

# BOARD POLICY BOOK

## Working Update Version\*

### TRAIN COLLECTORS ASSOCIATION

February 2008

The Board Policy Book contains all of the policies currently in effect as enacted over the years and annually adopted by the Board of Directors.

The authority for the policies herein set forth is the Bylaws and is enforced through Article II, Section 5B and Article XIV of the Bylaws.

**\* This version incorporates the structural and policy changes submitted by the Special Committee to Update the Board Policy Book and approved by the BOD June 2007**

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

- National Officers
- National Directors
- Division Presidents (National Directors)
- Division Secretaries
- Chapter Presidents
- Chapter Secretaries
- *Quarterly* Editor
- Committee Chairs
- Members, upon request
- TCA Historian

#### Abbreviations used are:

AMBM = Annual Membership Business Meeting

BOD = Board of Directors

### HARASSMENT POLICY

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.

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.

This policy applies to all employees, members, officers, volunteers, and persons under contract to the Association at the National Business Office and all TCA conventions, meets and functions.

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## **NATIONAL BOARD OF DIRECTORS**

### **ITEM 1: BOARD OF DIRECTORS TO REVIEW ALL CONVENTION SITES**

The Board of Directors shall review all future convention sites with the thought of making reasonably sure we do not lose money. BOD 1979

### **ITEM 2: BADGES FOR BOARD MEMBERS**

Badges shall be provided to all Board Members showing their name, title, and include the TCA Logo.

### **ITEM 3: HOLDING MULTIPLE OFFICES**

No TCA National Officer, Division or Chapter Officer or Director may concurrently hold office in any other tinline train collecting or operating organization, effective January 1, 1985. BOD June 1983

**ITEM 3A:** Any National Directors holding office in a Chapter is limited to a Chapter of the Division he/she represents at the national level. BOD June 2007

### **ITEM 4: ALTERNATES**

1. Only Division Presidents may have alternates.
2. Each Division shall designate at least one alternate.
3. Certification of alternates shall be provided to the National Secretary no later than June 1 annually. BOD June 2007

### **ITEM 5: CONVENTION EXPENSES**

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

1. Lodging at National Convention – Number of nights attending – not to exceed five, except as specifically required.
2. Lodging at other Board meetings – As required.
3. Food - \$40 per diem Travel Allowance
4. Trips of less than 350 miles (one way) will be reimbursed at the current IRS mileage rate plus tolls. All other transportation will be reimbursed at actual expenses for mileage at IRS rate, tolls, meals, lodging, etc., but limited to cost of round trip advance reservation coach airfare plus related costs of travel including round trip ground transportation from home to departing airport and arrival airport to Convention hotel plus reasonable tips for luggage handling.
5. Expenses of the National President's spouse to attend the National Convention are also reimbursable. BOD June 1990; Revised BOD October 2002

### **ITEM 6: TRAINING SESSION ON ROBERT'S RULES OF ORDER AVAILABLE TO BOD**

A training session on Robert's Rules of Order shall be made available to the BOD on the first day of the Annual National BOD meeting. BOD June 1998

### **ITEM 7: COMMITTEE REPORTS TO BOARD TWO WEEKS BEFORE CONVENTION**

Committee reports are to be sent to each member of the Board two (2) weeks prior to Convention. BOD June 1986

### **ITEM 8: OPERATING FUND INCREASES**

When considering a new action requiring revenue expenditure of operating funds, and most importantly an increase in yearly operating funds expenditure, BOD is to also address the issue of establishing a revenue source to cover the added expenditure. BOD June 2006

### **ITEM 9: THREAT OF LEGAL ACTION—PROCEDURE FOR**

When there is a threat of legal action to the Association, the matter should be brought to the attention of the National Board of Directors for a response. BOD June 1991

## **NATIONAL OFFICERS**

### **ITEM 1: RULE GOVERNING HOLDING OF DUAL OFFICE**

A member cannot simultaneously be an officer or director in more than one Division. BOD June 1962

### **ITEM 2: ANNUAL EXPENSE STIPEND FOR PRESIDENT, SECRETARY, TREASURER, PRESIDENT-ELECT, AND VICE PRESIDENT**

The President, Secretary and Treasurer shall each be given an expense allowance of \$2,400.00 per year. The President-Elect and Vice President shall each receive an expense allowance of \$1,200.00 per year. BOD June 1991, BOD June 1992

### **ITEM 3: INDEMNIFICATION INSURANCE**

The Association shall provide indemnification insurance for all Officers and Directors in the amount determined by the Operations Manager following consultation with the Management Committee. BOD June 1976; BOD June 2007

### **ITEM 4: OFFICIAL VISITS ON BEHALF OF TCA**

The President is authorized to appoint one or more officers to make official visits on behalf of the TCA to one or two of its Divisions per year. BOD June 1975

### **ITEM 5: USE OF TCA STATIONERY BY EX-OFFICERS**

The use of TCA stationery by any current or former officer of TCA is excluded for any commercial or political purpose. TCA stationery may be used by Past National Presidents for discussion of non-political or divisional matters or for train related non-commercial matters. Past President's stationery shall show name, address, telephone number (if desired) and year(s) of service. BOD January 1994

### **ITEM 6: ROBERT'S RULES OF ORDER TO BE STUDIED BY VICE PRESIDENT AND PRESIDENT-ELECT**

The Vice President and President-Elect shall study Parliamentary Procedures based on Robert's Rules of Order (with emphasis on what TCA does) for at least a four-hour seminar. This study is to be under the tutelage of a Registered Parliamentary Teacher, or, if not available, under the direction of a Registered Parliamentarian. BOD June 1993

## **NATIONAL ELECTIONS**

### **ITEM 1: NAMES OF ALL DIVISION NOMINEES FOR OFFICE TO APPEAR ON BALLOT**

Any member in good standing duly nominated by his/her Division and meeting the qualifications set forth in the National Bylaws and Item 3 below shall be included on the ballot for National Office. BOD June 1988

### **ITEM 2: CANDIDATE RESUME**

Each candidate for National TCA office shall be requested to furnish 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 8-1/2 x 11 page (8-1/2 x 5-1/2). This data will be printed and mailed with the ballot. The candidate may, upon request, approve a proof copy prior to mailing. BOD June 1989

### **ITEM 3: REQUIRED QUALIFICATIONS FOR NATIONAL TREASURER**

Every candidate for National Treasurer must be knowledgeable in the following areas:

1. Generally Accepted Accounting Principles (GAAP) for Not-for-Profit organizations.
2. General state statutes re: Not-for-Profit organizations.
3. I.R.S. rules re: Not-for-Profit organizations.
  - A. Reporting requirements for organization.
  - B. Reporting requirements for payroll/contractors.

- C. Prohibited transactions, insider dealing, unrelated business income, allowable activities, etc. BOD June 2005

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

1. Only the National TCA President, National Secretary or Operations Manager is authorized to contact the ballot counting firm and provide instructions when necessary.
2. The ballots and resumes are to be reviewed for accuracy by the Operations Manager and National President prior to and after printing.
3. The ballot counting shall be held one week after the cut-off date (postmark Oct. 1).
4. Provided (1) that the ballot counting firm is bonded and (2) all ballots are to be turned over the TCA National Headquarters, it shall neither be necessary nor required for a TCA official to be present while the ballots are being counted.
5. A plurality of all valid votes cast shall decide those elected to office. The counting service shall supply to the National Secretary and National President certified copies of the election results. The Secretary shall notify the newly elected officers immediately.
6. Within one week of counting the ballots, all ballots (both valid and invalid) and the checklist shall be sent by certified mail return receipt requested in a sealed container to the National Headquarters addressed to the attention of the Operations Manager, who will place them in a secure area.
7. All ballots and checklist are to be retained in a safe place of the National Headquarters Office for a period of one hundred twenty days (120) from the date of receipt, unless challenged.
8. An independent, bonded, ballot-counting firm capable of performing machine tabulation of votes cast shall be furnished with a list of current TCA members as of August 15. BOD Sept 1992

**ITEM 4: EXPENSES – ELECTION SUPERVISOR**

TCA shall reimburse the Election Supervisor for the costs of mailings, copies, long distance phone calls, and other incidental expenses paid by the Election Supervisor related to the selection of the three Management Committee members from the Division Presidents and any special elections required filling vacant offices due to resignation or demise. BOD June 2003

**NATIONAL BOARD MEETINGS**

**ITEM 1: GAVEL**

A suitably inscribed gavel shall be presented to the incoming President at each Annual Board of Directors meeting. BOD June 1966

**ITEM 2: AGENDA ITEMS**

1. All items submitted by the Directors are to be placed on the agenda of the National Board Meeting (with duplicates so noted). Simple English changes would be allowed as long as the intent of the motion is not destroyed. BOD June 1989
2. Agenda items for the Board of Directors meeting should be submitted in writing to the National Secretary no later than May 15 of each year. Each item should be explained in enough detail for Board Members to understand its purposes and include a cost impact. The National Secretary shall send agenda items to all Board Members and Officers. BOD 1991
3. The Board of Directors meeting at the National Convention shall take place at least 48 hours prior to the initial opening of the trading pits. BOD 1976 No proposal shall be adopted unless it contains a cost impact statement, i.e. the present and future costs of the proposal must be estimated and stated when presenting the proposal. BOD June 1980
4. Each proposal must also identify whether it is a change to the Bylaws, Board Policy Book or no effect to either. Amended BOD Oct 2002

**ITEM 3: MINUTES OF MEETING TO BE RECORDED**

All BOD and Membership Meeting minutes shall be electronically recorded under the supervision of the Secretary. BOD June 1989

**ITEM 4: REMOVE REQUIREMENT FOR NAME OF SECONDER**

The requirement that the name of the person seconding a motion appear in the minutes was removed. BOD June 1991

**ITEM 5: RULES AND REGULATIONS COMMITTEE REVIEW OF PROPOSED BYLAW REVISION AGENDA ITEMS**

All proposed Bylaw changes shall be referred to the Rules and Regulations Committee before being presented as agenda items. BOD June 1994

**ITEM 6: USE OF REGISTERED PROFESSIONAL PARLIAMENTARIANS**

Registered Professional Parliamentarians shall be utilized for all future TCA National Board Meetings. The Parliamentarian may be appointed by the National President for one year on a retainer basis not to exceed \$1,000 to serve as our Registered Parliamentarian. Such Parliamentarian is to be available throughout the year for professional advice to the Board of Directors and all TCA Committees. Otherwise, the Parliamentarian is to be selected from those locally available at the site of the TCA National Board Meeting, by the National Secretary and the National President. They will be paid by TCA at the going rate for the services rendered, as determined by the National Secretary and National Treasurer. (Registered Parliamentarian relates to their having achieved Registration status with the National Association of Parliamentarians, Kansas City, MO) Volunteer Parliamentarians from within TCA, if used, will not be reimbursed by TCA for their time or expense. BOD June 1991; BOD October 1999

**ITEM 6A:** In the event a Registered Professional Parliamentarian is not available in the area in which a Board Meeting is being held, a Registered Parliamentarian shall be used. BOD June 1993

