

**Bylaws  
of the Western Division  
Train Collectors Association**

*As Approved By National*

*November 30, 2015*

**Table of Contents**

|   |   |
|---|---|
| Article I - Name .....                              | 2 |
| Article II - Purpose.....                           | 2 |
| Article III - Membership.....                       | 2 |
| Article IV - Officers, Duties, Terms of Office..... | 4 |
| Article V -- Division Meetings.....                 | 6 |
| Article VI – Committees & Appointed Officials ..... | 7 |
| Article VII – Chapters.....                         | 8 |
| Article VIII – Rights & Obligations .....           | 8 |
| Article IX - Amendments.....                        | 8 |
| Article X - Adoption Revision of By-Laws.....       | 8 |
| Proviso.....  | 9 |

## **Article I - Name**

### **Section 1.**

This organization shall be known as the Western Division of the Train Collectors Association.

## **Article II - Purpose**

### **Section 1 – Division Charter.**

The purposes of this organization are:

- A. To bring together persons interested in collecting and operating toy trains and related items.
- B. To promote fellowship among collectors by holding meetings, establishing a periodical and a Directory of Collectors.
- C. To protect its members by establishing standards for the mutual benefit of collectors and others.
- D. To advance the hobby of collecting wherever and whenever possible.
- E. To adhere to and support the mission of TCA by conducting programs and activities, and to especially serve those TCA members residing within the boundaries of the Division.
- F. To uphold the ethical standards of the Train Collectors Association as expressed in the National Bylaws and policies.
- G. To conduct activities in compliance with all requirements and standards applicable to a Not-for-Profit organization.

## **Article III - Membership**

### **Section 1 - Eligibility.**

Membership is open to any person of good character 18 years or older who collects or operates toy trains, or who collects any item relating to toy trains or who professes a serious interest therein. Trains may be of any scale or gauge, made of any material, propelled by any means, of any make, domestic or foreign. Membership in the National Train Collectors Association is a requirement for membership in the Western Division and can be achieved simultaneously.

- A. Division membership shall be subject to the disciplinary actions of the TCA Membership committee, as well as the actions of the division, as may be hereinafter provided in these Bylaws.

### **Section 2 - Application for Membership.**

- A. An applicant can attend no more than two meetings before applying for membership.
- B. A valid application form shall be submitted to the Membership Secretary for any applicant wishing to join Western Division.
- C. An applicant shall also submit a full year's dues at time of application.
- D. A new member of both the Western Division and TCA National shall be on probation until accepted as a full member by the National organization. Probationary members shall have the right to vote on all matters, including election of officers.

### **Section 3 - Dues.**

- A. A member of the Western Division is a member in good standing of both the National TCA and the Western Division if his annual dues payments have been submitted.
- B. Annual dues in TCA Western Division will be recommend by the Board of Directors, per member, payable in advance, at a level that is necessary to maintain the organization at the cost of present inflationary expenses.
- C. Any member may enroll his spouse, or a minor child, as a family member, upon payment of an additional five dollars (\$5.00) per year for each member. Such family member shall have none of the rights or benefits of a member. However, there shall be no restrictions as to the number of meetings that they may attend, with the exception of those held in a member's home. Approval of the host shall be required prior to the meeting. Family members may participate in divisional raffles.
- D. Fiscal year for dues shall be the calendar year. With the advancement of electronic media, there shall be no additional yearly costs to the members who receive notifications or the Western Division Newsletters by this means. Due to higher mailing expenses, any member who wished to receive mailed copies of any notifications or the Western Division newsletters an additional costs/expense per year will be set by the Board of Directors.
- E. Dues shall be payable annually, and are due December 1 for the following yearly period.
- F. Changes in the amount of yearly Division dues must be approved by two-thirds affirmative majority vote of the membership.

