ensure that TCA property is maintained.
4. The Committee shall evaluate each action, request bids and recommend the contractor who should do the work to the Business Office Manager, the current TCA President, and the Executive Committee.
5. With approval of the Executive Committee, the Committee shall monitor progress of the contractor's activity so approval of payment may be made.
6. The Committee shall work with the TCA Treasurer to insure that adequate funds are maintained in reserve accounts so the corrective actions may be accomplished.
7. The Committee shall be comprised of members knowledgeable in construction and engineering background to ensure that all of the above actions are taken with the best interest to the TCA.

J. Internet and Technology Committee

The Internet and Technology Committee Mission Statement is to identify and implement ways in which the assets of TCA can be maximized through the expanded use of the internet and electronic technologies See section 1500-6.

K. Information Technology Oversight

The Information Technology Oversight Committee responsibility is to assure that mission-critical equipment and support is carefully reviewed to meet the Information Technology requirements of the TCA.

L. Investment Committee

1. The Investment Committee shall oversee and administer all trust monies and administer all other investments of the Association except those current funds, such as dues, museum admissions and museum sales, which normally pass through the hands of the Treasurer to meet the current budget. All funds in excess of operating needs as determined by the Treasurer and National Business Office Manager will be available for investment by the Investment Committee. The funds designated as Endowment Funds shall be invested by the Endowment Committee with the Investment Committee reviewing annually the Endowment investments.
2. The Investment Committee shall present an Operations Manual to the BOD for annual review and approval.
3. The Investment Committee shall have the power to direct the investment of funds, under its control, Common Stock, U. S. Government securities, U. S. Government insured (including full faith and credit) investments, and bonds carrying an AAA rating as recognized by Moody's and Standard & Poor's Rating Services. The Investment Committee shall report financial results to the President and Board of Directors quarterly in writing.
4. Notwithstanding anything else set forth in this Section, the decisions and investments of the Investment Committee are subject to override by a two-thirds (2/3) affirmative vote of the entire Board of Directors. Said Board of Directors oversight power is not delegable to any committee of the Board of Directors or otherwise.
5. The tenure of the initial Investment Committee appointed shall be staggered (i.e. so arranged that one person is appointed to a one-year term, one person is appointed to a two-year term and one person is appointed to a full three-year term). All subsequent appointments thereafter shall be for a term of three years except as stated in paragraph below dealing with vacancies. Any person serving on the Committee shall be eligible to serve three full terms and then after a one-year absence from the Committee, such person may again be appointed to a term or subsequent terms as hereinbefore set forth. The Treasurer and Business Office Manager shall be non-voting advisory members of the Committee.
6. Vacancies shall be filled by Presidential appointment to fill unexpired terms.
7. The members of the Investment Committee shall annually elect their own chair.
8. Any member of the Association, except the Treasurer, is eligible to serve as a voting member of the Committee.

M. 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 Division and Chapter level. These programs will include a national newsletter "Keeping Track," and programs at the Museum and at national conventions. The committee will support Division and Chapter Kids Club activity through program assistance and advice.

N. Membership Discipline Committee shall be responsible for the investigations of complaints between members and all other matters of member conduct.

1. **Committee Jurisdiction** The TCA shall not adjudicate issues between:
 - a. Members and commercial entities
 - b. Member commercial entities
 - c. 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

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.

2. Member Complaints

- a. Any member in good standing may file a complaint with the Membership Chair on the form provided.
- b. The Membership Chair shall promptly notify the Respondent, with copies to the TCA National President, the TCA Vice President, and the Complaint, of the complaint being filed.
- c. 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.
- d. 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.
- e. If the Respondent contests the charges, the Membership Committee shall have the responsibility to investigate the complaint to the best of its ability.
- f. If the Membership Committee Chair can get the opposing parties to agree to a mutual resolution the complaint shall be closed.
- g. If disciplinary action appears necessary, the Chair of the Membership Committee shall present the complaint and the findings of the Membership Committee to the Executive Committee or the Board of Directors for decision.
- h. The Respondent shall be offered the right to present his/her position to either the Executive Committee or the Board of Directors at the same time the complaint is presented to Executive Committee or the Board of Directors.
- i. The decision of the Executive Committee or the Board of Directors shall be final and binding on all persons.

