

LIONEL COLLECTORS CLUB OF AMERICA

POLICY MANUAL

This manual contains the job descriptions of each of the elected positions within the club as well as two of its standing committees. Persons seeking to run for any of these positions or serve on one of the committees should avail themselves of this information prior to consenting to run or serve.

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PRESIDENT

TERM OF OFFICE: 2 years. May not succeed himself/herself, but serves 2 more years as Immediate Past President, and has a Board vote.

This manual has been prepared to help the President to be aware of the duties he has and to advise him of his authority concerning the operation of the LIONEL COLLECTORS CLUB OF AMERICA.

The President is the Chief Executive Officer (CEO) and is in total charge of the operation of the club, meetings and all officers whether elected or appointed. He answers only to the Board of Directors. It is his responsibility to lead and direct the club operation according to the constitution. He will conduct all meetings prescribed by "Roberts Rules of Order".

I. DUTIES

The President has many duties which will be listed below but are not limited to:

- A. Establishing the location, date and time of all meetings.
- B. Approve with the Treasurer all expenses and ensure that they are paid.
- C. Sign all contracts that obligate the club.
- D. Meet with, either in person or by phone, with a representative(s) of Lionel Trains, Inc. (name to be provided by the outgoing President) to discuss price, quantity, delivery date and payment of the upcoming convention car.

II. ELECTION NOTICE

Upon assuming office he shall contact all other officers and explain to them what he expects of them. This is usually done at the convention after he assumes office. But, prior to the convention meeting with the officers he must, by phone, advise each officer as follows:

- A. President Elect. Needs to be advised at all times of any exceptional subjects that the President may be working on and/or progress, should the President become unable to carry out his duties the Immediate Past President will assume the Presidential duties after 30 days or President's incapacitation until such time that the President can resume his role.
- B. Treasurer. Advise him to locate a federally insured bank that is convenient to him and open a demand deposit (checking) account securing signature card for all the officers to sign upon assuming office. The purpose of this is that the club requires two signatures on all drafts or checks. The reason all officers sign the cards is should the President not be available to co-sign, any approved officer would be able to do so. President should instruct the treasurer to invest the clubs excess funds in high interest investments that are insured (not at risk) in any Federal Institution. Refer to the Treasurer's section for more detail.
- C. Secretary. Advise that legible and accurate record keeping is a must and be backed up by a mechanical devise (audio recorder) and that special instructions will be recorded by hand as may also be required. The minutes will be transcribed from notes and backed up from the tapes. More on this will be covered in the Secretary's section.

III. MEETINGS

A. Procedure

It shall be the Presidents responsibility to ensure that an agenda has been prepared for all meetings and that all business is covered before adjourning the meeting. This agenda should be in the possession of all Board of Directors 3 days before the meeting if possible, should there be a need to research a problem.

All business to come before the Board will be listed categorically in importance and shall always start with "OLD" business. When this is complete he then will proceed to "NEW" business. Any business to come before the Board of Directors will be approved by the President. He will determine the importance and if it should be presented to the Board.

1. Meetings shall be called to order and have the role called by the Secretary. Since the minutes of the last meeting should be in the possession of each board member, he should call for any corrections to them. If none, he will then call for a motion to accept as presented, then a second. If there is no more discussion he will then "CALL THE QUESTION" (vote) by saying, "ALL IN FAVOR...", after the yes, he then will say "ALL OPPOSED..." If the majority is yes, he then will say, "MOTION CARRIED". If not, then further discussion is needed to approve the minutes.
2. Before proceeding with any meeting, the President will introduce any and all guests, if any. If there is a person(s) to make a presentation and it can not wait until this subject comes up on the agenda, the President may ask the person to take the floor. One thing to remember, any club member is permitted to attend the Board of Directors meeting except when a subject needs discussion in "EXECUTIVE SESSION". Then all guests will be asked to leave until after the end of the EXECUTIVE SESSION. No member in attendance may address the Board unless invited to do so by the President.