### **Section 4 - Duties and Rights of Members.**

- A. Members of the Division in good standing shall have the right to attend membership meetings and events, make motions, participate in debate, and vote on Division matters.
- B. Members shall be current in fees, dues, and assessments. Members whose dues have not been paid as of the March meeting shall not be considered in good standing and will be dropped from the Division, upon written notice from the Secretary. The Board of Directors may take such action as they see fit in the event of extenuating circumstances.
- C. Reinstatement of a previous member may, at the discretion of the Board be made upon payment of the initiation fee and the current dues.
- D. Members shall use the National TCA Description Standards on items offered for sale or trade. All transactions will be promptly completed to the satisfaction of the concerned parties. Complaints on these matters may be referred, in writing, to the Western Division Board of Directors for appropriate action.
- E. The records of this Division of the TCA shall be available for inspection by any member at regular business meetings.
- F. Members attending Western Division meets shall conduct themselves in such a manner so as to promote cooperation, interest and good fellowship in the hobby of toy train collecting.
- G. The powers not delegated by these Bylaws to the officers, or the committees, nor prohibited by it to the members, are reserved to the members.

### **Section 5 – Complaints.**

Complaints of any nature pertaining to the Division’s functions or activities shall be referred, in writing, to the Division Board of Directors for appropriate review and action.

### **Section 6 – Severances.**

To initiate action toward expulsion of any member, a written complaint must be submitted to the Western Division Board of Directors. If the complaint is justified, in the opinion of the Board, the accused shall be notified by registered letter of the charges against him and of the place and date of the hearing. Said hearing shall be not less than seven (7) nor more than fourteen (14) days away from the letter registration date. Non-acceptance or failure to reply within the allotted time shall be deemed sufficient cause for expulsion from the Division. The accused may present his defense in person or in writing. The votes cast at the hearing conducted by the Board must be unanimous in order to expel except for a probationary member, where a simple majority of the Board shall prevail. Expelled members shall forfeit all dues, fees, and assessments previously made. The National shall be informed of the action taken. The decision of the Board of Directors of the Western Division shall be final and conclusive.

## **Article IV - Officers, Duties, Terms of Office**

### **Section 1 - Officers.**

- A. Each officer of this Division shall be member in good standing with at least six (6) months (following publication of his/her name by the National TCA) membership in the Train Collectors Association, Western Division, and will consist of a President, Vice President, Recording Secretary, Membership Secretary/Treasurer and minimum of three (3) Directors.
- B. The Board of Directors of this Division shall be comprised of the seven (or more) named officers.
- C. The Division shall designate a member in good standing to participate on the TCA National Board of Directors. Such National Director may be a different individual than the Division President, but must have served as a Division elected officer or director prior to designation to serve as National Director.
- D. Should there be any Chapters established within the Western Division, the President or designee from within that Western Division Chapter, shall automatically serve as a member of the Board of Directors of the Division.

### **Section 2 - Duties.**

- A. The President shall be chief executive officer of this Division, shall preside at all meetings of the Division, except as otherwise provided herein, shall have the powers, duties, and responsibility usually vested in the office of the President, shall execute all bonds, mortgages, contracts of this Division, shall have general superintendence of all committees except as may be provided otherwise. In the event of a tie vote, the President may exercise an extra tiebreaking vote.
- B. The Vice President shall be vested with all the powers and perform the duties of the President during his absence or incapacity as directed by a simple majority of the Board of Directors.
- C. The Recording Secretary shall act as clerk, shall send out notices of meetings to all members, keep minutes thereof, and send copies to the National Secretary. Minutes of the Board of Directors and regular scheduled business meetings shall be maintained by the Recording Secretary in a systematic and chronological order and will be available at all regularly scheduled business meetings.

