

# National Park Travelers Club

## Executive Board

### *Policies*

**\*\*Last Updated February 20, 2024\*\***

#### **DUES**

As required by the Bylaws (Article II, Section 4.1), the Board has set the following Dues structure:

1. Dues for adult and joint memberships are \$5.00 per year
2. Application fee for adult and joint memberships are \$5.00
3. Junior memberships are \$5.00 per year for the first year. Junior membership renewals are \$5.00 per year except in the case of multiple junior memberships under the same sponsor, where the oldest junior member renewal is \$5.00 per year and subsequent junior memberships renewals are \$2.00 per year. (See policy on discounts for multiple junior memberships.)
4. The application fee for junior memberships is \$0.00
5. Prepayment of dues is allowed with no limit on the number of years paid in advance. (See exception for junior memberships.)

(Adopted August 26, 2018, Amended November 19, 2019 effective December 1, 2019)

#### **Multiple Junior Member Discount**

This policy discounts multiple Junior memberships under the same sponsor and provides guidelines for efficient renewal, as allowed by the bylaws which permit adjustment of dues. Nothing in this policy negates or alters the bylaws. This policy creates a family discount while Junior members maintain unique membership numbers and listings enabling a seamless transition to a regular membership upon a Junior member's 18<sup>th</sup> birthday. Renewal may be made in one payment when memberships are synchronized.

1. When applying for a new Junior (abbreviated in this policy as JR) membership, the sponsor may synchronize the JR membership with the sponsor expiration date. If this option is requested, a JR member's first-year dues may pay for an extra amount of time, up to eleven months, to force the alignment of expiration dates. JR memberships are not required to be synchronized with a sponsor membership. The option to synchronize sponsor and JR memberships must be exercised when the JR membership is created, or when the JR membership moves to a new sponsor. All synchronized memberships must be active. In the case of a JR membership expired and lapsed beyond 30 days, JR memberships will NOT be synchronized twice under the same sponsor.
2. To synchronize expiration dates, a sponsor's expiration date must be later than or equal to the JR expiration date, or the sponsor must renew for at least one year to meet this requirement.
3. After alignment, the JR member's expiration date will be the same as the sponsor's expiration date.
4. Sponsor must be current on dues. If a sponsor's membership lapses, any JR membership under that sponsor lapses automatically.
5. First sponsored JR member will be \$5/first year and \$5/year for renewals. The oldest JR member under a sponsor will be considered the first. Subsequent (younger) JR member's will be \$5/first year and \$2/year for renewals.
6. A JR member becomes a regular member upon their 18<sup>th</sup> birthday. Their first renewal as a regular member is due on the next expiration date. So, if they turn 18 on 12/10/19 and the expiration is 4/30/20,

- they are transitioned to a regular member on 12/10/19 but their first renewal as a regular member is due 4/30/20. No JR member can be renewed as such beyond the first expiration date after their 18<sup>th</sup> birthday.
7. JR members cannot renew beyond the sponsor's current expiration date (see #3).
  8. JR memberships can only be prepaid until the first expiration date anniversary after the member's 18th birthday.
  9. Once first sponsored JR member ages out of JR status (at age 18), upon the next expiration date anniversary, any remaining JR membership renewals will be adjusted according to #5. If subsequent JR memberships are renewed beyond the first expiration date anniversary after the 18<sup>th</sup> birthday of the oldest JR member, those renewal rates shall also follow the dues in #5.
  10. All JR members retain all rights of members, except they are not eligible to vote in elections or run for office as stated in the bylaws. They are eligible for the same annual and lifetime awards.
  11. After this policy goes into effect, there will be one-time adjustment period of two months for all current JR members to align with sponsor expiration dates if so desired. The sponsor must send a request, in writing (by email to md@parkstamps.org) to the membership director that they want to synchronize memberships. JR memberships will be adjusted forward (but no more than 11 months) to match sponsor's expiration date. If the expiration of a JR member trails the sponsor by more than 11 months, the JR member will be required to renew at rates set out in #5 to match the sponsor expiration date.
  12. Future JR members from the same sponsor will have their expiration date adjusted to match the sponsor expiration date if existing JR memberships are synchronized. Once a sponsor chooses to synchronize any JR memberships, all JR memberships linked to that sponsor must be synchronized.
  13. If a sponsor does not elect to synchronize the first JR membership but subsequently decides to synchronize a future (new) JR membership, all JR memberships must be synchronized and follow the rules set forth herein.
  14. These new JR member rates go into effect December 1, 2019 and are not retroactive.
  15. EB retains the right to limit the number of sponsored JR members.

Examples:

Joe Doe sponsors his two children. Joe's expiration date is 8/31/20. Child #1 has an expiration date of 7/31/20 and Child #2 has an expiration date of 12/31/19. Child #1's date will be moved to 8/31/20 and Child #2 will also be moved to 8/31/20.

Joe's expiration date is 8/31/20. Child #1 expiration date is 3/31/20. Child #2 has an expiration date of 9/30/20. To align the memberships, Joe would have to pay \$5.00 to extend his membership 1 year and \$5.00 to extend child #1's membership 1 year. All three members would then have an expiration date of 8/31/21.

Jack has an expiration date of 3/31/20. Child #1 has expiration date of 12/31/19. Child #1 would be moved to 3/31/20. Child #2 is added on 8/31/20. If both Jack and Child #1 renewed on 3/31/20, Jack would have to renew his (\$5.00) and #1's memberships (\$5.00) to 3/31/22. Child #2 would be added with an expiration date of 3/31/22 for the initial dues of \$5.00.

Sponsors must renew to an expiration date beyond that of all their sponsored JR members BEFORE memberships can be synchronized.

Accounts are linked by their NPTC Membership Number.

(Adopted November 23, 2019; Effective December 1, 2019)

## **Joint Membership “Owner” Policy**

This policy regards Joint Membership when one of the joint members leaves the membership.

Members cannot have both an Individual Membership and be listed on a Joint Membership. Members are only allowed to be on one account.

If either member of a joint membership dies, the membership will be changed to an individual membership, and the deceased member’s name removed from the membership. That change will be recorded in the “Notes” section of the membership and no further action is required. The deceased member’s name can remain on the account at the request of the surviving member.

If a member of a joint membership wishes to create an individual membership, they need to apply for a new membership with an email address that is different from the one on the joint membership. Because it’s a ‘new’ membership, they will be required to pay as if they were a new member. However, they will retain the original start date of the joint membership. This information will also be recorded in the “Notes” section of the membership. A new membership card will be sent to the new individual member.

The primary member of the joint membership is the person who is listed first on the application for membership (paper or electronic). The primary member can request the other member(s) listed on the membership be removed and the joint membership be changed to individual. The other member (non-primary) on the joint membership cannot have the primary member removed from the joint membership unless the primary member agrees. This change will be recorded in the “Notes” section of the membership.