3. Applicant Complaint

Upon receipt of three (3) written complaints from members in good standing, the Membership Committee shall:

- a. Investigate and document the nature of the complaints against the new member.
- b. If the written complaints have merit, issue a membership complaint notice and send this notice to the new member.
- c. Process the membership complaint as outlined in Rules and Regulations 1100-1, N.2, b through l.

4. Other Complaints

- a. 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, volunteer or TCA staff. The provision includes 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.
- b. 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:
- c. The procedures in Item 2: MEMBER COMPLAINTS will be used to adjudicate other complaints.

5. Disciplinary Action

- a. The form of discipline on membership complaints shall require two judgments.
 1. The first shall determine whether a member should be disciplined.
 2. The second shall determine the degree of discipline to be administered.

- b. 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*.
- c. 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.
- d. Authority for Disciplinary Action - Disciplinary action may be taken against any member as defined in Article II, Section 6B of the TCA Bylaws.
- e. Chair Responsibilities - The committee shall submit its report and recommendation to the Board of Directors or Executive Committee, who shall act upon it at the next Board or Committee meeting. The Chair of the Membership Committee will notify both the Complaint and Respondent of the decision of the Board of Directors or Executive Committee.
- f. Post-BOD action requirements
 - 1. 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.
 - 2. The Chairman of the Membership Committee with a minimum of five (5) committee members will review the application of the person seeking readmission. The Committee may interview the candidate at a mutually agreed upon time and place.
 - 3. The Committee will submit its report and recommendation to the Board of Directors who shall act upon it at the next Board of Directors meeting.
 - 4. The former member shall be offered the right to present his/her position to the Board of Directors at the same time the report for reinstatement is presented. The applicant will be issued a new membership number if the application of the terminated member is approved

O. Membership Recruitment, Retention and Benefits Committee

The Committee shall relate to the membership recruitment, retention, and the benefits of being a TCA member. The committee shall consist of a Chair and three members at large. Each Division President shall appoint a Division representative to work with the committee.

- 1. **Recruitment** - The Committee shall identify, recommend, and implement actions and programs to promote the recruitment of new members. The Committee shall work in conjunction with the Public Relations and Marketing Committee in developing programs that can be distributed to the Divisions and Chapters.
- 2. **Retention** - The Committee shall receive lists from the National Membership Coordinator and distribute to each Division Representative those Division area members slated for ending TCA membership. The Committee shall provide the Division Representative with packets on how to contact the members and talking points for retaining their membership. The Committee shall follow through with the Division Representative on reporting the results of the contacts. The Committee shall report to the President quarterly and the Board of Directors annually.
- 3. **Benefits** - The Committee shall work with the Public Relations and Marketing Committee to prepare a publication giving the benefits of being a TCA member. This

publication shall be distributed to the Divisions and Chapters to aid in their membership recruitment and retention program.

P. Nomination and Elections Committee

[See Bylaws: Article VIII]

Q. National Toy Train Library Committee

1. The Library Mission is to acquire, conserve, and preserve ephemera relating to toy trains, and to guarantee its current and future use. The committee shall help catalog donations and acquisitions and assist the Librarian in serving TCA member and public requests for information.
2. The Committee shall be comprised of members knowledgeable in archive interests and background and ensure that all of the above actions be taken with the cooperation of the Librarian.
3. The TCA Oral History project shall be operated by the NTTL Committee. The NTTL Committee shall insure that the Oral History is a prime resource for the TCA.

R. National Toy Train Museum Committee

The NTTM Committee will assist the Business Office Manager in furthering the missions of the TCA. The committee members shall operate and maintain the displays. Annual updates to the contents and facility are to be scheduled and completed as needed.

