

Gulf Coast Stamp Club By-laws

Article I. Name

The name of this not-for-profit organization shall be the GULF COAST STAMP CLUB, herein called “the Club.”

Article II. Objective

The objective of the Club is to provide structured and unstructured philatelic activities to individuals of all ages living on the southern coast of Louisiana, Mississippi, and Alabama.

Article III. Structured Activities

Section 3.01 Structured activities shall include but are not limited to:

- a) Monthly meetings
- b) APS circuit at the regularly scheduled meetings
- c) Annual GULFPEX show and exhibit
- d) Annual auction

Article IV. Unstructured Activities

Section 4.01 Unstructured activities shall include but are not limited to:

- a) Public displays of philatelic material
- b) Guidance to the public in philatelic matters
- c) Educational presentations for schools and the public
- d) Assisting boy and girl scouts in fulfilling requirements for badges relating to stamp collecting
- e) Assisting members in acquiring and disposing of philatelic materials

Article V. Membership

Section 5.01

Membership in the Club is open to all persons with philatelic interests, including but not limited to collections of:

- a) Stamps
- b) Stamp history
- c) Postcards
- d) Ephemera
- e) Literature
- f) Books

Section 5.02

Membership is confirmed by the completion of the Club application, payment of annual dues, and commitment to the By-laws.

Section 5.03

Junior members may be accepted with adult sponsorship.

Section 5.04

Adult and junior members are subject to the same obligations and disciplines as outlined in the Club By-laws.

Article VI. Dues

Section 6.01

Dues for adult members are ten dollars (\$10.00) and other members of the same household shall be five dollars (\$5.00) per year.

Section 6.02

Dues for junior members are two dollars (\$2.00) per year. Juniors are those members six (6) to eighteen (18) years of age.

Section 6.03

Dues are due and payable annually in January.

Section 6.04

Members are considered in arrears after the February Club meeting and shall be notified in writing by the Treasurer.

Section 6.05

Members delinquent for non-payment of dues after the March Club meeting are automatically suspended from membership losing all rights thereto.

Section 6.06

Dealers who have paid the required fee for a table at GULFPEX are extended membership for the year of participation.

Section 6.07

Members may resign from the Club at will, with forfeiture of remaining dues.

Section 6.08

Members who have resigned or dropped from membership for non-payment of dues may have their membership reinstated by payment of dues and completion of the Club application as a new member.

Article VII. Member Discipline

Section 7.01

Accusations of impropriety against any member must be submitted in writing, together with the evidence of such accusations, to the Executive Board.

Section 7.02

The Executive Board shall send a return receipt requested letter to the accused advising the member of the nature of the accusations and the date of a hearing before the Board.

Section 7.03

The accused shall have ten (10) days from the date of receipt of the letter in which to respond in writing to the President of the Club.

Section 7.04

If there is no response from the accused within the ten (10) day period allowed, the Executive Board may take action without any hearing.

Section 7.05

Decisions reached by the Executive Board at the hearing shall be reported at the following general meeting. The decisions are limited to:

- a) No cause for disciplinary action
- b) Suspension for cause for a specific time
- c) Expulsion for cause

Section 7.06

The decision of the Executive Board is final.

Article VIII. Member Privacy

The Club shall take reasonable measures to protect the privacy interests of its members.

Article IX. Life Memberships

Section 9.01

The Board of Directors may confer upon any person, otherwise eligible for adult membership, an honorary membership, which may be for life, or a specific term of years.

Section 9.02

Any adult member currently in good standing, may become a life member upon payment of a sum equal to fifteen (15) times the current annual dues and shall thereafter be exempt from annual dues.

Article X. Officers

The officers of the Club are: President, Vice-President, Treasurer, Recording Secretary, and two (2) Directors. No member may hold more than one (1) elected office at a time.

Article XI. Duties of Officers

Section 11.01 President

- a) Shall preside over all general and Executive Board meetings.
- b) Shall assure the presence of a quorum before any business is considered at a meeting.
- c) Shall announce the absence of a quorum at a meeting and proceed as defined in Article XVIII.
- d) Shall be an ex-officio member of all committees.
- e) Shall represent the Club between meetings.
- f) Shall report interim activities and information to the Executive Board.
- g) Shall, in consultation with the Executive Board, appoint chairs of committees.
- h) Shall make other appointments whose selection is not otherwise clarified in these By-laws.
- i) Shall cosign all checks over \$100.00 with the Treasurer.
- j) Shall certify minutes with the Recording Secretary.

- k) May call special meetings of the Executive Board if requested by three (3) or more members of the Executive Board.

Section 11.02 Vice-President

- a) Shall assume the duties of President in President's absence.
- b) Shall assist the President as needed.
- c) Shall assume the President's duties if the office is vacated.