(Adopted February 20, 2024)

## **AWARDS**

### **NPS Sites Not Open to the Public**

For the following official NPS units that are not currently open to the public, the NPTC recognizes that each member can decide how to count a visit to each park. The NPTC encourages travelers to visit the following sites:

- **Honouliuli National Monument** - Japanese Cultural Center of Hawaii in Honolulu. The Japanese Cultural Center interprets the story of the Japanese people in Hawaii, including the creation of the Honouliuli camp and the internment there of many ethnic Japanese and others during World War II. In addition, the JCC makes available souvenir merchandise related to the Monument and is the current home for a film telling the Monument's story.
- **Hohokam Pima National Monument** - Huhugam Heritage Center on the Gila River Indian Reservation. The Huhugam Heritage Center interprets the heritage of the Gila River Indian Community, which manages the National Monument.

(Approved December 19, 2015)

**Lower 48 Award Guidelines** – In addition to visiting every unit of the National Park System in the 48 contiguous states and the District of Columbia, recipients must visit the Seattle sub-unit of Klondike Gold Rush National Historical Park. (Approved October 14, 2012; Revised March 22, 2020)

### **Stamps that count for the Master Traveler contest are as follows:**

- 1) All stamps issued by Eastern National in the official format (single circle @32mm across, text inside the top and bottom edges, and adjustable date in the center) count.
- 2) All stamps in the official format located at an official location for a Unit, Affiliated Area, National Heritage Area, or Long-Distance Trail.
- 3) Other adjustable-date stamps presented at an official location for an NPS Unit, Affiliated Area, or National Trail as a substitute for a group's official-format Passport Stamp. These stamps are to be classified by the NPTC as 'Alternate' stamps and will only count for a given year when no official-format stamp from the same location or group is collected.
- 4) Other stamps with or without an adjustable date are counted on a case-by-case basis, as determined by the Club’s Executive Board:
  - Roosevelt-Campobello IP – Oversize square picture stamp with no adjustable date

- Mormon Pioneer NHA – Logo stamp at NHA participating locations with no adjustable date
- Northern Rio Grande NHA – Logo stamp at NHA participating locations with no adjustable date
- Natural Bridge SP – Logo stamp at Visitor Center with no adjustable date
- Cahokia Mounds SP World Heritage Site – Standard stamp with adjustable date
- WNPA – Round changeable date stamps at WNPA Headquarters/WNPA store at HQ

- 5) Fixed-date stamps issued by Eastern National or the NPTC are counted in the years indicated on the stamp, but are not counted in subsequent years.
- 6) All stamps issued for State Passport Programs are not counted, regardless of the format or location of the stamps. Address Stampers are also not counted, nor are the “Iconic” stamps produced by the NPTC.
- 7) Any difference of text on a stamp counts as a different stamp. Differences in the size and type of font on a stamp, text spacing, date format, ink color, or differences of a stamp being a self-inker vs. ink-pad stamps do not count as separate stamps.
- 8) Official format stamps from the NPS Trails & Rails Program, and from NPS booths or tents at special events, are counted as "Stamps" for the Master Traveler contest, but do not count as proof of visitation to a "Park" for the contest.

(Approved September 16, 2010, Amended November 8, 2010, February 22, 2011, June 21, 2011, September 8, 2011, November 8, 2011, November 19, 2011, December 29, 2011, October 14, 2012, December 13, 2012, October 18, 2013, January 4, 2015, June 30, 2015, June 21, 2016, February 19, 2017, January 10, 2018, March 29, 2018; January 27, 2020)

**Note:** Any 2016 NPS Centennial stamps found in 2015 will be allowed to count for the 2015 Master Traveler Awards. Any 2016 NPS Centennial stamps found in 2016 will count for the 2016 Master Traveler Awards. Normal repeat rule of 10% from prior year will be in effect, even for duplicate NPS Centennial stamps found in both 2015 & 2016. (Approved December 13, 2015)

**Lifetime Achievement Award Certificates** (Bronze, Silver, Gold, Titanium, Lower 48, & Platinum) – They will be printed quarterly from the roster maintained by the Membership Director. When someone joins, they will automatically be listed for the highest certificate they are eligible for and lower certificates will not be printed unless requested by the member. Note: the Lower 48 Award is part of this award program per the club’s Bylaws and is not a stand alone award. (Approved October 16, 2009)

**Platinum Level Awards** – Any member who reaches the Platinum Lifetime Achievement level will receive the club’s certificate in accordance with the above procedures. They will also be entitled to a plaque that will be paid for by the club and either mailed or presented at the next convention, at the request of the recipient. Members will have their choice of two styles of plaques; 1. that has changeable plates to adjust the number of NPS Units visited or 2. A plaque stating the member has visited all of the NPS Units (with no # listed). New plaques with the changeable numbers will receive 10 numbers; after those run out they will need to purchase additional numbers from the club at the members expense. The club will request recognition from the National Park Service Washington Office (either a certificate or letter of congratulations)...the Secretary will request this recognition, there is no guarantee that this will continue. (Approved October 16, 2009; Amended June 6, 2016)

**NPTC Most Wanted Awards** – The Executive Board will appoint a volunteer coordinator to maintain a list of the Most Wanted Stamps. The list shall include stamps that are known to have been issued by Eastern National, but have not been confirmed in over one year. Any member who obtains the stamp in person will be entitled to a certificate for confirming the most wanted stamp.

(Note: This was removed from the clubs by-laws by amendment on April 11, and then Approved as a Board Policy on April 14, 2011. Re-named & Amended May 15, 2011, Amended September 24, 2017)

**NPTC Most Wanted Award Certificates** – Any member who achieves this award and submits a scan of the stamp will receive a certificate. The certificate will be printed and mailed no later than the next quarterly certificate batch. (Approved October 16, 2009)

**Clean Sweep Award** – A special "Clean Sweep" certificate will be awarded to anyone who collects a Passport cancellation or who visits a park from each of the nine geographical regions in one calendar year, as submitted on his or her Master Traveler or Park Traveler application. A special "Clean Sweep" Certificate will be given as part of the Master Traveler or Park Traveler Award. (Approved as an Award in 2008 with no written policy. Policy Approved October 17, 2011, Amended February 1, 2015, Amended January 13, 2016)

**Meet-Up Clean Sweep Award** - This award promotes and celebrates those attending the various club-sponsored Regional Member Meet-Up Events throughout the country. To claim this award, members will submit an application with the location and date of the 9 events they have attended (one from each region). This award may be given multiple times but must have different events for each of the 9 regions on subsequent certificates. For example, if you attended the Mid-Atlantic event on 8/1/2015 and you use it on your first award application; you cannot use that event on your next submission. Members who achieve this award in a single calendar year (January 1-December 31) will be identified by a band of stars on the certificate. (Approved March 25, 2018 Revised June 30, 2019)

**Regional Awards** – An automatic function on the website when reported by a member. Generic recognition of regions similar to an avatar will be available on each members profile to be displayed on their forum postings as well as members will be allowed to produce electronically a certificate of achievement if they so desire. There will be no tracking of this by the club, nor any expense in generating awards. (Approved September 2, 2013)

**Park Traveler Award** to allow NPTC members who collect park visits, but do not collect stamps.

- Gold: Visit 60 or more NPS units in 6 or more geographical regions in one calendar year.
- Silver: Visit 45 or more NPS units in 5 or more geographical regions in one calendar year.
- Bronze: Visit 25 or more NPS units in 4 or more geographical regions in one calendar year.
- Special Achievement: Visit 15 or more NPS units in 2 or more geographical regions in one calendar year.
  