- D. The Membership Secretary/Treasurer shall receive, record and disburse all funds on properly presented and approved bills pertaining to the Western Division. All funds shall be deposited in a bank selected by the Treasurer and approved by a simple majority of the Board of Directors. All funds shall be disbursed by check. Division expenditures shall be substantiated by a voucher signed by any two (2) members of the Board of Directors. Auction disbursements are excluded from this voucher provision. The Treasurer shall have available a brief financial report at each business meeting and shall prepare a formal Treasurer's Report each fiscal year, as well as a proposed budget for the upcoming fiscal year. The Membership Secretary/Treasurer shall receive all Western Division fees, dues, and monies.
1. Normal operating expenses need no vote of approval but shall be sanctioned by the Board of Directors.
  2. Special expenditures and assessments must be proposed by the Board of Directors and approved by a 90% affirmative vote of the votes cast by the attending membership in good standing at any regular scheduled meeting.
- E. The Board of Directors shall govern the Division, shall meet at least once each quarter year and any additional times as called by the President. A minimum of five (5) officers, including the President and Secretary is required to transact Division business. Minutes of all Board meetings shall be maintained by the Recording Secretary and shall be available at all regularly scheduled business meetings.
- F. Any member may attend a Directors' meeting upon the approval of the President.

### **Section 3 - Terms of office.**

- A. The terms of office for the President, Vice President, Recording Secretary and Membership Secretary/Treasurer shall be two years from July 1 through June 31.
- B. The terms for the Directors at Large shall be for a two year period, to coincide with that of the President, Vice President, Recording Secretary, and Membership Secretary/Treasurer.
- C. The immediate Past President shall serve on the Board of Directors as a Director at large for a two (2) year term.
- D. Should an officer be unable to complete their term, a new officer shall be elected to fill the unexpired term except for the President who shall be succeeded by the Vice President.

### **Section 4 - Nominations and Elections.**

- A. Nominations for officers shall be filed with the Recording Secretary not later than May 1, of the election year, by a nominating committee of the entire membership.
  1. Written notice of such nominations shall be sent to each member at least five (5) days prior to the meeting at which the nominations will be accepted.
  2. Nominations from any member may be made at the April meeting when the nominations are being accepted.
- B. An election shall be held prior to the July membership meeting.
- C. A majority of votes cast by the members, via written ballot at the time of election, is required to elect.
- D. The Secretary shall notify the membership of the election results at the July membership meeting.
- E. Election results will be published in the Divisional "Newsletter".

## **Article V - Division Meetings**

### **Section 1 – Frequency.**

Membership meetings will be held monthly per schedule. Other meetings shall be at the option of the President.

### **Section 2 – Divisional Business.**

A portion of the monthly meeting shall be designated for holding a business meeting for the purposes of:

- A. Voting on issues before the membership.
  - 1. Excluding officer elections which shall be by written ballot (as per Article IV, Section 4C).
  - 2. All balloting shall be by a show of hands, unless otherwise judged by the President.
- B. Installing new officers.
- C. Receiving reports, including the reports of the Secretary and Treasurer.
- D. Discussing and acting upon matters as are brought before the membership.
  - 1. Proposed Bylaws changes, changes in amount of dues and excessive expenses shall be referred to the entire membership for vote. (See Articles III and IX)
  - 2. A business meeting is not to be construed as official unless attended by at least thirty (30) members.

### **Section 3 - Notices.**

Notice of any social or business meeting shall be sent each member of record entitled to vote at such meetings no less than five (5) days prior to such meeting by either first class mail or via electronic mail (e-mail).

- A. All members shall choose their preferred method of notification and inform the Membership Secretary of the method they have opted to utilize for receipt of such notices.

### **Section 4 - Identification.**

All members should wear their badges to be admitted to any meeting. The Board of Directors may require all persons attending to wear an appropriate badge.

### **Section 5 – Trading.**

- A. Only trains and train related items shall be permitted in the trading area for sale or trade.
- B. TCA Standards shall be applied when items for sale or trade are being graded.
- C. All repainted or restored items shall be identified as such via the official TCA sticker. These stickers may be obtained from any Standards Committee member.

### **Section 6 – Visitors.**

- A. A visitor is anyone who is not:
  - 1. A member of the National TCA residing outside the area of the Western Division. (Persons who are National TCA members residing within the area of the Western Division, including those who are former members of the Western Division, may attend 1 meeting per calendar year; however, such a person may attend additional meetings as permitted by the Board of Directors.)

