

# **International LEGO® Train Club Organization Policies and Procedures**

## **1 Introduction**

*It is NOT the goal of ILTCO to create a large bureaucratic machine but rather to define well thought out policies and procedures that support our bylaws and can be carried out by the infrastructure set forth.*

*By having well defined processes for commonly anticipated occurrences there will be less left to individual variance and the processes will be fairer. Not all processes have been documented, as not all possible processes are anticipated to be common. Undocumented processes should be documented the first time they are executed for future reference. If their existence is known, they have been included in this document and marked with “(TBD)”, but omission of a procedure should not be construed as denial of its eventual need.*

## **2 Policies**

*This section discusses policy statements. Some will have corresponding procedures.*

### **2.01 Policy for displaying LEGO Train Club Logos**

ILTCO would like to display club logos on the www.ILTCO.org website logo page regardless of whether the club is eligible for Organizational Membership. Clubs should send requests to the ILTCO webmaster. The webmaster will determine if the logo is visually acceptable before adding it to the logo web page.

## **3 General Procedures and Assumptions**

This section gives assumptions that should hold true for all procedures

### **3.01 Membership Process Assumptions**

Assumptions:

1. A standing Membership Committee exists and is made up of an odd number of Representatives and/or Officers. A Membership Committee mail list is established. The Membership Committee shall elect a committee chairman/secretary who shall be responsible for administrating and responding to membership requests and other membership questions.
2. The appropriate forms/applications for the various classes of membership exist on the ILTCO web site.
3. Once the web based application is submitted (whether for individual membership or on behalf of a club) the submitted information is sent to the Membership Committee mail list and carbon-copied to the Executive Committee mail list.
4. An automatic email response should be sent to the submitter stating that the application has been received and is under a 72-hour review period.

5. The appropriate standard letters for acceptance and denial have been developed and are available to the Assembly and Officers through the ILTCO web site.

## **4 General Procedures**

### ***4.01 Active Organization Consensus Process***

Note: Changes or updates of any information that may impact the earnest communication between ILTCO and the Active Organizations is a very serious matter. As such, a mechanism is needed that imposes a minimum burden on the Active Organization membership yet confirms to ILTCO that the changes or updates reflect an Active Organization's consensus.

This consensus process will be used whenever it is necessary to confirm that a requested change is the desire of the organization.

#### *Method 1 - Public Announcement*

Steps:

1. A public forum must exist that is accessible to the general public and can be posted to by the appropriate ILTCO committee. One such public forum maybe [www.lugnet.com/train/iltco](http://www.lugnet.com/train/iltco).
2. Whenever there is a change or update that impacts the earnest communication between ILTCO and an Active Organization, that information must be made publicly available via a public notice. The same notice will also be sent directly to all of the members of an Active Organization when email addresses are available.
3. Included with the information made public and sent to the Active Organization membership are the following. A notice that includes a clear deadline date and time in which a disagreement reply must be made. An email address or web form to where a disagreement reply can be made will be included.

#### *Method 2 – Direct Contact with all Club Members via Club Roster*

Steps:

1. An initial non-public Active Organization roster exists and is on file with ILTCO. This initial roster is created during the Active Organization membership application process and it to adheres to the Active Organization Consensus Process.
2. Whenever there is a change or update that impacts the earnest communication between ILTCO and an Active Organization, that information must be presented to the Active Organization's roster.
3. Included with the information sent to the Active Organization membership are the following. A notice that includes a clear deadline date and time in which a disagreement reply must be made. An email address or web form to where a disagreement reply can be made will be included.

## **5 Acceptance Procedures for Individual Membership**

*In accordance with ILTCO Bylaw Section 3.02, there need to be processes for acceptance*

### **5.01 Method for Approval of Active Membership for an Individual**

*Reference Bylaws Section 3.03*

Assumptions:

1. Standard Membership Assumptions as given in Section 3.01 of this document

Steps:

