



## **BY-LAWS OF THE ALBUQUERQUE COIN CLUB, INC.**

### **ARTICLE I.**

This organization shall be known as (the) Albuquerque Coin Club (ACC).

### **ARTICLE II.**

The mission of the Albuquerque Coin Club is to promote interest in numismatics through education of our members. We encourage members to conduct research on history and geography as it relates to numismatics, and provide a forum for discussion and exchange of information as well as fellowship. We encourage young members to develop greater interest in history and geography through numismatics.

### **ARTICLE III. MEMBERSHIP**

A. Membership is open to any person interested in numismatics, subject to the following.

1. An application for membership shall be made in writing, on the form provided by the Membership director, accompanied by payment of dues (see article VI, B & C).
2. The names of new members will be published to the membership in the next newsletter.

B. The membership of this club shall be comprised of three groups, **Regular** (individuals over 18 years of age), **Young Numismatist** (those under 18 years of age), and **Families** (with more than one member).

C. Any person who has rendered outstanding services to numismatics or the Albuquerque Coin Club may be honored with Life Membership by at least a 3/4 majority vote at any regular meeting.

D. Membership may be terminated or suspended due to: resignation, relocation, cause, and/or non- payment of annual dues (see Article VI, D.). The board of directors may suspend a member's membership by majority vote due to ethics problems or other reasons.

## **ARTICLE IV. OFFICERS & THEIR DUTIES**

A. The elective officers from the regular membership of this club shall be President, First Vice-President, Second Vice-president, Secretary, Treasurer, and four directors.

B. The officers shall be elected annually by a majority vote at the November meeting of the ACC, to serve for a term of one year (see Article XI). The new officers will assume their positions at the annual club dinner in December.

C. Duties of the President:

1. The President shall preside at all meetings. The First-Vice President shall preside in the president's absence.
2. The President shall be the chief executive officer of the Albuquerque Coin Club and shall exercise general supervision over the corporation.
3. The President shall at all times, unless otherwise directed by the Board of Directors, act as the agent of the corporation.

D. The First Vice-President and Second Vice-President shall assist the President, and shall perform such duties as are assigned by the Board of Directors. The First Vice-President shall become President if the elected President is unable to finish his or her term as President.

E. The Secretary shall keep a written record of all proceedings, report the minutes of all meetings, and handle correspondence. The Secretary is also responsible for the legal filing of the State Corporation reports and the IRS 501(c)3 reports.

F. Duties of the Treasurer:

1. The Treasurer shall be the chief financial officer of the corporation.
2. The Treasurer shall receive and disburse all monies and maintain accurate records of the club finances.
3. The Treasurer shall provide financial reports as they may be needed to the President, board of directors, or membership.
4. The Treasurer shall submit a detailed, written monthly financial report to the President & Board of Directors each month.
5. The Treasurer shall keep and maintain all budget control records and forms for review by the President, members of the Board of Directors, members of the Accounting Procedures and Policies Committee or club members.
6. Payment of Funds: Funds on deposit in banks may be withdrawn only by the Treasurer or, in his incapacitation or unavailability, by another board member listed on such accounts as a signer. Funds may be withdrawn only upon approval of official club vouchers titled "Expense Report" or "Payment Authorization", or upon the written consent of the Board for special circumstances.

G. The other officers on the Board of Directors shall perform duties appropriate to their respective positions or assigned to them by the President. These duties will include, but are not limited to: YN Program, State Fair, Membership, Advertising & Community outreach, Education & Programs, Audit committee, Equipment Maintenance.

## **ARTICLE V. BOARD OF DIRECTORS**

A. The Board of Directors shall be composed of the President, the First Vice-president; Second Vice-president; Secretary; Treasurer; and four Directors. The directors are made up of the immediate past President (if he or she chooses to serve as a director; he or she does not have to stand for election); and three members at large elected by majority vote at the November meeting and installed at the annual December dinner. They shall serve for a term of one year.

B. A simple majority of the members of the Board of Directors shall constitute a quorum.

C. The Board of Directors shall meet a minimum of three times during each calendar year upon the call of the President or any three Directors. Notification of such meeting shall be given to each director at least five days prior to the meeting.

D. In the case that a board member dies, resigns, is suspended, or if a majority of the Board of Directors determines that he or she is unable to perform such duties, the Board of Directors shall appoint an interim officer to serve until the end of the regular, elected term. The interim officer shall perform all such duties that belong to the particular office and as may be assigned by the Board of Directors.

E. Removal of a Board Member: A Board Member of the corporation may be removed from office for violation of club rules, for unbecoming conduct, or for failure to perform duties in a responsible manner. The member must be informed of his or her delinquency by the Board of Directors. The member shall have the opportunity for rebuttal. A majority vote of the Board of Directors is required for the member's immediate removal.

F. Unauthorized Acts: Except as specifically provided for by the articles of incorporation or the bylaws of this corporation, or by resolution of the Board of Directors; no officer, member, group of members, or person, has the authority, to act as the agent of, to act on behalf of, or to bind the Albuquerque Coin Club in any matters. No member or officer may profit financially from the ACC or receive any payment for services other than reimbursement for actual expenses previously authorized and incurred.