- Rules and Requirements:
  1. Official NPS units, Affiliated NPS sites, National Trails, or National Heritage Areas count as one NPS unit each.
  2. Only one certificate will be awarded per calendar year and for this Award, they will be only available in electronic format sent as a PDF by email.
  3. 'Geographical regions' are defined by the official regions found in the front of every 'Passport to Your National Parks' book.
  4. No proof of visited units is necessary.
  5. Applications for awards will be accepted in December, January, and February.
  6. Members can not apply for this award if they are also applying for the standard stamp-based Master Traveler Award for the same year.

(Approved February 1, 2015, Name finalized October 18, 2015)

**Flat Hat Award** – The Executive Board has established an annual award to recognize any National Park Service (NPS) employee or volunteer that made your visit to the unit memorable. This award is open to all NPS employees (full time or seasonal) as well as NPS volunteers. If there are several individuals who merit recognition, they can be included in a group award. As this is a highly subjective award, specific references to award criteria are most helpful. However, a general description of the reason for this award can be sufficient.

This award will be in the form of a plaque presented to the NPS unit engraved with the award title, award recipient(s), and the year of conferment. For both individual and group awards, recipient(s) will be presented individual certificates. The following are the guidelines for this award:

- The National Park Travelers Club (NPTC) Executive Board will appoint a Committee each year which shall consist of three active NPTC member volunteers to serve as the Flat Hat Awards Committee for

managing this specific Award. Committee members shall serve one term only, but may be appointed for additional one-year terms at the discretion of the Executive Board.

- The Awards Committee shall publish a call for nominations for this award from the NPTC membership on the parkstamps.org website, as well through an email blast(s) to the membership beginning no later than March 1st of each year, with follow-up in early April and early May. The call for nominations will include details on how and where nominations are to be delivered to the Awards Committee, award criteria, as well as a template for nominators to use for submission.
- All NPTC members are eligible to nominate any NPS employee, volunteer, or group. Multiple NPS units may be nominated (one submission form per NPS Unit) but only one individual or group per NPS Unit.
- The Nominator must be a member of the NPTC on the date of submission of the nomination and the date of conferment of the award at the annual convention.
- Nominations will consist of a written nomination form submitted by a member outlining the qualifications of the nominee(s) for the award. Qualifications may include both specific and generic actions the nominee(s) has/have taken, as witnessed by the nominating member, that positively impacted the public and/or the nominator while visiting the nominee's NPS Unit. Nominations are encouraged that include background and stories of examples applicable to the award.
- Nominations must be received by the Awards Committee no later than June 1<sup>st</sup> of each year.
- The Awards Committee shall review all nominations received for that year and select an individual or group recipient from the nominations based on the spirit of the award. Prior to selection, the Awards Committee shall verify the membership status of the nominator with the Membership Director and inform the Executive Board of its selection.
- The Executive Board shall inform the recipient(s) of their selection.
- The Award recipient(s) for that year will be announced to the membership at the annual convention.
- If the Award recipient(s) is/are unable to attend the convention, the Award will be mailed to the recipient(s) and the recipient's NPS Unit after the convention.
- If no nominations are received for a year, the award shall not be conferred for that year only.

(Approved May 12, 2014; Amended January 23, 2020)

**NPTC Dennis Bandley Spirit of the National Park Traveler Award** – The Executive Board has established an annual award to honor the memory of Dennis Bandley (NPTC #3-CM) for his personal behind-the-scenes contributions to other NPTC members in their quests for park experiences. The award will serve to recognize NPTC members that have made an effort to support other NPTC Member or Members and their pursuits, the national parks, or the NPTC in an unofficial capacity; appropriate support can be interpreted by the nominator. This award will be in the form of a plaque engraved with the award title, award recipient, and the year of conferment. The following are the guidelines for this award:

- The NPTC Executive Board will appoint a committee each year of three active NPTC member volunteers to serve as the Award Committee for managing this specific Award. Committee members shall serve one term only, but can be appointed for additional one year terms at the discretion of the Executive Board.
- The Award Committee shall publish a call for nominations for this award from the NPTC membership on the parkstamps.org website, as well through an email blast(s) to the membership beginning no later than March 1st of each year, with follow-up in early April and early May. The call for nominations will include details on how and where nominations are to be delivered to the Award Committee, what characteristics are being honored by the award, as well as a template for nominators to use for submission.
- All NPTC members are eligible to nominate another NPTC member for this award; self-nominations will not be accepted. Only one nomination per nominator will be accepted per year.
- Both the Nominator and the Nominee must be active members of the NPTC on both the date of submission of the nomination, as well as the date of conferment of the award at the annual convention.
- Nominations will consist of a written nomination by a member outlining the qualifications of the nominee for the award. Qualifications may include both specific and generic actions the nominee has taken that positively impacted another NPTC Member or Members in their quest for parks or stamps, positively impacted the parks, or positively impacted the NPTC in a unofficial capacity (that is, they do not perform the nominating activity as a part of an agreement to do so through an NPTC appointment, NPTC office, or

other assigned responsibility). Nominations are encouraged that include background and stories of examples applicable to the award.

- Nominations must be received by the Award Committee no later than June 1<sup>st</sup> of each year.
- The Award Committee shall review all nominations received for that year and select one recipient from the nominations based on the spirit of the award. After the Awards Committee makes its selection, it shall verify the membership status of the nominator and nominee with the Membership Director and inform the Executive Board of its selection.
- The Executive Board shall inform the recipient of their selection.
- The Award recipient for that year will be announced to the membership at the annual convention.
- If the Award recipient is unable to attend the convention, the Award will be mailed to the recipient after the convention.
- If no nominations are received for a year, the award shall not be conferred for that year only.

(Approved May 31, 2013; January 23, 2020)

## **FORMER AWARDS – No longer Active**

### **2020 Virtual Park Traveler Award**

1. This will be a special award for the 2020 calendar year recognizing those who have taken time to learn about the parks and “earn” virtual passport stamps.
2. Award will be based on the number of parks explored “virtually”, and not necessarily be determined by the number of virtual stamps collected. The award could also be earned by virtually visiting parks that have not issued virtual stamps. There is a three-level system:
  - Gold: 50 or more virtual park visits
  - Silver: 35 or more virtual park visits
  - Bronze: 20 or more virtual park visits
3. Visits are on the “honor system” and would be determined by the individual. Suggestions for visits include, but are not limited to, watching live ranger talks presented through the park’s social media page, completing a Junior Ranger booklet, or participating in a virtual tour through the park’s website.
4. Submission will be conducted electronically (to include name, email address, number of parks virtually visited, and the award level the member has achieved).
5. The contest will run through December 31, 2020 only. Deadline for submissions will be February 28, 2021.
6. Certificates will be awarded to all winners via digital link in a congratulatory email. The member can then print his/her own certificate of completion.

