



I have read and agree with the Charter and Bylaws - I therefore request membership into the **ROOK Card Collectors Association**.

Name (Print)

Date

Signature

Send the following:

1. Completed Application Form (pages 1 & 2)
2. Photograph for Membership Directory
 - Developed or digital photo (on disk or CD)
 - Or send digital photo to info@ROOKcca.org
3. Check or Money Order made out to **RCCA**
 - Jan - Apr \$15
 - May - Aug \$10
 - Sep - Dec \$ 5

(\$15 annual renewal due in January thereafter)

To:

ROOK Card Collectors Association
PO Box 818
Rock Hill, SC 29731

Please fill out as much of the information form on page 2 you are willing to share. This information will be included in the Membership Directory and is only to be used for the expressed purpose of acquainting the membership to each other. The Membership Directory will be printed annually and mailed to each member of the RCCA. For security reasons, the data will not be stored anywhere on the RCCA WEB site. The only information required is your Name, Mailing Address and Email Address - but it is hoped you would be willing to share most if not all the fields. You may request your mailing address not be listed in the directory.

Specify below how you would or would not like to be contacted by members. This information will be included in your Membership Directory profile. The last two selections are left blank for your custom specification or restrictions. (check as many as apply to you)

- I am open to contact by members about anything.
- I am open to contact by members about ROOK related topics only.
- Please do not contact me except for official RCCA news.
- Please - no Email forwards.
- _____
- _____



ROOK Card Collectors Association
Membership Application - Page 2
(Information for Membership Directory)

Name	Required	Email Address	Required
Family Members		eBay Alias	
Name	Relationship		
		Occupation/Vocation	
Mailing Address		How many ROOK set do you own?	
		Personal WEB Pages	
<input type="checkbox"/> Please do <u>not</u> include my mailing address in Directory.			
Phone Numbers		Instant Messenger Usernames	
Home		AOL	
Work		Yahoo	
Mobile		MSN	
FAX		Other	
Other Interests			
Continue on back			
Biography			
Continue on back			

Charter of the ROOK Card Collectors Association

This Charter was approved by the RCCA membership in March 2007.

Name and History of Organization

A.1. The organization shall be known as the ROOK Card Collectors Association, abbreviated RCCA or ROOKcca.

A.2. After years of discussion and planning, the organization was founded in 2006 (ROOK's 100th year anniversary) by Coit R. Morrison. During the first annual meeting of the RCCA in Chattanooga, TN, Coit Morrison, Jared Bruckner, and Donna Culver worked out the details of the Charter and Bylaws. The first convention was held in the March of 2007 – officers were elected, tasks were assigned, and plans were set in motion.

A.3. Special recognition is given to the Association of Game and Puzzle Collectors. Their structure, Charter, and Bylaws were the template of the RCCA's framework.

Statement of Purpose

B.1. The RCCA is a non-profit organization dedicated to the collection and preservation of the Parker Brothers game of ROOK, and to the encouragement of research on the history of the game.

B.2. The RCCA is, further, an educational body, gathering historical information and performing original research on ROOK and ROOK related games. The RCCA disseminates ROOK information through various channels including the RCCA publications, web site, archives and meetings.

B.3. The RCCA shall establish a Code of Ethics for its members and a Privacy Policy dealing with information collected from its members.

Membership

C.1. Membership. The RCCA is open to all individuals and institutions that support the organization's purpose

and programs. Members join and maintain membership by submitting an application form, paying membership dues, being accepted by the organization and adhering to its Code of Ethics and Privacy Policy.

C.2. Charter Membership. Charter membership is available to all members who joined prior to July 31, 2007.

Governance

D.1. Board of Directors. Sole management and control of the RCCA shall be vested in the Board of Directors elected by the general membership. Composition, election, terms, meetings and committees for the Board shall be further set forth in the Bylaws.

D.2. Officers and Executive Committee. The officers shall be: President, Vice President, Secretary(s) and Treasurer, elected by the general membership. The officers shall be voting members of the Board of Directors and together shall form the Executive Committee. The election, terms, meetings and duties for the officers and executive committee shall be further set forth in the Bylaws.

D.3. Bylaws. The RCCA shall have a set of bylaws that provide the framework for governing the operations of the organization, so long as the Bylaws are consistent with the Charter.