S. Public Relations and Marketing Committee

1. The Committee shall make studies based on actions from the BOD and make recommendations of programs (including funding) for external publicity of and for the TCA.
2. The Committee shall propose marketing programs (including funding) to the BOD for promoting activities including hardcopy and electronic publications and retaining membership.
3. The Committee shall be responsible for producing and using the photo documentation of TCA activities. All photographic material shall be archived at the NTTL.
4. The Committee shall work with the Membership Recruitment Committee on preparing a package of being a TCA member.

T. Rules and Regulations Committee

1. Periodic review and evaluation of the Rules and Regulations shall be presented to the Board of Directors.
2. All proposed new rules and regulations and Bylaw amendments shall be reviewed by the Committee and recommendations shall be made to the Board of Directors for implementation.
3. The committee shall consist of a Chair and four members, all current members of the Board of Directors. (See all Rules and Regulations in Section 1400)

U. Standards Committee

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.
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.
3. The Chairman of the Standards Committee shall select a member, from the Committee, to act as a Secretary.

V. Strategic Planning Committee

1. Mission Statement

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

2. Committee Membership

The Strategic Planning Committee shall consist of a Chairman and ten (10) members as specified:

1. Vice President
2. Member-at-Large #1: staggered 3-year term
3. Member-at-Large #2: staggered 3-year term
4. Member-at-Large #3: staggered 3-year term
5. Member-at-Large #4: staggered 3-year term

All of the above shall be voting members

6. Chairman of the Education Committee
7. Chairman of the National Toy Train Library Committee
8. Chairman of the National Toy Train Museum Committee
9. Business Office Manager
10. Treasurer

These shall serve as ex-officio non-voting members.

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. Requirement 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: 35% complete.

d. The Strategic Plan - Yearly Edition and Report

The Strategic Plan will be 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.

4. Minutes for Updating the Plan

The National Secretary shall provide the Chair 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 Chair of the SPC shall update The Plan according to the minutes.

5. Copies of The Plan

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

1100-2 Special Committees

Source: Authority: Bylaws: Article XII, Section 3

Board of Directors Revision: June 2021

Date Enacted: January 2022

Purpose and Structure of Special Committees

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. Each special committee shall have a Chair and other such members as selected by the Vice President and affirmed by the Board of Directors at the time of taking office as President. Additional special committees may be established by the President during the year with the affirmation by the Board of Directors. Special committees may, at the direction of the Board of Directors, provide for continuity of membership for subsequent years. Special committees shall report to

the Board of Directors at the annual meeting. Each special committee should have a board member as a committee member.

A. Affiliate Development Committee

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

B. Special Projects Committee

The Special Projects Committee assists the President in gathering information about a special project that could be of benefit to the Train Collectors Association™.

1200 TCA CORPORATE SEAL, IDENTITY, AND INTELLECTUAL PROPERTIES

1200-1 TCA Seal and Logo

Source: Authority: Bylaws: Article XIII
Board of Directors Revision: June 2015
Date Enacted: June 2015

A. Corporate Seal

The Board of Directors shall adopt an official seal of the Association for use in certifying official documents.

B. TCA Logo

The official copyright TCA emblem/logo is seen on the cover page of this document. The unauthorized alteration of the proportion, elements, or content is strictly prohibited without written authorization of the BOD.

1. Use of the TCA Logo

- a. Appearance - This copyright logo shall appear, with the copyright symbol 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 Divisions, Chapters, 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.

2. TCA Colors and use

- a. 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 TAC 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.

1200-2 Intellectual Property

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2015
Date Enacted: June 2015

- 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 Divisions, Chapters, 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 National Toy Train 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 BOD 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.

1300 INITIATIVE AND REFERENDUM

1300-1 Use of Electronic Signature on Petition

Source: Authority: Bylaws: Article XIV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The use of electronic signatures on a petition shall not be acceptable as a signature. The petition shall contain the signatures and membership numbers of at least five (5%) of the members of the Association and submitted by mail.