G. Delivery of Records: Each officer shall promptly deliver all books, papers, and other property of the ACC in his possession, to his successor in office, or to another person, as directed by the President.

## **ARTICLE VI. DUES**

A. The revenue of this club shall be derived from annual dues of its members, profit from Coin Shows, Donations, and other sources.

B. Dues per calendar year, are payable and due in January, for Regular members annual dues are \$15.00; for YN members, \$5.00, and family members \$20.00. Life members are not required to pay dues.

C. Dues specified for applicants to membership shall be determined as follows; new members joining in June thru September pay ½ price, and members joining in October thru December receive the balance of the year free when paying for the next full year.

D. No member may be suspended for non-payment of annual dues without having first been notified of his delinquency. Notice of delinquency in writing shall be mailed in March of each calendar year, and that member's name will be dropped from the mailing list for newsletters if dues are not received by April 15<sup>th</sup>. Suspended members may be reinstated when their dues payments become current.

## **ARTICLE VII. GENERAL CLUB REGULATIONS**

- A. Ten Regular members shall constitute a quorum.
- B. Visitors are welcome to attend all regular meetings
- C. No member may incur any expense in the name of the Club without prior specific approval by the Board of Directors.
- D. The By-Laws may be amended by submitting in writing the proposed changes to be read at a regular monthly meeting. The changes will not be voted on until the next regular monthly meeting, after all members have been notified. When voted upon, a two-thirds majority vote of members present is required to amend the by-laws.
- E. If the By-laws do not cover specific questions about order of business, "Roberts Rules of Order" will be referred to settle questions.

## **ARTICLE VIII. MEETINGS**

- A. The Annual Meeting of the Corporation shall be held on the last Monday of February of each year, unless the Board of Directors otherwise directs.
- B. Monthly meetings will be held the last Monday of each month unless special circumstances require a change.
- C. Special meetings may be called upon due notice by the Board of Directors or the President.
- D. Newsletters with information about upcoming meetings shall be mailed to each member at least five days prior to the meeting.

## **ARTICLE IX. EXHIBITS**

- A. Judges of Club sponsored or supervised coin display competitions shall be informed of the rules for judging exhibits. The chief judge's decision shall be final.
- B. In the exhibits shown at our coin shows, there shall be no prior awards displayed until after the judging and the awards are placed.

## **ARTICLE X. COMMITTEES**

- A. All committees of the corporation shall be created by the President. Standing committees shall consist of at least three Representatives. Special committees may consist of as many members as determined by the President.
- B. A majority of members on each committee shall constitute a quorum.
- C. The Chairman of each committee shall be named by the President. The Chairman shall perform the following duties within his respective committee:
  - 1. Call to order any such meeting of the committee, having ascertained that a quorum is present and declare such meetings adjourned.
  - 2. Appoint members to the committee and provide for one member to act as committee secretary.
  - 3. Announce the business that comes before the committee at meetings and expedite business proceedings.
  - 4. Act as liaison between the committee and the regular club membership.

- D. The standing committees of the corporation and the duties of each are:
1. The Accounting Procedures and Policies Review Committee shall hold power to review all financial reports and documents of the corporation and report any inaccuracies; shall monitor and report to the Board of Directors and the membership the results of their reviews or proposed changes to club accounting procedures.
  2. The Elections Committee shall have charge of the election of club officers; provide nominations for specific club officers and accept nominations of candidates from the membership and provide and assess ballots for all club elections.
- E. All committee reports shall be made in writing to the Board of Directors, or to the President. Probable committee action or recommendations with respect to pending matters may not be disclosed to or discussed with persons not members of the committee, or Board of Directors, except with express permission of the committee chairman.
- F. The YN Program will have its own president, vice-president, and secretary, and will be under the leadership of the director assigned to it.

#### **ARTICLE XI. ELECTION OF OFFICERS**

- A. Qualification: Candidates for elective office must be regular members of the ACC in good standing. Candidates for the position of President must be either from the current or former Boards of Directors.
- B. Nomination: The Elections Committee shall provide nominations for specific club offices and accept nominations for candidates from the membership by the October meeting of the ACC.
- C. Ballots: The Elections Committee shall provide ballots for each election. Ballots shall include names of nominees for each office and a designated area for marking each vote. Family memberships shall receive one ballot.
- D. Distribution of Ballots: Ballots will be mailed out in the November newsletter to all members in good standing and must be turned in to the Elections Committee upon its request at the November meeting, or mailed to the Elections Committee Chairman before the November meeting.
- E. Assessment of Ballots: Ballots will be counted and the results announced at the November meeting by the Chairman of the Elections Committee.
- F. Retention: The ballots cast in any contested election shall be retained in the custody of the Secretary for a period of 60 days following the election, after which they may be destroyed unless the President otherwise orders.
- G. Ballot Violations: Any ballot received by the Elections Committee that violates any one or more of the following rules shall be counted null and void:
1. All votes must be on the official ballot supplied by the Elections Committee
  2. Votes shall be cast for one candidate per office.
  3. Only one ballot shall be cast per member.
  4. Family memberships shall receive and cast only one ballot.