B. Board of Directors Meeting

At the new Board of Directors meeting, recommend to the Board of Directors for approval:

1. Registered Agent
2. Club Attorney
3. Appointed Officers
4. All Committees.
5. Any major expenses that is not normal.
6. Any issue concerning the best interest of the Club which may or may not be covered in the Constitution.
7. Any pending law suit(s) for or against the Club.
8. The removal of any Officer or Director from office for any reason.

PRESIDENT – (CONT'D)

IV. CORPORATION PAPERS

The President shall approve all expenses for the Treasurer. This is usually accomplished with the Treasurer creating the check and copying the bills and then sending them to the President for his signature. It is in this manner that the President will know that a certain bill is paid. It is also the Treasurer's responsibility to be sure that all tax forms are filed and any monies due are paid within the allotted time. These forms are usually filed by the "REGISTERED AGENT", an Illinois resident.

V. BINDING CONTRACTS

With the approval of the BOD only the President is authorized to sign a binding contract.

VI. CONVENTION CAR

It is the responsibility of the club President to negotiate or oversee negotiation of the contract with the supplier and the printing of the flyers to be given to the Editors of both publications as early as possible.

VII. APPOINTED POSITIONS

The President shall appoint Officials, Convention Manager(s), Committee Chairpersons and members of committees to serve various functions as requested by the President with the concurrence of the Board of Directors.

PRESIDENT ELECT

TERM OF OFFICE: 2 years. May not succeed himself/herself. Elected in an odd year for a 2 year term.
Has a Board vote.

I. DUTIES

The President Elect has the following responsibilities and additional duties as assigned by the President.

- A. Soliciting of members to host local train meets.
- B. Learn duties of President.

II. SOLICIT MEMBERS TO HOST LOCAL MEETS

- A. How do we find members to act as hosts?

A good way to locate members as hosts is to advertise in the LIONS ROARS. Ask them to contact you for information, have guidelines printed ahead to send to them with pertinent information.

Locating members to host local meets are similar to that of conventions except on a much smaller scale. A meet host should consider easy access to the meet location, lodging and eating establishments. The President Elect serves as a clearing agent giving permission to their meet date. It is his responsibility to be sure that there are no conflicting meets and that costs can be held to a minimum.

The Club does not expect to make money off local meets but when possible make money or at least break even. Only way this can be done is through table rental or raffle. Normally there is no admission charged to LCCA Members, however with approval of Pres. Elect admission can be charged to help cover expenses. Guests are charged an entry fee. Guests are not allowed to SELL.

There has been a program of letting the public attend after the members have had their meet (approximately 2 hours but no less than 1 hour). The public is then charged admission and the meet continues for possibly another three to four more hours. In the ROSTER there are GUIDELINES for hosting meets. Also, you will be in charge of advancing funds to the meet hosts, through the Treasurer.

- B. Guidelines for hosting a local meet:

Approve time and date of proposed meet. Be certain that the meet date assigned does not conflict with any other local meet date. Notify the meet host in writing of time and date approval.

PRESIDENT ELECT – (CONT'D)

Assist the meet host to determine allowable and reasonable the expenses. Hall and table rental rates vary throughout the country. Recommend that the meet host to 'shop around', if possible. We want to try to hold expenses down. The following will apply:

1. Establish the cost of tables to the membership.
2. Try to figure a break-even point, if possible through table rental.
3. The President Elect will establish the amount allowed for door prize purchases.
4. Encourage the host to ask dealers and/or anyone to donate door prizes.

Notify all the national model railroading magazines and LCCA editors (The Lion Roars and Interchange Track) advertising the up coming meet at least 5 months in advance.

Supply the host with two expense forms, one for his records and the other to be returned to you with the attendance forms, copies of new member applications and all monies.

Supply the meet host with registration forms. There are forms for charter and regular members and a form for guests. Family members will be listed following charter or regular member's name.