1300-2 Criteria for Determining Validity of Petition

Source: Authority: Bylaws: Article XIV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The National Secretary shall determine if the appropriate number of valid signatures are on the Petition and notify its originator and the Board of Directors. If the petition is valid, the Secretary shall draft a referendum ballot to be mailed to the membership. The ballot shall contain only one proposition and shall be worded so that an affirmative decision is made by a YES vote.

1300-3 Tabulation and Announcing Results of Ballot

Source: Authority: Bylaws: Article XIV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The total time for circulating a petition and submission to the National Secretary shall be seventy-five (75) Days.

- A.** The originator shall have (5) days after the initial circulation to submit a copy of the petition with a statement certifying the date of commencement of circulation to the National Secretary.
- B.** The Board of Directors shall have twenty-five (25) days from the date of receipt of the final petition by the National Secretary to formulate its position on the petition. This position shall accompany the ballot to the membership. If the originator of the petition desires to communicate a position, the originator shall submit it along with the final petition. All positions shall be contained on 8½ x 11-inch sheets of paper.
- C.** If the final petition has valid signatures from at least 5% of the membership, the Secretary shall notify the originator and the Board of Directors. The ballot and any position statements shall be mailed no later than the forty-fifth (45th) day after receipt of the final petition.
- D.** In order to be counted, the ballots shall be returned postmarked no later than twenty (20) days after the ballots are initially placed into the mail.
- E.** A two-thirds (2/3) vote in the affirmative shall adopt the ballot proposition.

- F. All costs of the petition and ballot shall be paid by the originator prior to mailing of the ballot.
- G. The Referendum ballot shall be tabulated by a ballot-counting firm.
- H. The Secretary shall immediately send the results of the ballot count to the originator and the Board of Directors. The membership shall be notified through the TCA communication channels.

1300-4 Timeline for Implementing Successful Referendum

Source: Authority: Bylaws: Article XIV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Board of Directors shall have thirty-five (35) days after the Secretary's notification to formulate a plan for implementing the proposal in a successful referendum. At the end of this period, the plan shall be sent to the originator and communicated in a timely fashion to the TCA membership.

1400 RULES AND REGULATIONS

1400-1 Creating and Amending Rules & Regulations

Source: Authority: Bylaws: Article XV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Board of Directors shall create and amend Rules & Regulations. Proposals for creating or amending Rules and Regulations shall be assigned to the Rules and Regulations Committee at least 90 days prior to any Board meeting, for review and recommendation. The Committee shall have the authority to combine, edit, and organize proposals that address the same topic or have similar objectives, in consultation with the presenter. Proposals shall be submitted to the full Board of Directors at any scheduled or emergency meeting of the Board along with a recommendation: to approve, to not approve, to amend, or no recommendation. Unless there is a proviso setting a different time, an adopted or amended rule shall take effect immediately.

1400-2 Distribution of Proposals to Create or Amend Rules and Regulations

Source: Authority: Bylaws: Article XV
Board of Directors Revision: June 2015
Date Enacted: June 2015

The Rules and Regulations Committee shall submit proposed changes to the Rules & Regulations to the Secretary at least 30 days prior to a Board meeting at which any action shall take place. The Secretary shall include the proposals in the agenda of the meeting.

1400-3 Other Action on Rules and Regulations

Source: Authority: Bylaws: Article XV
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. The Board shall retain the right to address proposals that were properly submitted but not reviewed or given a recommendation by the Rules and Regulations Committee.
- B. The Board shall have the right to suspend a provision in the Rules and Regulations for the duration of a meeting by a two-thirds (2/3) vote providing that the provision does not affect a rule in the TCA Bylaws.

- C. The Board shall have the right to create a new rule or amend a current rule during a meeting if by doing so it can resolve an urgent situation. A two-thirds (2/3) vote shall be required.