Amendments

E.1. This Charter may be amended by a two-thirds vote of the full paid membership. The proposed amendment must be first approved by the Board of Directors, and shall be sent to all members along with a ballot and notice that ballots must be received by a specified time not less than 30 days from the sending of the proposed amendment.

Bylaws of the ROOK Card Collectors Association

These Bylaws were approved by the RCCA membership in March 2007.

Membership Policies and Practices

A.1. *Membership Period.* Each new membership is for the balance of the calendar year. Renewed membership is in effect for a twelve-month period (January 1 - December 31) so long as the member remains in good standing.

A.2. *Payment of Dues.* Prorated payment of the first year's dues is required upon joining. Full payment of dues is required annually in January to renew.

A.3. *Membership Household.* Membership is valid for one household. That is, the dues are the same for either one person or two persons using the same address, and either one or both can be listed on the application form as members. However, only one official vote will be allowed for the two unless both are members elected to the Board and only one copy of each publication will be sent to the household. If both persons in one household wish to vote on matters of RCCA business (and neither are elected to the Board), both may become individual members, each paying the normal annual membership fee.

A.4. *Reciprocity.* There is no reciprocity between the RCCA and any other organization.

A.5. *Membership Cards.* Membership cards will be issued to new members. Renewing members will be issued new membership cards only upon request.

A.6. *New Member Packets.* Upon joining, members will be sent a letter of welcome, a copy of the latest membership handbook and directory, and a description of RCCA membership benefits.

A.7. *Renewals.* The Membership Chairperson will send renewal notices to all members prior to the expiration of their paid membership. It is the responsibility of each member to renew membership in a timely manner.

A.8. *Refunds.* Though the organization has a general policy of no refunds, the President may authorize the return of a member's dues if the President believes that the member did not receive the goods or services promised with membership.

A.9. *Honorary Membership.* An honorary membership is granted to Randolph P. Barton, last president of Parker Brothers, and grandson of George S. Parker, inventor of the game ROOK.

Membership Privileges

B.1. *List of Members.* Members will receive a copy of the membership handbook and directory as updated, usually once a year.

B.2. *Convention.* Members may attend the annual RCCA convention at the rates stipulated for that convention. The convention is not open to non-

members, other than guests accompanying convention members, guest speakers and those attending in an official capacity. Members may attend the general meetings held during the convention and vote on issues presented for vote during those meetings.

B.3. *Regional Meetings.* Members are invited to attend any special or regional meetings or other RCCA functions.

B.4. *Publications.* Members will receive all issues of the RCCA publications produced during the term of their membership. Members may submit articles and requests for information, to be published at the discretion of the Publications Editor. Members may advertise in a publication so long as the advertising request is consistent with the mission of the RCCA (as defined in the Charter) and the publication policies and advertising rates in effect at the time of submission.

B.5. *Email mailing list.* New members are automatically subscribed to the RCCA email mailing list, forum, and are permitted access to the "Members Only" sections of the RCCA web site.

Meetings of the Membership

C.1. *Annual Convention.* The meeting of the general membership will take place once a year at the RCCA annual convention. Notice for this meeting will be printed in the official RCCA publication and/or in convention information flyers, and will be posted on the RCCA web site.

C.2. *Regional and Specialty Meetings.* Regional meetings and meetings devoted to specialized interests are encouraged and open to the general membership, but do not provide a forum for holding general membership meetings, and no votes may be taken affecting RCCA policies. Organizers of regional and specialty meetings receiving RCCA financial support or endorsement shall file reports of their meetings, expenditures and income.

Executive Committee and Officers

D.1. *Composition.* The Executive Committee shall consist of the officers: President, Vice President, Secretary(s) and Treasurer as elected by the general membership. Members of the Executive Committee are voting members of the Board of Directors.

D.2. *Term.* The period of office for all officers runs from one annual convention to the annual convention two years hence. There are no term limits for RCCA officers.

D.3. *Vacancy on Board of Directors.* The President may appoint a member to fill a vacancy of an elected office provided approval is obtained from the number of Board of Directors required for a quorum.

D.4. *Vacancy of Office of President.* If the President's office becomes vacant, the Vice President becomes President and may appoint a new Vice President with approval from the number of Board of Directors required for a quorum. In the event the Vice President is unwilling or unable to assume the duties of the Presidency, the Board of Directors shall select a new President by a majority vote of the full Board.