**KIDS CLUB**

**ITEM 1: MEMBERSHIP**

Membership is free to all children to the age of 18 sponsored by a TCA member. At age 18, the membership converts to a regular TCA membership at current dues with no application fee. BOD June 2000; Revised BOD June 2002

**ITEM 1A:** All active Kids Club members that join the Association upon reaching their 18<sup>th</sup> birthday will pay annual dues at one-half the regular member rate. This rate will remain in effect until the year they attain their 24<sup>th</sup> birthday. BOD June 2007

**ITEM 2: KIDS CLUB NEWSLETTER**

The TCA KIDS CLUB newsletter KEEPING TRACK shall be published six times yearly with the front page written in rotation by each Division that sponsors Kids Club activities. In addition, a KIDS CLUB web page has been established and linked to the TCA home page, where Divisions and Chapters may post additional information. BOD June 2002; Rev. BOD June 2006

**ITEM 3: KIDS CLUB OFFERINGS**

The Kid's Club Committee is authorized to offer cars and other offerings to their members and others. Any proceeds to go to the committee for their projects. BOD June 2007

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

### **ITEM 1: DESCRIPTION AND PURPOSE OF COMMITTEE**

A Committee of three shall be appointed by the Board of Directors to form a liaison with LCCA, TTOS, NMRA, and LOTS and /or other Officials to discuss ideas based on promoting and continuing to strengthen both collecting and operating trains. BOD June 1993

## **MEMBERSHIP**

### **ITEM 1: TRANSFER OF MEMBERSHIP**

No membership shall be transferred to any other person. BOD June 1970

### **ITEM 2: LIFE MEMBERSHIP (NO LONGER AVAILABLE)**

A new class of membership known as Life Membership was created. Five hundred memberships were offered to the membership at \$100 each. The funds from these memberships were invested by the trust Department of a National bank; the use of such funds to form a stepping-stone toward creation of the permanent National Headquarters. BOD June 1971

### **ITEM 3: REGULATIONS GOVERNING LIFE MEMBERSHIP (NO LONGER AVAILABLE)**

1. Life Members are subject to the same rules and regulations that govern all other classes of members under the Bylaws, except that they will pay no yearly dues; being a Life Member carries no other special privileges.
2. If for any reason a Life Member leaves the Association, no part of that Life Membership fee is refundable.
3. Life Membership cannot be sold, transferred or bequeathed. BOD July 1971
4. Wherever Life Memberships are shown, the words "No Longer Available" should be shown to indicate the present status of this class of Membership. BOD June 1992

### **ITEM 4: LIFE MEMBERS (NO LONGER AVAILABLE) TO BE PUBLISHED IN THE DIRECTORY**

The names of all Life Members, living or deceased, shall be printed on a separate page or pages in the *Directory* for as long as this Association shall exist. AMBM June 1982

### **ITEM 5: RESIGNED LIFE MEMBERS WISHING TO RE-JOIN**

The policy on Life Members who resign or are removed from TCA and later want to rejoin shall be: "When he/she re-joins, he/she will be a regular member and will be treated as a new member. He/she will receive a new number and will be a yearly dues-paying member." BOD June 1993

### **ITEM 6: MISUSE OF MEMBERSHIP CARD OR NAME BADGE**

#### **ITEM 6A: MISUSE OF MEMBERSHIP CARD:**

Any member who lends his/her membership card to another person shall have his/her membership terminated from the Train Collector's Association. BOD June 1973; Revised BOD October 2002

#### **ITEM 6B: MISUSE OF NAME BADGE:**

Any member who allows the use of his/her badge by another person or is a participant in any activity that would allow improper entry to any TCA activity shall have his/her membership terminated from the Train Collector's Association. BOD October 2002

**ITEM 7: POLITICAL USE OF MEMBERSHIP LIST**

No addressed membership labels from the Business Office are to be used for political purposes. BOD June 1973

**ITEM 8: REJOINING THE ASSOCIATION**

A new membership number will be assigned to all persons who rejoin the Association. BOD June 1973

**ITEM 9: REJOINING THE ASSOCIATION AND RETAINING ORIGINAL MEMBERSHIP NUMBER**

Any member rejoining the Association and desiring his/her original membership number may secure it upon the payment of a \$25 fee and any back dues as accrued. AMBM June 1977; BOD Oct 1977

**ITEM 10: ONLY OFFICIAL BUSINESS IN TCA MAILINGS**

There will be no inserts in TCA mailings other than official TCA business. BOD June 1976

**ITEM 11: SIGNATURE ON MEMBERSHIP CARD**

The Secretary's signature shall appear on the Membership Cards. BOD 1976

**ITEM 12: FAMILY MEMBER REGULATION**

All members are obligated to support the Association and to pay the required fee at all meets or functions of the TCA. Any Family Member who becomes a regular member gives up all rights as a Family Member. BOD June 1980

**ITEM 12A: FAMILY MEMBERSHIP**

The family membership fee shall be \$1.00 per year per family member. Family memberships shall coincide with the regular member's dues cycle. Annual fees for family members shall be waived when the regular member obtains Honor Roll membership status. BOD June 2003

**ITEM 13: ACCORDANCE OF MEMBERSHIP TO DECEASED MEMBER'S SPOUSE**

A deceased member's spouse may join the TCA with no application fee, and will receive a new membership number upon the deceased spouse's membership anniversary date. All mailings will be continued until the anniversary date. BOD June 1980

**ITEM 14: ANNUAL AWARDS**

Service Certificates for 10, 15, 20, 25, 30, 35, 40, 45 and over 50 years' membership shall be sent each member on his/her anniversary, upon the request of the member. BOD June 1994

**ITEM 15: DUES**

Dues rose to \$32.00. Membership vote January 2006; BOD October 2005

**ITEM 16: USE OF APPLICATION FEE**

\$5.00 of each application fee is to be reserved to a maintenance/repair fund to accumulate to not more than \$75,000 to be used for major repairs, defined as those in excess of \$1,000 each. In the event the fund's balance at any time reaches \$75,000 the \$5.00 amount shall be diverted to the Museum Acquisition Fund for so long as the Maintenance/Repair Fund remains at \$75,000. BOD June 1987

**ITEM 17: DUES REFUNDED**

Unsuccessful applicants for membership shall be refunded the annual dues advanced. BOD June 1987

**ITEM 18: DECEASED MEMBER'S COLLECTION**

In the event of the death of a member, the heirs may contact the Business Office for evaluation of the collection. A fee of \$50 per day may be charged, plus expenses, if a personal inspection of the collection is necessary. BOD June 1975

**ITEM 19: FORM OF VOTING ON MEMBERSHIP COMPLAINTS**

The form of voting on membership complaints shall require two ballots: (a) the first ballot should focus on whether a member should be disciplined; (b) the second ballot should focus on the degree of discipline to be handed out. BOD June 1991

**ITEM 20: MEMBERSHIP CERTIFICATES PROVIDED**

TCA shall provide to each Member a membership certificate upon completion of TCA requirements for full membership upon request of the Member to the National Business Office. BOD June 1991

**ITEM 21: MEMBERSHIP COMMITTEE RE: DEALERS/VENDORS COMPLAINTS**

The TCA Membership Committee shall not become involved in complaints between dealers/vendors. This eliminates the TCA from being a collection agency to reconcile an accounts receivable problem for a commercial enterprise. BOD June 1991

**ITEM 22: RESOLUTION REGARDING LITIGATION BETWEEN MEMBERS**

RESOLVED: That it is the will of the Board of Directors that before members enter into litigation against other members of TCA regarding TCA matters within Train Collecting or TCA business and/or TCA meetings, they are encouraged to first seek relief through the Membership Committee or through the BOD. BOD June 1991

**ITEM 23: ITEMS TO BE SOLD BY TCA**

All items sold by TCA from now on shall be on a positive subscription basis; i.e., the member orders what he/she wants and does not have to send in a card to reject an item scheduled for an automatic delivery. BOD June 1977

**ITEM 24: MEMBERSHIP COMPLAINTS**

**ITEM 24A: PUBLISHING NAMES**

In handling membership complaints, only the TCA case number shall be used for identification and the names of the individuals not be published in the Minutes until all avenues of due process have been explored and the membership problem has been resolved. At that point in time, the name shall be published in the *National Headquarters News*. BOD June 1992

**ITEM 24B: COMPLAINTS—DISCIPLINARY ACTION**

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, (B) persons whose membership has been suspended for cause including the dates of the periods of suspension, and (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. BOD June 2007

**ITEM 25: PRESIDENT AND TREASURER TO REPORT TO MEMBERSHIP AT MEETING**

A brief financial report by the Treasurer and a brief progress report by the President are to be given at the Annual Membership Meeting. BOD June 1990

**ITEM 26: ANNUAL MEMBERSHIP MEETING**

The Annual Membership Meeting will be held at 2:00 p.m. on Saturday, and is under the authority of the National Secretary. All Tours and off-site activities must end by 1:00 p.m. to allow members to attend. BOD June 2001

## **MEMBERSHIP COMMITTEE**

### **STRUCTURE:**

The Membership Committee is comprised of a Chair and the entire Board of Directors.

### **RESPONSIBILITIES:**

1. The Membership Committee shall be responsible for the investigation of any protest against applicants that apply for membership in the Association as described in Article II, Section 3F of the Bylaws.
2. The Membership Committee shall be responsible for the investigation of complaints of members against other members as described in Article II, Section 6 of the Bylaws.

### **PROCESS:**

The Membership Committee shall have the ability to appoint an Inquiry team to investigate matters of complaints or protests when travel and distances are too impractical for the Committee. All information, notes, and evidence obtained by the Inquiry team shall be turned over to the Membership Committee Chair for Committee evaluation.

#### **A. APPLICATION COMPLAINT:**

Upon receipt of three (3) written complaints from the National Secretary, the Membership Committee will:

1. Investigate the qualifications of the Applicant and the nature of the protests.
2. Extend the Applicant's probationary status until the investigation is completed and the decision is released to the National Secretary.
3. Provide written decisions to the National Secretary within sixty (60) days, with copies to the appropriate Division President and the National Business Office.
4. The National Secretary shall send written notice to the Applicant and the protesting members on the decision of the Membership Committee, with a copy to the National President.
5. The decision of the Membership Committee shall be final.

#### **B. TRANSACTION COMPLAINT:**

Upon receipt of a complaint that was sent to the President of the Association or to the Chair of the Membership Committee, the Membership Committee will do the following:

1. Initiate a preliminary investigation by phone, speaking to both the Respondent and the Complainant.
2. After the preliminary investigation, a copy of the complaint will be sent to the Respondent by Certified Mail, with a return receipt requested. A second copy will be sent via first class mail.
3. The National President shall be copied on all correspondence.
4. Failure of Respondent to reply to the complaint within 30 days of receipt of complaint letter shall be deemed an admission of all allegations set forth in the complaint.
5. Whether by the Membership Committee's finding or by the Respondent's default, the Membership Committee has the authority to compel either party in the complaint to:
  - a. Rescind the transaction placing both parties in the position they were prior to the inception of the transaction.
  - b. Require either party to refund any part of the sales price, if the article is not what it was represented to be.
  - c. Make any decision that is equitable under the circumstances.
6. Present the findings of the Membership Committee to the President of the Association.
  - a. Make recommendations to the President of the Association for action on the complaint; however, the President's decision on whether to proceed shall prevail.
  - b. If disciplinary action appears necessary, the Chair of the Membership Committee shall present the findings of the Membership Committee to the Board of Directors for decision.