Have the meet host photocopy all forms for his records. Supply the host with a pre-addressed 9 x 11" envelope to return the original forms to you including new member applications.

Having received the reports from the meet host, the President Elect will then copy the expense form and forward the original with all monies to the club treasurer. Then staple the copy of the expense form together with all other to create a complete file of the meet.

SECRETARY

Term of Office: 2 years. May succeed himself/herself once with the approval of the Board of Directors.
Elected in an even year for a 2 year term.

I. DUTIES

- A. At the beginning of the new Board Meeting provide a sheet with all the names, addresses, names of spouse, phone and cell #, e mail and other ways to contact the officers and BOD appointed officials etc.
- B. When requested by the President, distribute to all Officers and Directors the agenda for the next Board meeting.
- C. Maintains all minutes of club meetings and club records.
- D. Minutes are continually kept in an assembled form to be passed on to successor.
- E. Receives a copy of all email addressed to the Business Office.
- F. Reviews all incoming emails and responds to same or redirects it to the appropriate person.
- G. Responds to all member inquiries in a timely fashion either by mail, phone or email. A timely fashion is designated to mean within 24 hours.
- H. Works with the Business Office and nominating committee to see the officer candidate forms, ballots and any other documents relating to the club elections are completed in a timely manner.
- I. Works with the Business Office to see all election material is mailed by June 1 of each year.
- J. Works with the Business Office to see the ballots of each election are tabulated in a timely manner and properly reported to the membership.
- K. Works with the Business Office Liaison and the Business Office to see all members who have not renewed their membership receive the proper reminders.

II. EXPLAMATION of DUTIES

- A. Board of Directors Meeting:
 - 1. Bring below items to all Board of Directors meetings and organize meeting documents as requested by the President.
 - a. Audio recorder and sufficient batteries together with extension microphones.
 - 2. Keep back-up minutes via audio recorder. To insure proper understanding, all motions should be written with notations concerning which Director/Officer presented the motion, who seconded the motion and the outcome of any vote taken.
 - 3. Minutes should be typed, and provided in draft form for the President. After his approval, send copy to all Officers and Directors for review. Send finalized copy of the minutes to the editor of 'Interchange Track' for publication. The rendering of finalized minutes of any BOD meeting should *never be delayed* and should be ready for publication within 30 days of the meeting date.
 - 4. Close interaction with the Business Office and the Business Office Liaison is required at all times to ensure members concerns/questions/needs are promptly answered or met. These individuals are the first and primary contacts for all members and must present a positive image of the club at all times.
 - 5. Works with the nominating committee and Business Office to obtain the list of candidates and have their statements and ballots printed in a timely fashion to be mailed to the membership by June 1 of each year.

TREASURER

TERM OF OFFICE: 2 years. May succeed himself/herself once with the approval of the Board of Directors.
Elected in an odd year for a 2 year term.

I. DUTIES

- A. Shall be responsible for the financial records and the paying of all bills of the LCCA. All checks are to have the signature of two officers. Preferably Treasurer and President.
- B. Shall issue a financial report for the last year's performance and the performance to date in the current year for presentation at the Annual Convention.
- C. Make additional reports to the Club as the President or the majority of the Board of Directors feel necessary.
- D. Invest club funds in a high yield, federally insured instruments (CD's), etc.
- E. Assist in the reviewing of the financial records with our CPA.
- F. Determine and announce at the BOD meeting, the # of days that qualify for expenses.

II. TREASURER'S QUALIFICATION

- A. A basic understanding of bookkeeping skills.
- B. Access to a computer system to maintain the LCCA financial records.

III. PAYMENT OF INVOICES

- A. Receipts and/or signed vouchers must be presented before payment will be issued.
- B. Monitor and make transfers of funds held by our Business Office, Connecting Point, Inc. (CPI), so as not to let large sums of money build up especially during those months which convention registration, car sales and annual dues are due.
- C. Forward meet advances to local meet host. Have communication with the President Elect as to how much advanced funds should be forwarded to the meet host. Try to avoid advances when possible.

