



STANDING RULES
OF
NATIONAL ASSOCIATION OF WATCH AND CLOCK COLLECTORS, INC.,
a Pennsylvania Non-Profit Corporation

PREAMBLE

The National Association of Watch and Clock Collectors, Incorporated, hereinafter referred to as the NAWCC, hereby adopts these Standing Rules as of October 1, 2004, *as amended*.

ARTICLE I. GOVERNING POLICIES

Section 1. Purpose, Content, Effect, and Precedence

(a) Purpose

The Board of Directors, hereinafter referred to as the Board, is authorized by the Articles of Incorporation to establish policies and procedures in support of the Articles of Incorporation and the Bylaws. These policies and procedures, known as the Standing Rules, have the purpose of providing guidance and direction for conducting the business and affairs of the NAWCC within the limits of the Articles of Incorporation and Bylaws, and of all legal and statutory requirements for not-for-profit corporations.

(b) Contents

The Standing Rules will contain policies, directives, and general procedures, but not detailed or lengthy documents. Such governance and operating policies, directives, and procedures will be incorporated in the Operations Manual, as defined in Article XVII of these Standing Rules.

(c) Effect

The Standing Rules have the same effect as any duly constituted motion or directive of the Board, to the extent limited by the Articles of Incorporation and Bylaws.

(d) Precedence

No policy or provision contained in the Standing Rules may take precedence over any policy or provision of the Articles of Incorporation or Bylaws.

Section 2. Establishment

Whenever referenced hereinafter, the full Board is defined as all twelve voting members.

(a) Additions

Only the Board may make additions to the Standing Rules. Additions must be policies not already included herein or in the Articles of Incorporation or Bylaws, and require a majority vote of the full Board in Regular, Special, or Electronic Meeting.

(b) Deletions and Amendments

Only the Board may delete, change, or amend any of the Standing Rules. A two-thirds (2/3) majority of the full Board voting in favor at a Regular, Special, or Electronic Meeting is required to delete, change, or amend any Standing Rule.

Section 3. Construction

The Articles incorporated in the Standing Rules subsequent to this Article I are organized in alphabetical order by general topic. This method of organization, titles used, and sequence is intended solely for convenience of reference and does not establish any order of importance or precedence. *As used in these Standing Rules, NAWCC corporate office refers to all physical facilities and business activities conducted at 514 Poplar Street, Columbia, PA 17512. Further, reference to either gender shall be deemed to include masculine and feminine wherever necessary or appropriate, and the singular shall include the plural, and vice versa.*

ARTICLE II. AWARDS AND RECOGNITIONS

The Board may establish awards for the purpose of recognizing achievements and contributions of individuals and organizations, both within and outside the NAWCC, who have worked to further the purposes stated in the Articles of Incorporation.

Section 1. Certificates

The Board has authorized the following Certificates of Appreciation and/or Achievement. Procedures for nomination, issuance, and presentation of these certificates will be the responsibility of the Awards Committee. **The Board Chair will sign all certificates unless otherwise stated.**

(a) Certificate of Appreciation

A Certificate of Appreciation will be presented to individuals serving in leadership and speaker capacities for a national **convention** or regional **meeting**, symposium, or other event or activity.

(b) Chapter Citation Certificate

A Chapter Citation Certificate will be presented to each chapter hosting a national **convention** or regional **meeting**, symposium, or other event or activity organized under the auspices of the Convention Committee.

(c) Gold Certificate

A Gold Certificate will be presented to individuals who have provided exceptional services to a national **convention** or regional **meeting**, symposium, or other event or activity.

(d) Field Suitcase Workshop Course Completion Certificate

A Field Suitcase Workshop Course Completion Certificate signed by the **Board Chair** and the Course Instructor will be presented to each participant of a Field Suitcase Workshop **course following his full attendance of that program.**

(e) Field Suitcase Workshop Coordinator Certificate of Appreciation

Each Field Suitcase Coordinators will receive one certificate of appreciation annually for organizing one of more classes. The Education Committee **Chair** and the **Board Chair** sign this certificate.

(f) Volunteer of the Year Award

A certificate will be given once each fiscal year to a volunteer who has provided outstanding services to the NAWCC **in support of NAWCC operations**, on recommendation of the Volunteer Coordinator and the Executive Director.

(g) Chapter of the Year Award

A certificate for Chapter of the Year may be given each year at the National Award Banquet based on a submittal by a chapter to the Awards Committee for their evaluation and recommendation to the Board for action. The submittal shall be in the form of a letter to the Awards Committee Chair detailing the chapter contributions over the year previous to such award.

(h) Museum Awards

The Board may authorize awards for service to and support of the Museum, with presentation of an appropriate certificate to the individual or organization.

Section 2. Special Awards

Special awards to recognize outstanding individual service and achievement may be presented as follows. Unless otherwise specified, procedures for nomination, confirmation, issuance, and presentation of these awards will be the responsibility of the Awards Committee.

(a) Wilbur L. Pritchard Award

The Board recognizes and supports the Wilbur L. Pritchard Award for excellence in the field of watch repair and restoration, to be awarded annually or as may be determined to a person selected from applicants who qualify under the conditions stipulated by the selection committee. Application is open to the public as well as to NAWCC members. The Director of the NAWCC School of Horology will chair a committee of three or more members chosen from among persons qualified in the art, which will be responsible for selection of the winner. This selection committee shall prepare and maintain the procedures and selection criteria for this award, to be approved by the Board.

(b) James W. Gibbs Literary Award

An award for horological literary excellence may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation, with final selection by the Awards Committee. A plaque will be presented to the recipient at the national convention and the recipient's name inscribed on a master plaque located in NAWCC's corporate facilities.

(c) Henry B. Fried Watch Award

An award for excellence in the field of watchmaking may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation, with final selection by the Awards Committee. A plaque will be presented to the recipient at the national convention and the recipient's name inscribed on a master plaque located in NAWCC's corporate facilities.

(d) Dana J. Blackwell Clock Award

An award for excellence in the field of clockmaking may be awarded annually if there is a candidate recommended by the membership to the Awards Committee Chair for evaluation, with final selection by the Awards Committee. A plaque will be presented to the recipient at the national convention and the recipient's name inscribed on a master plaque located in NAWCC's corporate facilities.

(e) The J. Bryson and Mary Lou Moore Distinguished Service Award

An award to recognize distinguished and outstanding service to the Museum. Selection of candidates may be by the Museum Collections Committee, with approval by the Board. A plaque will be presented to the recipient at the national convention.

(f) Golden Circle Award

An award to recognize the achievement of 50 years membership in the NAWCC. It is granted automatically to those members achieving 50 years continuous membership, and will also be granted to those members achieving 50 years total but non-continuous membership to be confirmed from NAWCC membership records upon request. It is recognized by a certificate and a Golden Circle pin. In addition, master plaques in a number as required will be maintained in the NAWCC corporate facilities, bearing individual tags with the name, accession number, and year of achievement of all recipients. Membership Services staff will provide the data to the Awards Committee at the end of each fiscal year.

The award will be presented to qualifying members at each year's national convention awards banquet. The certificate and pin may be sent by mail at a later date if the member cannot be present. A notice of each year's recipients shall be placed in the first available Watch & Clock Bulletin. Officers and committee members of chapters and regionals will be encouraged to provide free or discounted entry to events to members achieving the Golden Circle Award.

(g) Old Timer Designation

The designation of Old Timer shall be automatically given to the two hundred (200) active Members having the lowest membership numbers. This designation will not apply to membership numbers that have been inherited as provided in Article XV Section 2(b). Such member will only qualify on the basis of their membership number at the time of actually joining the NAWCC. Breaks in service may be taken into account in determination of eligibility for this designation.

(h) Old Timer Of The Year Recognition Award

An award to recognize one Old Timer each year for continuing leadership and personal dedication to the purposes of the NAWCC. Selection will be by a committee composed of the past Chairs (or past Presidents as applicable) of the NAWCC, with approval by the Board. A plaque will be presented to the recipient at the national convention when possible or delivered by mail at a later date if the member cannot be present.

(i) Fellow Award

An award to recognize outstanding and meritorious achievement and service in support of the NAWCC and its purposes. This award will be administered by the Awards Committee and presented to the recipient at an appropriate regional meeting or national convention when possible.

(j) Silver Star Fellow Award

An award to recognize exceptional and meritorious achievement and service in support of the NAWCC and its purposes. It may be awarded only to Members who have already achieved Fellow Award

status. This award will be presented to the recipient at the national convention **when possible**.

(k) New Member Recruitment Award

An award that recognizes cumulative individual or chapter achievement in the recruitment of new members for NAWCC. It is given in progressive steps based upon the number of new members referred, sponsored, or otherwise recruited, as taken from **the NAWCC corporate office** membership records.

Membership Services staff shall maintain the list and provide to the Awards Committee at the end of each fiscal year the names of those members and chapters who have met the cumulative criteria. The awards, to include a certificate and a recognition pin for individuals, and a certificate-only for chapters, follow:

- Bronze Award: Given to all members and chapters who have recruited at least 25 new members.
- Silver Award: Given to all members and chapters who have recruited at least 50 new members.
- Gold Award: Given to all members and chapters who have recruited at least 100 new members.
- Diamond Award: Given to all members and chapters who have recruited at least 200 new members.

Recipients will be recognized at the national convention and in the **Watch and Clock** Bulletin.

(l) Donor of the Year Award (Member)

An award to recognize an individual member for the most significant donation (gift) given to the NAWCC during the previous fiscal year. The award will be presented to the member after the close of the FY and will consist of a **suitable award**. The member's donation will be highlighted in the Donor Recognition List, published annually in the **mid-year Watch and Clock** Bulletin and, with the donor's permission an article with photo highlighting the gift will also be included in the issue. In addition a **master** plaque will be displayed in **NAWCC's corporate facilities**; brass tags showing each recipient's name will be added to that plaque annually. The Executive Director will be responsible for selecting the Donor of the Year, with Board consensus.

In rare cases, two or more awards may be presented. Awards need not be given every year. Awards will be based upon **funds or gifts in kind**. **Personal labor shall not be factored into the award**.