D.5. *Duties of the President.* The President is responsible for overseeing the operations of the organization and coordinating the activities of all other officers, directors, and committee chairpersons. The President or the Vice President in his absence shall preside over Board and general membership meetings.

D.6. *Duties of the Vice President.* The Vice President is responsible for assisting the President and for assuming the duties of the President in the event the President is not available to carry out those duties. The Vice President will also serve on the Membership Committee and as an ombudsperson for the general membership.

D.7. *Duties of the Secretary(s).* The office of Secretary may be divided into two offices: Recording Secretary and Corresponding Secretary. The Recording Secretary is responsible for taking minutes at all Board and membership meetings and for typing up, and distributing them to all Board members within one month. The Recording Secretary is responsible for answering inquiries from members and the general public, and for other correspondence as required by the President. In the event the organization has only one Secretary, that person will act as Recording and Corresponding Secretary.

D.8. *Duties of the Treasurer.* The Treasurer is responsible for keeping all financial records of the organization, for managing the organization's accounts with financial institutions, for making payments to fulfill approved financial obligations, and for making deposits of membership dues and other funds. The Treasurer is also responsible for developing, monitoring, and controlling the organization's budget.

D.9. *Banking and Writing Checks.* Only the President, Vice President and Treasurer are empowered to write checks from the RCCA accounts. In certain circumstances, the President may authorize special accounts to be opened for designated purposes such as an account for an annual convention, and may authorize other members to manage the account.

D.10. *Election of Officers.* Whereas the President, Vice President, Secretary(s) and Treasurer are elected for terms of two years, elections will be held every other year at the annual convention after an official ballot has been sent to the entire membership. In the event one of the offices has become vacated during the first year of the two-year cycle, an election will be held at the next convention or by ballot as above, and the member then elected will serve for one year. A Nominating Committee will be responsible for providing a list of acceptable candidates for all offices, and nominations will be

accepted from the floor, or, in the case of ballots, write-in candidates will be allowed.

D.11. *Other Duties.* The Executive Committee also serves in the role of the Ethics Committee (see Section G.5).

Board of Directors

E.1. *Responsibility.* Sole management and control of the RCCA shall be vested in the Board of Directors, subject to the provisions of the Charter and Bylaws.

E.2. *Composition.* The Board of Directors shall consist of all elected officers. The Board will also consist of one director elected by the general membership for every 25 members, up to six directors. The following positions will also participate on the Board as needed: immediate Past President, the Publications Chairperson, the Editor of each official publication, the Webmaster, the Archivist, the Membership Chairperson and the Founder of the organization. Each of these individuals is a voting member of the Board, but may cast only one vote on matters of policy if he/she should serve in multiple Board positions. Every member of the Board must be an RCCA member in good standing.

E.3. *Terms of Directors.* The membership shall elect directors for staggered terms of three years each as necessary to maintain the full complement of up to six.

E.4. *Directors Elected to Office.* If a director is elected to an office, he/she must abdicate the position as director, and the Board will elect another director to fill the unexpired term.

E.5. *Re-election of Directors.* A person completing a term as director may be subsequently elected as a director for three years. There are no term limits for RCCA directors.

E.6. *Public Relations Chairperson.* The Public Relations Chairperson is in charge of the RCCA publications and web site. In this role, the Chairperson is responsible for maintaining a consistent and professional look to RCCA printed and electronic media, for prioritizing the efforts of the Editors and Webmaster, and for ensuring that these efforts are adequately supported. The Chairperson is appointed by the President with the approval of the Board and must be supported by a committee which includes each Editor, the Webmaster, and other interested parties at the Chairperson's discretion. The Chairperson is a voting member of the Board of Directors.

E.7. *Publications Editors.* Each Publications Editor is responsible for the publication of an RCCA official publication. Each Editor's role is to solicit quality research and newsworthy items of interest to the membership and consistent with the scope of their publication. Each Editor may not make changes to the overall look and feel of their publication without approval from the Publications Chairperson. Each Editor is appointed by the President with the approval of the Board and is a voting member of the Board.

E.8. *Webmaster*. The Webmaster is responsible for development and maintenance of the AGPC web site and e-mail mailing lists according to the priorities established by the Publications Chairperson. The Webmaster is appointed by the President with the approval of the Board and is a voting member of the Board.

