

OPERATIONS HAND BOOK
(Including Policies and Procedures)

for the

WTTC

(Wichita Toy Train Club)

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Revision _

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1. Purpose of Club – Further Defined.

WTTC, Inc., (herein known as and doing business as “The Wichita Toy Train Club”) is primarily an organization of collectors and operators for both classic tinplate and current hi-rail trains. Club members are generally oriented toward “O gauge” such as Lionel, MTH, K-Line, Atlas, Williams, Weaver, Marx, etc. and “S gauge” such as American Flyer, American Models, S-Helper, etc. Some members are also interested in the larger “G scale” and smaller “HO and N gauges”. The Club recognizes all scales and gauges as part of the hobby of model railroading and welcomes participation as such.

2. Dissolution.

The Club may be dissolved at any duly called special meeting. All members shall be notified of the special meeting by certified letter – return receipt requested. Those members present at the special meeting shall be allowed to discuss and conduct the business of the Club. In the event of dissolution, all members shall be sent ballots via mail. Ballots must be received by the Club no later than 30 days after the date of mailing in order to be counted. If two-thirds (2/3) of the returned ballots are for dissolution, this shall be considered the will of the Club at large. Such dissolution must take into consideration the rights of all members of the Club.

If dissolution is decided, the following are the preferred methods of liquidation of Club assets:

- A. All donated items shall be offered to the donor or their heirs prior to disposition if a “Deed of Gift” directing such action exists. Notification shall be by certified mail, return receipt requested.
- B. Cash sale to Club members at fair market prices as established by the Board of Directors and Executive Committee.
- C. Public Auction.
- D. Donation to a Section 501(c)(3).
- E. Upon dissolution of the Club, the Board of Directors shall make provision to pay all outstanding bills and debts. Upon payment of all bills and debts, the Board of this Club shall donate or distribute remaining assets in accordance with the laws governing such action.

3. Eligibility for Membership.

Membership is open to any person engaged in the collecting, operating, or has the desire to promote the hobby of toy trains, and/or model trains, without regard to gender, race, or religion. The minimum age for membership with voting privileges shall be sixteen (16). All members shall have full voting privileges and are welcome to all club activities and functions. A member's immediate family friends of members are welcome at all Club functions, but will not have voting privileges unless they are a dues-paying member.

4. Application for Membership.

Application for membership shall be made by the following procedure:

- A. Written submission of a WTTC membership application form.
- B. A new member's processing fee if established by the membership, along with the first year's dues must accompany the application form.
- C. Acceptance into the Club shall be by a reading of the application at a regularly scheduled meeting by the President or his representative. Should any question arise concerning the applicant, a vote may be taken for acceptance or rejection.

5. Rights of Members.

Members shall enjoy the following rights:

- A. Voting on Club business shall consist of one (1) vote per member and said member must be present to cast vote. Proxy votes are allowed in writing to the Executive Committee. All comments attached to proxy votes to be read at the business meeting prior to the vote.
- B. Operation of personal equipment on selected layouts containing Club modules. Exceptions may be granted by written request to the Executive Committee.
- C. Participation in Club activities.
- D. Attendance at Club meetings and other functions.
- E. Receipt of all Club mailings and newsletters (one newsletter per address).
- F. Members are encouraged to bring guests to Club functions and activities.

6. Responsibilities of Members.

Members shall have the following responsibilities:

- A. Adherence to Club rules.
- B. Participate when possible at regularly scheduled Club meetings and other activities.
- C. If notified of a Special Meeting, members should make every attempt to be in attendance. If unable to attend, members may present their ideas and opinions in writing prior to the meeting and vote on the issue by proxy in writing.
- D. Promote Club goals and activities.
- E. Acceptance of the majority opinion.
- F. Cooperation with other Club members.
- G. Honesty, integrity, and respect for the rights of others.
- H. Opposition or objection to Club activities, policies, or goals in a tactful manner. Opposing views need be presented in a timely manner.
- I. Performance of duties or tasks which may be assigned or for which one may volunteer.
- J. The amount of annual dues, if an increase is needed, shall be set at the Annual Meeting by the vote of the members present.
- K. Payment of annual dues.
- L. Dues become delinquent sixty (60) days after the Annual Meeting. Rare or unusual circumstances may be taken into consideration for this rule.

