

# METROPOLITAN DIVISION TRAIN COLLECTORS ASSOCIATION

## BOD POLICY BOOK November 2018



Highballing into the future, by Honoring our past

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

**The authority for the policies herein set forth are the Metropolitan Division Bylaws and are enforced through Article II, Section 2; Article V, Section 4; and Article IX, Section 3 of METCA Division Bylaws.**

**The Board Policy Book, which follows, reflects all changes and updates through November 2018. A master copy of the Board Policy Book is retained by and available from the METCA DIVISION SECRETARY.**

**For the purpose of brevity, the Metropolitan Division of the Train Collector's Association is herein referred to as the METCA Division.**

### *Contents*

Board of Directors	Page 2
Officers	Page 2
Membership	Page 3, 4
METCA Waybill	Page 5
Division Car Committee	Page 5
Financial	Page 6
Meets	Page 7
Division Elections	Page 8

## **BOARD OF DIRECTORS**

### **ITEM 1: GAVEL**

A gavel will be presented to the Incoming Division President at his/her first meeting over which he/she presides.

### **ITEM 2: AGENDA**

All items submitted by the Officers and Directors are to be placed on the agenda prior to the METCA BOD Meeting. In the presentation of a motion, simple language changes will be allowed as long as the intent of the motion is not destroyed. Items must be submitted in writing to Division Secretary a minimum of 3 weeks before the scheduled meeting.

### **ITEM 3: REVIEW BY RULES AND REGULATIONS COMMITTEE OF BYLAW REVISION PROPOSED AGENDA ITEMS**

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

### **ITEM 4: COMPLIMENTARY ADMISSION TO DIVISION/CHAPTER MEETS FOR PAST NATIONAL PRESIDENTS**

Admission to any meeting, including a table if desired, will be extended as a courtesy to any past National President or current TCA National Officer who attends; in recognition of his/her service to TCA. The Division President may also extend complimentary admission to any Division function as he/she deems appropriate.

## **OFFICERS**

### **ITEM 1: PARLIAMENTARY PROCEDURES**

The President and Vice President shall be responsible for a general knowledge and understanding of the rules in Robert's Rules of Order Newly Revised, the Bylaws of TCA and METCA, the TCA Rules and Regulations, and the METCA Policy Book.

### **ITEM 2: REPORTS**

All reports from the Secretary and Treasurer will be in a written format and will be made available to BOD members before the start of the meeting in which it will be approved. All Committee chairs will provide the Secretary written reports no later than 1 week after the BOD meeting at which it was given. Any submitted report shall be either hand written or electronic written.

## **MEMBERSHIP**

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

No METCA membership shall be transferred to any other person.

### **ITEM 2: MISUSE OF MEMBERSHIP CARD**

Any member who lends his/her METCA membership card to another person shall have his/her membership terminated from METCA.

### **ITEM 3: MISUSE OF NAME BADGE**

Any member who allows the use of his/her METCA issued badge by another person or is a participant in any activity that would allow improper entry to any METCA activity shall have his/her membership terminated from METCA.

### **ITEM 4: SIGNATURE ON MEMBERSHIP CARD**

The Secretary's signature shall appear on METCA Membership Cards.

### **ITEM 5: DUES**

Dues for the Division are set with the approval of the Division BOD and a majority vote by the membership. Payments will be sent to the Division Secretary for recording and deposit. Notice of deposit will be sent to Division Treasurer weekly.

### **ITEM 5A: DUES MULTI-YEAR PAYMENTS**

METCA members who wish to pay Division dues for multiple years will have those amounts deposited into a bank account setup expressly for that purpose by the Secretary. Notice of deposit will be sent to Division Treasurer monthly. The Treasurer will transfer the appropriate amount from this account to the general operating fund no later than the end of the first quarter of the fiscal year based on the membership numbers supplied by the Secretary. Any METCA Division member, paying annual dues or multi-year dues, forfeits any remaining dues balance if he/she is no longer a division member for any reason.