(Approved June 6, 2020)

### **NPS Centennial 2016 Award -**

1. A NPTC Member must collect a minimum of 100 unique passport stamps. (This commemorates the 100<sup>th</sup> anniversary of the NPS.)
  2. At least 30 of the collected passport stamps must be commemorative 100th anniversary stamps. (This commemorates the 30th anniversary of the passport program).
  3. Of the 30 NPS Centennial stamps needed to satisfy Rule 2, they must be obtained in at least 3 Regions, with a maximum of 15 from any one Region during 2016 (All unique Centennial stamps will count towards the 100 stamps needed for Rule 1, with no maximum per region).
  4. The contest will run through December 31, 2016 (Note: Centennial stamps may be collected any time before 12/31/2016, non-centennial stamps may only be collected in 2016).
  5. Certificates will be awarded to all winners.
  6. Proof of collected stamps will be in the form of paper copies mailed to an awards administrator or via the NPTC Master Stamp Database.
- (Approved December 20, 2015 and Revised December 28, 2015)

**25<sup>th</sup> Anniversary Passport Stamp Award** – A special Passport 25th Anniversary Award will be given for anyone who collects at least 25 of the Passport 25th Anniversary stamps from at least 4 Regions, with a maximum of 10 from any one Region **during 2011**. (Approved April 11, 2011)

**Civil War 150<sup>th</sup> Passport Stamp Award** – Members may obtain one stamp on the exact 150<sup>th</sup> Anniversary event of the various Civil War events in the National Parks, based on the “*Eastern National Civil War Handbook*” or sites receiving a 150<sup>th</sup> Anniversary of the Civil War passport stamp from Eastern National. This award may only be earned once per day (ie. members will receive one award for visiting the Peterson House \*OR\* the Lincoln Memorial on the 150<sup>th</sup> Anniversary of Lincoln’s death, but not both) and may only be earned once every 60 days within the same Park (this restricts it to being once per “major event” in the Park, so members could earn the award twice for 1<sup>st</sup> Manassas and 2<sup>nd</sup> Manassas, but not by visiting Gettysburg on July 2<sup>nd</sup> and July 3<sup>rd</sup>). The deadline for applying for this award for any Civil War 150th Event was December 31, 2015 (Approved October 3, 2011, Deadline for awards approved October 17, 2015)

**Bonus Park Master Traveler Recognition** – DISCONTINUED Starting with 2012

(Note: This was removed from the club's by-laws by amendment on April 11, 2011, and then Approved as a Board Policy on April 14, 2011. Award & Policy Discontinued May 9, 2012)

## **MISC. CLUB POLICIES**

**General Governance** – These Policies govern the affairs of the National Park Travelers Club, Inc. (the “Corporation”), a nonprofit corporation organized under the Colorado Revised Nonprofit Corporation Act (the “Act”). The name of the Corporation, its corporate purpose, and the terms of its existence are set forth in the Articles of Incorporation filed with the Secretary of State of Colorado, as the same may from time to time be amended. These Policies are subject to the provisions of the Act and the Articles of Incorporation. (Adopted by Resolution #2014-01 on July 19, 2014)

**Registered Office** – The Corporation shall have and continuously maintain in the State of Colorado a registered agent and a registered agent address, which shall be the street address and mailing address (if different) of the registered agent's primary residence (for an individual) or usual place of business (for an individual or entity). **Business Offices**. The principal office of the Corporation shall be located at the address designated as such in the online records of the Colorado Secretary of State. The Corporation may change the location of its principal office at any time by making the appropriate filing with the Colorado Secretary of State. The Corporation may have such other offices as the Board of Directors (the “Executive Board”) may designate or as the affairs of the Corporation may require. (Adopted by Resolution #2014-01 on July 19, 2014)

**PERMANENT RECORDS** – The Corporation shall keep as permanent records minutes of all meetings of the members and the Executive Board, a record of all actions taken by the members or the Executive Board without a meeting, and a record of all waivers of notices of meetings of the members and of the Executive Board. The Corporation shall maintain its records in written form or in another form capable of conversion into written form within a reasonable time. Further, the Corporation shall keep a copy of each of the following records at its principal office: (i) the Articles of Incorporation; (ii) the Bylaws; (iii) a list of the names and business or home addresses of the current directors and officers; (iv) a copy of the most recent corporate report delivered to the Colorado Secretary of State; (v) all financial statements prepared for periods ending during the last three years; (vi) the Corporation's application for recognition of exemption and the tax-exemption determination letter issued by the Internal Revenue Service; (vii) annual tax information returns prepared for periods ending during the last three years; and (viii) all other documents or records required to be maintained by the Corporation at its principal office under applicable law or regulation. Voting members may review the records of the Corporation as provided in the Act. (Adopted by Resolution #2014-01 on July 19, 2014)

### **NPTC Document Retention and Destruction Policy**

#### **Section I – General Description**

From IRS Form 990, “A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.”

This document constitutes the Document Retention and Destruction Policy for the National Park Travelers Club. It covers all records created and or maintained by the Executive Board, awards committee, moderators, appeals committee, election committee as well as official election threads. It includes all records and voicemails, whether physical or electronic. It does not cover technical records created by the web administrators and developers. It does not cover user created threads & posts, nor does it cover the records of any volunteer or member not explicitly listed.

This policy is part of the operational policy that governs how the Board and Club operates, it is not part of the By-Laws.

#### **Section II – Types of Document Holds**

Documents that are relevant under this policy will be placed into one of the following categories:

**Permanent.** These records are expected to be kept for the life of club and backed up on separate media at least once a year. An example is the monthly Board Minutes.



**Long-Life.** These records are expected to be kept for a stated period of years and backed up on separate media at least once a year. These records can be kept longer than the stated period if desired. An example is financial receipts. It is immaterial whether these records are kept or destroyed after the retention period has expired. Bank statements, cancelled checks, and receipts are an exception in that they are Long-Life, but do not need to be backed up.

**Defined-Life.** These records are to be kept for a defined period of time, but then destroyed at the end of their retention period. They need to be backed up on separate media at least once a year (for records required to be retained longer than one year), but the backups need to be destroyed as well when the primary record are destroyed. An example is personal information records of members such as names, addresses, email information, etc.

**No Policy.** These are records for which the policy is silent as to whether the records are maintained or not. An example is the list of parks visited or stamps acquired for a member's award application. Any record that is not specifically categorized as Permanent, Long-Life, or Defined-Life is automatically deemed to be No Policy.

### **Section III – Held Record Access**

Records that are relevant under this policy will be placed into one of the following categories:

**Need-to-Know.** These are records that are accessible only by certain named jobs or individuals and all such individuals are required to be named by the Executive Board. An example is personal membership information which, for example, could be stated by the Executive Board to be accessible only by the Membership Director and one or more named alternates.

**Board-Restricted.** These are records that are accessible by the entire Executive Board plus any named individuals for whom the Board approves access. An example is TOU actions by the Board.

**Club-restricted.** These are records that are accessible by any club member in good standing. An example is the Treasurer's Report.