7. Termination of Membership.

Membership of a Club member may be terminated for any of the following reasons:

- A. Non-payment of annual dues.
- B. Written request to resign membership status submitted to the Board of Directors.
- C. Any active member may request removal of another member after giving the reason for the request in writing to the Board of Directors. The Board of Directors will review the case and recommend action to the Club. Upon completion of the review, members will be asked to vote at the next scheduled meeting. A simple majority vote is required.

8. Meetings.

Meetings of the Club shall be classified as follows:

- A. **Business Meetings** shall be held for the purpose of transacting Club business on the first Saturday of each month normally starting at 8:30 a.m. By majority vote of members in attendance, time and date may be changed for future meetings. The Annual Meeting shall be held in January of each year as part of the regularly scheduled business meeting.
- B. **Special Meetings** may be held following notification of members. The Board of Directors shall be responsible for these occasions if and when necessary.
- C. **Work Sessions** shall be held as deemed necessary by the President or the Board of Directors to perform tasks or planning projects, which may be required for planned or unplanned events. No other business may be conducted during such work sessions.

9. Adjournment

Any meeting of the membership may be adjourned by a simple majority vote of the members present. No further Club business may be transacted as part of that meeting following adjournment. (*Any modification of this section must not conflict with the bylaws*)

10. Directors – Qualifications:

Must be a qualified voting club member in good standing

11. Initial Board Election

Beginning with the 2009 elections, the initial board will consist of President, Vice President, Secretary, Treasurer, Sergeant at Arms, and four elected board members.

12. Audits

In addition to audits which shall be conducted in keeping with the 501(c)3 guidelines, any requirements set forth by the Board of Directors shall also be accomplished.

13. Club Treasury

No petty cash fund shall be allowed. The Treasurer will be responsible for paying all disbursements by check. A minimum of five officers or directors will be required on the Club's checking account signature registry. Those authorized to sign will be determined by the Board of Directors. Any checks for less than One Hundred dollars (\$100) may be approved by the board of directors. Checks for payments that exceed One Hundred dollars (\$100) shall not be written without prior approval by Club membership. It is not permissible to split a payment into smaller amounts to bypass the requirements set forth herein. Debts that occur for specific projects, rent, and utilities shall be paid in a timely manner.

14. Holidays

In the event a regularly scheduled Business Meeting falls on a major holiday weekend, the meeting will be moved to the following weekend. All other meetings may be rescheduled to dates that work best for the members.

15. Programs

Any member who has a special event or program to share with the Club shall coordinate that event with the Club Secretary.

16. Operating Rules

The following shall apply for operation at Club functions and shows:

- A. Members' children under the age of sixteen must at all times be under the close supervision of their parents, guardian, or a designated Club member.
- B. Following set-up, carry cases, boxes, and other personal property shall be stored in an out-of-the-way area.
- C. Permission must be secured before placing and running personal trains on the special layouts (i.e. Taggart, Vickers, etc.). Permission may granted by any officer or director of the Club.
- D. No person shall leave an unattended train running on any layout.
- E. All available members are to take scheduled shifts running controls.
- F. Guests may operate on the layout and are the full responsibility of the sponsoring member.
- G. Modules may not be removed temporarily from the layout or removed early from a show unless provision is made by the Club Officers or Directors to make substitutions for them either by installation of a bridge or another module.
- H. Any equipment left at the layout is the responsibility of the owner. No member or guest should use another's equipment without specific permission of the owner.
- I. The Board of Directors reserves the right to limit or exclude any Club's module as necessary.
- J. The Board of Directors or Officers reserve the right to limit any member's operation on any layout.