Section 11.03 Treasurer

- a) Shall be responsible for the receipt, deposit, disbursement, and withdrawal of funds.
- b) Shall serve as chair of the Finance and Budget Committee.
- c) Shall render a written report at each general meeting.
- d) Shall assure that the financial records are audited at the end of each fiscal year.
- e) Shall reimburse approved expenses upon receipt of expenditures.

Section 11.04 Recording Secretary

- a) Shall be responsible for keeping the minutes of all general and Executive Board meetings.
- b) Shall maintain a continuing record of minutes.
- c) Shall be responsible for maintaining all non-fiscal records of the Club, as designated by the Executive Board.
- d) Shall certify all minutes along with the President.

- e) Shall call for a meeting chairperson pro-tem if President and Vice-President are absent from the general meeting unless the President appoints a meeting chairperson.

Section 11.05 Directors

- a) Directors shall serve on the Executive Board.
- b) Directors shall act as voting members in settling any disputes or grievances in accordance with the Club By-laws.
- c) Directors shall provide direction and guidance for officers of the Club.

Article XII. Terms of Office

Section 12.01

The officers and directors shall serve for a term of two years.

Section 12.02

Committee chairs and appointees shall serve until released by the President; such time not to be longer than the term of office during which appointed.

Article XIII. Committees

The following Committee Chairs shall be appointed by the President subject to approval of the Executive Board:

Section 13.01 Audit Committee

Shall consist of three (3) Club members appointed by the Executive Board. The Audit Committee has the following responsibilities:

- a) Audit the Treasurer's accounts at the close of the fiscal year on May 31.
- b) Provide a written report of their findings at the July general membership meeting.

Section 13.02 House and Hospitality Committee

Shall be a standing committee consisting of three (3) Club members who shall be responsible to coordinate the following responsibilities:

- a) Greet and assist guest or visitors at the monthly meetings.
- b) Maintain the physical condition of the Club's meeting place.
- c) Provide refreshments that may be directed and budgeted by the Club.
- d) Distribute and collect name tags for members, guest, and visitors.

Section 13.03 Publicity and Public Relations Committee

Shall be a standing committee consisting of one (1) Club member who shall be responsible to coordinate the following:

- a) Promote growth of the Club.
- b) Provide support services for the GULFPEX Show Chairperson.
- c) Notify the media of upcoming club events.
- d) Provide guidance to the Club for any publicity related items.

Section 13.04 Nominating Committee

The committee shall consists of three (3) Club members appointed by the Executive Board and shall at the February general meeting survey the membership in order to prepare a list of candidates nominated for officers and directors. (see Article XXIII for specific duties)

Section 13.05 Elections Committee

The Elections Committee is responsible for conducting the election of all Executive Board members and will consists of three (3) Club members none of whom shall be a candidate for office. (see Article XXI for specific duties).

Section 13.06 By-laws Committee

The By-laws Committee shall periodically review Club By-laws for concurrence and change, make suggestions to the Executive Board for consideration of those changes, and prepare amendment notifications for distribution to all members as required.

Section 13.07 Finance and Budget Committee

The Finance and Budget Committee shall consist of the Treasurer as an ex-officio member with the standing committee consisting of three (3) Club members. The primary responsibility of this committee is to prepare an annual budget.

Article XIV. Individual Appointments

The following individuals shall be appointed by the President subject to approval by the Executive Board:

Section 14.01 GULFPEX Show Coordinator

Section 14.02 Annual Auction Coordinator

Section 14.03 Circuit Manager

Section 14.04 Education Manager

Section 14.05 Librarian

Section 14.06 Webmaster

Section 14.07 Parliamentarian

- a) Shall provide advice as needed on parliamentary procedure at all meetings of the Club.
- b) Shall make parliamentary and procedural rulings as to the conduct of such meetings.
- c) Shall serve as the chair of the By-laws committee.
- d) Shall keep order during business meetings.

Article XV. Vacancies

Vacancies occurring before the expiration of terms of office shall be filled by the Executive Board choosing a Club member to serve until the end of that positions term.

Article XVI. Executive Board

Section 16.01

Elected officers and directors constitute the Executive Board.

Section 16.02

Executive Board Duties

- a) Shall be the administrative body of the Club.
- b) Shall fix the time and place of general meetings.
- c) Shall meet at least two (2) times annually, the dates, times and places to be set by the Executive Board.
- d) Shall have the power and authority to perform all functions of the Club between general meetings.
- e) Shall be bound by the By-laws, policies, programs, and budgets established by the membership.
- f) May authorize payment of ordinary expenditures and my obligate funds up to \$200.00.
- g) Shall conduct meetings open to all members as observers.
- h) May accept gifts on behalf of the Club without promise or favor of any kind to the donor.