(m) Donor of the Year Award (Chapters)

An award to recognize an individual chapter for the most significant donation (gift) given to the NAWCC during the previous fiscal year. The award will be presented to the chapter after the close of the FY and will consist of a **suitable** plaque. The chapter's donation will be highlighted in the Donor Recognition List, published annually in the **mid-year Watch and Clock** Bulletin and, with the donor's permission an article with the chapter president's photo highlighting the gift will also be included in the issue.

A **master** plaque will be displayed in **NAWCC's corporate facilities**; tags showing each recipient's chapter name will be added annually. The Executive Director will be responsible for selecting the Donors of the Year, with board consensus.

Awards need not be given every year. Awards will be based upon funds or gifts in kind. Personal labor shall not be factored into the award, nor will cash from the surplus of national conventions.

ARTICLE III. BOARD OF DIRECTORS

Policies in this Article are established to ensure the smooth functioning of the Board in carrying out its statutory and fiduciary duties.

Section 1. Records

(a) Minutes of Meetings

The Secretary shall keep minutes of all Board meetings according to Robert's Rules or as otherwise directed in these Standing Rules.

1) Physical Meetings.

The Secretary will submit a draft of the minutes of all physical meetings of the Board within thirty (30) days of the date of the meeting, for subsequent approval by the Board.

2) Electronic Meetings

Minutes of Electronic Meetings of the Board will be prepared and approved according to the procedures for such meetings.

3) Publication of Minutes

Once approved, a Notice of Publication of Approved Minutes will be published in the next available issue of the official NAWCC publication stating the meeting dates for which the full text of the Approved Minutes will be found in the same month or subsequent issue of the MART, posted on the NAWCC website under Board of Director Documents, and posted to NAWCC_NEWS or other electronic venues.

4) Archiving of Minutes

An archival copy of all Board meeting minutes shall be maintained at NAWCC's corporate office as the permanent record of Board actions, the approved copy text being provided by the Secretary following Board approval. All Board meeting minutes shall also be permanently posted in electronic format on the NAWCC website for Member and Board viewing and reference, and a secure electronic copy maintained in NAWCC archives.

(b) Recording of Votes

Votes of the Board on all motions presented in Regular, Special, or Electronic Meetings other than those specified in Item (b) 1) will be recorded by yeas and nays, and reported by name in the minutes of those meetings.

1) Votes of the Board on all motions for appointment of Directors, Committee Chairs, and approval of Awards for individuals shall be by secret ballot, with the results to be recorded as approved by the Board by the required majority.

(c) Monitoring and Notice Given of Board Action Items

1) The Secretary will be responsible for maintaining a record of all outstanding action items approved or directed by the Board, monitor the status of those items, and report to the Board no less than quarterly on the progress toward completion.

2) Unless otherwise stated in a Board motion or directive, the Secretary will be responsible for giving prompt notice of Board actions directly to parties affected by such actions.

(d) Motions and Directives

The Secretary will maintain a permanent record of all Motions and Directives of the Board. Motions that establish new Standing Rules or amend existing Standing Rules will be incorporated in these Standing Rules, with notation of date of approval and renumbering of existing items if required.

Section 2. Meetings

(a) Regular Meetings

Regular meetings of the Board will be held according to the Bylaws. Immediately following adjournment of the regular meetings, members present will be invited to provide their comments to the Board.

(b) Special Meetings

Special meetings of the Board may be called and held according to the Bylaws. Special meetings for which the 15-day notice has been waived may be held physically or conducted by mail, telephone, facsimile, or electronic means. Procedures for holding Special meetings by these means will be approved by the Board.

(c) Electronic Meetings

Electronic meetings will be held in those months when there is no physical meeting of the Board. Procedures for holding Electronic meetings will be approved by the Board.

(d) Executive Sessions of the Board

An Executive Session may be called by any member of the Board during the course of any scheduled physical meeting or Special Meeting by teleconference. Executive Sessions are not permitted during electronic meetings of the Board or during any Special Meeting for which written notes or messages are used. A motion to go into Executive Session is a question of privilege and is not debatable. Approval is by majority vote.

Subject matter for Executive Sessions may include but is not limited to the following:

- 1) Personnel matters including but not limited to nominations to appointed positions
- 2) Ethical matters
- 3) Disciplinary matters
- 4) Contract issues
- 5) Legal issues
- 6) To seek or receive legal advice.

The purpose of each Executive Session must be stated prior to its approval.

Discussions in Executive Session are to be limited to the specific subject at hand. If no action is taken in Executive Session, it is so stated by the Chair when open session is resumed. Any action agreed upon in Executive Session must be presented as a motion in open session of the Board; such motions do not require a suspension of rules to be presented for discussion and voting. No written record is to be kept of any Executive Session.

Any person permitted to be present during an Executive Session is honor bound not to divulge anything that occurred.

Section 3. Appointment of Legal Counsel

The Board shall select and appoint qualified legal counsel for the NAWCC at the commencement of the term of each new Board, to serve for the term of the appointing Board. Such counsel will be an ex officio nonvoting member of the Board as provided in the Articles of Incorporation and Bylaws.

ARTICLE IV. CHAPTERS

Section 1. Chapter Handbook

The Chapter Relations Committee shall develop and maintain a Chapter Handbook to be approved by the Board, which will address all policy and procedure requirements stated in Bylaws Article VIII and in this Article IV. Information related to the formation, governance, operation, finance, and other aspects of being a NAWCC chapter shall be included. The Chapter Handbook will be reviewed at least annually and updated as needed to meet any changed requirements.

Section 2. Chapter Formation and Approval

The Chapter Relations Committee will review all applications and requests for establishment of a new chapter, and make a recommendation to the Board for approval or rejection of a charter.

(a) New Chapter Petition Review

The minimum requirements for consideration of chapter formation shall include:

- 1) Submission of a petition or other request for formation to be recognized as a NAWCC chapter.
- 2) Submission of a proposed memorandum of association and/or bylaws with the petition or request that are not in conflict with NAWCC governance documents and showing the chapter will operate as a non-profit entity.
- 3) Statement of recognition of NAWCC membership requirements for chapter membership.
- 4) Statement of recognition of NAWCC membership requirements for chapter officers.

These and other policy requirements and procedures for this process shall be incorporated in a Chapter Formation and Approval section of the Chapter Handbook, to be approved by the Board and incorporated herewith by reference.

(b) Chapter Charter

On approval by the Board of each new chapter, a Chapter Charter will be granted that authorizes the chapter to represent itself as a NAWCC affiliate and defines the obligations of the chapter and the NAWCC to each other. An original copy of the Chapter Charter will be provided to the new chapter and a copy will be maintained at the NAWCC corporate office.

Section 3. Non-Profit Operation.

NAWCC Chapters are required to affirm their commitment to operate as a non-profit entity, whether incorporated or not, or whether holding an appropriate tax-exempt determination status or not in their country of residence. United States based chapters may apply for independent 501(c)(3) tax-exempt determination or may apply for inclusion in the NAWCC group determination.

Section 4. Chapter Charter Recall

Bylaws Article VII Section 5 governs the recall of a chapter charter.

ARTICLE V. COMMITTEES

Section 1. General

(a) Policies and Duties

As provided in the Bylaws, the Board has authority to establish policies and duties for all committees.

(b) Reporting, Administrative Coordination, and Communications

1. Standing Committees and all Functional Committees as defined herein shall report to the Board. The Board Chair will be responsible for providing administrative coordination of these committees, including advising them of all actions of the Board that may affect their area of responsibility. The committee chairs will direct their reports, questions with regard to policy, and recommendations for improvement in their area of responsibility to the Board Chair with copies to the Board for their information and action as needed.
2. Operational Committees shall report to the Executive Director, who will be responsible for providing administrative coordination of these committees. The Executive Director will be responsible for communication of Board actions to the Operational Committees. These committees will communicate directly with the Executive Director on all matters. Copies of committee reports and questions regarding policy or requiring a Board response will be forwarded to the Board for their information and action as needed.

(c) Committee Procedures

Each committee defined herein is required to develop current procedures for its operation with acknowledgement stating they are current, or revised procedures submitted to the Board for approval at least annually.

(d) Reports

1. Annual Reports

All committees defined herein are to prepare an annual report at the end of each fiscal year, for presentation to the Board by May 15 of the current year. These reports will be published in NAWCC official publications.

2. Other Reports

The Board may require other reports to be prepared from time to time as needed. Special committees shall prepare a final report at the time their term is completed.

(e) Committee Chair Term of Office

As provided in the Bylaws Article III, Section 5, the Board appoints all committee chairs not otherwise specified in the Bylaws or these Standing Rules. All appointments shall include an effective starting date. The Board shall communicate starting dates to incoming and outgoing committee chairs. Committee chairs serve at the pleasure of the Board. Unless removed or as otherwise provided for in the Bylaws or these Standing Rules, committee chairs shall serve from the effective starting date until notified of their end of term or re-appointment by the next Board.

Section 2. Standing Committees

The Standing Committees are established in the Bylaws and may not be changed without an amendment to the Bylaws.

(a) Awards Committee

The Awards Committee will have no less than ten (10) members. Consideration will be given to a well-balanced geographic representation for committee members.

(b) Bylaws and Procedures Committee

A Director shall be appointed as chair of this committee. The Bylaws and Procedures Committee, in addition to the duties specified in the Bylaws, shall also be responsible for oversight of all referendums of the members with respect to amendments of the Articles of Incorporation and the Bylaws.

(c) Ethics Committee

The Ethics Committee, in addition to the duties specified in the Bylaws, shall also be responsible for developing and maintaining ethics guidelines to use in carrying out its duties. These guidelines are to be approved by the Board and incorporated herewith by reference. Board members may not serve on this committee.

(d) Finance Committee

In addition to the duties specified in the Bylaws, the Finance Committee shall also be responsible for reviewing the annual audited accounts and preparing a statement to the Board regarding its observations and recommendations.

1. To carry out its responsibilities under Article III Section 2 (d) 3. of the Bylaws, the Finance Committee shall work with the approved professional investment manager and Executive Director to develop investment and fund management policies and procedures for approval by the Board.