1500 PUBLICATIONS AND ELECTRONIC COMMUNICATIONS

1500-1 Authorized Publications

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2015
Date Enacted: June 2015

Publications of the TCA shall be authorized annually. The TCA Mission Statement shall appear in each publication. Administration of publications, including format, time and content, shall be the responsibility of an Editorial Review Committee, which shall be made up of the Vice-President, the Secretary, the Business Office 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. 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:

- A. TCA Member Listings
- B. *Train Collectors Quarterly*
- C. *National Headquarters News*
- D. *e*Train*
- E. Toy Train Mailing List
- F. X-change buy/sell website
- G. National TCA Web Site
- H. TCA E-mail Service (eBlast)
- I. TCA Convention website

1500-2 TCA Membership Information

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2019
Date Enacted: June 2019

- A. **General information**, including member contact information, shall be made available to the membership electronically, as the BOD shall direct from time to time.
- B. **USE OF MEMBERSHIP LIST**
Use of the membership contact information for other than authorized TCA purposes is prohibited. Any unauthorized use of the membership list will be subject to the Association's disciplinary procedures and may result in loss of Membership. The BOD reserves the right to pursue legal action against members and others who, in the Board's opinion, appropriate and use the TCA Membership list without the express permission of the TCA Board of Directors.
- C. **LIFE MEMBERS' NAMES**
The names of all Life Members, living or deceased shall be posted on the website.
- D. **CONTENT OF MEMBER INFORMATION**
Information shall include: Name, Address, TCA Number, Division, Telephone, and Scale preferred.

1500-3 Governance Documents

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2015
Date Enacted: June 2015

TCA Bylaws and the Rules and Regulations and the Strategic Plan are to be published electronically when updated.

1500-4 Train Collectors Quarterly

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2015
Date Enacted: June 2015

A. CONTENT

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

B. NON-MEMBER SUBSCRIPTION RATE

1. The *Train Collectors Quarterly* is available to non-members.
2. The Board of Directors and Editor will review the subscription rate on an annual basis.

C. FREQUENCY OF PUBLICATION

Four issues of the *Train Collectors Quarterly* shall be published annually.

1500-5 National Headquarters News

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: March 2021
Date Enacted: April 2021

A. FREQUENCY OF PUBLICATION

Five issues of the *National Headquarters News* shall be distributed every calendar year.

B. FIRST CLASS MAILING OPTION FOR THE NATIONAL HEADQUARTERS NEWS

First Class mailing of the National Headquarters News is available to all members for an additional postage fee as determined by the National Business Office. It will apply to each member who requests the First-Class mailing service including Honor Roll, Honorary, Heritage, Junior Members, and Life Members.

C. PRICES AND TCA GRADING STANDARDS

Prices and TCA grading standards shall be used in the INTERCHANGE POINT.

D. SIGNATURE REQUIRED ON INTERCHANGE POINT ADS

A name and TCA Membership Number shall be required on all written ads received for the INTERCHANGE POINT. The editor is authorized to edit length to fifty words or less.

E. INTERCHANGE ADVERTISEMENTS in the *National Headquarters News* are to be train related and are subject to approval by the Editorial Review Committee.

F. NATIONAL HEADQUARTERS NEWS MATERIAL IN QUARTERLY

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

G. APPLICANTS' NAMES

The new members listing in the *National Headquarters News* shall include street address, city, state, zip code, division, and TCA member number.

H. CONVENTION NOTICES

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

I. NATIONAL CONVENTION HOSTED BY A DIVISION

The 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.

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

K. 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.

1500-6 e*Train

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2017
Date Enacted: June 2015

A. e*TRAIN PUBLICATION RULES

The *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.

B. e*TRAIN EDITOR

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

C. ADVERTISEMENTS

Advertisements in the *e*Train* are to be train related and are subject to approval by the Editorial Review Committee.

1. Member-to-member sale transactions are prohibited on *e*Train*.

1500-7 Toy Train Mailing List (TTML)

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2021
Date Enacted: January 2022

A. DESCRIPTION AND PURPOSE OF THE TOY TRAIN MAILING LIST

The Toy Train 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 conversational 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 Divisions/Chapters meet information.