- i) Act as the disciplinary authority of the Club to settle grievances and disputes.

Article XVII. Meetings

Section 17.01

The Club shall meet on the first Saturday of each month, unless that Saturday falls on a holiday then the meeting shall be held on the second Saturday of the month.

Section 17.02

The time and place of the meeting shall be approved by the Executive Board.

Section 17.03

Emergency general Club meetings may be called by the President upon request of a majority of the Executive Board which shall be responsible for notifying members.

Section 17.04

In the event the President and Vice-President are absent from a meeting, the President may designate an individual to conduct the meeting. If there has not been an individual designated to conduct the meeting then a member of the Executive Board starting with the Recording Secretary shall conduct the meeting. If the Recording Secretary is absent then the Treasurer shall conduct the meeting. If both are absent then a Director shall call the meeting to order and ask for a selection of a chairperson pro-tem to conduct the meeting.

Article XVIII. Meeting Quorum

Section 18.01

A quorum at general meetings is required to conduct business.

Section 18.02

A quorum at general meetings shall be ten (10) current members present.

Section 18.03

A quorum at Executive Board meetings shall be three (3) Executive Board members.

Section 18.04

Any business conducted at a meeting in absence of a quorum is null and void.

Section 18.05

The President shall announce the absence of a quorum.

Section 18.06

The only official actions that may take place in absence of a quorum are motions to:

- a) Adjourn
- b) Adjourn to a fixed time
- c) Adjourn for recess to obtain a quorum

Section 18.07

In meetings where there is an absence of a quorum, Club activities such as the circuit, education programs, and discussion among the members present may occur.

Article XIX. Conduct at Meetings

The conduct of the meeting shall be informal but in accordance with the By-laws and parliamentary authority.

Article XX. Special Meetings

The President, upon request of the general membership, or the Executive Board, may call a special meeting, provided the members of the Club, in a manner directed by the Executive Board, are informed as to the date, time, place, and purpose of the meeting.

Article XXI. Conduct of Elections

Section 21.01

Elections for all members of the Executive Board shall be held in May.

Section 21.02

Elections shall be conducted by an Election Committee of three (3) members, none of whom shall be a candidate for office.

Section 21.03

Voting shall be by secret ballot.

Section 21.04

Upon close of nominations, this committee shall be responsible for preparation, tallying, and reporting the ballot results.

Section 21.05

Tallying, and reporting the ballot results shall take place in the presence of the members.

Article XXII. Qualifications for Nominees

Section 22.01

Junior members are not eligible to hold office.

Section 22.02

Other members who are in good standing and have attended no less than eight (8) meetings held during the last twelve (12) months prior to elections are eligible for nomination for any elected or appointed position.

Section 22.03

"Good standing" shall mean a member's dues are paid in full and the member is in accordance with the By-laws.

Section 22.04

"Meetings" shall include attendance at regular meetings, Executive Board meetings, and scheduled functions.

Section 22.05

"Meetings" may also include excused absences submitted in writing to the Executive Board.

Article XXIII. Nominating Committee

Section 23.01

Three (3) Club members shall be appointed by the Executive Board at the February meeting to survey the membership to prepare a list of candidates nominated for officers and directors.

Section 23.02

The committee shall report the recommended slate at the April meeting.

Section 23.03

Election of new Officers and Directors will take place at the May meeting.

Section 23.04

Nominations shall be accepted from the floor prior to elections.

Article XXIV. Fiscal Management

Section 24.01

The Fiscal year for the Club shall commence on June 1 and end on May 31 of the following year.

Section 24.02

The President may approve normal operating expenses not exceeding fifty dollars (\$50.00) subject to concurrence of the Treasurer.

Section 24.03

Expenses exceeding fifty dollars (\$50.00) shall be submitted for approval at a regular meeting.

Section 24.04

Non-budgeted expenses of any amount shall be submitted for consideration at a regular meeting.

Section 24.05

All checks of one hundred dollars (\$100.00) or over shall have dual signatures.

Section 24.06

Two (2) Officers shall have their name on the Club bank account.

Article XXV. Dissolution

In the event that two-thirds (2/3) of the members present at a special meeting called for the dissolution of the Club, shall vote for dissolution of the Club then all funds and property on hand shall be given to the American Philatelic Society.

Article XXVI. Amendment of By-laws

The By-laws of the Club may be amended at any regular meeting of the Club by a two-thirds (2/3) vote of those present provided there is a quorum of members present at the meeting and the proposed amendment has been submitted to the Recording Secretary in time to be included in the call for the said meeting.

Article XXVII. Parliamentary Authority

Where the By-laws are silent on any issue, the Club shall be governed by the *Robert's Rules of Order Newly Revised*.