### **Section IV – Policy Oversight**

**Records Officer.** The Executive Board will at all times have one director with an additional responsibility of Records Officer. The Records Officer will oversee execution of the policy on an ongoing basis as well as performing an audit of the execution of the records policy at least once every two years and to report out results to the Executive Board. The Executive Board is expected to report on the findings (and any resulting actions) to the Membership at-large. This readout can be done at a time and place of the Board's choosing, but the expectation is that it will occur shortly after the bi-annual audit is finished.

When Board members change, the Records Officer will

1. Ensure that the informational package given to incoming board members contains the Document Retention and Destruction Policy.
2. Ensure that outgoing board members transfer any records and backups they have of Need to Know or Board-Restricted materials to the new Board as appropriate within 30 days of leaving office.
3. Ensure that outgoing board members are directed to destroy any records (including backups) of any Need to Know or Board-Restricted materials within 30 days of leaving office. This action will be on the honor system.

**Policy Changes.** This policy can be changed or removed at any point by the Executive Board. However, the Executive Board is required to publish any changes in the Document Retention and Destruction Policy to the Club Membership. The Document Retention and Destruction Policy currently in effect will be hosted on the club website, accessible by club members only.

### **Section V – Specific Record Holds**

Specific Record Holds are grouped by the Board Officer or committee or function that created the record.

#### **Secretary Records**

- Board Minutes – Permanent/Club-Restricted.
- Convention Minutes – Permanent/Club-Restricted.
- Articles of Incorporation – Permanent/Public (on Colorado Secretary of State's website).
- Application for non-profit 501c7 status & determination record – Permanent/Public.
- Formal actions taken by the Board re Terms of Use (TOU) violations – Defined-Life (3 years)/Board-Restricted. In the rare case of a lifetime ban, those records need to be retained indefinitely.
- Legal advice & correspondence to & from the Board and club retained counsel – Long-Life (5 years)/Need-to-Know.

- Litigation records or government investigation records – Permanent/Board-Restricted (Required for compliance with Colorado Nonprofit guidance.)
- Lifetime Platinum achievement applications and records – Permanent/Club-Restricted.

#### **Treasurer Records**

- Receipts – Long-Life (8 years)/Club-Restricted.
- Bank Statements & Cancelled Check copies – Long-Life (8 years)/Club-Restricted.
- IRS 990 Tax Returns & Determination Letter – Permanent/Public.
- Contracts & work orders – Long-Life (3 years)/Club-Restricted.
- Annual Treasurer's Report – Permanent/Club-Restricted.
- Audits – Permanent/Club-Restricted.
- Insurance Policies – Long-Life (8 years)/Club-Restricted.

#### **Membership Director Records**

- New membership & renewal forms – Defined-Life (Duration of application plus 1 month)/Need-to-know. For example, a one-year application (new or renewal) should be kept for 13 months and then destroyed. A three-year application should be kept for 37 months and then destroyed.
- Membership records of current members in good standing – Defined-Life (While in good standing)/Need-to-Know. Note that all membership records are now kept electronically, although a paper list could be created. Need-to-Know access applies to both electronic and (if necessary) paper records.
- Membership records of ex-members – Defined-Life (Membership records to be destroyed no later than 60 days after membership has lapsed)/Need-to-Know.
- Current status of club membership for all members – No Policy/Club-Restricted (but via Membership Director only).

#### **Elections Committee Records**

- Paper ballots, mailing envelopes, & secrecy envelopes – Defined-Life (90 days past the installation of newly elected Directors (currently September 1))/Need-to-Know.
- Official election Q&As – Long-Life (3 years)/Club-Restricted.
- Vote totals – Permanent/Club-Restricted.

#### **Moderator Team Records**

- TOU complaints & moderator discussions when no TOU violation was found – Defined-Life (30 days)/Need-to-Know.
- TOU complaints & moderator discussions when a TOU violation was found – Defined-Life (90 days beyond the disciplined date)/Need-to-Know. If there was no disciplined date, then keep for 90 days and then destroy. If, for example, a 30-day suspension was imposed, keep for 120 days and then destroy. If a lifetime ban is imposed, the attendant records are to be kept permanently.

#### **Appeals Committee Records**

- TOU appeals – Defined-Life (90 days)/Need-to-Know.

#### **Awards Committee Records**

- Awards Given – Permanent/Club-Restricted.

#### **Section VI – Implementation**

There are three roles involved in the execution of this policy: Record Producers, Board Secretary, and Backup Administrator.

**Record Producers.** Each set of records is the responsibility of the named Board Officer or Committee. The Record Producers are: Secretary, Treasurer, Membership Director, Elections Committee, Moderator Team, Appeals Committee, and Awards Committee. In general, Permanent and Long-Life records are handled differently than Defined-Life records. Permanent and Long-Life records are to be held long-term by the Board Secretary. Due to the necessity of Defined-Life records to be regularly destroyed, Defined-Life records are to be held by the Record Producer. The guidance for each Record Producer is:

- Secretary – The Board Secretary will annually add new Permanent & Long-Life Board Secretary records to the permanent cache of held documents.
- Treasurer – The Treasurer will annually send new Permanent & Long-Life records to the Secretary.
- Membership Director – The Membership Director will retain the Membership Director Records and perform the retention, destruction, and backup responsibilities separately.
- Election Committee – The Elections Committee chair will send the new Permanent and Long-Life records

to the Secretary after each election and destroy the Defined-Life records as noted in Section V.

- Moderator Team – The Moderator team will destroy all records as noted in Section V, with the exception of sending any life-time ban records to the Secretary.
- Appeals Committee – The Appeals committee will destroy all records as noted in Section V.
- Awards Committee – The Awards committee will annually forward new Permanent Records to the Secretary.

**Board Secretary.** The Secretary is responsible for the long-term maintenance of the club's Permanent and Long-Life Records. When the Secretary position passes from individual to individual, the records are to be shipped to the new Secretary within 45 days of the naming of the new Secretary (whether via election or temporary appointment). A complete backup of those Records must be coordinated with the Backup Administrator before shipping those Records (with the exception of bank statements, cancelled checks, and receipts which do not need to be backedup).

**Backup Administrator.** The Executive Board will at all times have one person (preferably technical) that will function as the Backup Administrator. The Backup Administrator has three duties:

- Permanent and Long-Life Records – Responsible for coordinating an annual backup onto a separate media of these records with the Board Secretary.
- Defined-Life Records – Responsible for coordinating an annual backup onto a separate media of these records with the Membership Director, and in the case of TOU board actions, the Board Secretary. Due to the Defined-Life nature of these records, earlier backups of these records must be annually destroyed.
- Geographical Separation – Responsible to make the backups and to ensure that the separate media of both types of backups be geographically separated from the primary copies.

### **Section VII – Resources**

Principles & Practices for Nonprofit Excellence in Colorado – 3<sup>rd</sup> Edition. Section 6 under Information Management & Policies - Section 6: Documentation Destruction - A nonprofit should have a written, mandatory document retention and destruction policy or schedule with guidelines for handling all types of documents including electronic files and voicemail. The policy should also include backup procedures, archival procedures, and guidelines for regular checkups of the reliability of the system. Documents involved in litigation or a government investigation must be retained (18 USC § 1519– a.k.a. Sarbanes-Oxley; 990).