(e) Library Collections Committee

A Director shall be appointed as Chair of this committee. Duties and responsibilities of the committee are as described in Bylaws and in Article XIV of these Standing Rules.

(f) Museum Collections Committee

A Director shall be appointed as Chair of this committee. Duties and responsibilities of the committee are as described in Bylaws and in Article XVI of these Standing Rules.

(g) Nominating and Elections

The Nominating and Elections Committee hereinafter referred to as the NEC, will be responsible for conducting the business of and managing the election and appointment processes for members of the Board and elected members of the NEC. The process and procedures are detailed in the NEC Operations Manual to be approved by the Board and are incorporated herewith by reference.

Section 3. Operational Committees

The Board shall establish Operational Committees that will report to the Executive Director. The Board may change the reporting relationship of these committees to become Functional Committees if deemed appropriate. Board members who serve on these committees do so as individual members and not as representatives of the Board.

(a) Chapter Relations Committee

The Chapter Relations Committee has the following responsibilities, to be updated as needed by the Executive Director:

- Review and recommend new chapter charter applications to the Board
- Chapter surveys
- Chapter program proposals
- Chapter services provided by NAWCC
- Chapter officer training
- Geographic chapter boundaries
- Study potential for new Special Interest Chapters
- Assist struggling chapters
- Recommend chapter recalls
- Annual Chapter Representatives meeting
- Chapter leader newsletter
- Chapter relations publicity

The Chapter Relations Committee is also responsible to develop and maintain the Chapter Handbook, to be approved by the Board. A policy and procedure section is defined in Article IV Section 2(a) that will be approved separately by the Board and incorporated herewith by reference.

(b) Development Committee

The Development Committee is responsible to work with the Executive Director for development and implementation of the Development Plan as directed in Article XIX Section 2(a).

(c) Education Committee

The Education Committee is responsible for

- Developing and maintaining the Field Suitcase Workshop Program
- Finding authors to write the Practical Repair and Restoration articles for the Watch and Clock Bulletin

- Developing and/or assisting chapters or member requests for increasing educational opportunities for regional or chapter meetings.

(d) Membership Committee

The Membership Committee has the following responsibilities, to be updated as needed by the Executive Director:

- | | |
|-----------------------------------|-------------------------------------|
| • Member surveys and demographics | • Recruitment awards and incentives |
| • Member benefits and services | • Membership retention initiatives |
| • New member packets | • Membership publicity |
| • Member recruitment initiatives | • Membership categories |

(e) Program Committee

The Program Committee is responsible for the capturing, editing and creation of horological programs in support of the NAWCC's educational and Library lending needs. The committee's responsibilities include but are not limited to:

- Capture of programs presented at national conventions and the symposiums.
- Capture of suitable programs presented at regional meetings, when committee members and equipment are available.
- All programs are to be recorded digitally and a master recording archived.
- See that copies in DVD and VHS formats are made available for lending purposes from the library. Where program owners have authorized, some programs will be converted to a format suitable for online streaming from the NAWCC website.
- Obtain signed releases from all program content owners, to enable archiving, publication, and usage by NAWCC for educational purposes.

Specific policies, procedures, and responsibilities will be incorporated in the committee's operating procedures, to be approved by the Board.

(f) Publications Advisory Committee

The Publications Advisory Committee will, as needed: provide advisement to the editor on publication policy; provide advisement on published content, including serving as a source for editorial review of proposed new publications and periodical features; serve as a source for journal peer reviews; and will act as an advocacy group in support of the continuance and positive development of NAWCC publications. Publication Advisory Committee recommendations may be subject to review and acceptance by the NAWCC Executive Director.

(g) Research Committee

The Research Committee role is to encourage, facilitate, and monitor historical research, by members and others, into the art, science, and technology of timekeeping, and the people and manufacturers involved.

The committee shall promote the systematic recording and publication of findings and conclusions in the Watch & Clock Bulletin and other publications, both by direct submission of information, and by encouragement of individuals to submit material, to the Publications staff.

The process and procedures used will be incorporated in the committee's operating procedures, to be approved by the Board.

Section 4. Functional Committees

The Board shall establish Functional Committees that will report to the Board. The Board may change the reporting relationship of these committees to become Operational Committees if deemed appropriate.

(a) Convention Committee

The Convention Committee is responsible for the following:

1. Reviewing proposals on arrangements for national conventions and making recommendations to the Board. This includes but is not limited to review of site selection, contracts, and budgets.
2. Submitting recommended national convention site selections and budgets to the Board for

approval.

3. Ensure that national conventions are scheduled at least 3 years out. If proposals are not received, solicit venues for the conventions and ensure volunteers are in place for the organizing committee.
4. Reviewing and approving requests for dates for regional meetings
5. Reviewing and approving requests for public days for regional meetings
6. Reviewing public day requests for national conventions for Board approval
7. Maintaining a calendar of national conventions, regional meetings and symposia
8. Developing and maintaining the Convention Handbook, to be approved by the Board.
9. Ensuring that reports of regional meetings from the Regional Chair and the National Representatives are completed and submitted in a timely manner. Instigate resolution of issues identified in the reports.

(b) Crafts Committee

The Crafts Committee will be responsible for locating and encouraging members to submit horological items for the Craft Contest at the national conventions and for other needs of the NAWCC. The committee will also identify and appoint qualified persons to judge the various entries in the Craft Contest.

(c) Symposium Committee

The Symposium Committee is responsible for managing the organization and presentation of the Ward Francillon Time Symposiums and other symposiums as may be sponsored by the NAWCC, as defined in the Symposium Handbook. The committee is responsible for developing and maintaining the Symposium Handbook; revisions or changes that affect established policy being subject to approval by the Board.

Section 5. Special Committees

As provided in Bylaws Article III Section 5, the Board may appoint Special Committees to address specific tasks, initiatives, and needs as appropriate, and determine to whom each such committee will report. Also, that the committee term is limited to the remaining term of the appointing Board unless terminated earlier. In addition to these conditions, it is required that a Special Committee will include no less than three members.

ARTICLE VI. CORPORATE OPERATIONS

Section 1. Executive Director

(a) Delegation of Authority

The Executive Director shall be the Chief Executive Officer of the NAWCC and has full responsibility for day-to-day operations, within the limits of his Delegation of Authority as approved by the Board. The Executive Director Delegation of Authority is incorporated by reference in these Standing Rules.

Section 2. Employees

(a) Equal Opportunity

The following policy statement regarding NAWCC practice as an equal opportunity employer will be posted on the staff notice board, in each issue of the official NAWCC publication, the NAWCC web site, and other locations as appropriate:

The NAWCC does not discriminate in hiring or employment because of race, color, religion, age, sex, disability, national origin, genetics, retaliation, or other classes detailed in current or future Federal or Commonwealth of Pennsylvania statutes. This policy includes but is not limited to all decisions made on promotions, transfers, demotions, reductions in force, discipline, recruiting, compensation, benefits, training, education, or any other terms or conditions of employment.

(b) Employee Handbook

The Executive Director will be responsible for maintaining an Employee Handbook, a current copy of which will be provided to all employees. The Employee Handbook will incorporate conditions of employment and descriptions of all employment policies and benefits, together with other information necessary for each employee to understand their employment conditions.

(c) Job Descriptions

The Executive Director will be responsible for maintaining current job descriptions for all NAWCC

employees. The Board will approve the job description of the Executive Director.

(d) Employee Retirement Fund

- 1) The NAWCC Employee Retirement Fund Plan, and all amendments or modifications thereto, shall require approval by the Board.
- 2) **At the time of review and approval of the operating budget for each new fiscal year**, the Board shall review the **NAWCC** contribution to the Employee Retirement Fund and **separately** approve an amount or percentage to apply to **that** fiscal year.

Section 3. Headquarters Volunteers

(a) Volunteer Handbook

The Executive Director will be responsible for maintaining a Volunteer Handbook, a current copy of which will be made available to all volunteers who may provide volunteer services in the **NAWCC corporate** facilities.

Section 4. Service Fees

The Executive Director shall establish appropriate fees for services provided to Members, students, the general public and any other person or organization not entitled to receive these services gratis as part of their job function or in service to the NAWCC. A schedule of all such fees will be maintained and provided to the Board for information purposes at least annually.

Section 5. Facilities

(a) Facilities Use Policy

The Executive Director will be responsible to maintain a Facilities Use Policy, which upon approval by the Board is incorporated by reference **in these Standing Rules**. This policy will specify permissible uses of the facilities, appropriate fees or donations, and other regulations as required.

ARTICLE VII. EDUCATION

Section 1. Field Suitcase Workshop Program

(a) Purpose and Objectives

The Field Suitcase Workshop Program is established to offer affordable horological repair **instruction** and education to members and the general public. There are three basic objectives of the program:

1. To provide technical repair and restoration **instruction** to collectors.
2. To encourage members' and the public's efforts **to** maintain and upgrade their collections by offering repair and restoration **instruction** at an affordable cost within a reasonable distance from their homes.
3. To find authors to write the Practical Repair and Restoration articles for each issue of the **Watch & Clock** Bulletin.

(b) Advertising

The Field Suitcase **Workshop** Program is authorized to place one full page of advertising in each issue of the MART, for the purpose of informing members of scheduled classes and other information pertaining to the program. **The schedules and information are also to be posted on the NAWCC website.**

Section 2. Scholarships and Awards

(a) Midwest Regional Scholarship Fund

The Board recognizes and supports the Midwest Regional Scholarship Fund, established to award scholarships annually to persons selected by the Midwest Regional Scholarship Committee, for the purpose of paying tuition for classes at the NAWCC School of Horology, the NAWCC Field Suitcase Workshop program, and other purposes as may be decided by the committee.

Section 3. Symposiums

As provided in the Bylaws, the NAWCC may sponsor one or more Symposiums annually, including the Ward Francillon Time Symposium, to provide an opportunity for members and the public to experience in-depth educational lectures and workshops on all aspects of the art and science of horology.