- c. The Respondent shall be offered the right to present his/her position to the Board of Directors at the same time the complaint is being presented to the Board of Directors. The respondent has 15 minutes to present his/her position to the Board of Directors. The Board of Directors will then have 15 minutes for questions to the respondent. The President may extend this period of time if necessary. BOD October 2005

**C. DISCIPLINARY ACTION:**

1. One (1) or Three (3) year SUSPENSION OF MEMBERSHIP: Suspension of membership shall mean exclusion from any Association function, and exclusion of receiving Association publications for the period of time that the suspension is in effect as determined by the Board of Directors.
2. TERMINATION OF MEMBERSHIP: Termination of membership shall mean permanent barring from any Association function and elimination from membership rolls and shall be by action of the Board of Directors.
3. The decision of the Board of Directors to convict or acquit the Respondent of the charge(s) shall be binding on all parties.
4. The Chair of the Membership Committee will send a letter to notify both the Complainant and Respondent of the decision made by the Board of Directors, with copies going to the National Secretary and the National Business Office.

**D. RE-INSTATEMENT AFTER DISCIPLINARY ACTION:**

1. A person may re-apply for membership no sooner than three (3) years after being terminated for disciplinary action.
2. The Chair of the Membership Committee with a minimum of five (5) Committee members will review the application of the person seeking re-admission.
3. The Committee may interview the candidate at a mutually agreed upon time and place.
4. The Committee will submit its report and recommendation to the full Board of Directors who shall act upon it at the next scheduled Board of Directors meeting.
5. The applicant will be issued a NEW membership number if the applicant is approved.
6. An applicant may not reapply more frequently than once per year after the first re-application.

**E. GUIDELINES:**

1. All dealings between members concerning trains and related items whether as an individual or as an owner or employee of a business shall conform with the provisions of Article II, Section 6 of the Bylaws.
2. The TCA Membership Committee shall not become involved in complaints between dealers/vendors. This eliminates the TCA from being a collection agency to reconcile an accounts receivable problem for a commercial enterprise. BOD June 1991
3. The form of voting on membership complaints shall require two ballots. The first ballot should focus on whether a member should be disciplined. The second ballot should focus on the degree of discipline to be handed out. BOD June 1991
4. Complaints between members involving Condition/Grading of merchandise bought or sold must be initiated between the members involved within 30 days of the transaction.
5. All Voting by the Board of Directors regarding disciplinary action of a membership complaint must take place at a convened Board of Directors meeting. (NO MAIL BALLOTS) BOD Sept 1992

**MEMBERSHIP PINS**

**ITEM 1: LIFE MEMBERSHIP PINS**

The BOD authorized Life Membership Pins, design of which includes the Chinese monad, symbolic of infinite relationship of life and death. BOD June 1971

**ITEM 2: LAPEL PIN**

The BOD authorized all Divisions/Chapters to use the TCA Logo on a pin for the Presidents/Past Presidents if they so desire. BOD June 1975

**ITEM 3: MEMBERSHIP PINS**

The BOD authorized Membership Pins, using TCA Logo. BOD June 1976

**ITEM 4: HONORARY MEMBERSHIP PINS**

The BOD authorized Honorary Membership Pins. BOD June 1976

**ITEM 5: PAST NATIONAL PRESIDENT'S PIN**

The BOD authorized Past National President's pin, with TCA Logo. BOD June 1987

**TCA HISTORIAN****ITEM 1: POSITION OF TCA HISTORIAN**

The creation of the position of TCA Historian was approved. BOD June 1987

**ITEM 2: DESCRIPTION OF POSITION OF TCA HISTORIAN**

The TCA Historian shall collect, manage, pursue and make available all sources of information related to the history of Train Collectors Association and its activities for the purpose of documenting the organizational history for future generations. All material shall be maintained at the Toy Train Library of TCA. BOD September 1992

**DIVISIONS AND CHAPTERS****ITEM 1: MEMBERSHIP**

No Division or Chapter shall accept as a member a person who is not a national member of TCA. BOD June 2007

**ITEM 2: DIVISION AND CHAPTER ANNUAL REPORTS**

1. Divisions and Chapters are required to send annual financial reports and minutes of their meetings to the National President, Secretary and Treasurer. BOD June 1974
2. Divisions and Chapters shall send Annual Reports to the National President, Secretary, Treasurer, Operations Manager, the National Business Office and the Board of Directors for consideration at their annual meeting. After acceptance at the Annual Board of Directors Meeting, the National Business Office shall post the reports on the TCA Website. All those submitting such reports are strongly encouraged to use an electronic format when submitting to the Operations Manager and the National Business Office. BOD June 2006

**ITEM 3: BYLAWS**

1. All Divisions and Chapters shall adopt and abide by the National Bylaws
2. TCA National both encourages and permits Division and Chapters to develop their own Bylaws
3. All such proposed Division or Chapter Bylaws and amendments thereto shall be submitted to the Rules and Regulations Committee for review. A copy shall also be forwarded to the Operations Manager.
4. Upon review, the Rules and Regulations Committee shall forward the proposed Division or Chapter Bylaws or amendments to the National Board of Directors with a recommendation to accept or reject the document, stating the reason for the decision. A copy shall be forwarded to the Operations Manager.
5. Proposed Division or Chapter Bylaws or amendments thereto will become effective when approved by the Board of Directors.

6. All conflicts between National and Division or Chapter Bylaws shall be resolved in favor of the National Bylaws.
7. Proposed Bylaws or amendments thereto rejected by the National Board of Directors shall be returned to the submitting Division or Chapter for reconsideration. BOD June 2006

**ITEM 4: DIVISIONS/CHAPTERS TO ACCORD HONORARY MEMBERSHIP TO PAST NATIONAL PRESIDENTS**

It is recommended to the Divisions and Chapters that the home Divisions or Chapters of all past National Presidents, that is the Division or Chapter in which he/she resided at the time of his election, make such Past President an Honorary Life Member without further obligation to pay dues; additionally that he/she be appointed as an Honorary Life Member of its Board of Directors. BOD June 1983

**ITEM 5: COMPLIMENTARY ADMISSION TO DIVISION/CHAPTER MEETS FOR PAST NATIONAL PRESIDENTS**

It is recommended to the Divisions and Chapters that admission to any meeting, including a table if desired, is extended as a courtesy to any past National President who attends in recognition of his/her service to TCA. BOD June 1983

**ITEM 6: ALL DIVISION MAILINGS**

All Division mailings (to their membership) shall be sent to the Division Presidents and Secretaries (of other TCA Divisions) for communications. BOD June 1984 BOD June 1985

**ITEM 7: PUBLISHING STATEMENTS ON NATIONAL CANDIDATES**

Divisions and Chapters may publish statements on only their Division or Chapter candidates for National Office in their newsletters. BOD June 1993

**ITEM 8: PAYMENT OF ADDITIONAL PREMIUM FOR OPEN MEETS**

Those Divisions/Chapters who have open meets shall pay their portion of the additional insurance premium for open meets. BOD June 1991

**ITEM 9: CREATION OF INCORPORATION GUIDELINES COMMITTEE**

A Guidelines Committee shall be established for the purpose of assisting Divisions/Chapters with their incorporation. The Committee shall be known as "Incorporation Guidelines Committee". BOD June 1992

**MEETS**

**ITEM 1: MEETS AND JOINT MEETS**

At TCA meets or joint meets every seller must be either a member of the TCA or a member of the other participating train-related organizations. When a Division/Chapter holds a joint meet with any other collecting group and uses the TCA name to promote the meet, the entire meet must conform to TCA policies; otherwise, the TCA name cannot be used to promote the meet. When a Division/Chapter holds a joint meet, the other organization must have liability insurance in place at least equal to that of the TCA for the event. BOD June 1972; Rev. June 1999; Rev. June 2000

**ITEM 2: LITERATURE**

The Officers in charge of said meet must approve any literature placed on tables at meets. Violation of this rule can lead to suspension of membership. Examples of objectionable material are:

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

BOD June 1974

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

Division meets can be held in another Division's area, if the affected Division's officers grant permission. BOD June 1976

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

All members, at TCA meets and grounds, Divisions and Chapter, are prohibited from the display or distribution of political campaign materials, including posters, handbills, hats, buttons, flags, banners or any such material to promote a candidate for TCA National Office. BOD June 1985

### **ITEM 5: OPEN MEETS TO THE PUBLIC**

Permission is to be granted to open meets to the public after certain hours but must stay under TCA Guidelines. Each Division may determine by vote of its membership what portion (if any) of the meet should be open to the public. BOD June 1990

### **ITEM 6: NO NATIONAL MEETS**

National shall not be permitted to hold or sponsor any meet other than the National Convention without the approval of the National Board of Directors as well as the approval of the Division within whose boundaries the meet would be held. BOD June 1988

### **ITEM 7: NON-TINPLATE TRAIN ITEMS**

Be it resolved that no item which is not a tinplate train, or accessory, or train-related item, or tinplate train-related toy, shall be permitted at and is hereby barred from any meeting of this organization, be it National Convention, or any Division or Chapter meeting, or any meeting sponsored under the name of the Train Collectors Association. BOD June 1983

### **ITEM 8: AUTHORITY OF DIVISIONS/CHAPTERS TO DENY ADMITTANCE**

Divisions and Chapters shall have the authority to deny admittance (up to one year) to any TCA member who is in violation of that Division's or Chapter's posted and/or published Meet Rules and Regulations. BOD June 1994

## **PHOTOGRAPHY AT TCA EVENTS**

### **ITEM 1: DESCRIPTION OF TCA PHOTOGRAPHY**

Photography of TCA activity at the National, Division and Chapter levels, with the approval of the depicted subjects and host, may be permitted. BOD June 2003

## **BOUNDARY COMMITTEE**

### **ITEM 1: DESCRIPTION AND PURPOSE OF COMMITTEE**

Guidelines will be set up for TCA Members wishing to create a new Chapter, new Division, or change a Division(s) boundary. The guidelines will state:

1. Anyone wishing to form a new Chapter should contact their Division to see if current Division Bylaws allow for a new chapter. If there is no provision in the Division Bylaws to create a chapter, then the Division bylaws should be amended to allow the creation of Chapter(s) prior to contacting the Boundary Committee, and should be done by the normal process of changing the Division's Bylaws, prior to contacting the Boundary Committee. TCA bylaws state "Any Division may have Chapters." It's up to the Division's membership to allow for Chapters.
2. Anyone wishing to form a new Division should seek the advice of the Boundary Committee before attempting to create a petition to do so. This should be done so that the needed information is on said petition. The Boundary Committee would aid in the definition of the petition form itself. This would aid the Boundary Committee in validating the given petition. Once the petition is created and signed by the needed majority of all members within this

boundary (not just the Division members in this area), it should then be sent to the Boundary Committee Chair. The petition shall be verified and a recommendation provided to the National BOD at the next regularly scheduled BOD meeting for their approval or disapproval.