National Council of Nonprofits – Document Retention Policies for Nonprofits

(<https://www.councilofnonprofits.org/tools-resources/document-retention-policies-nonprofits>)

(Approved November 16, 2016)

**MEMBERSHIP LIST** – The Corporation will prepare a membership list in connection with any meeting or written ballot action that shows names, addresses, and number of votes each member has who is entitled to notice of, and to vote at, the meeting or on the ballot. *See* C.R.S. § 7-127-201. If being prepared for a meeting, the list will be available for inspection the earlier of 10 days before the meeting or two days after notice was given regarding the meeting, and remain available through the meeting. It will be available for inspection at the Corporation's principal office or at a place identified in the notice in the city where the meeting will be held. It will also be made available for inspection at the meeting itself. A member eligible to vote can inspect it at the meeting, and can inspect it and, subject to certain limitations, copy it on written demand at their own expense, during the period it is available for inspection. For a written ballot, the list will be available for inspection at the principal office beginning on the date when ballots are first sent out, and continuing through the date when ballots must be returned. Again, upon written demand, a member can inspect and, subject to certain limitations, copy the list at the member's expense, during regular business hours during the period it is available for inspection. In order to copy, the member would need to make the demand at least five days in advance; show that he has been a member for at least three months; that the demand is made in good faith and for a proper purpose; state with particularity the records requested; and demonstrate that the requested records are connected to the described purpose. (Adopted by Resolution #2014-01 on July 19, 2014)

**Two-Week Free Trial for Website Forums & Stamp Database** – Any new web user (ie. non-paying entity who signs up for web access for the first time) who signs up on the NPTC website for free access will be granted a free two-week trial period. During this free trial they will have full NPTC web site access like all paid members including a free trial of the Master Stamp Database. At the conclusion of the two-weeks, web access will be limited to the four (4) forums (Main

Message Board Forum, NPTC Annual Convention Forum, Non-NPS Stamp Programs Forum, and Website Issues Forum) with no Master Stamp Database access unless the entity becomes a paying member of the NPTC. (Approved January 25, 2016, Amended March 8, 2023)

**Junior Members** – The NPTC Board's interpretation of the Club's Bylaws state that any member or prospective member under the age of 18 is only eligible to be a "Junior Member" of the NPTC, and therefore does not have the right to vote or cast a ballot in any Club election. Junior Members are entitled to all club awards as listed in the Bylaws. It was also noted that the membership applications will be updated to ask this question and that the Board is not seeking out any past member that may have registered incorrectly but when they come up for renewal the form may ask them if they are over age 18 and if no then they may be required to change membership types at that time. (Approved July 19, 2016)

**Official Iconic Stamps** – Iconic Stamps purchased by the club for parks will not be place specific and will not count for the club's annual Master Traveler Contest. (Approved August 14, 2009)

**FAQ on the Website** – When a FAQ is submitted by a member for the website, the President will review the FAQ, make any revisions if necessary and then submit it to the board for review and comments. After a short time of comments, the President will then post the FAQ to the website without any official board action. (Approved December, 2009)

**Newsletter “The Stamp Pad”** – Upon publication, newsletters will only be distributed electronically to NPTC Members, and will not be made electronically available in any form that is available to the general public. Upon publication of the subsequent quarterly Newsletter issue (to be approximately three months later), then all prior issues will be made and kept electronically available to the public as a means of advertising and promoting the Club. (Approved September 29, 2010)

### **NPTC Regional Meet-Up Events**

1. NPTC Convention events, including pre and post-convention events, do not qualify as meet-up events. In order to avoid conflicts with convention events, no official meet-ups will be approved on any day that also has a convention event.
  2. Only 1 event per month per region may be scheduled. The first event to be requested and have the required minimum RSVP's will be approved. Additional events within an acceptable time frame may be allowed provided the logistics of transferring the stamp to another event are feasible and acceptable to the Executive Board (EB).
  3. The NPTC will pay to mail the stamp materials (stamper and appropriately colored ink pad) to the member; hosts agree to mail back to the club Secretary ASAP after the event at their own cost. A deposit of \$50 (made by transfer through the club's PayPal account) is required prior to distribution of the meet-up stamp materials. An additional deposit of \$25 is required should the host request a NPTC banner for the event (and one is available). All deposits will be returned to the host once the materials are returned to the club Secretary in good condition. Fines for damaged or non-returned items will be: damaged or lost banner = \$25, broken or lost stamp = \$50, lost inkpad = \$10.
  4. There will be an official Log-sheet/journal that each event host will be responsible for filling out and collecting signatures of those present at the event. Group pictures are strongly encouraged as well.
  5. Each event needs a minimum of 5 confirmed people (counting the host's household as one) for approval. These RSVP's need to be confirmed at least 4 weeks prior to the event for the event to be approved. Approval may be granted with less than 4 weeks notice provided the stamper is available.
  6. The Member Meet-Up event must take place at a NPS unit, affiliated site, National Heritage Area site, National Trail site or some sort of NPS related facility. Additionally events with large NPS involvement held outside a NPS Site may be approved on a case by case basis by the Board.
  7. The yearly presentation of the Flat Hat award will be considered a meet-up event regardless of the number of RSVPs. The host will be exempt from paying a deposit. Return postage may be reimbursed to the member.
- (Approved June 30, 2015, Amended: March 30, 2016, November 20, 2016, October 29, 2017, March 25, 2018, November 2, 2021, August 5, 2023)

**Refund Policy:**

1. The NPTC has a no refund policy for membership dues except as required by law.
2. For NPTC Conventions and Events, the following policy will be in effect:
  - A. There will be no refunds if the cancellation/request for refund is fewer than 30 days before the event.
  - B. A refund will be granted if the cancellation/request for refund is within 150 days of the purchase date and at least 30 days before the event. The refund will be processed using the same method of payment as the original payment, and the NPTC will deduct an administrative fee of 3% per transaction for the refund.
  - C. If an event is cancelled by the club due to exigent circumstances, a full refund will be issued to participants for that event. If the event is cancelled **within** 150 days of the purchase date, the refund will be made by the original payment method. If the cancellation is made **greater than** 150 days of the purchase date, the refund will be made by NPTC check only from the Treasurer.
  - D. The NPTC reserves the right to set other minimum dates for refunds as may be required from time to time based on deadlines with event vendors for final payment for events. These deadlines will be noted on all registration materials.
  - E. All refunds must be \$1.00 or greater. If the amount of the refund less above fees would make the refund less than \$1.00, the refund will be denied.