### **ITEM 6: MEMBERSHIP COMPLAINTS**

#### **ITEM 6A: PUBLISHING NAMES**

In handling membership complaints, only the METCA case number shall be used for identification during the complaint exploration process and the names of the individuals will not be published in the minutes until the complaint has been resolved. At that point in time, the names can be published in the *METCA Waybill*.

## **ITEM 7: MEMBERSHIP COMMITTEE**

### **ITEM 7A: STRUCTURE**

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

### **ITEM 7B: RESPONSIBILITIES**

The Membership Committee shall be responsible for the investigation of complaints of members against other members as described in Article III of the Division Bylaws.

### **ITEM 7C: 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 remain confidential and be turned over to the Membership Committee Chair for Committee evaluation. The decision of the Membership Committee shall be forwarded to the National Membership Committee for review if required.

### **ITEM 7D: 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 III of the Division Bylaws.
2. The METCA Membership Committee shall not become involved in complaints between dealers and members over store policies.
3. The form of voting on membership complaints shall require two ballots. The first ballot will focus on whether a member should be disciplined. The second ballot will focus on the degree of discipline to be handed out.
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 and during Executive Session.

## **ITEM 8: METCA KIDS CLUB**

Membership is free to all children to the age of 18 sponsored by a TCA member.

## **ITEM 9: METCA MEMBERSHIP CARD**

The METCA membership card remains the property of the Metropolitan Division, Train Collectors Association.

## **METCA WAYBILL**

### **ITEM 1: ADVERTISING**

Business Card size ads from METCA members will be allowed. Only ads from METCA members in good standing will be accepted. Cost of the ad to be determined by the *Waybill* Editor with Division BOD approval.

### **ITEM 2: TCA MISSION STATEMENT TO APPEAR IN the *Waybill***

The TCA Mission Statement, as adopted by the National Board of Directors, will be printed in each *Waybill* issue.

### **ITEM 3: CONTENT**

Neither the *Waybill* Editor nor its contributors may publish any personal opinion about non-collecting matters. In case of doubt, the Editor must refer any questionable material to a committee consisting of the President and Secretary before printing such material in the *Waybill*.

### **ITEM 4: FREQUENCY OF PUBLICATION**

Four issues of the *Waybill* per year shall be published and mailed. Advertising within the *Waybill* is intended to offset publishing and mailing costs. Beginning in 2008, Volume/Issue information will be printed, starting with Volume 32, Issue 1 and run consecutively, each volume change coinciding with a Division election.

### **ITEM 5: BOD MEMBERS**

The names of the currently sitting BOD shall be published in each *Waybill* issue

## **DIVISION CAR COMMITTEE**

### **ITEM 1: DEDICATED FUND ACCOUNT**

All monies raised by the Division Car will be put in a dedicated fund account to be used for costs associated to the Division Car Program. Funds from this account can be released by the Division Car Committee Chairman and/or Treasurer and disbursed through normal channels (METCA Treasurer).

#### **ITEM 1A: DEPOSITS**

The Division Car Committee Chairman will make deposits directly into the Division Car account. Notice of deposits will be sent to Division Treasurer weekly.

#### **ITEM 2: SCOPE**

The Division Car Committee may issue items other than rolling stock, for example (but not limited to) locomotives, accessories, and/or ancillary train related items.

## **FINANCIAL**

### **ITEM 1: AUTHORIZATION TO SIGN CHECKS**

The Treasurer is authorized to sign checks. In the event that the Treasurer is incapacitated or unable to perform, the Vice President is authorized to sign all checks. The President shall cosign all checks of \$500.00 or more.

### **ITEM 2: AUTHORIZATION TO SIGN PURCHASE ORDERS**

The Committee Chairmen and Division officers are authorized to sign METCA purchase orders. The President must countersign all purchase orders in excess of \$500.00.

### **ITEM 3: SUBMISSION OF BUDGET AND BUDGET CYCLE**

The Division President, incoming President, if applicable, or designee, shall present a preliminary budget in the last quarter of the fiscal year which addresses normally anticipated changes but which would act only as a base for determining overall financial impact of financial decisions made by the Board of Directors. The proposed budget will be made available to the Board of Directors in the last quarter of the fiscal year. The Board of Directors shall meet in the first quarter of the new fiscal year to approve the budget.