B. OPERATIONS AND MAINTENANCE

The TTML is operated and maintained by the Internet and Technology Committee. The Moderators are coordinated by a Chair appointed by the President and affirmed by the BOD.

C. TOY TRAIN MAILING LIST POSTING GUIDELINES

Message posting guidelines are to be posted on the TTML homepage and to be published quarterly in the TTML Frequently Asked Question (FAQ) Section. These guidelines are to reflect the current policies of the TCA and are to be reviewed and

approved by the Vice President and the Internet and Technology Committee Chair each May.

D. TTML MESSAGE GUIDELINES

The TCA Mission Statement will be the basis for all messages posted on the TTML and published quarterly in the TTML FAQ. 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 TTML 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 message 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.

E. DISCIPLINARY ACTION

The disciplinary action listed below is the only action that can be taken by the Internet and Technology 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 quarterly in the TTML FAQ:

1. First Offense – The Internet and Technology 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 – Internet and Technology 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 - Internet and Technology 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 and Technology Committee shall remain in force until the committee has rendered a majority decision on the appeal. The Committee's decision shall be final.

1500-8 Websites

Source: Authority: Bylaws: Article IV, Section 3, C
Board of Directors Revision: June 2015
Date Enacted: June 2015

- A. Websites are provided to support the mission of TCA.
- B. The TCA official website *www.traincollectors.org* is the gateway to the TCA member internet services and activities. Current internet activities are:
 - 1. NTTL & NTTM
 - 2. TTML
 - 3. *e*Train*
 - 4. TCA x-change
 - 5. Members services
 - 6. National Convention website
 - 7. Any social media sites

1600 NATIONAL HEADQUARTERS OPERATIONS

1600-1 Personnel Policy and Program Operations

Source: Authority: Bylaws: Article IV, Section 3, Part A & C
Board of Directors Revision: February 20, 2018
Date Enacted: February 20, 2018

- A. The supreme governing body of TCA is the Board of Directors. It sets and manages the policy and direction for the Association. It employs a Business Office Manager to supervise the paid staff and to implement the directives of the governing body on a daily basis. The Business Office Manager is under the direct supervision of the TCA President who reports to the Board of Directors and the Executive Committee.
- B. The Board of Directors authorizes and approves an Employee Handbook that bears the authority of the TCA Rules and Regulations.
- C. The work of the Association is accomplished by paid staff, volunteers (members and non-members), officers, and directors. Everyone who is involved in the operations of the TCA are to be held to the highest standards of legal, ethical, professional, and individual conducts. To ensure the safety, security, and efficient operation of the National Headquarters building and grounds, all volunteers performing work at the National Headquarters building or on its properties are under the authority of the Business Office Manager.
- D. The Employee Handbook shall set forth policies and procedures for 1) recruiting, hiring, supervising, retaining, and firing paid and contracted staff, 2) days and hours of operation, 3) compensation, 4) holidays, 5) sick leave, 6) vacations, 7) insurances, pensions, and annuities, 8) disciplinary procedures, 9) harassment and work place violence, 10) safety, 11) and all such other matters as are normally found in an employee handbook.
- E. All TCA Committees, working on behalf of the Association, involved with the National Business Office, the National Toy Train Museum, and the National Toy Train Library shall coordinate all these activities through their Committee Chairs to the National President and the Board of Directors.