1. A standing invitation will be extended on the ILTCO web page to all LEGO train enthusiasts.
2. An individual shall complete and submit an online Individual Membership application on the www.ILTCO.org web page, which includes reading the ILTCO bylaws. The act of applying signifies that the applicant adhere to the ILTCO bylaws.
3. If the applicant specifies an affiliation with an Organizational Member then that Organization must be notified.
  - a. In the case of an Active Organization both Representatives are carbon-copied the applicant's information and given 48 hrs to deny the individuals affiliation.
  - b. In the case of the Affiliated Organization the main contact person is carbon-copied the applicant's information and given 48 hrs to deny the individuals affiliation.
  - c. In both cases it will be the task of the Organization to make the addition to their club roster in the ILTCO records and if necessary send a denial notification to the Membership Committee chairman.
4. The chairman of the Membership Committee determines if the individual is a current member of an Active Organization.
  - a. If the individual is a current member of an Active Organization Member then the Membership Committee chairman sends an acceptance notification to the applicant to the email address in the application.
  - b. If the individual is not a current member of an Active Organization Member then the rest of the Membership Committee is contacted via the Membership Committee mail list with an affirmative recommendation. If no one objects within 24 hours then the Membership Committee chairman sends an acceptance notification to the applicant to be delivered via the email address in the application.
5. Appeal process (TBD).

### **5.02 Method for Approval of Fellow Membership designation for an Active Member**

*Reference Bylaws Section 3.04*

Assumptions:

1. Standard Membership Assumptions as given in Section 3.01 of this document
2. A Fellow Membership certificate template, suitable for framing, exists on the www.ILTCO.org web site. Or a plaque can be made as deemed necessary by the Membership Committee.

Steps:

1. A Representative or Officer shall complete and submit an online nomination form for Fellow Membership designation on the www.ILTCO.org web page. A single nominator will enter the three Representative and/or Officer's names, with their explicit permission. The act of nomination signifies that the applicant meets all requirements found in the ILTCO bylaws.
2. Once the application is submitted the nominee's information is sent to the Membership Committee mail list and carbon-copied to the Executive Committee mail list.
3. An automatic email response should be sent to the nominators stating that the application has been received and is under review.
4. The chairman of the Membership Committee then submits the nominee for approval by majority vote to the Assembly.
5. Once the voting period has ended the conclusion will be sent to the nominators.
6. If an affirmative vote was reached then the nominee will be sent an acceptance letter, and a Fellow Membership certificate.
7. An announcement will be made on the front page of the www.ILTCO.org web. Text for such announcement will be created by the nominators and implemented by the ILTCO web master.
8. Appeal process (TBD).

### ***5.03 Method for Approval of Honorary Membership designation for a non-ILTCO Member***

*Reference Bylaws Section 3.05*

Assumptions:

1. Standard Membership Assumptions as given in Section 3.01 of this document
2. An Honorary Membership nomination form that mandates three Representative or Officer's names is available on the ILTCO web site at www.ILTCO.org.
3. An Honorary Membership certificate template, suitable for framing, exists on the www.ILTCO.org web site. Or a plaque can be made as deemed necessary by the Membership Committee.

Steps:

1. A Representative or Officer shall complete and submit an online nomination form for Honorary Membership designation on the www.ILTCO.org web page. A single nominator will enter the three Representative and/or Officer's names, with their explicit

permission. The act of nomination signifies that the applicant meets all requirements found in the ILTCO bylaws.

2. Once the application is submitted the nominee's information is sent to the Membership Committee mail list and carbon-copied to the Executive Committee mail list.
3. An automatic email response should be sent to the nominators stating that the application has been received and is under review.
4. The chairman of the Membership Committee then submits the nominee for approval by majority vote to the Assembly.
5. Once the voting period has ended the conclusion will be sent to the nominators.
6. If an affirmative vote was reached then the nominee will be sent an acceptance letter, and an Honorary Membership certificate.
7. An announcement will be made on the front page of the [www.ILTCO.org](http://www.ILTCO.org) web. Text for such announcement will be created by the nominators and implemented by the ILTCO web master.
8. Appeal process (TBD).

## **6 Acceptance Procedures for Organizational Membership**

*In accordance with ILTCO Bylaw Section 4.02 there need to be processes for organizations to become members.*

### **6.01 Method for Approval of Affiliate Membership for an Organization (LEGO Train Clubs);**

*Reference Bylaws Section 4.03*

Assumptions:

1. Standard Membership Assumptions as given in Section 3.01 of this document
2. An Affiliate Membership for an Organization certificate template, suitable for framing, exists on the [www.ILTCO.org](http://www.ILTCO.org) web site. Or a plaque can be made as deemed necessary by the Membership Committee.