(a) Symposium Support and Management

1. Support Policy

In support of its educational purposes, the NAWCC through its Symposium Committee shall undertake to establish the Ward Francillon Time Symposium as the premier horological educational event worldwide, to include defined financial and other support. The Board recognizes that the Symposium requires a long-term commitment; a successful event needing up to five years for planning and presentation. A Board review will be held every four years starting at the 2013 National Convention Board meeting to determine its continuation, enhancement, or changes needed

2. Hosting and Sponsorship

The Symposium Committee will actively encourage the involvement and cooperation of NAWCC chapters as well as other organizations such as horological entities, scientific groups, museums, and universities for the development of programs, speakers, sponsorships, and other relevant matters to ensure the success of each event.

3. Advertising and Publicity

The advertising and publicity plan for each event is the Symposium Committee's responsibility. External costs will be budgeted and paid by the event. Advertising and publicity in official NAWCC publications and Internet venues will be at no cost to the event. One full-page ad or equivalent will be available in each issue of the MART. A website on NAWCC.org and a presence in the Community site will be provided, with content by the Symposium Committee. NAWCC communications staff will assist in preparation and posting of news releases and notices to local and national media.

4. Venue and Hotel Contracts

All contracts with convention facilities and hotels shall be in the name of the National Association of Watch and Clock Collectors, Inc. After review and release by NAWCC Counsel, the Board Chair or his designate, the Symposium Committee Chair, and the Symposium Event Chair shall sign these contracts. Further that execution of subsidiary contracts is delegated to the Symposium Event Chair or his delegate(s).

5. Speaker Expense Reimbursement

Speaker expense reimbursement policy will be incorporated in the Symposium Handbook, to be approved by the Board.

(b) Financial Support.

1. Symposium Fund

NAWCC shall establish the Symposium Fund, a restricted fund to be maintained for the purpose of providing financial support to the Ward Francillon Time Symposiums and to other symposiums as may be approved by the Board. The governing document stating the purposes, objectives, and uses of funds is found in Article XII Section 6(1) of these Standing Rules.

2. Income and Expense Management

Surplus or deficits from each event will accrue entirely to the NAWCC and be accounted to the Symposium Fund. The total cumulative commitment for NAWCC funding over a period of ten (10) years shall not exceed \$30,000. Further, beginning with the final accounting of the 2013 Symposium, should the Symposium Fund require replenishment exceeding \$5,000 annually on a three-year moving average a special strategic review will be made by the Board to determine the future of the Symposiums.

Section 4. Educational Programs at NAWCC Facilities

(a) Purpose and Objectives

The educational programs at NAWCC Facilities are designed to offer horological instruction and education to members and the general public. The basic objectives of the program are:

1. To provide technical repair and restoration instruction to collectors.
2. To provide introductory courses in horological topics to encourage interest by new members and non-members.
3. To provide education to benefit persons in other fields such as appraisal, research and the sciences.
4. To provide educational programs for schools, homeschoolers, youth groups and families.

ARTICLE VIII. ELECTIONS, APPOINTMENTS, AND REFERENDUMS

Section 1. Election and Appointment Policies and Procedures

The NEC will be responsible for developing and maintaining procedures for the conduct of elections and appointments of Directors and NEC members in accordance with the Bylaws and these Standing Rules. The procedures are to be **incorporated in the NEC Operations Manual** and approved by the Board.

Section 2. Referendum Policies and Procedures

The Bylaws and Procedures Committee will be responsible for developing and maintaining procedures for the conduct of referendums for all matters requiring a vote of the Members, in accordance with the Articles of Incorporation, Bylaws, and these Standing Rules. The procedures are to be **incorporated in the NEC Operations Manual** and approved by the Board.

Section 3. Ballots, Counting of Votes, and Certification of Results

(a) Ballots

Only official ballots (**including proxy ballots**) as furnished by the NAWCC, either by mail or by **other means as approved by the Board**, will be accepted in elections or membership referendums.

(b) Counting of Votes

Each year, an independent outside agency (Auditor) will be selected by the NEC and approved by the Board, and contracted to tabulate and verify the voting on any ballot proposal including all elections and referendums. Following such counting, the Auditor will immediately report the results of each vote to the NEC for election results and to the Secretary for referendum results.

(c) Certification of Results

On receipt of the voting results from the Auditor for an election, the NEC will certify the successful candidates to the Board at its next meeting. On receipt of voting results from the Auditor for referendums of the Members, the Secretary shall certify the results to the Board at its next meeting and to the Members at the next Regular Annual Meeting or Special Meeting of the Members.

ARTICLE IX. ETHICS, CONDUCT, AND BEHAVIOR

Section 1. Codes of Ethical Conduct

Codes of Ethical Conduct have been developed and are incorporated by reference in these Standing Rules, covering the ethics, conduct, and behavior expected of the institution, its governing body, employees, Members, and volunteers. Current Codes are available **in the Member Central section of www.nawcc.org under Member Documents and Board Documents**.

Section 2. Directors

(a) Purchases from Board Members

Purchases by the NAWCC from Board members for any purpose are prohibited.

(b) Purchases by Board Members

Purchases by Board members from the NAWCC shall be limited to those items normally available to the public for retail sale. Board Members are prohibited from participation in any auction or sale of any item being deaccessioned from NAWCC collections or disposed of from any **NAWCC corporate** activity.

ARTICLE X. FINANCIAL MATTERS

Section 1. Fiscal Year

The Fiscal Year shall commence on April 1 of the current calendar year and end on March 31 of the following calendar year.

Section 2. Budgets

Each fiscal year operating and capital budgets will be prepared by the Executive Director with assistance from the Treasurer for review and approval of the Board. On approval, the budgets will be published in the next available issue of the NAWCC official publications and posted electronically for access by the Members.

Section 3. Capital Project Authorization

All proposed construction, renovation, and other projects requiring capital expenditures in excess of \$50,000 will require a cost/benefit statement and review of available alternatives to be presented to the

Board prior to Board approval.

Section 4. Financial Reporting

The Executive Director will be responsible for preparation of a monthly financial statement covering all operations. Each statement will show a comparison to budget for the current fiscal year and to prior year results. These statements shall show adequate detail for each major activity, and also provide a statement of current reserves.

Section 5. Financial Management

(a) Net Liquidity Reserves

The Treasurer may authorize transfer of money from the general investment account to the operational bank account to pay operational costs immediately due if the bank account is inadequate to make payment, subject to the limit described below. The Treasurer may authorize the sale of securities as necessary to raise the cash needed.

Net liquidity is to be maintained at \$400,000 or more. Net liquidity equals:

- Market value of NAWCC unrestricted investments
- Plus operational bank account balance
- Minus any loan balances
- Minus Chapter deposits and any similar funds held in trust
- Minus current trade accounts payable.

All transfers from the investments to the operational bank account are to be reported to the Board immediately. All transfers in either direction between the two accounts, and also the current value of net liquidity, are to be reported in the next regular monthly financial report and explained as appropriate.

The Treasurer may not transfer funds out of the investment account if their expenditure would cause net liquidity to fall below the \$400,000 limit.

If net liquidity declines to or below the \$400,000 minimum, then the Board will meet within a month in emergency session to reappraise the organization's strategic situation and to agree on how to alter its direction accordingly. The resulting remediation plan will include interim policy for how the remaining net liquidity may be spent and by what authorization process.

(b) Investments

The Finance Committee will establish Investment Policies for both short and long term investments for approval by the Board. Such policies will permit commingling of all NAWCC funds, restricted and unrestricted, to obtain higher investment yields provided full and separate accounting is maintained for each fund. A summary monthly report of the status of all NAWCC investments is to be provided to the Board, and a detailed statement provided to the Finance Committee.

Section 6. Endowment and Board Restricted Funds

The Board may establish endowment and other funds as deemed necessary for the purpose of receiving gifts and donations, both restricted and unrestricted, and for setting aside capital for specific purposes including but not limited to investments. The Board may also designate certain funds as "Board Restricted" such that withdrawals of principal or use of earnings from those funds requires specific Board approval.

The principal of endowment funds so restricted by donors is to be preserved in perpetuity, with only the earnings from such funds being available for use in support of the purpose of the fund.

Endowment and investment funds will be under the direct management of the Board. As provided in the Bylaws Article III Section 2(d), the Finance Committee is responsible for investment oversight; direct management of investments will be by professional investment managers appointed per Article III Section 2 (d) 3 of the Bylaws. Other financial matters and management are delegated to the Executive Director and Treasurer as defined in these Standing Rules. The Board may delegate other financial and administrative duties as deemed appropriate.

(a) Establishment of Endowment and Investment Funds

The Board establishes the following funds, for the sole purpose of improving the long-term financial development and security of the specified activities:

- 1) The National Watch and Clock Museum Endowment Fund,

- 2) The Library and Research Center Endowment Fund,
- 3) The NAWCC Endowment Fund,
- 4) The Museum and Library Investment Fund,
- 5) The NAWCC Heritage Fund, and
- 6) The Wilbur L. Pritchard Award Fund.

Each fund will be reported in the monthly financial reports and recorded separately in the audited financial reports. The Board retains the right to establish sub-accounts within each fund to reflect specific needs and conditions of donation.

Earnings Management Policy

Earnings available for payout from these funds shall be determined no less than annually through reporting by and consultation with the appointed professional investment managers(s). The goal is to designate a regular stream of income from earnings to support budget activities while providing a portion of the earnings to grow the funds and offset inflation. Designated earnings for the above named funds and all other unrestricted funds shall be identified by Fund name and incorporated in the annual operating budget and reported in the monthly financial reports.

Said earnings shall be managed by the Executive Director in consultation with the Finance Committee to be utilized in accordance with the requirements and purposes of each fund, or if unrestricted to be used to enhance, improve, or create any program or activity of the NAWCC in support of its mission and purposes.

Any earnings not budgeted as income in a given fiscal year will be maintained in the funds to provide for the growth of the funds. The Board may at any time decide to utilize the accumulated earnings or principal (except for endowment principal) for the purposes for which they were designated. Such use of accumulated earnings and principal to require Board approval by 3/4 majority vote of the full Board.

(b) The National Watch and Clock Museum Endowment Fund

The Board herewith establishes the National Watch and Clock Museum Endowment Fund (the "Museum Endowment Fund"), to operate for the sole benefit of the Museum and the Library and Research Center.

Donations and grants made to the Museum Endowment Fund will be preserved in perpetuity, subject to investment performance.