3. Anyone wishing to change the boundary of a given Division, as to take away from one, and give to another, should contact the Boundary Committee prior to creating a petition. Contact with the Boundary Committee prior to doing anything is necessary to insure everything is done properly. The Boundary Committee will verify the said petition, and then make a recommendation (for or against). This data shall be sent to the National Board of Directors for their approval or disapproval at the next regularly scheduled BOD meeting.
4. The petition should contain the following items: name of member spelled out and readable, the member's signature, the address of the member, and the telephone number at which the member can be reached at after 6:00 P.M. The petition should also contain the reason for the petition.
5. After all the petitions have been collected, someone should make a copy of each individual sheet of the petition, in case it should get lost in the mail. Finally it should be sent to the Boundary Committee Chair for his/her attention.

## **PUBLICATIONS**

The editors of the Train Collectors Association publications may recognize the demographics of our organization's membership and publish articles, in addition to the traditional information concerning the history, preservation, and collecting of toy trains, that encompass the operation, evolving technology, and current production of toy trains.

## **DIRECTORY**

### **ITEM 1: NON-TCA MEETS**

Non-TCA sanctioned auctions and meets cannot be advertised in the *Directory*. BOD June 1995

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

Use of the contents of the *Directory* for mailings shall be by the express consent of the Board of Directors only. Any unauthorized use may result in loss of membership. BOD June 1973

### **ITEM 3: DIVISION PRESIDENTS' AND SECRETARIES' COPIES**

Each Division President and Secretary shall receive a spiral bound copy of the *Directory*. BOD June 1977

### **ITEM 4: ADVERTISING**

Monetary amounts in the *Directory* advertising section concerning cash offered for trains shall not be allowed. BOD June 1980

#### **ITEM 4A: NON-MEMBER ADVERTISING**

Non-member-owned businesses can advertise in the *Directory of Information and the National Headquarters News*. BOD June 2003

#### **ITEM 4B: ADVERTISING TOY TRAIN RELATED ITEMS AND ACTIVITIES**

Only members may be permitted to advertise toy-train related items and activities in any TCA publication. BOD June 2004

### **ITEM 5: ADVERTISEMENTS IN *DIRECTORY* TO BE SCREENED**

All advertisements in the TCA *Directory* must be screened for content under the supervision of the Publications Guidelines Committee. BOD January 1994

**ITEM 6: UNLISTED ADDRESSES IN *DIRECTORY***

Members who are listed in the *Directory* with no address or box number address MUST furnish an address and telephone number to the Business Office so that Officers can get in touch with them if necessary. Such information will be held in confidence at the Business Office. BOD June 1981

**ITEM 7: ENTIRE BOARD POLICY BOOK AND BYLAWS TO BE PUBLISHED IN THE *DIRECTORY***

The TCA Bylaws and the Board Policy Book are to be printed in the *Directory of Information* each year. BOD June 1998

**ITEM 8: LIFE MEMBERS' NAMES IN THE *DIRECTORY***

The names of all Life Members, living or deceased, shall be printed on a separate page or pages in the *Directory* for as long as this Association shall exist. AMBM June 1982

**ITEM 9: DECEASED PRESIDENTS TO BE NOTED IN *DIRECTORY***

An asterisk (\*) is to be placed beside the name of any deceased President on the list in the *Directory*, with explanatory footnote. BOD June 1983

**ITEM 10: ADVERTISEMENTS FOR "TRAINS WANTED"**

These ads are acceptable for the *Directory*, as long as the ads are in good taste. BOD June 1985

**ITEM 11: COLLECTION PREFERENCE MADE OPTIONAL IN *DIRECTORY***

Indicating collection preference in the *Directory* is optional and the membership should be notified through their Newsletter and the Dues Notice. BOD June 1988

**ITEM 12: AUCTION ADS PROHIBITED**

Auction houses owned by or employing TCA members as auctioneers are permitted to advertise in the *Directory of Information* provided they meet the requirements posted in item 11 of the *National Headquarters News* section of the Board Policy Book and any amending items to that item. BOD June 1991; Rev. BOD June 1996; Rev. BOD October 2003

**ITEM 13: DIVISION OF MEMBER TO BE SHOWN IN *DIRECTORY* LISTING**

The *Quarterly/Directory* shall include, in a legendary format, the Division to which a member is assigned. BOD June 1992

**ITEM 14: TCA MISSION STATEMENT TO APPEAR IN *DIRECTORY***

The TCA Mission Statement, as adopted by the BOD reads: "TCA Mission: To preserve an important segment of history—Tinplate Toy Trains—through research, education, community outreach, fellowship, establishment of collecting standards and to promote the growth and enjoyment of collecting and operating toy, model and scale trains." will be printed on the title page of the TCA *Directory*. BOD June 1994; Rev. BOD June 1999; Rev. BOD June 2006

**ITEM 15: ONLY OFFICIAL BUSINESS IN TCA MAILINGS**

There will be no inserts in TCA mailings other than official TCA business. BOD June 1976

**ITEM 16: DISTRIBUTION OF BOARD POLICY BOOK AND BYLAWS TO DIVISION PRESIDENTS**

The Board Policy Book and Bylaws is to be distributed to all National Officers, Division Presidents, Division Secretaries, Chapter Presidents and Chapter Secretaries on November 1st of each year. BOD June 1999; BOD 2000

**ITEM 17: USE OF *DIRECTORY* CONTENTS**

Use of the contents of the *Directory* for mailings shall be by the express consent of the Board of Directors only. Under no circumstances is the *Directory* to be sold, traded, or provided to a non-TCA member. Any unauthorized use may result in loss of membership. BOD June 2002

## **ITEM 18: NUMERIC LISTING OF MEMBERS**

The numeric listing of members shall be published once every five years. Such publications shall be in the years ending in three and eight, i.e., 2003, 2008, etc. BOD June 2003

## **e-TRAIN**

### **ITEM 1: CONTENT**

*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-train related matters. In case of doubt, the editor must refer any questionable material to the Publications Review Committee prior to publication. BOD June 2006

### **ITEM 2: DIVISION AND CHAPTER PUBLICATIONS**

A copy of all Division and Chapter publications must be sent to the editor of *e-Train* with the right to publish anything contained therein, with permission. BOD June 2006

### **ITEM 3: EDITOR**

The editor of *e-Train* shall be appointed on a yearly basis and become a non-voting member of the Publication Review Committee. BOD June 2006

## **NATIONAL HEADQUARTERS NEWS**

### **ITEM 1: NON-TINPLATE ITEMS IN NEWSLETTER**

Interchange advertisements in the *National Headquarters News* are to be governed by the same rule as non-tinplate train items at meets.

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

Prices are permitted in the Interchange Point and TCA grading standards must be used. BOD June 1983

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

Material normally found in the *National Headquarters News* can be included in the *Quarterly*. BOD June 1972

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

Applicants' names in the *National Headquarters News* shall include street address, city, state, division, and future TCA number. BOD June 1975

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

The Editor of the Interchange Point is given authority to edit length of all ads to fifty words or less. BOD June 1977

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

First Class mailing of the *National Headquarters News* is available to all members for a \$15.00 charge per year. This charge will apply to everyone who wants the First Class mailing service including Honor Roll, Honorary, and Life Members. June 1991

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

Every issue of the *National Headquarters News* will contain the Convention dates. BOD June 1985

**ITEM 8: CONVENTION ADVERTISING**

National TCA will allow the host Division(s) for the National Convention to place a one-time, full page, black and white ad in the *National Headquarters News* provided that (1) the ad is related to the Convention and/or fundraising for the Convention and (2) the ad is not published prior to July 1 of the year preceding the Convention. BOD June 1999; Amended BOD June 2001

**ITEM 9: FREQUENCY OF PUBLICATION**

Five issues of the *National Headquarters News* per year shall be published and mailed every odd numbered month except July. Advertising will offset additional cost of the Interchange Point ads. BOD June 1985; Rev. BOD June 2006

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

A signature is required on all ads received for the Interchange Point. BOD June 1989

**ITEM 11: AUCTION ADS**

TCA Member owned auction houses; Divisions & Chapters are permitted in the *National Headquarters News* with the following stipulations:

1. The Train Collectors Association (TCA) guarantees neither the condition nor the authenticity of the auction merchandise.
2. The merchandise is from the collection of a TCA member or the estate of a TCA member.
3. Any disagreement between any parties will not be adjudicated by the TCA.
4. It is strongly recommended that any potential bidder of items offered at auction personally inspect the material prior to the auction.
5. A disclaimer, stating the above conditions, shall be published in each TCA publication that publishes auction advertisements as part of the same ad.
6. No advertisements from auction houses seeking auction merchandise will be accepted for publication.
7. All ads are to be reviewed by the Publications Guidelines Committee and the Standards Committee.
8. The auctioneer signs an agreement abiding by the rules set forth by TCA.
9. Makeup 1/2 page form advertisement that will be used exclusively for that purpose. Format to be determined. BOD June 1991; Rev. BOD June 1996

**ITEM 12: TCA MISSION STATEMENT TO APPEAR IN THE NATIONAL HEADQUARTERS NEWS**

The TCA Mission Statement, as adopted by the BOD which reads: "TCA Mission: To preserve an important segment of history—Tinplate Toy Trains—through research, education, community outreach, fellowship, establishment of collecting standards and to promote the growth and enjoyment of collecting and operating toy, model and scale trains." will be printed on the Masthead of the *National Headquarters News*. BOD June 1994; Rev. BOD June 1999; Rev. BOD June 2006

**ITEM 13: ONLY OFFICIAL BUSINESS IN TCA MAILINGS**

There will be no inserts in TCA mailings other than official TCA business. BOD June 1976

**ITEM 14: NON-TCA MEETS**

Non-TCA sanctioned meets cannot be advertised in the *National Headquarters News*. BOD June 1995

**ITEM 15: 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 the Association for an official policy reply before publication. BOD June 2000

**ITEM 16: NON MEMBER ADVERTISING**

Only members are permitted to advertise toy train-related items and activities in any TCA publications. BOD June 2004

**ITEM 17: ADVERTISING TOY TRAIN RELATED ITEMS AND ACTIVITIES**

Only members may be permitted to advertise toy-train related items and activities in any TCA publication. BOD June 2004

**ITEM 18: COMPLIMENTARY SUBSCRIPTION TO SURVIVING SPOUSE OF PAST NATIONAL PRESIDENT**

A complimentary subscription to the *National Headquarter News* will be sent to the surviving spouse of a past National President, upon request. BOD June 2006

**QUARTERLY**

**ITEM 1: CONTENT**

The Train Collectors *Quarterly* is for the purpose of publishing material of an historical tinsplate nature, the operation of and collecting of tinsplate, stories about collectors and their collection, and material of like nature. The Editor may not publish any personal opinion about non-collecting matters. In case of doubt, he must refer any questionable material to a committee consisting of the President and Secretary before printing such material in the *Quarterly*. BOD June 1966

**ITEM 2: DIVISION AND CHAPTER PUBLICATIONS**

A copy of all Division and Chapter publications must be sent to the Editor of the *Quarterly* with the right to republish anything contained therein. BOD June 1971