E.9. *Archivist*. The Archivist is responsible for the acquisition, storage, organization and maintenance of the RCCA organizational files and materials concerning ROOK history. The Archivist will provide, upon request, copies of materials in the historical files and will determine the appropriate fees to be charged for these services. However, the cost for RCCA members will be significantly lower than that charged the general public. The Archivist is appointed by the President with the approval of the Board and is a voting member of the Board.

E.10. *Membership Chairperson*. The Membership Chairperson is responsible for membership development and retention, for keeping records of all past and current members, and for sending renewal notices to existing members on a timely basis. The Chairperson is also responsible for the membership database and for publication of the member directory. The Chairperson will be assisted by a Membership Committee including the Vice-President and interested members selected by him/her. The Chairperson is appointed by the President with the approval of the Board and is a voting member of the Board.

E.11. *The Founder*. The Founder of the organization shall automatically be entitled to a seat on the Board. If the Founder does not wish to accept this position, the seat shall remain unfilled. The Founder is the person who was primarily responsible for organizing and establishing the RCCA at its inception in 2006.

Board of Directors Meetings

F.1. *Annual Meetings*. The Board of Directors will meet once a year at the annual RCCA convention. The President, or in his/her absence the Vice President, is responsible for calling and presiding over these meetings. A quorum must be present to effect policy.

F.2. *Agenda*. Board members interested in discussing specific issues at the Board meeting should inform the President two weeks prior to the start of the convention, so that the issues may be placed on the agenda.

F.3. *Special Meetings*. The President may call a special Board meeting at any time by notifying all members of the Board. Policy can not be effected unless a quorum is present, or in the case of special meetings by mail, telephone or electronic means, unless consent to the meeting has been received from enough Board members to constitute a quorum.

F.4. *Quorum*. Two-thirds of the Board of Directors shall constitute a quorum.

F.5. *Attendance at Board Meetings*. All members of the Board of Directors are expected to attend the annual Board meeting. In addition, all committee chairpersons who are not Board members are expected to attend Board meetings but without voting privileges. All chairpersons, editors, the webmaster and the archivist should submit annual reports to the Board describing the activities in their respective areas.

F.6. *General Members at Board Meetings*. Board meetings are not open to the general membership.

Committees and Committee Chairs

G.1. *Primary Standing Committees*. In addition to the Executive Committee (see Section D.1) and the Nominating Committee (see Section G.6) the four primary committees within the RCCA are: Publicity Committee, Convention Planning Committee, Ethics Committee and Nominating Committee. The President shall appoint a chairperson for each committee.

G.2. *Duties of Publicity Chairperson*. The Publicity Chairperson is responsible for ensuring that RCCA events receive adequate publicity. The Chairperson is also responsible for disseminating general information about the RCCA to the general public using the media.

G.3. *Duties of Long Range Convention Planning Chairperson*. The Long Range Convention Planning Chairperson is responsible for planning future conventions, identifying and selecting Convention Hosts, and ensuring that the next convention is as successful as possible and appropriate for RCCA needs.

G.4. *Duties of Ethics Chairperson*. The Ethics Chairperson is responsible for updating and publicizing the RCCA Code of Ethics and for mediating complaints between RCCA members concerning violations of the Code of Ethics. The Committee should also be encouraged to mediate complaints involving RCCA members and non-members, as an independent third party using the Code of Ethics as basis for mediation. The Executive Committee serves as the Ethics Committee and the President will chair its meetings.

G.6. *Duties of Nominating Chairperson*. The President will appoint a Nominating Committee consisting of the President, one volunteer from the general organization, one member of the Board and a Chairperson. The Nominating Committee is responsible for identifying candidates for future Board positions and for administering the elections on an annual basis.

G.7. *Additional Chairpersons*. The President may appoint any other chairpersons as necessary, and they in turn may select members to serve on their respective standing or special committees. There is no limit to the number of persons who may serve on any committee, with the exception of the Nominating Committee and Ethics Committee.

Checks and Balances

H.1. Presidential Right to Revoke Appointments.

Whereas all appointments are made by the President, the President may, at any time, revoke the appointments of any individual not elected to office.

H.2. Removal of Board Member. Any member of the Board of Directors (including the President and all elected officers and appointees) may be removed from their position of responsibility if 75 percent of the full voting Board membership agree by written ballot that said member should be relieved of their responsibilities.

Amendments

I.1. Amendments to Bylaws. The Bylaws of the RCCA may be amended at any regular meeting of the organization by a two-thirds vote of the members including those attending and those voting by mail-in or electronic ballot, provided the membership has been informed of the proposed amendment two weeks prior to the regular meeting. Amendments may be submitted to the President by any member in good standing but must be approved by the Board before submission to the general membership.