Budgeted earnings will be used to enhance, improve, or create any program or activity of the Museum and the Library and Research Center in support of NAWCC purposes, excluding collection acquisitions.

(c) The Library and Research Center Endowment Fund

The Board herewith establishes the Library and Research Center Endowment Fund (the "Library Endowment Fund"), to operate solely for the benefit of the Library and Research Center.

Donations and grants made to the Library Endowment Fund will be preserved in perpetuity, subject to investment performance.

Budgeted earnings will be used exclusively for:

- 1) The restoration and preservation of books and other printed materials,
- 2) The employment of interns for cataloguing, indexing and other related duties
- 3) For capital equipment such as library equipment, and
- 4) For any other need of the Library and Research Center as recommended by the Library Collections Committee, excluding collection acquisitions.

(d) The NAWCC Endowment Fund

The Board herewith establishes the NAWCC Endowment Fund to operate for the sole benefit of NAWCC and its related activities other than the Museum or Library and Research Center, for which separate funds have been established.

Donations and grants made to the NAWCC Endowment Fund will be preserved in perpetuity, subject to investment performance. Donors may specify a given NAWCC activity to benefit from their donation, including but not limited to the School of Horology, Publications, Education or any NAWCC

activity other than the Museum or Library and Research Center for which separate funds have been established. Endowment donations made for the general benefit of NAWCC shall be placed in this fund.

Budgeted earnings will be used to enhance, improve, or create any program or activity of the NAWCC (other than the Museum and Library and Research Center) in support of NAWCC purposes and as specified by the donor. If no activity is specified the earnings shall be used as determined by the Executive Director.

(e) The Museum and Library Investment Fund

The Board herewith establishes the Museum and Library Investment Fund (the "Investment Fund") to operate for the sole benefit of the Museum and the Library and Research Center.

Donations of cash and cash equivalents (or items intended to be converted into cash) received by the Museum or Library will be deposited into the Investment Fund unless such donation was accompanied by specific instructions from the donor as to its use. The Board must approve all donor restrictions.

Budgeted earnings and all other expenditures from the Investment Fund will be used to enhance, improve, or create any program or activity of the Museum and the Library and Research Center in support of the purposes of the NAWCC, excluding collection acquisitions.

(f) The NAWCC Heritage Fund

The Board herewith establishes the NAWCC Heritage Fund (the "Heritage Fund") to operate for the sole benefit of the NAWCC.

The Heritage Fund is established for the sole purpose of receiving bequests from deceased donor estates in favor of the NAWCC that are otherwise unrestricted as to their use. Said bequests may be in cash and cash equivalents (or items intended to be converted into cash) and when received by the NAWCC will be deposited into the Heritage Fund. Should a donor bequest be accompanied by specific instructions from the donor estate as to its use, the funds will be placed in other NAWCC endowment or investment funds as appropriate.

Budgeted earnings and all other expenditures from the Heritage Fund will be used to enhance, improve, or create any program or activity of the NAWCC in support of its mission and purposes.

(g) Western Electrics Chapter 133 Grant

Board approval is given to accept the terms and conditions of the Western Electrics Chapter 133 Grant. The specific conditions are stipulated as follows as received from Chapter 133:

Western Electrics, Chapter 133 Grant resolution: Be it moved that the Western Electrics Chapter 133, NAWCC grant \$40,000(forty thousand dollars) to the NAWCC National Watch and Clock Museum Endowment Fund with the restriction that the annual return from investment of the grant will be used exclusively by the Museum Library for the restoration and preservation of books and other printed material, the employment of interns for cataloging and indexing, for capital improvements such as library equipment, for any other needs of the Library EXCLUDING ACQUISITIONS. Monies that have been generated by the grant will supplement but not substitute for regularly budgeted library funds. Priorities for its use will be established annually by the Museum Library Committee members in consultation with the Library Director and the Librarian. The National Watch and Clock Museum Endowment Fund administrator will provide a semi-annual status report of the grant fund to the Secretary of NAWCC Chapter 133. A written report on the use of these funds will be provided annually for inclusion in the NAWCC Bulletin.

Further to Board approval it is noted that the Museum Library Committee is now known as the Library Collections Committee, and the NAWCC National Watch and Clock Museum Endowment Fund is now known as the National Watch and Clock Museum Endowment Fund. **Also, the NAWCC Bulletin is now referred to as the NAWCC official publication.**

(h) Wilbur L. Pritchard Award Fund

Board approval is given to accept the terms and conditions of the Wilbur L. Pritchard Award Fund, as stipulated in the bequest of Wilbur L. Pritchard:

Annual income from the fund shall be used to provide an annual gift to an individual for excellence in watch repair or restoration. I confer upon the Association the sole and absolute discretion to determine when such award shall be made and the conditions for participation in any contests for receipt of the award, including the right in any one or more years not to make any award. If in the

sole discretion of its governing board the Association should determine that the amount of income available for the award is at any time insufficient to make the award meaningful, I confer upon the Association the power to apply a portion of the principal of the Fund to such an award. For the purposes of investment, this fund may be combined with other funds of the Association.

The Board recognizes and supports the Wilbur L. Pritchard Award and accepts the rights and powers for its administration as having been conferred on the NAWCC by the above legacy. The following conditions are established herewith, for which the Board shall separately establish appropriate guidelines and procedures.

- 1) The NAWCC has sole and absolute discretion to determine when such award shall be made and the conditions for participation in any contests for receipt of the award, including the right in any one or more years not to make any award.
- 2) All earnings on the principal are to be utilized solely for the purposes of the award. Any earnings not utilized are to be retained for future awards.
- 3) The NAWCC has the power to use a portion of the principal to ensure the award is meaningful, if the Board in its sole discretion has determined that the amount of income is insufficient for that purpose.
- 4) Monies in this fund are to be managed in accordance with current approved investment policy.

(i) Museum Acquisition Fund

The Board herewith establishes the Museum Acquisition Fund to be operated for the purposes of acquisition and conservation of the Museum Collection.

The Museum Acquisition Fund will receive all proceeds from deaccession of museum collection objects and other monies that may be designated for the purposes of the fund. Such monies are to be managed in accordance with current approved investment policy. Earnings shall automatically accrue to principal with no distinction made for purposes of fund management, except that fund status and earnings shall be reported periodically in accordance with NAWCC fund management policies.

Acquisition and conservation of the Museum Collection shall be the principle objective of this fund, in accordance with Collections Development and Collections Management policies stated in Article XVI of these Standing Rules. Museum Staff working with the Executive Director are responsible to recommend specific uses of monies from the fund, subject to final approval by the Museum Collections Committee.

(j) Library Acquisition Fund

The Board herewith establishes the Library Acquisition Fund to be operated for the purposes of acquisition and conservation of books, periodicals, ephemera and other appropriate materials for the collection of the Library and Research Center.

The Library Acquisition Fund will receive all proceeds from de-accession of library collection objects and other monies that may be designated for the purposes of the fund. Such monies are to be managed in accordance with current approved investment policy. Earnings shall automatically accrue to principal with no distinction made for purposes of fund management, except that fund status and earnings shall be reported periodically in accordance with NAWCC fund management policies.

Acquisition and conservation of the Library Collection shall be the principle objective of this fund, in accordance with Collections Development and Collections Management policies stated in Article XIV of these Standing Rules. Library Staff working with the Executive Director are responsible to use monies from the fund, subject to conditions established by the Library and Research Center Collection Plan.

(k) NAWCC Charitable Gift Annuity Fund

The Board herewith establishes the NAWCC Charitable Gift Annuity Fund, to be operated for the purpose of sustaining a Charitable Gift Annuity program, defined as follows:

- 1) The Charitable Gift Annuity program of the NAWCC offers qualified donors who make a charitable gift to the NAWCC, a guaranteed and defined annuity to be paid by NAWCC for the remainder of the donor's lifetime.
- 2) Once made, the charitable gifts are irrevocable; however the donor may choose to forego future associated annuity payments at any time by so stating in writing. All remainder funds will revert

to the NAWCC at that time as provided in item 5).

- 3) The charitable gift monies shall be placed in this Charitable Gift Annuity Fund as principal. Such monies are to be placed in appropriate investments as determined by the Finance Committee of the Board working with the Executive Director and Staff in accordance with current approved investment policy, and will be properly recorded and records maintained to ensure the integrity of the fund for each donor.
- 4) Income produced from these investments will be used in whole or in part for payment of the defined annuity. The annuity will be paid first from such earnings, and if those are insufficient will be drawn from the contributed principal of the charitable gift.
- 5) On the death of the donor, all remaining principal and accrued earnings if any (the remainder funds) will revert in their entirety to the NAWCC, to be used for the purpose(s) specified by the donor when making his charitable gift **or may be maintained as part of the Charitable Gift Annuity Fund reserves if needed.** If the donor has not specified a use for the remainder funds, the NAWCC has sole authority to transfer those amounts to such uses as deemed appropriate and authorized by the Board.

Detailed information related to the Charitable Gift Annuity program will be developed and maintained by the Executive Director, to include but not be limited to charitable gift minimums to become a qualified donor, annuity amounts payable under the program for a given contribution, potential tax consequences of the annuity payments, and other information pertinent to the program.

(I) The Symposium Fund

The Board herewith establishes the Symposium Fund to operate for the benefit of the Ward Francillon Time Symposiums and other symposiums as may be approved from time to time.

The purposes of the Symposium Fund shall be:

- 1) To provide for initial funding of each symposium event as needed based on its approved budget; such funding to be returned to the Symposium Fund from event proceeds to reconstitute the fund,
- 2) To provide for other funding in support of symposium events as may be necessary and justified based on proposals from the NAWCC Symposium Committee,
- 3) Receipt of surpluses from each symposium event,
- 4) Receipt of donations (except endowments) as further specified following:

Donations of cash, cash equivalents, or items intended to be converted into cash designated by the donor to support the Ward Francillon Time Symposium and/or other symposiums will be deposited into the Symposium Fund except for endowment donations, which shall be deposited in the NAWCC Endowment Fund. Earnings from such endowment donations shall be transferred to the Symposium Fund as and when available but no less than annually.