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

Material normally found in the Newsletter can be included in the *Quarterly*. BOD June 1972

**ITEM 4: USE OF COPYRIGHTED ARTICLES**

Authors of *Quarterly* articles are granted permission to publish their articles elsewhere with TCA to be given proper credit. BOD Oct 1976

**ITEM 5: SUBSCRIPTION RATE**

Subscription rate for *Quarterly* is changed to \$14.00 for non-members. BOD June 1981

**ITEM 6: TCA MISSION STATEMENT TO APPEAR IN THE QUARTERLY**

The TCA Mission Statement, as adopted by the BOD which reads: "TCA Mission: To preserve an important segment of history—Tinsplate Toy Trains—through research, education, community outreach, fellowship, establishment of collecting standards and to promote the growth and enjoyment of collecting and operating toy, model and scale trains." will be printed on the Masthead of the *Quarterly*. BOD June 1994; Rev. BOD June 1999; Rev. BOD June 2006

**ITEM 7: ONLY OFFICIAL BUSINESS IN TCA MAILINGS**

There will be no inserts in TCA mailings other than official TCA business. BOD June 1976

**ITEM 8: ADVERTISING TOY TRAIN RELATED ITEMS AND ACTIVITIES**

Only members may be permitted to advertise toy-train related items and activities in any TCA publication. BOD June 2004

**ITEM 9: COMPLIMENTARY SUBSCRIPTION TO SURVIVING SPOUSE OF PAST NATIONAL PRESIDENT**

A complimentary subscription to the *Quarterly* will be sent to the surviving spouse of a past National President, upon request. BOD June 2006

## **BUSINESS OFFICE OPERATIONS**

### **ITEM 1: PURPOSE**

The National Business Office shall perform all the functions normally associated with the headquarters office of any organization, including but not limited to, publishing a yearly Directory of members, a Newsletter five times a year, processing dues payments, processing applications of membership, maintaining the books and financial accounts of the Association, and provide such services to members and others as to further the purpose of the Association. BOD June 1985

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

The Operations Manager shall set up criteria for hiring, retention, and separation of employees, and shall make recommendations on these matters to the President and other Officers. BOD January 1994

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

The workdays shall be Monday through Friday, hours 8:30 to 4:30, with one hour for lunch. The Operations Manager shall be responsible for arranging lunch hours in such a manner as to provide continuous services during the workday. BOD January 1994

### **ITEM 4: PAY**

Starting salaries, rates of pay, merit increases, and cost-of-living adjustments shall be by consultation between the Operations Manager and the Officers. BOD January 1994

### **ITEM 5: HOLIDAY**

1. Employees will be paid for each of the following Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. If one of the above listed holidays falls on a Saturday or Sunday, the Operations Manager shall determine whether or not the office shall be open the Monday following the Holiday. BOD January 1994
2. A personal paid holiday shall be given to all full-time employees of TCA Headquarters and the TCA Museum. BOD January 1994
3. An additional paid holiday will be provided to each full-time employee; the date to be determined by the Operations Manager. BOD June 1995

### **ITEM 6: SICK LEAVE**

Sick leave shall be earned at the rate of one-half workday for each completed month of service up to a maximum of six days per calendar year (non-cumulative). However, sick leave may not be used until completion of three months employment. BOD June 1980

### **ITEM 7: OTHER BENEFITS**

Hospitalization insurance is provided for full-time employees after three months' employment. Christmas bonuses may be paid at the discretion of the officers. BOD June 1983

### **ITEM 7A: SIMPLIFIED EMPLOYEE PENSION PLAN**

The Management Committee is authorized and directed to contribute each year from the funds of TCA such amount as shall be necessary and maintain the status of such plan under the Internal Revenue Code 408(k), and Employee Retirement Income Security Act (ERISA) of 1974. BOD June 1997

### **ITEM 7B: 403(b)/403(b)7**

A Tax Sheltered Annuity/Tax Sheltered Custodial Account, which will be totally contributory by the employees. The Operations Manager is directed to carry out the provisions, and take all steps to implement and maintain the status of the TSA/TSCA Plan under the Internal Revenue Code and the Employee Retirement Act (ERISA) of 1974. BOD June 1997

**ITEM 8: LONG TERM DISABILITY INSURANCE**

Long term disability insurance will be provided for full-time employees. Such insurance would provide 60% of employees' salary at the time of disability to a maximum of \$4,000 per month after an initial disability period of 6 months. BOD June 1996

**ITEM 9: BUSINESS OFFICE OPERATIONS**

Salary increases for all employees must be considered separately and singly on recommendation of the Operations Manager. BOD January 1994

**ITEM 10: PAID VACATIONS**

Full-time employees shall be eligible for one week's vacation at the end of twelve (12) months' employment; two weeks after twenty-four (24) months' employment; three weeks of vacation after six (6) full years and four weeks after ten (10) full years of service. Scheduling of vacations is to be done by Operations Manager. BOD January 1994; BOD June 1997

**ITEM 11: CHAIR OF SELECTION OF OPERATIONS MANAGER COMMITTEE**

The President of the Organization shall chair the Committee for the selection of the Operations Manager. BOD June 1991

**ITEM 12: PROMPT MAILING OF LISTS OF STOLEN TRAINS**

The Business Office is to promptly mail lists of stolen trains to National Officers, Committee Chairpersons, Board of Directors and Division and Chapter Secretaries. BOD June 1987

**ITEM 13: PHONE NUMBER OF ADVERTISERS/MEMBERS TO BE ON FILE**

All advertisers/members will have a phone number on file at National Headquarters in case that advertiser/member has to be contacted by the Business Office. The phone number would be published if the advertiser/member so desired. BOD June 1994

**ITEM 14: MAILING OF MEMBERSHIP APPLICATIONS**

The National Business Office is to mail or fax semi-monthly, to those Divisions that request it, copies of the membership applications for individuals residing within their Division BOD June 2001

**ITEM 15: ACKNOWLEDGEMENT OF ILLNESS/BEREAVEMENT**

The Association, through the Operations Manager, will acknowledge illness/bereavement by sending flowers, plants, or fruit basket or an appropriate card to the following: sitting National Officers and Directors, their spouses and immediate family, all National Past Presidents, their spouses and immediate family, and others as directed by the National President. BOD June 2003

**ITEM 16: TCA INTELLECTUAL PROPERTY**

As of 1 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 TCA Divisions, Chapters and Committees to use on stationery, web sites, fundraising items, convention cars, and on merchandise developed to support conventions, the Museum Store of The National Toy Train Museum, The Toy Train Reference Library and the National Business Office.

Other items must be authorized by the Board of Directors in writing, at rates of compensation negotiated by the Operations Manager and the requesting party. Members appropriating TCA Intellectual Property for their own use without permission will be subject to the Association's disciplinary procedures. The Board of Directors 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. BOD June 2003

#### **ITEM 17: MEMORIAL FUND BOOK**

The National Toy Train Museum and/or the National Business office shall purchase a suitable book in which a permanent record of monetary donations made to the National Toy Train Museum Memorial Fund is to be kept and available to be seen upon request. Such a record should include the person or event memorialized, the amount, and the donor. BOB June 2003

#### **ITEM 18: LEADERSHIP BOOK**

The Association shall provide a space for a "Leadership Book." BOD June 2004

### **DIRECTOR OF DEVELOPMENT**

#### **ITEM 1: DEVELOPMENT FUNDRAISING PLAN**

Director of Development, as first task, will review all current revenue producing programs and develop a comprehensive prioritized short and long term plan to raise alternative funds as per the goals outlined in the BOD motion that created the position. Management committee will provide input on prioritized activities. This Plan will be presented to the Management Committee for approval. (Ref: 2006 Edition Strategic Plan, Goal 2, Strategy B., Action 1.) BOD June 2006

#### **ITEM 2: ALTERNATIVE REVENUE STREAMS**

Core responsibility of the Director of Development is to explore, research, concept and implement long-term alternative funding programs: donations, bequests, deferred giving, etc. (Ref: 2006 Edition Strategic Plan, Goal 2, Strategy C., Action 1.) BOD June 2006

#### **ITEM 3: GRANTS PROGRAM**

The Director of Development will develop and implement a Grants Program for the purpose of funding major capital and special projects. (Ref: 2006 Edition Strategic Plan, Goal 2, Strategy D., Action 1.) BOD June 2006

### **FINANCIAL**

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

Foreign Members outside the continental United States are to be assessed an additional fee for special airmail postage costs as determined by the National Business Office. BOD June 1977

#### **ITEM 2: APPLICATION FEE**

The application fee is raised from \$15.00 to \$25.00. Fee is not refundable. BOD June 1979 The application fee is waived for Junior Members. BOD June 1997

#### **ITEM 3: SEPARATION OF CONVENTION AND OFFICERS EXPENSES**

National Convention expenses in the financial reports shall be clarified to show amounts chargeable to the Convention itself, and to the Board of Directors and Officers. BOD June 1981

#### **ITEM 4: BUDGET LIMITATIONS**

Any TCA budget item expected to exceed 15% in excess of authorized budget limitation is to be reviewed and approved by the BOD before the expenditure of additional funds is authorized. BOD Jan & Oct 1990

#### **ITEM 5: INVESTMENT COMMITTEE TO BE APPRISED OF DUTIES AND RESPONSIBILITIES**

TCA Investment Committee appointees are to be fully apprised of their duties and responsibilities and the Treasurer is to contact them on a quarterly basis as reported in the quarterly report regarding all funds of TCA available for possible investment. BOD June 1990

**ITEM 6: AUTHORIZATION TO SIGN CHECKS**

The Operations Manager, upon being bonded, shall be authorized to sign checks. In his absence, the Bookkeeper, upon being bonded, is authorized to sign checks to a maximum of \$1,000. The Treasurer must co-sign all checks of \$5,000 or more. In the event that the Treasurer is incapacitated or unable to perform, the President is authorized and shall co-sign all checks of \$5000 or more. BOD June 1992, Special BOD August 2005

**ITEM 7: AUTHORIZATION TO SIGN PURCHASE ORDERS**

The Operations Manager shall be authorized to sign TCA purchase orders. In the Operations Manager's absence, the Bookkeeper is authorized to sign purchase orders not exceeding \$1,000. The President must countersign all purchase orders in excess of \$5,000. BOD June 1992

**ITEM 8: SUBMISSION OF BUDGET AND BUDGET CYCLE**

The Operations Manager shall present a preliminary budget in June which addresses normally anticipated changes but which would act only as a base for determining overall financial impact of financial decisions made by the BOD in June. A proposed budget would be developed and mailed to the BOD by September 15 with an annual BOD meeting (by telephone) planned for the 3rd week of October to approve a new budget. BOD January 1994

**ITEM 9: DISCOUNTS AT MUSEUM SALES COUNTER**

A 20% discount shall be allowed to all employees at the Museum sales counter. BOD September 1992

**ITEM 10: DISCOUNT FOR VOLUNTEERS AT TCA MUSEUM AND LIBRARY**

A 20% discount shall be given for volunteers supporting the efforts at the TCA Museum and Library. BOD June 1993