(Adopted February 12, 2013, Amended January 15, 2015, Amended January 11, 2020)

**MDB Stamp Policy:**

Digital, fake and/or hand-created stamps are not allowed in the master database except as approved by the executive board on a case by case basis. The master database administrators are empowered to delete stamps that are uploaded into the database that do not meet this criteria. (Adopted December 14, 2022)

**Guidelines for Good Stamping Practices** – The following should be considered "best practices" by members of the National Park Travelers Club. Although not club "rules" per se, these are suggested in order to maximize enjoyment of the hobby of collecting park stamps, and to enhance the reputation of the club with park officials, and other members of the public. Club members should recognize that not everyone shares our enthusiasm for collecting park stamps, and that it is only one of many ways to enjoy park visits. In order to promote the park stamp collecting hobby, club members should be mindful of their behavior, and encourage others by their example.

- 1) Obey all park regulations and guidelines.
- 2) Do not badger or harass park personnel, and reserve urgent requests for issues of an emergency nature.
- 3) Recognize that park personnel are not obligated to retrieve "hidden" stampers that are not on display for the general public, and consider it a favor if park personnel are willing to retrieve such stampers.
- 4) Express your appreciation, verbally or in writing, for extra effort provided by park personnel, especially if it is clearly above and beyond normal duties.
- 5) Be courteous to other park visitors. For example, if a club member intends to make multiple impressions of multiple stamps, consider allowing children, families, or others new to the hobby to go first, etc.
- 6) Leave stamping stations better than you found them when possible.
- 7) Do not offer your views as representing those of the NPTC, unless authorized to do so by the club executive board.
- 8) The club encourages members to explore the variety of sites, exhibits, and other features that each park has to offer, in addition to the stamping stations.

(Approved December 17, 2017)

**Terms of Use for [www.parkstamps.org](http://www.parkstamps.org)** – By using [www.parkstamps.org](http://www.parkstamps.org) users are agreeing to the following terms of use:

1. Users agree to not post any material that is patently offensive, defaming, libelous, or illegal.
2. Users agree to not post personal attacks directed towards other users of the Forums.

3. Users agree to not post any goods or services for sale, nor any other commercial solicitation. Routine suggestions for travel-related services rendered are permitted in our forums.
4. Users agree that electioneering or campaigning outside of the elections or political forums is strictly prohibited. Anyone who is running for office, supporting a bylaws amendment, or posting anything related to a political or election topic whether for this club or outside this club must use the political or elections forum for these postings. This includes any posting that appears in forums as a direct thread or as part of a signature tagline or avatar. In the case of use of a signature tagline or avatar to disseminate information of a political or electioneering nature, all postings that include these are subject to moderation as outlined in the below procedures for administering the TOU, regardless of the content of the direct thread posting.
5. Users agree not to extract data in any form from www.parkstamps.org other than for personal usage. Users agree to NOT use any data or information from www.parkstamps.org for any commercial purpose, whether or not there is a possibility of financial gain. Users also agree not to disseminate any proprietary (member-restricted) data or information to others on other websites, blogs, etc. without the expressed consent of the NPTC Executive Board unless such data was created by the user for personal use and shared to www.parkstamps.org for use in NPTC services.
6. Users agree that whenever they post any material that is not their own (unless not copyrighted or otherwise in the public domain), the user will properly attribute this material to its author, and that the user will provide a link to the source of the material where obtained on the Internet.
7. Users agree that they will not repost the entire text of articles, stories, or other copyrighted material that is not in the public domain, nor repost large sections of this material. Users agree that if they wish to share copyrighted material with other users that they will only post a short section of this material consistent with the "Fair Use Doctrine" in US copyright law, that the user will properly attribute this material to its source, and that the user will provide a link to the source material where obtained on the Internet.
8. Users will not change the contents of a quote when using the quote feature. It is considered changing a quote when words are added or removed from a user's original post. To emphasize a point of a quote users may use the underline or bold function.

(Adopted March 29, 2010, Amended December 13, 2012, Amended October 11, 2013, Amended April 8, 2014, Amended November 25, 2014, Amended January 10, 2015, Amended February 2, 2015, Amended July 9, 2015, Amended October 27, 2019, Amended April 2, 2022)

## **NPTC PRIVACY POLICY:**

### **INFORMATION THAT WE COLLECT**

We collect information to recognize individual accomplishments, such as sending out annual awards. We also use personal information to send out notices on upcoming events, such as the convention.

We collect information that you give us. For example, our members are required to sign up for a NPTC account. We ask for personal information, like name and email address. For paid members, we ask for additional information, such as mailing address so that a membership card can be mailed.

Log information – when you use our website, we may automatically collect and store certain information in server logs.

### **HOW WE USE INFORMATION THAT WE COLLECT**

When you contact the NPTC, we may keep a record of your communication to help resolve any issues. We may use your email to inform you about upcoming events (such as the convention) or other things that would be of interest to the entire membership.

### **INFORMATION THAT YOU SHARE**

Our website lets you share information with others, such as posting a trip report. When you post something on the NPTC website, it may be indexable by search engines. In addition, a link to a post may be posted on the NPTC's Facebook page. However, only paid members may view the actual posting.

### **UPDATING YOUR PERSONAL INFORMATION**

You are responsible for keeping your personal information up to date. To update your information, go to the Home Page and click on "Profile" in the upper left corner.

### **INFORMATION THAT WE SHARE**

We do not share personal information with anyone outside of the NPTC except for the following legal reasons:

- It becomes necessary to meet any applicable law, regulation, legal process, or enforceable governmental request.
- To prevent or detect fraud, security, or other technical issues.
- To protect the rights, property, or safety of the NPTC and its members or the public as required or permitted by law.

### **INFORMATION SECURITY**

We do not share, sell, rent, or exchange any information we collect with any other 3rd party organization.

We work to protect the NPTC and our users from unauthorized access, unauthorized alteration, disclosure, or destruction of information we hold. In particular:

- We encrypt sensitive data stored within our database.
- We monitor connections in an attempt to stop and prevent spam or other unauthorized access.
- We review our information collection, storage, and processing practices, including physical security measures, to guard against unauthorized access to systems and work to improve the security and user experience of our services.
- We restrict access to personal information to a very select few NPTC administrators who may need information to handle special requests or issues (*Note: no administrator, member, or user has access to your account password at any time*).

### **COOKIES**

A cookie is a small data file that certain websites write to your hard drive when you visit them. No personal information is stored within cookies used by the NPTC, and a cookie cannot read data from your hard disk or read cookie files created by other sites.

You can refuse cookies by turning them off in your web browser; however, core services of the NPTC may not function optimally if you choose to do so. Most browsers default to accept and maintain cookies, and you can set your browser to notify you when you receive a cookie to give you the chance to decide whether to accept it or not.

The NPTC uses a cookie to store encrypted information about your current login (this never includes your account password, encrypted or otherwise) and store information about your current time zone (offset from the server's time) in order to display information about when data was posted (such as in the forums) in your own time zone.

We do not store any personal information within these cookies.

### **WHEN THIS PRIVACY POLICY APPLIES**

Our Privacy Policy applies to all of the services offered by the NPTC, but excludes services or entities with separate privacy policies of their own.

### **PRIVACY POLICY CHANGES**

Our Privacy Policy may change from time to time. Your rights will not be reduced by future policy changes unless you are notified ahead of time. Any changes will be posted on the website, and all prior versions will be archived.