2. A formal applicant to National TCA through the Western Division.
  3. Immediate family of a TCA member.
- B. A visitor must be invited by a member in good standing and may attend a maximum of two (2) meetings per year. It will be the responsibility of the sponsoring member to abide by this provision.
  - C. Visitors will not be permitted at any meeting when this is so indicated on the meeting announcement card, and they cannot bring another visitor.
  - D. Visitors cannot participate in selling or auctioning at any Division meeting.
  - E. Any minor person attending meetings will be the full responsibility of the parent or sponsor who assumes both moral and financial responsibility for the minor's actions.

## **Article VI – Committees & Appointed Officials**

### **Section 1 – Sergeant at Arms.**

A Sergeant at Arms may be appointed by the Board of Directors for a one year term. The Sergeant at Arms shall be charged with the duties of maintaining order, and the general good conduct of members during meetings.

### **Section 2 – Election Supervisor.**

An Election Supervisor may be appointed by the Board of Directors for the biennial election of officers. The Election Supervisor shall be charged with the following duties:

- A. Receiving all election ballots.
- B. Tabulating all election ballots.
- C. Reporting election results to the Board of Directors and the membership.

### **Section 3 – Newsletter Editor.**

An Editor of the "Newsletter" may be appointed by the Board of Directors for a one year term.

- A. He shall be responsible for producing the "Newsletter".
- B. He shall act as publicity chairman for the Division.
- C. He may be invited to the Board of Directors meeting at the request of the President for publicity purposes.

### **Section 4 – Webmaster.**

A Webmaster may be appointed by the Board of Directors for a one year term. The Webmaster shall be charged with the duties of maintaining the Division's web site.

### **Section 5 – Finance Committee.**

The Division shall establish a standing committee which shall include the Division Treasurer, which committee shall actively review, supervise and document the financial affairs of the Division.

### **Section 6 – Ad Hoc Committees.**

The President shall appoint, with the advice and consent of the Board of Directors, such standing or special committees as he from time to time deems necessary. These committees shall follow the rules and procedures for committees as required by the TCA National Bylaws and applicable state law.

### **Section 7 – Duration & Tenure.**

All committees shall be vacated when the President who appointed them goes out of office or when dismissed by the President.

## **Article VII – Chapters**

### **Section 1.**

Chapters shall be organized as the Western Division Board of Directors deems advisable. Membership in a Chapter is optional, and such membership shall be granted according to Chapter regulations. Each Chapter shall have meetings and conduct them as it sees fit so long as they comply with National TCA Bylaws, these Bylaws, and Chapter Bylaws.

- A. A Chapter may assess its members for local dues and expenses.
- B. Minutes of Chapter meetings shall be sent to the Divisional Secretary within 30 days of any meetings held.
- C. Chapters may be formed by filing a petition to the Western Division Board of Directors with geographic boundary, proposed name, and 10 signatures.

## **Article VIII – Rights & Obligations**

### **Section 1.**

The Division exists by and through the membership of its divisional members in National TCA. The rights and authority of the Division flows from and is dependent on the membership of its members in TCA and the continued adherence to TCA policy and standards by the Division.

## **Article IX - Amendments**

### **Section 1.**

Amendments to these Bylaws shall be proposed at any official business meeting by any member in good standing and reviewed by the Board of Directors. Upon favorable action, the amendment shall be submitted by mail to the entire membership. A two-thirds affirmative majority of the ballots cast shall approve an amendment.

- A. Bylaws changes are subject to review and approval by TCA before implementation by the Division.
- B. Divisions may adjust, expend and specify detail in implementation of these rules. Such detail shall be in writing and shall be subject to approval of TCA as outlined above.

## **Article X - Adoption of By Laws**

### **Section 1.**

These revised Bylaws shall become effective immediately upon adoption.

### **Section 2.**

These Bylaws revisions have been adopted as of June 30, 2015 by the membership with an approval vote of 35.3 percentage.

## **Proviso**

Upon approval of these By Laws, the term of office for those officers currently serving on the Board of Directors shall be extended to cover the period until the next election (as per Article IV, Section 4) is completed, and a new Board of Directors shall be installed.