Monies in this fund are to be managed in accordance with current approved investment policy. All earnings from fund investments will be returned to and held in the fund for use in support of the fund's purposes.

At the end of each fiscal year an accounting shall be made of all moneys in the Symposium Fund:

- All restricted donations and investment earnings (including endowment earnings) shall be retained in the fund for use in support of future Symposiums, regardless of amount.
- Operating surpluses will be retained in the fund for future use; to the extent total fund value does not exceed \$20,000. Should the fund value exceed \$20,000, the portion of operating surplus funds that contribute to such overage (but not any restricted funds or earnings as defined above) shall be transferred to the NAWCC General Operating Fund.
- Should the fund value be less than \$10,000, NAWCC will replenish the fund to return it to \$10,000 at the beginning of the ensuing fiscal year.

All expenditures from the Symposium Fund will be used solely to enhance, improve, or create any program or activity of the Ward Francillon Time Symposiums and/or other symposiums in support of the purposes of the NAWCC.

Section 7. Travel Expenses

The Board shall establish policies for travel expenses for reimbursement to persons duly authorized to travel on

official business, to be included in the Operations Manual and incorporated by reference in these Standing Rules. The Travel Expense Policy is available in the Board of Directors document section at www.nawcc.org.

(a) Mileage Rate

The standard mileage rate allowed for travel expenses will be the same as that approved annually by the Internal Revenue Service.

ARTICLE XI. INTERNET ACTIVITIES

Section 1. Internet Development

The Executive Director is responsible to identify resources and products for continuous improvement of the NAWCC Internet presence, and to **implement and manage** such services as can be accomplished through the use of volunteer member involvement as well as through staff and professional consulting services as budgeted.

Section 2. NAWCC Internet Services

- (a) **Websites.** The NAWCC will maintain websites to provide information, educational materials, archival materials, dialogue and member exchange in support of the mission of the NAWCC and its chapters.
- (b) **Membership Services.** The NAWCC will provide on-line services to its members in support of membership application, dues payments and account management.
- (c) **Publication Services.** The NAWCC will provide on-line access to current and historical publications of the organization with secure access to such publications for members and appropriate levels of access to selected publications for the general public.
- (d) **Library Services.** The NAWCC will provide on-line access to library materials and archives in scanned form with secure access for members to all such material that is available and public access to selected material. The NAWCC will provide a public on-line catalog of its holdings.
- (e) **Museum Services.** The NAWCC will provide an on-line catalog of the artifacts in the NAWCC collections for study by all interested parties.
- (f) The NAWCC will make services available to regional meetings and to chapters on request for on-line discussions, event registration services, on-line general purpose web sites and other services as resources are available.
- (g) The NAWCC will provide a site on the Internet for general discussions of horological matters by members and the general public with both member exclusive discussion areas and general discussion areas open to the public. (NAWCC Message Board – mb.nawcc.org)
- (h) The NAWCC will provide a commercial transaction site for members to offer artifacts, materials and supplies to other members and to the public (4Sale\$NAWCC – 4sale.nawcc.org).
- (i) The NAWCC will offer a business directory service for subscribers and Business Members where other members and the public may find listings of available horological services and products.

Section 3. NAWCC Electronic Communications

The Board has authorized means for electronic communication of information which may be of interest to its members and to the public. Such means include but are not limited to:

- (a) The NAWCC NEWS, which will consist of a read-only Forum on the NAWCC Message Board for member and public view, and an E-mail list to include representatives of all NAWCC Chapters, members of the Board and all Committee Chairs, and individuals who request to be included in the distribution.
- (b) Newsletters of general and specific interest, to be distributed to members and the public as appropriate.
- (c) News and Publicity releases to public and private media entities for local, national, and international distribution.
- (d) The use of NAWCC servers to operate E-mail lists for the purposes of internal communications among members of individual Committees and the Board, among other uses.

Section 4. NAWCC On-line advertising

The NAWCC will provide space on all appropriate Internet venues for advertising promotion of materials, events and services that conform to the mission of the organization. The fees from these advertisements will be treated as related business income.

Section 5. NAWCC Board Electronic Venues

The Board has authorized electronic venues for the purpose of conducting electronic meetings and other business pertaining to the Board.

ARTICLE XII. LIBRARY AND RESEARCH CENTER

Section 1. Library and Research Center Operations

(a) Name

As stated in the Bylaws Article V Section 4, the official name of the NAWCC Library and Research Center is “The National Watch and Clock Library”, hereinafter Library or LARC.

(b) Library Operations Manual

A Library Operations Manual shall be developed and maintained by the Library staff working with the Executive Director and Museum Director.

Section 2. Library Services

(a) Library Index

The Library Index shall be made available electronically via the NAWCC web site.

(b) Member and Public Services

Library materials shall be accessible to members and the public according to policies and procedures incorporated in the Library Operations Manual and approved by the Board.

Section 3. Library Collections Development

The LARC Collections Development Policy, to be approved by the Board and incorporated by reference in these Standing Rules, will be developed and maintained by the Library Collections Committee together with the Executive Director.

Section 4. Collections Management Policies and Procedures

The LARC Collections Management Policies and Procedures, to be approved by the Board and incorporated by reference in these Standing Rules, will be developed and maintained by the Library Collections Committee together with the Executive Director.

ARTICLE XIII. MEMBERS

Section 1. Classes of Members

As provided in the Bylaws Article VI Section 2 and Section 3, the Board is authorized to establish and regulate categories of membership, and to establish the amount and timing of dues for those categories. Membership applications and dues payments for all categories may be submitted either by mail or electronically. The Executive Director is responsible for implementation and administration of all membership classes.

(a) Regular Members

Eligibility to become a Regular Member is defined in the Bylaws, and membership as a Regular Member is granted on submission of a membership application and payment of the annual dues amount as established by the Board. A Regular Member will be entitled to all rights, privileges, and benefits offered by the NAWCC, including the right to hold office, the right to vote, the receipt of the Watch & Clock Bulletin and the MART, and participation in all other benefits; except that NAWCC employees who are Regular Members may not hold National office (Bylaws Article II Section 3). Each Regular Member will receive a membership card upon joining and when renewing his membership, showing status and effective date of membership. The membership card will be required for identification when attending member-only events, and for other purposes as may be determined from time to time by the Board.

(b) Associate Members

Eligibility to become an Associate Member is limited to a spouse (or “significant other”) living in the same household as the Regular Member, and to full or part-time paid employees of NAWCC. Such membership will be granted on submission of an application and payment of the annual dues amount as established by the Board. An Associate Member will be entitled to all rights, privileges, and benefits as a Regular Member, including the right to hold office and vote, except he will not receive mailed copies of the Watch & Clock Bulletin or the MART. Employees who are Associate Members may not hold National office (Bylaws Article II Section 3). The membership card for this class of Members will be the same as for a Regular Member, with no distinction shown on the card.

(c) Business Members

Business members shall consist of individuals, partnerships, and corporate entities that have businesses related to horology or that provide services to members related to collecting (i.e. collections software, insurance, etc.). The number and type of membership levels or categories within the Business Member classification, dues amounts required, and recognition and benefits provided shall be developed by the Executive Director for separate approval by the Board. Upon submission of a business member application and payment of dues, the business member will be entitled to those rights, privileges and benefits offered by the NAWCC. Each business will designate one individual as the official representative and NAWCC contact for the business. This individual will be entitled to all rights, privileges, and benefits as a Regular Member.

(d) Youth Members

Eligibility to become a Youth Member is limited to children under the age of 18. Such membership will be granted on submission of an application, and by payment of the annual dues amount as established by the Board. A Youth Member will be entitled to all rights, privileges, and benefits as a Regular Member, except the right to hold office and vote; further he will receive official NAWCC publications by electronic means. The membership card for this class of Members will indicate his status as a Youth Member. When a Youth Member turns 18 he will no longer be eligible for this class but may at that time convert his membership to another class for which he is eligible on submission of an application and by payment of the required dues.

(e) Lifetime Members

Regular and Associate Members are eligible to become Lifetime Members upon completion and submission of an application for Lifetime Membership, along with the specified payment of dues as established by the Board. Lifetime Membership payments will be deposited in a special fund from which annual disbursements equal to current Regular Member annual dues will be made, derived first from interest earned and then from principal as needed to cover normal membership costs. The remaining principal in the fund at the time of death, default, or resignation of the Member, if any, will be transferred to the Museum and Library Investment Fund. A Lifetime Membership pin, plaque, and membership card will be awarded to the Member. Lifetime Members will retain their original NAWCC membership number, and will be given an additional Lifetime number.

(f) Contributing Members

Contributing Members shall consist of individuals and business or corporate entities that are interested in providing financial support for the NAWCC over and above the normal cost of annual dues. The number and type of membership levels or categories in this class, contribution amounts required, and recognition and benefits provided shall be developed by the Executive Director for separate approval by the Board.

(g) Introductory Members

This membership class provides non-members who desire or are invited to attend physical meetings, an opportunity to join the NAWCC as an Introductory Member for a limited period. This is offered for the purpose of introduction to the benefits of membership and providing encouragement to find out what NAWCC has to offer before making a longer-term commitment of full membership. The criteria applicable to this membership class are as follows:

- 1) Membership in this class will be offered only to non-member attendees of chapter meetings, regional meetings, symposiums, and national conventions, who have never held prior membership in the NAWCC in any class. It will not be available at any other venue or by general application, or to any person who has held prior NAWCC membership in any class. Persons who have previously been NAWCC members must renew or reinstate to a membership class of their choice for which they are eligible.
- 2) Membership in this class will be valid for a period of four months from the date of submission of an application and payment of dues in the amount approved by the Board.
- 3) Introductory Members will be entitled during their four-month membership term to all rights, privileges, and benefits offered by the NAWCC including the receipt of official NAWCC publications, full participation in all meetings and conventions on payment of applicable fees, and participation in all other benefits.

- 4) The membership card for this class of members will be the same as the membership card for Regular Member, with no distinction shown on the card except the early expiration date.
- 5) Prior to the end of the introductory membership period, Introductory Members will be billed for a full year membership to renew and continue as a NAWCC Member. They may at that time renew as a Regular Member or convert their membership to any class for which they are eligible by submission of an application and payment of the required dues.