IV. FINANCIAL REPORTS

- A. Maintain an up to date inventory list and valuation of product at cost.
- B. Prepare periodic financial statements and send to the President, the President Elect, the Immediate Past President, and Board Members.
- C. Prepare a calendar year financial year report of the clubs performance.
- D. Work out budgeting with the president, in the first quarter of the calendar year for recommendation to the BOD to maintain the fiscal health of the club.

IMMEDIATE PAST PRESIDENT

TERM OF OFFICE: 2 years.
Has a Board vote

I. DUTIES

Settle trading disputes between members. If not able to, present the problem to the Board of Directors for their action at the next meeting or if severe enough, by conference call.

II. SETTLING DISPUTES BETWEEN MEMBERS

Trading disputes can only be settled with a written complaint from the complaining member. **DO NOT** attempt to settle a complaint without having it in writing. **DO NOT TAKE COMPLAINTS OVER THE PHONE UNDER ANY CIRCUMSTANCES!**

Make sure any trading dispute was originated at an LCCA Convention, meet or an advertisement in the INTERCHANGE TRACK. Complaints arising from a transaction involving another train club or open meet, even though the person is a member of LCCA is not an acceptable claim.

Any other complaint against another member is the Immediate Past President's responsibility as long as it is directly connected to/with the LIONEL COLLECTORS CLUB OF AMERICA.

Should you have a complaint that you can not resolve, submit it to the Board of Directors for their action. See Constitution and Administrative By Laws for current policies.

- A. *DO NOT* become a pricing victim! If asked what you think the item is worth, advise the inquirer that there are too many factors involved such as area, grading, actual condition and desires, meaning what the seller actually thinks the item is worth.
- B. Give careful thought and legal issues before making your decision and then stick by it.
- C. REMEMBER, when you make a decision, someone is going to be dissatisfied. Sometime, both parties may be dissatisfied with the decision. All decisions must be in writing.

The President may call on you for special services from time to time. You may also be called by members for answers to pertinent questions. **DO NOT** give any answer that you are uncertain about. Remember, human nature is to say, "So and so said..."

BE SURE OF YOURS FACTS, NOT HEARSAY! If you need the advice of an attorney, contact the President.

BOARD OF DIRECTORS

TERM OF OFFICE: 4 Directors to be elected having 2 year terms. May not succeed himself/herself.
2 Directors elected in an even year and 2 Directors elected in an odd year for 2 years.

I. DUTIES

- A. Board of Directors shall always be four members, plus the President, President Elect and the Immediate Past President.
- B. Establish policy and give direction to the officers.
- C. All members of the Board ***will be required to actively work on Club projects including, but not limited to, conventions as deemed necessary and under the general direction of the President. (added by the BOD effective 1999-2000)***
- D. Resolve disputes as defined in Article III, Section 5, A and B.
- E. Retain the services of a CPA who shall review the books of the LCCA and report annually to the Board of Directors.
- F. Is authorized to adopt Administrative Bylaws from time to time as the Board of Directors shall deem appropriate, provided they do not conflict with the Constitutional By Laws.
- G. The Board of Directors will meet at least three times annually at a location determined by the President.

FINANCE / CONSTITUTION COMMITTEE

Effective 1999-2000 This Committee renamed and combined with the Constitution Committee

TERM OF OFFICE: Appointed by the President

The Finance Committee shall consist of a Chairman and at least two other members, but no more than a total of four members.

I. DUTIES

- A. Monitor the financial records of the club monthly. This shall include, but is not limited to, the balance sheets, and profit and loss statements.
- B. Recommend cost cutting ideas to the President.
- C. Maintain communications with the club Treasurer and President.
- D. If serious situations develop bring it immediately to the Presidents' attention, which in turn will notify the Board, if the situation demands.
- E. Review existing Constitution and Administrative By Laws annually to determine whether any amendments are necessary due to changes circumstances and/or conflicts between recently passed amendments and older amendments. Proposed amendments shall be submitted to the President with the rationale for the changes. If the President concurs, he will forward the proposed amendments to the Board of Directors for its consideration at its annual convention meeting.
- F. Prepare drafts of constitutional amendments requested by Officers and or Directors which are forwarded to Chairman and he in turn to the President.

