



## **Governance Overview**

Governance at the Certified Trading Card Association, Inc.

The Certified Trading Card Association, Inc. (CTCA) is a member-driven 501(c)(6) trade association dedicated to elevating trust, transparency, and professionalism across the trading card industry.

Our governance model is built on accountability, ethical leadership, and industry representation. CTCA's structure includes:

- Board of Directors
- Advisory Council
- Standing Committees & Working Groups
- Member Voting Rights
- Annual Reporting & Transparency Standards

Our mission is supported by a governance framework that ensures decisions are made in the best interest of the industry and the members we serve.

## **Board of Directors**

CTCA Board of Directors

The Board of Directors is the governing body of the Certified Trading Card Association, Inc. The Board provides strategic direction, financial oversight, and organizational leadership.

Board Responsibilities

- Establish CTCA's strategic priorities
- Approve standards, certification programs, and enforcement policies
- Oversee financial stewardship and budgeting
- Appoint committee chairs and working group leads
- Represent CTCA in industry, regulatory, and public forums
- Uphold CTCA's mission, values, and ethical standards

Board Composition

- Chair – Leads the Board and ensures effective governance
- Vice Chair – Supports the Chair and leads strategic initiatives
- Secretary – Maintains governance records and compliance
- Treasurer – Oversees financial reporting and fiscal integrity
- Directors-at-Large – Represent diverse sectors of the trading card ecosystem

Terms & Elections

- Directors serve two-year terms



- Elections are held annually with staggered seats
- Members in good standing may vote
- Vacancies may be filled by Board appointment until the next election

#### Conflict of Interest

All Directors must sign an annual conflict-of-interest disclosure and recuse themselves from decisions where conflicts exist.

## Advisory Council

### CTCA Advisory Council

The Advisory Council is composed of respected leaders from across the trading card ecosystem — including shops, breakers, graders, marketplaces, manufacturers, and service providers.

#### Purpose

- Provide industry expertise and insight
- Advise on standards development and certification programs
- Identify emerging risks, trends, and opportunities
- Support CTCA's advocacy and public policy initiatives
- Strengthen CTCA's connection to the broader hobby

#### Role & Authority

The Advisory Council is non-governing but highly influential. It provides recommendations to the Board of Directors and participates in committees and working groups.

#### Membership Criteria

Council members are selected based on:

- Industry reputation
- Professional experience
- Ethical conduct
- Diversity of perspective
- Commitment to CTCA's mission

## Committees & Working Groups

### Committees & Working Groups

Committees and working groups are the operational engine of CTCA. They develop standards, shape policy, and deliver member value.

#### Standing Committees



#### 1. Standards & Certification Committee

- Develops CTCA Standards
- Oversees the Certified Breaker Program
- Reviews compliance and certification criteria

#### 2. Ethics & Compliance Committee

- Reviews complaints and allegations
- Conducts investigations
- Recommends disciplinary actions
- Ensures fairness and due process

#### 3. Advocacy & Public Policy Committee

- Engages with regulators and policymakers
- Develops CTCA's advocacy agenda
- Coordinates industry responses to emerging issues

#### 4. Membership & Engagement Committee

- Supports member recruitment and retention
- Oversees member benefits and programs
- Manages the Verified Member Directory

#### Working Groups

Working groups are temporary, project-based teams focused on specific initiatives such as:

- Marketplace transparency
- Counterfeit prevention
- Breaker best practices
- Consumer protection
- Data & analytics
- Insurance and risk mitigation

### **Bylaws Summary**

#### CTCA Bylaws (Summary)

The Bylaws of the Certified Trading Card Association, Inc. establish the rules that govern our operations. A full copy is available to members upon request.

#### Key Provisions

- CTCA is a nonprofit 501(c)(6) trade association
- Membership is open to eligible businesses in the trading card ecosystem
- Members elect the Board of Directors
- Directors serve two-year terms
- The Board oversees finances, standards, and strategic direction



- Committees support operational and policy work
- Annual meetings are held for reporting and elections
- Amendments require Board approval and member ratification

## **Ethics & Conflict of Interest**

### Ethics & Integrity

CTCA is committed to promoting ethical conduct across the trading card industry. All members, directors, and committee participants must adhere to CTCA's Code of Ethics.

### Code of Ethics Principles

- Honesty and transparency
- Fair dealing and professionalism
- Consumer protection
- Compliance with laws and regulations
- Respectful conduct
- Avoidance of conflicts of interest

### Conflict of Interest Policy

- Annual disclosure required
- Recusal from relevant decisions
- Violations may result in disciplinary action

## **Enforcement & Disciplinary Process**

### Enforcement Framework

CTCA enforces its standards through a fair, transparent, and consistent process.

### Complaint Process

1. Submission – Anyone may submit a complaint
2. Preliminary Review – Determine jurisdiction and validity
3. Investigation – Conducted by the Ethics & Compliance Committee
4. Findings – Committee issues a recommendation
5. Board Decision – Final determination
6. Appeal – Members may appeal decisions

### Possible Outcomes

- No action
- Warning
- Required corrective action
- Suspension
- Revocation of membership
- Public notice (for severe violations)



## **Annual Reporting & Transparency**

Our Commitment to Transparency

Each year, CTCA publishes an Annual Report that includes:

- Membership growth and demographics
- Financial overview
- Standards updates
- Advocacy achievements
- Enforcement statistics
- Strategic priorities for the coming year

Transparency builds trust — and trust is the foundation of CTCA's mission.