**ITEM 11: FINANCIAL REPORTS TO FINANCE COMMITTEE**

Copies of the Association's quarterly financial reports are to be furnished to all non-BOD members of the Finance Committee. BOD June 2006

**ITEM 12: BOND**

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

**ITEM 13: DEVELOPMENT and FUNDRAISING – PURPOSE OF APPEALS**

- 1. Annual Appeal** An Annual Appeal shall be directed toward operating aspects of the Train Collectors Association to provide enhanced member services. BOD June 2006
- 2. Endowment Fund** The Endowment Fund shall be a permanent fund within the Train Collectors Association. Only earnings of the Endowment Fund may be used to fund projects outside the scope of the yearly operating budget. BOD June 2006

**LIBRARY**

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

The TCA Library is not a lending library and all research must be done at the Library. BOD June 1991

**MAILING LABELS**

**ITEM 1: POLITICAL USE OF THE MEMBERSHIP LIST**

No addressed membership labels from the Business Office are to be used for political purposes. BOD June 1973

**ITEM 2: MAILING LABELS**

The Business Office, on a cost-effective basis, shall provide Divisions and Chapters with address labels. BOD June 1982

**ITEM 3: SALE OF LABELS TO MEMBERS AND MEMBER-MANUFACTURERS**

A TCA Member, or a member-manufacturer of toy trains and/or train related items, may purchase mailing labels on a per request basis. The following conditions shall apply:

1. He/she is a member in good standing and has been a member for at least one year.
2. The mailing labels will be sold at a profit to the TCA.
3. Requests made to the Business Office must include a sample piece of the proposed mailing.
4. The Publications Guidelines and Standards Committee Chairpersons, prior to the Business Office providing the labels, must approve the request and sample. BOD June 1995

**ITEM 4: ONE TIME USE OF MAILING LABELS**

The requester for mailing labels shall be required to sign an affidavit agreeing that the labels are for one time and are not to be copied, duplicated or reproduced in any form. This agreement, in addition to the requirements of Item 3, must be met prior to the issuance of labels. BOD June 1995

**ITEM 5: USE OF MAILING LABELS BY A BONDED MAILING SERVICE**

The TCA membership list may be made available to a bonded mailing service as designated by a TCA member's mailing request or to engage in one-time solicitations with or for another organization upon submission and approval of a sample of the intended mailing. BOD June 1998

## MUSEUM

**ITEM 1: NAME OF MUSEUM**

The Name of the TCA Museum shall be changed from "Toy Train Museum" to "The National Toy Train Museum". BOD June 1994

**ITEM 2: JOIN THE TOUR BUS ASSOCIATION**

The TCA shall join the Tour Bus Association. BOD Sept 1978

**ITEM 3: ADMISSION FEES**

Current Fees: \$5.00 Adult, \$2.50 Child, \$4.00 Senior Citizen, \$12.00 Family Admission, \$15.00 Individual Annual Pass, \$2.50 Adult Group, \$1.00 per person Child Group; No charge – TCA members and their families; No Charge – for holders of a Paradise Township Residents' Pass. BOD June 1983; Management Committee April 1998; Rev. BOD June 1999 Rev. BOD June 2004; Management Committee March 2006; Rev. BOD June 2006

**ITEM 4: ALTERATIONS TO BUILDING**

No substantial changes to the outside or inside of the TCA Museum building and grounds can be made without the express permission of the Board of Directors. BOD June 1981

**ITEM 5: MUSEUM COUNCIL OF LANCASTER COUNTY**

The National Toy Train Museum shall join the Museum Council of Lancaster County. BOD June 1982; Amended June 1994

**ITEM 6: PROTECTED FUND ACCOUNT**

All monies raised by the Museum Committee or achieved through sale of collections donated to Museum should be put in a protected fund account to be used for development of Museum displays, for acquisition of equipment and/or restorations, for display in the Museum. Funds from this account can be released by the Operations Manager and Treasurer and disbursed through normal channels (TCA Treasurer). BOD January 1994

1. All monies donated to the Museum in memory of a deceased TCA member shall be placed in a Memorial Fund account to be used for the development of Museum displays, for acquisition of equipment and/or restorations, for display in the Museum. Funds from this account can be released by the Operations Manager and Treasurer and disbursed through normal channels. BOD June 2001.

**ITEM 7: ACCEPTANCE OF ALL DONATIONS**

All offers of property are to be evaluated by the Committee Chairperson or his/her designee. The Chair can accept or reject any offer of property. Donors must agree to our published acceptance conditions. BOD June 1987 Rev. BOD June 2004

**ITEM 8: MUSEUM PAID VACATIONS**

Full-time employees shall be eligible for one week's vacation at the end of twelve (12) months' employment; two weeks after twenty-four (24) months' employment; three weeks of vacation after six (6) full years and four weeks after ten (10) full years of service. Scheduling of vacations will be done by the Operations Manager. BOD January 1994; BOD June 1997

**ITEM 9: MUSEUM**

Salary increases for all employees must be considered separately and singly on recommendation of the Personnel Policy Committee. BOD June 1987

**ITEM 10: TCA MUSEUM COMMITTEE TO REFRAIN FROM GIVING APPRAISALS**

TCA Museum Committee is to refrain from providing appraisals to donors of trains to the TCA Museum. BOD June 1990

**ITEM 11: PHOTOGRAPHS PERMITTED IN THE MUSEUM**

Photographs and/or motion pictures are permitted in the Museum for non-commercial use. Photographs and motion pictures for commercial use may be permitted with authorization of the Operations Manager and/or the chairman of the Education and Museum Committee. The authorization for commercial use shall include a statement as to duration of use, a determination of any compensation for use and TCA being given credit for use. BOD June 1998; Rev. BOD June 2006

**ITEM 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 volunteer funds or time to the museum. Patrons and Friends will be the designation for this groups support and efforts.

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

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

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

Cost sharing of funds received will be determined jointly by the two committee chairs. Funds donated

to this group will be placed in a protected fund and used for improvements in the collections and presentation of the various items within the responsibility of the committees. BOD June 2001; Rev. BOD June 2006

### **ITEM 13: DEACCESSION OF SURPLUS MUSEUM ITEMS**

A subcommittee of the Education and Museum Committee will consist of three members to include the chairman and two others. The archivist shall not be a member of this subcommittee but may recommend items for deaccession. This subcommittee shall review potential items for deaccession as the need arises and determine the disposition method.

Items of value will be sold first to TCA members and notification will be provided in the National HQ News and TCA internet site to ensure as many members are aware of an upcoming sale.

Deaccession shall occur in the following order:

1. Value at \$100 or more shall be specifically identified in a published list or sold outright.
2. Value at \$25 up to \$100 may be sold outright.
3. Those items of intrinsic value less than \$25 may be combined together in a lot where feasible at the discretion of the E&M subcommittee for sale.
4. Those items that are deemed to have no intrinsic value by the E&M subcommittee shall be disposed of.

If no TCA member purchases the item, the subcommittee may then review the item value for future sale, provide the items(s) to professional or internet auction, or provide the item(s) to another IRC section 501(c)3 organization.

All monies realized from the sale or auction of deaccessioned items from the National Toy Train Museum are to be deposited into the Protected Fund Account (Item 6) as defined under the Museum heading of the Board Policy Book. BOD Oct 1999; Rev. BOD June 2006.

## **CONVENTION PROCEDURES**

### **ITEM 1: PROCEDURE FOR BIDS TO SPONSOR CONVENTION**

National Officers and the Convention Guidelines Committee shall oversee the administration and financial liability to TCA for the National Convention each year. Six (6) months prior to seeking tentative approval from the BOD to sponsor a TCA National Convention (7 1/2 years out), the Division(s) or Chapter(s) must submit a written Convention report on the convention facilities, location, tentative budget, potential staffing, and overall plan to the Convention Guidelines Committee. The bidder will present a plan to the BOD in June (seven years out). Commercial promotional TV videos from convention cities are barred from presentation. BOD June 1998; BOD June 2001

### **ITEM 2: ORDERS WITH SUPPLIERS**

Convention car orders shall be handled through the National Business Office. Design coordination shall be worked out between the Special Liaison Convention Car Committee and Operations Manager. BOD January 1994

### **ITEM 3: CONVENTION SOUVENIR**

1. The sale of Division Convention Souvenirs is optional and needs to be train-related and developed by the Division Convention Committee at no cost to National. This is in addition to the annual Commemorative Cars. If requested, the Operations Manager, in conjunction with the Education and Museum Committee Chairperson, will make every effort to provide display space

at the Headquarters/Museum in support of the Division fundraiser. Preference shall be given to the next upcoming convention committee. BOD June 1976; Amended June BOD 2001 Rev. BOD June 2004

2. The National Convention host Division/Chapter should make every effort possible to have sale tables available to the next upcoming Convention as close as possible to the registration area. BOD June 2005

#### **ITEM 4: TRADING PITS**

Trading pits at National Convention shall not open before Friday A.M. BOD June 1976

#### **ITEM 5: MAILING OF CONVENTION CARS**

Convention cars are to be mailed as soon as possible after the National Convention. BOD June 1976

#### **ITEM 6: RESPONSIBILITY OF CONVENTION TREASURER**

The Convention Treasurer shall be responsible to both the Convention Committee and the National Treasurer. The National Treasurer's signature shall be included on all Convention accounts. The Convention Treasurer shall submit final report by September 30 of the convention year, and the National Treasurer shall take such steps as are deemed necessary to assure that the report is received by the due date. BOD June 1982

#### **ITEM 7: BOARD OF DIRECTORS TO REVIEW FUTURE CONVENTION SITES**

The Board of Directors shall review all future convention sites with the thought of making reasonably sure the Train Collectors Association does not lose money.