(h) Student Members

Eligibility to become a Student Member is limited to any full-time student age 18 or older, who is attending a college, university, trade school, horological school, or other higher education facility. Such membership will be granted on submission of an application together with proof of enrollment, and by payment of the annual dues amount as established by the Board. A Student Member will be entitled to all rights, privileges, and benefits offered by the NAWCC, including the right to hold office, the right to vote, the receipt of official NAWCC publications by electronic means, and participation in all other benefits. The membership card for this class of Members will indicate his status as a Student Member. When a Student Member ceases enrollment as a full-time student, he will no longer be eligible for this class but may convert his membership to another class for which he is eligible on submission of an application and by payment of the required dues.

Section 2. Membership Numbers

(a) Number Assignment and Retention

Membership numbers for Regular and Associate Members shall be assigned sequentially as each application is received. These numbers may not be reused. Any Regular or Associate Member whose membership lapses for any reason other than expulsion, may be reinstated upon payment of the appropriate annual dues amount, and may request to receive their original membership number.

(b) Membership Number Inheritance

On the death of a Regular Member or Associate Member, his membership number may be transferred to the surviving spouse or child on written request and by approval of the Board Chair. The recipient of such transfers will be ineligible for Old Timer status or any other longevity related award such as service pins, except as may be applicable to their original membership number if any.

Membership number inheritance requests by other than the surviving spouse or child are to be in writing and will require a 2/3 majority vote of the full Board in favor for approval.

Section 3. Membership Information

(a) Membership Renewal Forms (Annual)

- 1) Annual Membership Renewal Forms shall include but not be limited to the following: Name, Mailing Address, Telephone Contact, E-mail address, Chapter affiliations(s). Provision will also be made for the member to instruct with regard to use and/or publication of part or all personal information, and also to make direct donations designated for the Museum, Library, School, or the NAWCC.
- 2) Two-part Membership Application Forms, which are used for new memberships as well as renewals at chapter meetings, regional meetings, national conventions or symposiums shall include but not be limited to Name, Membership Number, Mailing Address, Telephone Contact, E-mail address, and Date of Birth. The second part shall be printed with the NAWCC Member Code of Ethical Conduct, to be given to the new or renewing member.

(b) Membership Rosters

The Executive Director shall be responsible for maintaining a current Membership Roster. The Executive Director will also be responsible for developing policies and procedures regarding the use of information contained in the Membership roster, to be approved by the Board and included in the Operations Manual.

Section 4. Meetings

(a) Regular Annual Meeting

As provided in the Bylaws, there will be a Regular Annual Meeting of the members at each national convention. The Secretary shall publish the agenda of this meeting at least 30 days prior to the date of the meeting. In addition to the usual items for such meeting, all Officers and the Executive Director

shall present their annual reports to the members.

(b) Special Meetings

As provided in the Bylaws, the Chair may call Special Meetings of the members with approval of a majority of Directors. The Board shall determine the location of the meeting and the business to be conducted.

Section 5. Guests

Guests (non-members), including friends and family of members as well as members of the general public, may be present at any NAWCC activity subject to the conditions stated in this Section 5. They shall have such privileges as granted herein but not those that are limited exclusively to members and immediate family.

Definitions:

- Immediate Family shall include the following family members, all who reside in the same household as the NAWCC member:
For Youth Members, parents and siblings under the age of 18.
For all other classes of membership as defined in Section 1 of this Article, a spouse (or “significant other”) and children under the age of 18.
- Friends are non-members known personally to the inviting member, who are not family.
- Family includes relatives of the inviting member, who are not part of his immediate family.
- The General Public includes any non-member not known to an inviting member or part of any family as defined herein.

(a) Exclusion

No person who has been removed from membership under Article IX of the Bylaws shall be permitted to be a guest at any NAWCC function or activity, including those sponsored by chapters.

(b) Chapter Meetings, Marts, and Auctions

1) Friends and Family

At the discretion of the chapter, guests (nonmembers) at chapter meetings who are Friends and Family of members may be invited to participate in all activities conducted at those meetings, including the Mart and Auction if held, on payment of the usual and appropriate fee (if any) charged by the chapter.

Other Guests

i) Visiting NAWCC Members

NAWCC Members who are not chapter members shall have all privileges of any NAWCC member, including participation in the Mart and Auction on payment of the usual and appropriate fee charged by the chapter. The chapter may set a limit on the number of visits made before the visiting NAWCC member is required to join the chapter, not to exceed that required for non-member guests.

ii) The General Public

Guests (non-members) who are members of the general public and do not fall within the definition of Friends and Family, may be present in the Mart or Auction room if and only if the educational, meetings, or banquet facilities are located in the same room and division by a physical barrier is impractical. Such guests are not permitted to participate in Mart or Auction activities.

2) Registration and Identification

All guests must be registered, clearly marked with special badges, and accompanied by a responsible chapter member while at the meeting. Chapter Officers shall be responsible for enforcing this rule.

3) Limitation on Visits

All Guests (non-members) whether Friends and Family or the general public, may attend no more than three (3) chapter meetings without joining NAWCC. Chapters may set a lower number of visits if desired.

(c) Regional and National Convention Marts and Auctions

Participation in any Mart and/or Auction activity occurring at regional meetings and national conventions shall be governed by the following:

1) Members

All member classes defined in Section 1, including immediate family who qualify for such privileges, shall be permitted to be present at such activities on payment of appropriate fees established by each event, if any.

2) Public Entry

i) Escorted Visitors

Non-members may be escorted through a regional meeting or national convention mart by an official representative of the event organizing committee, provided they are identified as visitors and do not participate in buying or selling activities, all as defined in the *Escorted Visitors Policy* approved by the Board and incorporated herewith by reference.

ii) Public Day Events

Regional meetings and national conventions may hold public day events at which members of the general public (non-members) may attend and participate in event activities held on the public day, on payment of appropriate fees established by the event. The *Public Day Policy* as approved by the Board and incorporated herewith by reference will be implemented as stated in the policy and by a Public Day Procedure to be developed by the Convention Committee and approved by the Board; which must be followed by all regional meetings and national conventions that hold public days.

(d) Other Activities

The lecture and workshop portions of all NAWCC Chapter, Regional, and National activities are open to all guests and to the general public with or without the payment of fees as determined by the event organizers.

ARTICLE XIV. MUSEUM

As required by Article V of the Bylaws, it is herewith confirmed that the National Watch and Clock Museum, hereinafter *Museum* or *NWCM*, provides a permanent and integral function in support of NAWCC's long-term and ongoing member and public educational purposes.

Section 1. Operations

- (a) The NAWCC will employ a Museum Director, under the supervision of the NAWCC Executive Director, to oversee day-to-day operations of the Museum.
- (b) The Museum Director will operate the Museum utilizing the American Association of Museum's National Standards and Best Practices for U.S. Museums.
- (c) The Museum will achieve and maintain accreditations by the American Association of Museums.

Section 2. Conservation

The Museum shall be operated in accordance with the policies and code of ethics of the American Institute of Conservation (AIC).

Section 3. Collections Development Policy

The NWCM Collections Development Policy, to be approved by the Board and incorporated by reference in these Standing Rules, will be developed and maintained by the Museum Collections Committee together with the Executive Director.

Section 4. Collections Management Policies and Procedures

The NWCM Collections Management Policies and Procedures, to be approved by the Board and incorporated by reference in these Standing Rules, will be developed and maintained by the Museum Collections Committee together with the Executive Director.

Section 5. Usage and Other Fees

The Executive Director will be responsible to establish fees for entry to the Museum, and for any other purpose related to the use of the Museum.

Section 6. NAWCC Store

The **NAWCC Store** will be operated in the **NAWCC corporate** facilities, under the direction of the Executive Director. A discount may be offered to all NAWCC Members who purchase items from the **NAWCC Store**.

ARTICLE XV. NATIONAL CONVENTIONS AND REGIONAL MEETINGS

Section 1. Purposes of National Conventions and Regional Meetings

The purposes of National Conventions and Regional Meetings are:

- To promote resources to members and the public beyond those available from chapters
- To provide opportunities to educate members and the public in all areas of horology;
- To provide venues where members can exchange horological items and acquire parts and supplies for the repair, restoration, and conservation of such items;
- To provide venues for special interest chapter and national committee meetings;
- To provide opportunities to promote camaraderie and discussion among members, and among members and the public;
- To provide appropriate venues to present awards to deserving individuals;
- To provide opportunities to present the benefits and services offered by membership to the public, using the escorted visitor, introductory membership, public day, and other policies contained within these Standing Rules.
- To provide venues for a representative of the Board to share the current status and future plans of NAWCC with members;
- For national conventions, to provide a venue for the Regular Annual Meeting; and to produce a cash surplus from the event as defined in the Convention Committee Guidance approved by the Board for NAWCC and host chapter support. The host chapters for regional meetings are responsible to determine the amount of surplus produced, if any.

Section 2. Scheduling

(a) Schedule Conflict Avoidance

The Convention Committee will be responsible for scheduling all regional meetings, national conventions, and symposia to avoid conflicts among these meetings and with religious holidays. Christmas, Easter, Passover, Rosh Hashanah, and Yom Kippur will be excluded from all meeting dates. The Board may designate other religious holidays on an as needed basis.

(b) National Convention Schedules

National conventions will be held in June or July, excluding July 4 week, unless otherwise authorized by the Board.

(c) International Regional Meetings

International chapters may hold a regional meeting on a date that coincides with a regional meeting in the United States, provided it does not coincide with a symposium, national convention, or a religious holiday in their country.

Section 3. Laws and Regulations

(a) Compliance

All participants of national conventions and regional meetings will be advised to obey and comply with all applicable laws and regulations including Sales Tax. All participants shall also comply with the NAWCC's Member Code of Ethical Conduct

(b) Remuneration and Volunteer Expenses

Volunteers shall not receive remuneration for time associated with national convention or regional meeting activities. For regional meetings, volunteers may receive actual expenses as approved by the organizing committee or host chapter officers. For national conventions all volunteer reimbursements shall be detailed by position title in the preliminary and final convention budgets for approval by the Board.