II. REPORTING

Report directly to the President, who in turn reports to the Board of Directors.

III. PROPOSAL PROCESS

- A. The committee's review of the existing Constitution should begin immediately after the committee is appointed by the President. Any changes which the committee feels are necessary should be conveyed to the President for the mid-year Board meeting.
- B. Changes proposed by the Officers and/or Directors should be forward to the President as soon as the need for a constitutional change is recognized. Proposals forwarded to the President by Officers and/or Directors should identify the section of the Constitution needing amendment, include a draft of how that person would like the proposed amendment to read and contain that person's rationale for the amendment. All such proposals will be forwarded to the Chairman and he in turn to the President.

IV. CONSIDERATION PROCESS

- A. All proposed constitutional amendments shall be subject to the following analysis:
 - 1. Determine the exact nature of the need.
 - 2. Determine whether the proposed solution actually solves the need.
 - 3. Determine whether the proposed amendment conflicts with other sections of the Constitution or Administrative By Laws, and requires the amendment of other sections of the Constitution or By Laws.
 - 4. Determine what is in the best interests of the club and its membership.

V. COMMITTEE MEETINGS

- A. Normally, the committee will not meet in person. Proposed changes received by the Chairman will be forwarded to the other committee members for their review and input.
- B. After receiving and reviewing the proposed constitution changes or amendments, a conference call between all members of the committee may take place allowing for verbal exchange if deemed necessary by the President.
- C. Once an agreement has been reached, each committee member will send to the Chairman a written confirmation.
- D. The Chairman will then send the committee's recommendation to the President in a letter which shall state:
 - 1. The exact wording of the proposed amendment.
 - 2. The rationale for the proposed amendment.
 - 3. The pros and cons of the proposed amendment.

NOMINATING COMMITTEE

TERM OF OFFICE: 1 year. Appointed by the President

The Nominating Committee will consist of a chairman and two or more other members. Maximum number of members excluding chairman is three.

I. DUTIES

- A. Should slate a minimum of two nominees for each Officer and Director opening.
- B. The committee who serves at the pleasure of the President and shall present its compiled slate of candidates to the President by March 1st of each year. The President shall notify by phone each member who had sought nomination whether or not they had been slated.
- C. Committee will slate any member desiring to run provided they meet the qualifications as stated in Article VII - Nominations and Elections, Sections 1 through 7, and Section III below.

II. Notice of Nominations

Notice of the nomination process shall be published three times, in the December issue of *The Lion Roars* and the November and January issues of the *Interchange Track*.

III. Candidate Qualifications

- A. Must be a member in good standing.
- B. Must be at least 25 years of age as of the date of election (July 15).
- C. Must be bondable by the Club's bonding carrier.
- D. Must be a regular member in good standing for at least two years prior to the June 1 ballot publication date.
- E. Candidates for the office of President Elect must have served at least one prior term as Director or Officer.
- F. Candidates shall express their verbal or written intentions to seek a position to the Nominating Committee by February 1.
- G. Candidates must submit by February 15 to the Nominating Committee their completed summary sheet(s) in the form provided by the club. The summary sheet provided by the club must be used in all cases, if not the candidate submission will be rejected.
- H. Candidates must comply with the word limits assigned to the summary sheet (see G above). The Nominating Committee reserves the right to edit those summary sheet sections not in compliance with word limits.
- I. Candidates must have basic computer skills.
- J. The office of Treasurer has specific job requirements and therefore all candidates must have a good working knowledge of basic accounting principals. Computer skills are a must.
- K. Candidates are recommended to send a picture of themselves with their summary sheet which will be used on the ballot summary sheet.