#### **ITEM 8: ATTENDANCE AT NATIONAL CONVENTION**

Only members, spouses, significant others, companions, dependent children, and probationary members may register for the National Convention. This registration will allow admittance to the "Trading Pits" which is reserved for TCA members. Guests of members (no TCA member may be a guest) may attend the National Convention and participate in all activities, except the "Trading Pits." The processing fee for guest registration will be the same as the registration for a member. Any exception to this rule shall be decided by the Convention Committee Chair or the President of the Association. BOD June 1980; Amended BOD June 2001

#### **ITEM 8A: MEMBERSHIP APPLICATIONS AT NATIONAL CONVENTIONS**

Non-members attending the public displays at a National Convention may become a member and enter the trading pits with a distinctive badge by paying the current application fee and filling out the membership application offered. Current dues and two recommendations would be required to complete the application. BOD June 2003

#### **ITEM 9: BLACKOUT PERIOD FOR DIVISION AND CHAPTER MEETS**

No meet, at any level of the TCA, shall be held 10 days before or after the National Convention if within a 250-mile radius of the Convention site. BOD June 1988

#### **ITEM 10: CONVENTION NOTICES IN NATIONAL HEADQUARTERS NEWS**

Every Newsletter will contain the Convention dates. BOD June 1985

#### **ITEM 11: OPEN HOUSE EXPENSES**

Anyone holding an open house for Convention attendees and serving refreshments, cannot charge that expense to National. BOD June 1987

#### **ITEM 12: DISPOSITION OF NATIONAL CONVENTION BANQUET CARS**

All excess National Banquet Cars should be distributed directly to the Divisions to be used for whatever purpose they see fit. BOD June 1991

**ITEM 13: TCA LOGO**

The Board of Directors approved the use of the TCA Logo on convention souvenirs. BOD June 1987

**ITEM 14: COMPOSITION OF CONVENTION GUIDELINES COMMITTEE**

The two immediate Past Convention Chairpersons shall be on the Convention Guidelines Committee. BOD June 1989

**ITEM 15: MANUFACTURERS AND LAYOUT DISPLAYS**

All public areas for Manufacturers and layout displays are part of our educational exemption under section 501(c)3 of the Internal Revenue Code. There is no admission charge, and there will be no exchange of merchandise, money, or orders taken in these areas. BOD June 1990; Amended BOD June 2001 (Letter Attached); Amended BOD June 2003 Letter deleted, Amended BOD June 2005

**ITEM 16: ADVANCE FOR NATIONAL CONVENTION**

The National Treasurer is authorized to advance up to \$10,000 to convention committees of approved convention sites upon the request of the convention chair. These advances are to cover required hotel and tour deposits, reasonable promotional materials, etc., required prior to income being received from registrations. Substantiation of these expenses is to be submitted prior to advancing the money. No advances will be made for Division fundraising expenses. BOD June 1990; Amended BOD June 2001, Amended BOD June 2005

**ITEM 17: ALLOCATION OF LODGING AT CONVENTIONS**

The Convention Chair shall allocate complimentary room nights for the Convention to those working for the convention, following consultation with the National President. BOD June 1991, Amended BOD June 2005

**ITEM 18: PERSONS TO REVIEW NATIONAL CONVENTION CONTRACTS**

TCA National Convention contracts shall be reviewed by the National President, the Operations Manager, and Convention Guidelines Committee prior to being signed by the National President. BOD January 1994; Amended BOD June 2001

**ITEM 19: CONVENTION GUIDELINES COMMITTEE TO REVIEW PROPOSED PLANS**

The Board of Directors will give tentative approval to a Division or Chapter to sponsor the TCA National Convention seven (7) years out during the June BOD meeting.

Proposed convention committees shall submit a complete report on the Convention (letters of intent, plans, budget, staffing positions, and location) 5 1/2 years out to the Convention Guidelines Committee for review prior to acceptance by the BOD as a firm committed date five (5) years out. In the event that the bid is not accepted, the convention date is open. BOD June 1998

**ITEM 20: COMMITTEE TO SUBMIT CONVENTION SITE RECOMMENDATIONS TO THE BOD**

The Convention Guidelines Committee shall submit its recommendations for the selection of future convention sites to the Board of Directors. BOD June 1992

**ITEM 21: FUTURE SCALE FREIGHT CARS TO CONFORM TO THE 50TH ANNIVERSARY SET**

A scale freight car will be offered each year for the ten years before the 60th Anniversary, starting in 2004 and ending in 2013, to the 50th Anniversary "Golden Express Freight Set." Any quantity of cars may be purchased each year that they are offered. Rev. BOD October 2004.

## **ITEM 22: CONVENTION BID PRESENTATIONS**

1. All convention bid presentations shall be held until seven (7) years before the convention date. Until that time, any Division or Chapter proposing a convention bid shall submit a simple letter of intent to the Convention Guidelines Chairperson and copy to the National Secretary. Only Divisions or Chapters submitting in writing will be considered. BOD June 1994
2. Commercial promotional TV videos for convention cities are barred from presentation. BOD June 1995
3. All convention bid presentations and updates for approved conventions are to be scheduled on the agenda for 9:00 AM on Thursday of the annual BOD meeting. BOD June 2002

## **ITEM 23: AVAILABILITY OF PROTOTYPES OF PROPOSED CONVENTION CARS**

Future proposed convention car prototypes shall be made available for the BOD at the National Convention BOD meeting one year prior to the actual convention. BOD June 1992

A schedule showing the manufacturer, type of proposed car, estimated quantity to be sold, cost and proposed sales price for the next year's car must be submitted to the National Treasurer and TCA Operations Manager at least two weeks prior to the annual BOD meeting. BOD June 2002

## **ITEM 24: PURCHASE OF CONVENTION CARS BY SUBSCRIPTION ONLY**

The purchase of all future convention cars shall be by membership subscription only. Members may purchase an unlimited number of cars unless otherwise stipulated by the Board of Directors. There is no limit on the purchase of Lionel 50th Anniversary cars. No contract containing a minimum quantity clause shall be signed with any manufacturer until membership subscription has exceeded the minimum. BOD June 1998; Amended BOD June 2001, Amended BOD June 2005

## **ITEM 25: SPECIAL LIAISON CONVENTION CAR COMMITTEE**

A Special Committee shall be established to work, as a liaison, with each Convention Host Division or Chapter for the purpose of designing TCA Convention cars. This Committee will work closely with the Divisions or Chapters to prepare cars appropriate to the location, to determine manufacturability, to select designs acceptable to a majority of the TCA Membership and in line with the long-term goals of the TCA for Convention cars. This Committee will consist of three (3) members, two appointed by the National President and one by the Division President, to serve as chair.

The Committee will be the liaison between TCA and the selected manufacturers and will include a review of all contracts by the TCA Operations Manager. BOD June 1993

## **ITEM 26: CONVENTION CAR DEVELOPMENT SCHEDULE**

The Convention Car Development Schedule as published by the Convention Car Liaison Committee in their 1998 report is the Standard process for the development and sale of convention cars. It is in the interest of TCA and its convention car manufacturers to develop a disciplined process which produces a convention car on a predictable basis. From discussions with manufacturers, a six (6) month lead-time is required before they will make any commitments for delivery. This and other necessary lead times were taken into consideration in the development of the schedule. BOD June 1998

## **ITEM 27: NATIONAL BUSINESS OFFICE INFORMATION TABLE**

The host Division/Chapter at the National Convention should provide information tables close to the entrance to the Public Displays and/or the Trading Pits BOD June 2005

## **ITEM 28: SEMINARS**

Seminars - The host Division/Chapter will notify potential presenters of the seminar day or days available and will give them a choice of times. The presenter will select their preferred time and notify the host. The National Convention will only provide the room.

## NATIONAL CONVENTION CAR DEVELOPMENT SCHEDULE

(1995 Used as Example)

**Dec. 1, 1992** 1995 Host Convention Car Chair appointed and National Office and Convention Car Coordinator notified.

**June 1993** National Convention: BOD mandated cars must be defined and presented to 1995 Convention Host. (Development of Prototypes started by 1995 Convention Car Committee)

**Dec. 15, 1993** Status report to National Office and Convention Car Coordinator.

**Feb. 28, 1994** initial car designs submitted to National Office and National Convention Car Coordinator.

**Apr. 15, 1994** Manufacturer Developed Prototypes: Descriptions and all information necessary for the development of a prototype to be supplied to manufacturer.

**May 15, 1994** 1995 Host Division Developed Prototype: Finalized prototype provided to manufacturer. Only subtle changes can be expected to be accomplished by the manufacturer on TCA provided prototypes submitted at this time.

**NOTE:**

1. Manufacturer will be required to quote a price per car to be presented to the BOD at the 1994 Convention. The manufacturers will be required to prepare a contract, which will be submitted, to the Operations Manager.
2. Manufacturer will be requested to produce black and white photographs for advertising in the *National Headquarters News* and to be available at the June '94 convention.

**June 1994** National Convention

1. Present prototype cars and prices to BOD. Contracts, advertising pictures and copy will be available for the Operations Manager. The Operations Manager will review contracts with TCA President and National Treasurer for final signature of the President.

**July 1994** Contract Signing: Contracts with manufacturers signed and issued to manufacturers.

**Sept. 1, 1994** *National Headquarters News* Advertising: Sales campaign will start with September Newsletter and will continue through November 30, 1994.

**Oct. 1994** York Meet: National table will display prototype and take orders.

**Nov. 1, 1994** *National Headquarters News* Advertising: Sales campaign continues.

**Dec. 31** Sales Campaign Closes: Orders posted on December 31 will be accepted.

**Jan. 15** Final Quantity Commitment: Final quantities to be purchased will be transmitted to the manufacturers by the Operations Manager.

**July 15** Shipments: All products shipped to location as agreed by contract.

### **ITEM 29: ANNUAL MEMBERSHIP MEETING**

The Annual Membership Meeting will be held at 2:00 p.m. on Saturday, and is under the authority of the National Secretary. All Tours and off-site activities must end by 1:00 p.m. to allow members to attend. BOD June 2001

### **ITEM 30: FAIR MARKET VALUE OF AUCTIONED ITEMS AT CONVENTIONS**

Any item sold shall be determined to have the value of the common item, which it represents, as required by the Internal Revenue Code. BOD September 1995

### **ITEM 31: AUCTION PROCEEDS**

The proceeds from an auction, held in conjunction with the annual National Convention banquet, are to be shared 50/50 with the host Division or Chapter, after all costs to National are recovered. No money from Convention car sales or from items or events considered to be National TCA projects is to be taken into consideration in determining profit or loss of the Convention. The National Treasurer, after consulting with the Convention Treasurer, will determine the amount, if any, to be paid to the Division(s). No funds shall be paid to the Division(s) until the Convention accounts are completed and the National Treasurer has approved payment. The banquet auction will be limited to 20 high quality items. BOD June 1997; Rev. June 1999

### **ITEM 32: ALL CONVENTION CONTRACTS**

All National Convention Letters of Intent and Contracts will be negotiated by the Convention Guidelines Chair and reviewed by the National President and the Operations Manager prior to being signed by the National President. All Convention contracts will be negotiated five years (or less) in advance, and until that time a Letter of Intent will be used to secure (all) the facilities. BOD June 1997; Amended BOD June 2001

### **ITEM 33: CONVENTION ADVERTISING**

National will allow the host Division(s) for the National Convention to place a one page, 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 proceeding the Convention. June BOD 2001

## **STANDARDS COMMITTEE**

### **ITEM 1: STANDARDS COMMITTEE**

1. The Standards Committee shall inspect, review, and approve/disapprove all reproductions as being marked in accordance with TCA standards, prior to allowing that item to be displayed or sold at a TCA function. The Committee shall certify each item and publish the results of the certification in the *Quarterly*, and by other means.
2. The information published shall include: manufacturer; date of manufacture; anticipated production run; and a brief description of the piece including such items as paint, finish, assembly techniques, and general fidelity to the original item. The Committee, upon issuing its report, will provide the manufacturer with a letter of certification.
3. No reproduction toy trains or toy train items will be allowed in a TCA function unless the manufacturer has received certification. The manufacturer will be notified should an item fail certification.
4. Reproduction parts: The manufacturers and dealers shall be required to get a manufacturer's or dealer's certification from the Standards Committee. This will assure that all reproduction parts being offered for sale will be marked in accordance with TCA marking standards. The Standards Committee will periodically examine the parts being offered or displayed at TCA functions to verify compliance with the marking standards. BOD June 1981

## ITEM 2: TCA DESCRIPTION - GRADING STANDARDS

The following Condition and Grading Standards apply to **all** toy train and related accessory items. The items that are being evaluated may or may not include the original box. Boxes and other paper are subject to a separate set of grading and condition standards. Standards for toy train and related accessory items apply to the **visual** appearance of the item and do not consider the operating functionality of the equipment.