Section 4. Insurance

(a) Liability Insurance – Regional Meetings

Chapters hosting regional meetings are required to have a minimum of one million dollars of Liability Insurance to cover the regional and associated events. If the event site requires a greater amount, the chapters must comply. The NAWCC corporate office maintains an agreement with a broker to provide this insurance at a reasonable cost; program details are available from the NAWCC Controller. Chapters or regionals not participating in the NAWCC master chapter program must provide a Certificate of Insurance naming the NAWCC as an additional insured at least 90 days prior to the event.

(b) Chapter Liability Insurance

The NAWCC Controller will coordinate a Chapter Liability Insurance policy that will provide reasonable cost insurance to be available to chapters on request.

(c) Exhibit Insurance – Regional Meetings

Exhibit insurance is available through a master policy negotiated by the NAWCC corporate office in various increments starting at \$50,000. Program details are available from the NAWCC Controller. Chapters/regionals not participating in this master policy must provide proof of insurance at least 90 days prior to the event.

(d) Insurance for National Conventions and Symposiums

Liability and exhibit insurance for national events is covered by the NAWCC master policies and paid by the NAWCC.

Section 5. Planning and Budgets

(a) National Convention Budgets

The **Local Chair** of a national convention is required to submit a preliminary budget for Board approval as soon as possible after the venue is approved, but no later than 24 months prior to the convention. This budget must first be submitted through the Convention Committee. The Convention Committee is responsible for reviewing the budget, resolving issues with the sponsors, and then submitting it to the Board for approval. The **Local Convention Committee Chair** will also submit a final estimated budget through the same channels for Board approval at least 16 months prior to the date of the convention so the local Convention Committee has time to prepare pre-registration material for use at the prior year's national convention.

(b) Financial Reporting and Distribution of Net Proceeds for National Conventions

A full financial report of each national convention will be due to the Board no later than 120 days from the close of the convention. Net proceeds after all expenses are paid shall be divided 75% to the NAWCC and 25% to host chapter(s), to be distributed as agreed upon prior to the convention. If the national convention suffers a financial loss, the loss will be covered by the NAWCC, not the host chapter(s).

Section 6. Contracts and Indemnities

(a) National Convention Contracts

Effective with the 2007 and all subsequent national conventions, all contracts with convention facilities and hotels shall be in the name of the **National Association of Watch and Clock Collectors, Inc.** After review and release by NAWCC Counsel, said contracts shall be signed by the Board Chair or his designate, the NAWCC Convention Committee Chair, the Convention Chair, and an officer of the host chapter (if applicable). The execution of subsidiary contracts is delegated to the host Convention Chair or his designate(s).

(b) National Convention Indemnities

The NAWCC shall indemnify the NAWCC Convention Committee, host chapters and members who volunteer to organize and host national conventions in the event of legal actions taken against such parties acting in their official volunteer capacity, as provided in Bylaws Article I Section 9.

Section 7. Board Representation at Regional Meetings

As provided in Article VII Section 6 of the Bylaws, the Chair shall select a Board member to attend each regional meeting to serve as the National Representative.

(a) Selection

The Board Chair shall select the National Representative for each regional meeting from all members

of the Board, including the Executive Director. The usual procedure shall be to request volunteers for scheduled regional meetings in the next half-year from three to six months in advance. If there are no volunteers for a specific regional meeting, the Board Chair will assign one. If a regional meeting chair requests a specific Board member; that Board member will have first right of refusal for that regional meeting. However, the same Board member should not serve as the representative for a given regional meeting in consecutive years. The Board Chair makes the final decision and will submit the list of National Representatives to the editorial department for timely publication.

(b) Duties

Duties of the National Representative at regional meetings will be defined and incorporated in the Convention Handbook; to be approved by the Board.

(c) Reporting and Follow-up

The assigned National Representative for each regional meeting is responsible to complete and return the NAWCC Regional Meeting Board Representative Report within two weeks following the meeting. The form will be provided by Membership Services prior to the meeting and is to be returned to them for data compilation and distribution.

Further, the Board and the Convention Committee are to be informed of any issues needing attention, including but not limited to questions or confusion regarding NAWCC policies.

ARTICLE XVI. OPERATIONS MANUAL

An Operations Manual will be maintained on the NAWCC Website to be available to all members.

The Bylaws and Procedures Committee will be responsible to develop and maintain an index for the Operations Manual, and follow up with responsible parties to ensure each listed item contained therein is provided for posting and remains current.

The Operations Manual will contain but is not limited to the following:

- (a) Governance Documents (Articles of Incorporation, Bylaws, Standing Rules, and Motions and Directives of the Board)
- (b) Policies and procedures that are incorporated by reference in these Standing Rules
- (c) Board Procedures
- (d) Committee Procedures
- (e) Handbooks
- (f) Any other policy or procedure approved by the Board.

ARTICLE XVII. PUBLICATIONS

Section 1. Watch & Clock Bulletin

The Watch & Clock Bulletin of the National Association of Watch and Clock Collectors, Inc. is the official publication of the NAWCC and shall be published at least six times annually.

The content of the Watch & Clock Bulletin includes articles describing horological information authored and provided by individual members who donate their time and effort without charge. Statements of opinion made by the authors are accepted as their own. The NAWCC assumes no responsibility for the accuracy or correctness of any statements of its contributors.

Section 2. MART & Highlights

(a) Publication

The MART & Highlights of the National Association of Watch and Clock Collectors, Inc. (prior to June 2011 known as The MART and for purposes of Standing Rules references that name may continue to be used) is classified as a USPS supplement and is mailed with the Watch & Clock Bulletin. The MART & Highlights assists Members in the exchange of horological objects, provides an advertising venue for NAWCC regional and national activities, is a source for NAWCC Board and national news, contains news reports and upcoming events submitted by NAWCC chapters, and provides other horological news and information of interest to members.

(b) Advertising Policy

Each issue of the MART & Highlights will include the following policy statement:

The **MART & Highlights** is a publication of the National Association of Watch and Clock Collectors, Inc. (NAWCC), for use by its Members. Subscription cost is included in membership dues. The NAWCC reserves the right in their sole and absolute discretion to reject, edit, or otherwise refuse to publish any advertisement without any recourse to the NAWCC. All advertisements received, whether from a Member, organization, or other party, are received subject to this condition and without recourse to the NAWCC. Statements of opinion or fact appearing in the **MART & Highlights** are accepted as the advertiser's own. The NAWCC assumes no responsibility for the accuracy and correctness of any statements of its advertisers. Neither the NAWCC, nor the Officers, nor any of its employees will be responsible for any losses or misunderstandings arising from any of these listings. The **MART & Highlights** is published **six times a year**. Cutoff date for receipt of advertisements is the 1st of the month prior to the month of publication. The **NAWCC** reserves the right to edit and place all copy. Requests for assistance with problems arising from **MART & Highlights** advertising should be addressed to the Editor.

Section 3 Other NAWCC Publications

The Publications **Advisory Committee in cooperation with the editor** may recommend other publications to be considered by the **Executive Director for publication**. Publications will be reviewed as to appropriate content, quality of content, economic viability, other benefits to the NAWCC and available staff and financial resources.

Section 4. Electronic Publication

Where practical both current and past issues of all publications referenced in Sections 1, 2, and 3 of this Article XVIII shall also be made available in electronic format either for Internet posting or as recorded electronic media under procedures established by the Executive Director.

ARTICLE XVIII. RESOURCE DEVELOPMENT

Section 1. Board Responsibilities

(a) Board Involvement

The Board recognizes its fiduciary responsibility for the financial well being of the NAWCC. As individual members and in its corporate role, the Board shall promote development of increased revenue streams through individual contributions as appropriate, assisting in solicitation of other donors, working to increase membership, and supporting fundraising initiatives defined in the Development Plan.

Section 2. Staff and Committee Responsibilities

(a) Development Plan

As part of the annual planning and budget cycle, the Executive Director will prepare a Development Plan **with input from the Development Committee**, for review and approval by the Board. Such plan will include **plans for obtaining contributions, grants and other non-earned** sources for current and long term financial support of NAWCC activities. **Potential sources may include an** annual appeal, corporate sponsorships, endowments, grants, planned giving, and other sources of funds.

(b) Staff Support

Under the leadership of the Executive Director, designated staff as appropriate will work in **conjunction with** the Development Committee and the Board to implement the Development Plan, and to identify and pursue new funding initiatives and potential sources of donations, grants, and earned income.

ARTICLE XIX. SCHOOL OF HOROLOGY

The purpose of the NAWCC School of Horology is to provide world-class professional instruction in the areas of watch and clock repair, with the objective to train and develop professional watchmakers and clockmakers so that collectors using their services are assured of qualified sources for timepiece repair and restoration. The School also seeks to preserve the traditional horological arts related to watchmaking and clockmaking.

Section 1. Licensing

The NAWCC School of Horology will operate in accordance with the **licensing** requirements of the Commonwealth of Pennsylvania for **Private Licensed Schools**. The school shall comply with the

requirements of Chapter 73 of the Pennsylvania Code and regulations established by the State Board of Private Licensed Schools. The school shall maintain a surety bond or fund per state regulations to reimburse the unearned tuition due students whenever a licensed school closes. The state license will be renewed biennially and the appropriate fees paid.

Section 2. Accreditation

The NAWCC School of Horology will operate in accordance with the accreditation requirements of the Accrediting Commission of Career Schools and Colleges (ACCSC) as required to qualify for Federal funding.

Section 3. Program Advisory Committee

A Program Advisory Committee shall be appointed to review School Curriculum as stipulated by the following accreditation requirements:

- Each school will have an independent Program Advisory Committee. The purpose of this committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. The Program Advisory Committee must be comprised of appropriately qualified representatives external to the institution (i.e., non-school employees) who can provide a meaningful review of the school's programs and supporting resources and materials. Committee members will include representatives from the employment community, practitioners, and others from the field of education, etc. as appropriate.
- The Program Advisory Committee shall consist of three or more members, appointed by the Executive Director on recommendation of the school director and staff. A minimum of two meetings a year is required, one of which must be held at the school with at least three members present to conduct a meeting.