Steps:

1. A standing invitation will be extended on the ILTCO web page to all LEGO Train Clubs (LTC).
2. An LTC shall complete and submit an online Affiliate Membership for an Organization application on the [www.ILTCO.org](http://www.ILTCO.org) web page, which includes reading the ILTCO bylaws. The act of applying signifies that the LTC adhere to the ILTCO bylaws.
3. Once the application is submitted the LTC's information is sent to the Membership Committee mail list and carbon-copied to the Executive Committee mail list.

4. An automatic email response should be sent to the LTC applicant stating that the application has been received and is under a review period that might take as long as 14 days.
5. The chairman of the Membership Committee checks to see if the information given in the application is sufficient to measure against all the criteria outlined in the bylaws, Section 4.04, for an Affiliate Membership for an Organization. If there is insufficient information then the LTC applicant will be contacted for further clarification by the chairman of the Membership Committee.
6. Once the information on the application is deemed sufficient then one of the committee members (perhaps in a round robin fashion) will be tasked to verify as much of the information as possible.
  - a. If all criteria are met then the rest of the Membership Committee is contacted via the Membership Committee mail list with an affirmative recommendation. If no one objects within 48 hours then an acceptance letter will be sent to the LTC applicant using the email address in the application.
  - b. If all criteria are NOT met then the rest of the committee is contacted via the Membership Committee mail list with a negative recommendation and specific reason. If no one objects within 48 hours then a rejection notice, with the specific reason(s) why the application was denied, will be sent to the LTC applicant using the email address in the application.
7. If an affirmative vote was reached then the LTC applicant will be sent an Affiliate Membership for an Organization certificate.
8. An announcement will be made on the front page of the [www.ILTCO.org](http://www.ILTCO.org) web. Text for such announcement will be created by the Membership Committee member that reviewed the LTC application and implemented by the ILTCO web master.
9. Appeal process (TBD).

## ***6.02 Method for Approval of Active Membership for an Organization (LEGO Train Clubs)***

*Reference Bylaws Section 4.04*

Assumptions:

1. Standard Membership Assumptions as given in Section 3.01 of this document
2. An Active Membership for an Organization certificate template, suitable for framing, exists on the [www.ILTCO.org](http://www.ILTCO.org) web site. Or a plaque can be made as deemed necessary by the Membership Committee.

Steps:

1. A standing invitation will be extended on the ILTCO web page to all LEGO Train Clubs (LTC).

2. An LTC shall complete and submit an online Active Membership for an Organization application on the [www.ILTCO.org](http://www.ILTCO.org) web page, which includes reading the ILTCO bylaws. The act of applying signifies that the LTC adhere to the ILTCO bylaws.
3. Once the application is submitted the LTC's information is sent to the Membership Committee mail list and carbon-copied to the Executive Committee mail list.
4. An automatic email response should be sent to the LTC applicant stating that the application has been received and is under a review period that might take as long as 14 days.
5. The chairman of the Membership Committee checks to see if the information given in the application is sufficient to measure against all the criteria outlined in the bylaws, Section 4.04, for an Active Membership for an Organization. If there is insufficient information then the LTC applicant will be contacted for further clarification by the chairman of the Membership Committee.
6. Once the information on the application is deemed sufficient then one of the committee members (perhaps in a round robin fashion) will be tasked to verify as much of the information as possible.
  - a. If all criteria are met then the rest of the Membership Committee is contacted via the Membership Committee mail list with an affirmative recommendation. If no one objects within 48 hours then the affirmative recommendation along with the original application information is sent out to the Assembly.
  - b. If all criteria are NOT met then the rest of the committee is contacted via the Membership Committee mail list with a negative recommendation and specific reason. If no one objects within 48 hours then a rejection notice, with the specific reason(s) why the application was denied, will be sent to the LTC applicant using the email address in the application.
  - c. If there is an affirmative recommendation but the chairman disagrees then the issue is raised to the rest of the Membership Committee for discussion. A consensus by the Membership Committee on questionable criteria must be reached before either an affirmative or negative recommendation can be made and passed to the Assembly. If there is a lack of consensus then the application will be raised to the Executive Committee where a simple majority will determine weather the LTC application receives an affirmative or negative recommendation and passed to the Assembly.
7. If an LTC application is passed to the Assembly then an affirmative vote by a simple majority will then complete the LTC application review process.
8. Once the voting period has ended the conclusion will be sent to the LTC applicant using the email address in the application..
9. If an affirmative vote was reached then the LTC applicant will be sent an acceptance letter, and an Active Membership for an Organization certificate.
10. An announcement will be made on the front page of the [www.ILTCO.org](http://www.ILTCO.org) web. Text for such announcement will be created by the Membership Committee member that reviewed the LTC application and implemented by the ILTCO web master.