1600-2 Business Office Manager

Source: Authority: Bylaws: Article IV, Section 3, Part A & C
Board of Directors Revision: March 2021
Date Enacted: April 2021

- A. The conduct of business shall be under the direction of a Business Office Manager.
 - 1. Accountability: The Business Office Manager shall be employed by the Board of Directors and report to the TCA President.
 - 2. Duties: The Business Office Manager shall be responsible for the day-to-day management of the financial and administrative operations of the Association under the direction of the Executive Committee and the President.
 - 3. In consultation and with the approval of the President and the Executive Committee, the Business Office Manager be responsible for supervision of such personnel as required to carry out the duties of the association headquarters and provided that such employment falls within the constraints established by budget, the Organizational Chart, and personnel policies established by the Board of Directors.
 - 4. In consultation with and approval of the President and the Executive Committee, the Business Office Manager shall hire and supervise all departments, and, when necessary, discharge such staff within the constraints established by budget and personnel policies established by the Board of Directors.
 - 5. The Business Office Manager shall be the publisher of the *National Headquarters News* publication and shall cause the distribution of all notices as directed by the President or the Board of Directors or Executive Committee.
 - 6. The Business Office Manager shall conduct the correspondence of the Association and shall have the custody of the corporate seal.
 - 7. The Business Office Manager shall make reports to the Board of Directors, Executive Committee, and President as requested and required.
 - 8. The Business Office Manager shall carry out all duties and responsibilities of his or her office as specified in Bylaws, these Rules and Regulations, and the parliamentary authority of the association, Robert's Rules of Order Newly Revised current edition, or any other such duties assigned to him or her by the Board of Directors.
- B. Salary and Benefits. The Board of Directors shall adopt policies and procedures for the annual review of the Business Office Manager and the administration of his or her salary and benefits.
- C. The Business Office Manager shall be evaluated annually by the Board of Directors. With the approval of the BOD, the Executive Committee is authorized to make any adjustments in the compensation and benefits of the Business Office Manager based on the performance evaluation.
- D. In the event that a Business Office Manager is to be hired, an Executive Search Committee shall be elected by the Board of Directors. This Committee shall prepare the job description and conduct the search for and shall interview candidates for the position of Business Office Manager. Based on its interviews, this committee shall make recommendations to the Board of Directors and shall provide the necessary documentation. The Board of Directors shall by motion and an affirmative vote have the sole authority to hire, terminate, amend, or extend the employment of the Business Office Manager.

1600-3 National Toy Train Museum

Source: Authority: Bylaws: Article IV, Section 3, Part A & C
 Board of Directors Revision: February 20, 2018
 Date Enacted: February 20, 2018

- A. The mission of the NTTM is to collect, preserve, and exhibit toy trains and accessories to provide education about this segment of history.
- B. The Museum is located in the TCA Headquarters building. The Museum displays TCA historical items as well as scale and model trains and operating layouts for member and public enjoyment.
- C. The Museum is open throughout the year except for January through March. During certain months, the Museum is open only on weekends and all week during the York meets.

- D. TCA members and volunteers work through the National Toy Train Museum Chair under the direction of the National President, the Board of Directors and the authority of the Business Office Manager.
- E. All monies received for the NTTM shall be placed in a separate account to be administered by the Treasurer, as directed by the BOD.

1600-4 National Toy Train Museum

Source: Authority: Bylaws: Article IV, Section 3, Part A & C

Board of Directors Revision: February 20, 2018

Date Enacted: February 20, 2018

- A. The NTTL Mission is to acquire, conserve, and preserve ephemera relating to toy trains and to guarantee its current and future use. Its collection comprises catalogues, films, videos, operating manuals and repair sheets, advertising art, scholarly texts and more.
- B. The NTTL is located in the TCA Headquarters building and provides open access to its collection for those seeking information on toy trains and their manufacturers. In addition to serving TCA members and the public, the Library shall offer research services to public schools and libraries. It also provides information, both historical and technical, to authors of books and articles.
- C. The NTTL is not a lending library. Use of library material and all research must be done at the Library.
- D. The employees and TCA members in the service of the library shall not provide appraisals of possible donations.
- E. The NTTL shall house the TCA archives, which include organizational papers and correspondence and records of activities.
- F. TCA members and volunteers work through the National Toy Train Library Chair under the direction of the National President, the Board of Directors, and the authority of the Business Office Manager.
- G. All monies from Donations or Deaccession Sales for/by the NTTL shall be placed in a separate account to be administered by the Treasurer, as directed by the BOD.