### **ITEM 4: ONLINE SALES**

#### **ITEM 4A:**

The Division Internet Committee is authorized to establish a Paypal account as well as Ebay and Amazon accounts for the sole purpose to benefit the Division. The Paypal account will be linked to a separate bank account for safety; Division Treasurer and Internet Committee Chair only will have access to this account. This bank account will be used for online sales and dues payments only.

### **ITEM 5: PURCHASE ORDERS**

The Treasurer may only issue payment if the request for payment is accompanied by a duly approved purchase order.

#### **ITEM 5A:**

Purchase orders may be sent by electronic mail in order to speed up and streamline the payment process.

## MEETS

### **ITEM 1: OPEN MEETS TO THE PUBLIC**

METCA sponsored meets will be open to the public only after TCA members have been allowed entry 1 hour beforehand.

### **ITEM 2: AUTHORITY TO DENY ADMITTANCE**

METCA and its Chapters have the authority to deny admittance (up to one year) to any TCA member who is in violation of METCA's posted and/or published Meet Rules and Regulations.

### **ITEM 3: AUTHORITY OF MEET CHAIRMEN**

- A) Meet chairmen have authority to directly deposit all meet and show income or other Division function income directly into the general operating fund as required. All deposits must be made within 5 business days of the events conclusion. The Treasurer will be notified of all deposits weekly.
- B) Meet chairmen have the authority to seek out and secure trading halls, meet equipment, and food vendors for BOD approved shows.
- C) The meet chairmen have the authority to request of the Treasurer via purchase order that checks be written to cover deposits on halls, equipment, etc. of BOD approved shows and meets.
- D) Meet chairmen have the authority to spend up to the amount of funds authorized and allocated for advertising by the Advertising Committee Chairman.
- E) Meet chairmen may also deny any TCA member admittance to their respective show/meet for the day of the infraction only. Longer periods of warranted denial will be brought to the Membership committee for authority.

### **ITEM 4: METCA MEET AND SHOW RULES**

- A) Alcoholic beverages are not allowed to be in the possession of participants or consumed at METCA venues.
- B) Illegal drugs are not allowed to be in the possession of participants.

### **ITEM 4A: DISCIPLINE**

Consequences for violation of items 4(A) and/or (B) above include, but not limited to, immediate expulsion from the event by any Division officer or duly appointed representative.

### **ITEM 5: FREE TABLES**

Members of the METCA BOD as well as the chairman of the meet will receive one (1) free table for the sale of merchandise.

## **DIVISION ELECTIONS**

### **ITEM 1: PROCEDURE FOR HANDLING BALLOTS FOR NATIONAL ELECTIONS**

- A) Only the METCA President or Secretary is authorized to contact the Election Committee and provide instructions when necessary.
- B) The recommended form of voting for the METCA Division shall be Electronic online voting. All electronic voting shall be done on online. A member, may request, a paper mail-in ballot. Any costs associated with a paper mail-in ballot shall be borne by the member.
- C) The electronic tally sheet and mail-in ballot shall be reviewed for accuracy by the Division Secretary.
- D) The computing of electronic tally sheets, and mail-in ballots, if any, shall be done by the Election Committee.
- E) The computing of electronic tally sheets, and mail-in ballots, if any, will be a five-step process:
  - 1. All electronic tally sheets will be printed out and along with all sealed mail-in envelopes, if any, will be separated into two piles, valid and non-valid.
  - 2. Non-valid electronic tally sheets and sealed mail-in envelopes, if any, will be banded together and placed aside.
  - 3. Valid electronic tally sheets and sealed mail-in envelopes, if any, will be opened, the envelopes discarded. The electronic tally sheets and mail-in ballots, if any, will be clustered together for accreditation.
  - 4. All valid electronic tally sheets and mail-in ballots, if any, will be computed, verified, and certified by the Election committee.
  - 5. The certified election results, all valid electronic tally sheets and mail-in ballots, if any, without their envelopes and all non-valid electronic tally sheets and sealed mail-in envelopes, if any, will be grouped together and forwarded to the Division Secretary for archival.