RCCA Privacy Policy

This Privacy Policy was approved by the RCCA Board of Directors in March 2007.

Introduction

This RCCA Privacy Policy is established according to the RCCA Charter, paragraph B.3.

RCCA is committed to protecting the privacy of its members and visitors to the www.ROOKcca.org web site.

RCCA will occasionally update this Privacy Policy. Updates will be posted on the RCCA web site and included in the Membership Handbook and Directory.

Collection and Use of RCCA Member Information

RCCA collects personal information about members, such as name, organization, address, telephone number, and email address. This information is used by RCCA in addressing postal mail to members containing official publications and business of the association. This information is also used by RCCA in addressing email to members and for contacting members by telephone or other means when performing official business of the association.

This information is included in the Membership Handbook and Directory along with any additional information voluntarily provided by the member regarding associated activities and interests. The Membership Handbook and Directory states that the information provided is for authorized use only. All members in good standing are authorized to use information in the Membership Handbook and Directory solely for personal purposes that comply with the RCCA Code of Ethics and are consistent with the RCCA Charter and By-laws.

Members may request that they not be listed in the Membership Handbook and Directory. Members may also request that specific information (such as name or address, or collecting interest) be omitted from the Membership Handbook and Directory. Any information in the printed Membership Handbook and Directory may be available on the RCCA web site, and is provided thereby solely to members who are able to provide correct member user names and passwords.

New members providing email addresses are automatically added to the online RCCA email discussion list and Forum. Members may opt out by sending an email to info@ROOKcca.org.

Members may submit requests to the RCCA Board of Directors requesting authorization for using membership contact information when publicizing a nonprofit activity not sponsored by RCCA that is consistent with the RCCA Charter. The RCCA Board of Directors will review and determine the disposition of such requests.

RCCA does not sell, rent, or lease its membership information to third parties. RCCA may, upon review and authorization by the Board of Directors, contact

members on behalf of external organizations regarding offerings that may be of interest so long as they are consistent with the RCCA Charter. In those cases, personal information (such as name, address, telephone number, email address) is not transferred to the third party.

RCCA may disclose member information if required to do so by law or to protect the rights of RCCA and its property.

Collection and Use of Information on the RCCA Web Site

RCCA's web site, www.ROOKcca.org, is oriented toward general audiences of all ages.

As with many web sites, general connection information is automatically collected and logged when a user visits the RCCA web site and browses its pages. This information may include the user's IP address, web browser type and version, domain name, access time, and referring web site address. This information is used by RCCA solely for preparing general statistics regarding access to the web site and specific pages, and improving the utility of the RCCA web site to members and other visitors.

Be aware that any information that you post on RCCA's public online forums may be available for subsequent access by any Internet user, and may be indexed by search engines that are not controlled by RCCA.

The RCCA web site includes links to external web sites that are controlled by other organizations and individuals. RCCA is responsible only for web site content provided directly under the domain names of ROOKcca.org. RCCA is not responsible for material provided on other web sites.

Security of RCCA-Collected Information

RCCA protects the security of information provided and collected. RCCA maintains such information on computers that operate in a controlled, secure environment.

Cookies

The RCCA web site may use "cookies" to help personalize user access to the web site. A cookie is a file stored on your hard disk when you visit certain web pages, and is used solely to store personalization information between your visits to the RCCA web site. Cookies associated with the RCCA web site can only be accessed by the web server hosting the RCCA domain and only when you visit an RCCA web page.

You may opt to accept or decline cookies within your web browser. Generally, browsers will accept them unless you intervene. If you choose to decline cookies, some features of the RCCA web site may not operate as intended.

Third Party Relationships

RCCA may obtain services from other companies, such as printing and mailing publications and processing transactions. RCCA provides those companies only the information they need to provide the contracted services. These companies are trusted to maintain the confidentiality of RCCA information and are prohibited from using that information for any other purpose.

Contact Information

RCCA welcomes your comments regarding this Privacy Policy. If you have any questions or comments regarding the RCCA Privacy Policy, or believe that RCCA has not adhered to this Privacy Policy, please contact RCCA at the following address:

RCCA Privacy
PO Box 818
Rock Hill, SC 29731

info@ROOKcca.org