The Standards have been expanded with the introduction of a separate designation for restored/refinished items. Restored/refinished items **must** continue to be marked as such using the pressure sensitive labels available from the TCA. The Association provides these labels to the members through members of the Standards Committee or the National Business Office.

**Condition and Grading Standards are subjective, at best, and are intended to act as a guide. It is important and logical that wishful thinking not be allowed to influence the choice of grade.**

- C-10 Mint—brand new:** all original, unused and unblemished
- C-9 Factory New—brand new:** all original, unused, may evidence factory rubs and the slightest evidence of handling, shipping and having been test run at the factory
- C-8 Like New—complete all original:** no rust, no missing parts, may show effects of being on display and/or age, may have been run
- C-7 Excellent—all original:** minute scratches and paint nicks, no rust, no missing parts, no distortion of component parts
- C-6 Very Good:** minor scratches and paint nicks, minor spots of surface rust, free of dents, may have minor parts replaced
- C-5 Good—sign of play wear:** with scratches and minor paint loss, small dents, minor surface rust, evidence of heavy use
- C-4 Fair—scratched:** moderate, paint loss, dented, missing parts, surface rust, evidence of heavy use
- C-3 Poor—requires major body repair:** heavily scratched, major rust, missing parts, restoration candidate
- C-2 Restoration required**
- C-1 Junk—parts value only**

BOD June 2005

## ITEM 2A: TCA DESCRIPTION - PAPER GRADING STANDARDS

Grades for grading paper (such as catalogs or instruction sheets) and boxes:

**P-10** Individual pages/box flaps appear to have been never opened. All edges are crisp and the item is free of all flaws. Original folds are crisp with no signs of damage. No rusty staples, creases, tears, fading and/or wear marks are present. The item is totally and absolutely “unflawed”! Note: Items that have printing that is offset, smeared, has double images, odd cut pages and/or etc. are considered errors and shall be noted as such.

**Paper:** Item may have been touched by human hands since leaving original factory.

**Boxes:** Original contents are contained within and, if applicable, sealed box. All applicable sealing tape, plastic wrap, and/or staples are present and undisturbed.

**P-9** Same as P-10 with the following exceptions and/or additions. Item may have store or dealer stamp appropriately applied.

**Paper:** Item has been touched by human hands since leaving original factory. Individual pages have been opened. Original paper folds are crisp with no signs of damage if folded by the factory, i.e., still unfolded.

**Boxes:** Box may have a handwritten or affixed price tag indicating the “original price” of the box’s contents.

**P-8** Same as P-9 with the following exceptions and/or additions:  
**Paper:** Notations from an auction, dealer or club member on the cover or interior page may be present.  
**Boxes:** Original contents of box may be missing, i.e., box has been opened. The “This Side Up” part of the box has the original sealing tape carefully and neatly cut and/or staples may have been carefully removed to expose the contents. Box is complete with all inner liners and/or flaps.

**P-7** Same as P-8 with the following exceptions and/or additions. Item shows signs of moderate usage and is 100% intact. Original paper folds show minute signs of damage. Item may have rusty staples which have not affected the paper.

**Paper:** There may be some evidence of bending and folding or unfolding if original factory folded. All pages must be present.

**Boxes:** Box shows moderate signs of being opened and closed.

**P-6** Same as P-7 with the following exceptions and/or additions. Item shows signs of usage and is 100% intact. Edges are minutely damaged. Original paper folds show signs of damage. All printing material is legible, however, the item may have some wear marks such as weathering, slight fading, unoriginal pencil or ink marks and/or a foreign substance on the item such as rust, grease, oil and/or etc. which minutely extends onto the printed material or is confined to the unprinted areas of the item.

**Paper:** Page(s) may show additional (unoriginal) fold(s) or “dog eared” page(s). Page(s) may have tears. Such tears greater than two inches may be closed with archival tape.

**Boxes:** All liners and/or flaps are present and intact, however, inner flaps may require some strengthening with the use of archival tape. The box can still safely store its original contents.

**NOTE: Any paper or box item repaired with a non-archival Scotch or equivalent tape can be graded no higher than P-5.**

**P-5** Same as P-6 with the following exceptions and/or additions. Item shows high signs of usage. Edges may be damaged. Original folds are heavily damaged. All existing printed material is legible, however, the item is heavily worn with severe wear marks extending well onto the original printed material and may have extensive color fading. No water damage or signs of paper/cardboard deterioration is evident.

**Paper:** Same as P-6 with the following exceptions and/or additions. Item shows high signs of usage. Edges may be damaged. Original folds are heavily damaged. All existing printed material is legible, however, the item is heavily worn with severe wear marks extending well onto the original printed material and may have extensive color fading. No water damage or signs of paper/cardboard deterioration is evident.

**Boxes:** All exterior flaps are present, however, they may require some mending or reattaching with transparent tape. Box liners and/or inner flaps may be completely and/or partially missing, however, inner flaps may be reattached with transparent tape. Exercising caution, the box can still store its original contents.

**P-4** Same as P-5 with the following exceptions and/or additions. Some or all of the existing printed material is illegible.

**Paper:** Item is so heavily damaged that it has little to no use as reference material.

**Boxes:** One or both of the exterior flaps is/are missing. Box will no longer safely store its original contents.

BOD June 2005

- \* It is the nature of a market for the seller to see an item in a very positive light and to assign the most favorable description. In contrast, a buyer may see the same item in a less favorable light and will attempt to purchase the item accordingly. It is up to the buyer and seller to negotiate a price based on their individual values. ANY GRADING SYSTEM IS OPEN TO INTERPRETATION. When in doubt, the wisest purchase just may be the reproduction for reference only.

**Regardless, we strongly recommend that novices do not make major purchases without the assistance of friends who have experience in buying and selling paper items.**

- \*\* Items that have printing that is offset, smeared, double images, odd cut pages, etc. are considered errors and should be noted as such. BOD June 1997

### **ITEM 3: RULES REGULATING REFINISHED/RESTORED/FAKE TINPLATE**

Inasmuch as many restored and refinished trains are appearing in collections and on the market, to protect present and future collectors, it is the direction of the BOD that all restored and/or refinished trains offered for sale or trade, be identified as such, as follows:

1. That any parts made as substitutes for original parts should be properly identified as to manufacturer, and such replacement parts or any non-original parts are noted when an item is offered for sale.
2. That any catalog reprint should be so identified in the actual plates, stating year reprinted and by whom. BOD June 1980

### **ITEM 4: IDENTAGS**

TCA Identags are to be affixed to any refinished item or items with replacement parts brought into a TCA sponsored meeting. In the event of controversy as to an item actually being refinished or not, the decision of the Standards Committee members attending the meet is final. These Identags are offered free to the membership and can be obtained from the Business Office. BOD June 1968; BOD June 2006

### **ITEM 5: LANGUAGE TO BE INCLUDED ON TCA MEMBERSHIP APPLICATION, ETC.**

The following language shall be adopted to be included under the signature line on all TCA membership application forms, membership renewal forms and train meet registration forms: "I agree to comply with all of the rules and regulations of the Train Collectors Association (TCA) and its Divisions and Chapters in effect from time to time, specifically including all the rules and regulations of all TCA Committees and any actions and rulings of all TCA Committees.

"I also agree that all items sold by me to any TCA Member or at any TCA sponsored meet shall be sold on the basis that I represent that all such items are authentic and in the manufacturer's original condition unless I have caused any such item to be appropriately marked as a restoration or reproduction." BOD June 1994

### **ITEM 6: FOCUS OF STANDARDS COMMITTEE**

The Standards Committee shall set up and enforce rules and regulations pertaining to the proper identification of toy train restorations, reproductions and related items and shall direct a portion of its focus to teach the membership how to recognize fake and reproduction items. The committee shall establish standards for the grading of toy train items, such as paper, catalogs, instruction sheets and boxes. It shall periodically review and implement updated grading standards when necessary. The committee shall establish standards for the conservation and preservation of toy trains and such other programs that may advance, educate and benefit the membership of TCA. The committee for the purpose of education shall promote its programs through publications, displays, seminars and other means at TCA functions. All TCA Divisions and Chapters at their meets will upon request of the Standards Committee provide a table or area in a prominent location for the setup and viewing of

Standards displays. The Standards Committee will provide and distribute accompanying literature relevant to the National Grading Standards displays. The Committee may also provide seminars at meets where scheduling and suitable locations are available. BOD June 1994; BOD June 1995; BOD June 2006

**ITEM 7: OBJECTIONS TO ITEMS ON TABLES**

The Standards Committee members can express an objection to an item on a table and ask that it be removed. If the table holder refuses, the matter is then referred to the meet chair. BOD June 2004

**REPRODUCTIONS**

**ITEM 1: CATALOG REPRODUCTIONS**

All catalog reproductions shall be adequately marked. BOD June 1975

**STRATEGIC PLAN**

**ITEM 1: CONSIST OF COMMITTEE**

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

Four (4) members-at-large appointed by the President for 3-year terms as vacancies occur, the immediate Past President, President-Elect and the Vice President as voting members. The Chair(s) of the Education & Museum Committee, the Chair(s) of the Library Committee and the Operations Manager shall serve as ex-officio non-voting members. BOD June 2006

**ITEM 2: OPERATION OF THE PLAN**

The Committee shall also have the responsibility for monitoring the implementation and conducting an annual evaluation of the Strategic Plan. The Committee shall report to the Board of directors at least once each year and at any other time requested by the Board of directors. Based on its monitoring and evaluation activities, the Committee shall adjust the plan for the following year. BOD June 2006

**ITEM 3: REQUIREMENTS FOR ACTION**

All items to be considered and included in the Strategic Plan must specify the office, committee staff person or outside resource “Responsible” for implementing the Action and specify a “Completion Date.” BOD June 2006

**ITEM 4: STATUS IF ACTION ITEMS**

Text for each Action in the Plan will conclude with a statement, in parentheses, estimating the percent (%) complete. Example: (25% complete.) BOD June 2006

**ITEM 5: STRATEGIC PLAN – YEARLY EDITION & REPORT**

The Strategic Plan will be part of the Strategic Planning Committee’s Report provided to the BOD for its June BOD meeting titled for the current year. (Example: TCA Strategic Plan, 2006 Edition.) BOD June 2006

**ITEM 6: MINUTES FOR PLAN UPDATING**

The National Secretary shall provide the chairperson of the Strategic Planning Committee a copy of the Minutes of the June BOD meeting for use in updating the Plan. The Chairperson of the SPC shall update the Strategic Plan according to the June BOD Minutes and provide the Operations Manager an updated copy of the Plan for distribution to all TCA Committee Chairpersons. BOD June 2006

**ITEM 7: COPIES OF THE STRATEGIC PLAN**

A copy of the Strategic Plan will be provided to all TCA Committee Chairpersons at the beginning of each term-office year. BOD June 2006