### **CONSENT**

By accessing the NPTC site, you consent to this privacy policy in its entirety.

If you have comments or believe that a violation of this policy has occurred, please contact us at [executiveboard@parkstamps.org](mailto:executiveboard@parkstamps.org). You should receive a response within 48 hours.

(Approved May 1, 2014, Amended May 30, 2014, June 9, 2015, June 20, 2019)

**NPTC Logo Usage** – The NPTC logo(s) may be utilized by club members for club related activities (meetups, visitation celebrations, etc). If there is a request or desire to use the club logo on a third party website, for commercial purposes, or non-NPTC sponsored event or purpose, that request must be sent to the Executive Board for approval. (Approved June 29, 2011, Revised May 20, 2019)

**NPTC Tagline** – The official tagline of the NPTC is “**Discovering America One Park at a Time.**” (Approved by members and ratified by the Board on January 17, 2016).

**Elections Committee** – The Elections Committee shall inform the Executive Board of the time and date they will be meeting and shall provide a list of names and addresses from the ballots received to the Executive Board. The Membership Director will be responsible for validating the names as Active Members eligible to vote on the Election Date and shall subsequently (but, prior to the meeting of the Elections Committee) provide the Elections Committee and the Executive Board a list of names whose ballots should be discarded as ineligible. If the Membership Director is unavailable for any of the above tasks, he or she shall designate an alternate member of the Executive Board to fulfill those responsibilities. (Approved April 5, 2013)

**Online Voting for Elections** – If online voting is used for election purposes, any candidate in an election shall not be granted administrator privileges on the website during the election. To participate in the election by using online/electronic voting, on the day the ballot is posted, a member must be valid with dues paid up through the day of the Annual Meeting. Any member who, on the day the ballot is posted, is NOT a valid member through the date of the Annual Meeting and renews OR any new member who joins after the ballot is posted will be able to vote using the paper ballot only. (Approved July 9, 2016)

**NPTC Stamp Archive** – The NPTC Stamp Archive will be coordinated by the Secretary or duly appointed NPTC Archive Coordinator. The Master Database "stamp location" or "tag" will denote that any stamp in the NPTC Archives as "NPTC Archive." The Board recognizes that members have private collections of retired/archived stamps. So long as a member is willing to honor requests from other members, via the Archive Coordinator, to obtain impressions then the member in possession of the stamps will be identified by name as the location of any retired/archived stamps in the Master Database (e.g. Stamps in the position of John Smith, for which John Smith is willing to provide impressions upon the request of the Archive Coordinator, will be tagged in the Master Database as "John Smith Archive"). Impressions of any stamp in the NPTC archive and/or from stamps noted in the Master Database as being in private archives can be obtained by contacting the NPTC Archive Coordinator. A self- addressed stamped envelope and a list of impressions desired must be included with the request. Due to potentially multiple archives spanning multiple members, all of whom we assume love to travel to National Parks, requestors for impressions should allow up to 90 days for processing. If more immediate impressions are required we encourage members to consider downloading a digital image of the impressions already stored in the Master Database. The Board reserves the right to limit or cease making paper impressions of any stamp that in the opinion of the Board would be damaged or destroyed due to the fragility of the stamp. Such stamps will be listed in the Master Database as "NPTC Archive-Damaged--no impressions available." The Board reserves the right to limit or cease making impressions of any stamp that in the opinion of the Board is deemed "Closed," ensuring that no additional impressions of this particular stamp is warranted (for example Convention stamps other than at the annual Convention). Such stamps will be listed in the Master Database as "NPTC Archive - Closed--no impressions available." The Board encourages any member with a private collection of stamps to consider donating the collection to the official archive, including an estate donation if not done prior. With the creation of the NPTC Archive, the Board desires to emphasize and clearly state that the clubs position that members should collect stamp impressions, not the actual stamp. The Board discourages individual members of the NPTC from requesting ANY stamp from Parks directly without prior, written approval from the Board. The Board discourages any/all members from approaching Park staff regarding the disposition of stamps or making any request of Park staff regarding the disposition of stamps. If a member should notice a stamp that is outdated, worn, or otherwise you suspect is about to be discarded, please contact the NPTC Archive coordinator, providing the location and reason for your concern. The Board will, factoring the recommendation of the Coordinator, consider how to proceed and/or if any action should be taken.

(Approved March 5, 2016)



## **EXECUTIVE BOARD OPERATIONS**

**Voting** – Decisions of the Executive Board require the affirmative votes of a majority of the members of the Executive Board to pass. Note: that is currently 4 out of 7 members. All votes taken by E-mail of the Executive Board will be open for a period of 7 days to allow all members to vote. If all members have voted, the vote may be closed earlier. Additionally, in emergency situations, the body of the email may contain a different period of time and that will take precedence over the 7 day period. The details of each vote will be reported at the next Board meeting and will be listed in the minutes of that meeting and contain vote counts by individual board members, unless the results were unanimous. (Approved April 30, 2012, Amended October 21, 2013, November 29, 2014, June 21, 2019)

**Minutes** – Minutes from Executive Board meetings (including conference call meetings) will be approved at the next meeting of the Executive Board. At each regular meeting/conference call, the Secretary will list the details of all actions taken without a meeting since the last meeting of the Board. Those actions will be recorded in appropriate detail in the minutes of that Board meeting. All approved minutes will be posted to the website for the membership to review. (Approved September 19, 2014, Amended January 25, 2016).

**Reimbursement Policy** – When starting a new project, the motion to approve work on the project should include a maximum expenditure amount. The Treasurer can then reimburse expenditures up to that maximum budget amount, and the Treasurer will report back to the Board monthly on actual outlays. (Approved October 21, 2009)

**Board Contact with Membership/Use of Membership Database** – All Executive Board Members should notify the Board of any e-mails or Private Messages to multiple members. “Multiple” means the same message, or a substantially similar message being sent to more than five (5) members. This requirement for notification does not apply to routine membership renewal notices or membership roster updates from the Membership Director; nor to communications to an Executive Board designated committee; and does not apply to business e-mails to business clients, where some of the recipients happen to be Members (but many of whom are not). The only requirement is “notification” of the nature of the e-mail or PM being sent, and to whom it is being sent.

This policy applies regardless of whether an e-mail or PM is sent with first name or first name and last name; regardless of whether it is sent with one’s official title or without; regardless of whether it is sent with multiple persons CC:’d/BCC’d or as multiple similar copies addressed individually, and regardless of whether the addresses are pulled from the NPTC Roster, the NPTC Website, or from personal sources. (Approved January 24, 2013)

## **Conflict of Interest Policy**

### **Article I ~ Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Article II ~ Definitions**

1. Interested Person Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest ~ A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which the organization has a transaction or arrangement,
  - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III ~ Procedures**

1. Duty to Disclose ~ In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists ~ After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedure for Addressing the Conflict of Interest
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
  - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose,
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV ~ Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V ~ Compensation

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI ~ Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of this conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII ~ Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII ~ Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

(Approved by the Executive Board by Resolution #2008-02 on August 1, 2008)

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