11. Appeal process (TBD).

### ***6.03 Method for Updating an Active Organization Roster using the Active Organization Consensus Process***

*Reference Bylaws Section 4.04, item 3.*

Note: This process ensures that no Representative of a Active Organization can make Roster changes without the consensus of the entire club membership and has minimum impact of the inner workings of the Train Organization. Found in General Procedures Section I.

Assumptions:

1. A standing Membership Committee exists and is made up of an odd number of Representatives and/or Officers. A Membership Committee mail list is established. The Membership Committee shall elect a committee chairman/secretary who shall be responsible for administrating and responding to membership requests and other membership questions.
2. An Active Organization Roster update request form is available to the Representatives and is found on the ILTCO web site at [www.ILTCO.org](http://www.ILTCO.org).
3. An initial non-public Active Organization roster exists and is on file with ILTCO. This initial roster was created during the Active Organization membership application process and adheres to the Active Organization Consensus Process.

Steps:

1. The Representative of any Active Organization may update their club roster by submitting an Active Organization Roster update request.
2. Submission of the Active Organization Roster update request will trigger a copy of all information on the request and a 72-hour deadline notice for disagreement to everyone on the current ILTCO held Active Organization roster.
3. If the Membership Committee receives a single disagreement in response to the Active Organization Roster update request then that request is entirely rejected.

## **7 Termination or Suspension of Organizational Membership**

*III. In accordance with ILTCO Bylaw Section 4.05 there needs to be a process for termination or suspension of membership of organizations.*

### ***7.01 Method for suspension or termination of an Affiliate Organization;***

*Reference Bylaws Section 4.05, paragraphs 2-4.*

(TBD)

### ***7.02 Method for suspension or termination of an Active Organization;***

*Reference Bylaws Section 4.05, paragraphs 2-4.*

(TBD)

## **8 Appointment of Representatives**

*In accordance with ILTCO Bylaw Section 7.01 there needs to be a process for appointment of representatives and for effecting changes in same.*

### **8.01 Method for changing an Active Organization Representative using the Active Organization Consensus Process**

*Reference Bylaws Section 7.01, paragraph 3*

Note: This process ensures that no single member of a Active Organization can make Representative changes without the consensus of the entire club membership and has minimum impact of the inner workings of the Train Organization. Found in General Procedures Section I.

Assumptions:

1. A designated officer selected by the President will oversee the Assembly roster and shall be responsible for administrating and responding to Active Organization Representative change requests and other roster inquiries.
2. An Active Organization Representative change request form is available on the ILTCO web site at [www.ILTCO.org](http://www.ILTCO.org).
3. A non-public Active Organization roster exists and is on file with ILTCO. Procedures for the administration of Active Organization roster must also comply with Active Organization Consensus process and can be found elsewhere in this ILTCO Policies and Procedures document.

Steps:

1. Any member of an Active Organization that is listed on the ILTCO held Active Organization roster may submit an Active Organization Representative change request.
2. Submission of the Active Organization Representative change request will trigger a copy of all information on the request and a 72-hour deadline notice for disagreement to everyone on the ILTCO held Active Organization roster.
3. If the officer who oversees the Assembly roster receives a single disagreement in response to the Active Organization Representative change request then that request is entirely rejected.

## **9 Compensation of Representatives**

*In accordance with ILTCO Bylaw Section 7.05 compensation, if needed, needs to be administered*

### **9.01 Method for Authorizing Reoccurring expenses for Representatives;**

*Reference Bylaws Section 7.05, paragraph 1.*

(TBD)

## **10 Compensation of President and Officers**

*In accordance with ILTCO Bylaw Section 8.05 compensation, if needed, needs to be administered*

### ***10.01 Method for Authorizing Reoccurring expenses for the President and Officers***

*Reference Bylaws Section 8.05, paragraph 1.*

(TBD)