

CONSTITUTION

AND

BYLAWS

Pasadena Coin Club

ANA * Established 1961 * TNA

P. O. Box 58155
Houston Texas
77258

Revision Approved October 26, 2009

PCC Officers 2009

President - John Carter
Vice President - Mary Herrera
Secretary/Minutes - Elizabeth Howard
Secretary/Newsletter - Joanne Carter
Treasurer - Ken Benson

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I: NAME

The name of this organization shall be PASADENA COIN CLUB.

ARTICLE II: AIMS

The aims of this organization shall be the dissemination of numismatic knowledge; the assistance to members in securing material for their collections; and the promotion of numismatics to the non-collecting public.

ARTICLE III: OFFICERS

The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer. Their terms of office and duties are set forth in the Bylaws.

BYLAWS

ARTICLE I: CLUB YEAR

The club year for membership and fiscal matters shall be the calendar year, unless otherwise provided for in these bylaws. The Club year for holding office shall be from April through March.

ARTICLE II: MEMBERSHIP

- a. Application for membership, together with the proper dues, may be submitted at an announced meeting of the membership on forms prescribed by the club. Applications may also be mailed to the club, together with the proper dues.
- b. Application may be voted upon at the club meeting when received. Affirmative vote of the majority of eligible voting membership shall prevail.
- c. Applicants who are not accepted for club membership shall have their dues refunded promptly.

- d. Regular and Junior members shall be carried on the roster on a calendar year basis. Honorary and Life membership shall be perpetual unless rescinded.
- e. Names of Honorary membership shall be submitted to the Club membership for approval. Outgoing Presidents and officers in addition to the President can be proposed by membership for Life membership after serving two (2) terms, must have been an active member for a minimum of 6 years, and must have actively participated in club activities such as volunteering at the club meetings and annual coin show. Action may be taken upon presentation and a 2/3 affirmative vote of eligible voting members present shall prevail.
- f. Regular, Life or Honorary members (who are regular members when made Life or Honorary members) shall have the right to vote and to hold office. All members shall be entitled to all privileges of the Club.
- g. Any member in good standing who has reason to believe that another member is violating any object of the club may bring charges for expulsion against the offending member . Such charges shall be presented to the President who shall appoint a committee of three to investigate. If a majority of the committee feels that the investigation confirms the charges brought, a full report shall be presented to the membership. A 2/3 vote of eligible voting members present at the regular meeting shall be required to expel the member. If obtained, expulsion shall take effect immediately.
- h. Approved membership applications filed with full dues following the Thanksgiving Coin Show shall be considered as membership for the remainder of that year and the following year.

ARTICLE III: DUES

- a. Annual dues for Regular member shall be \$15.00. Annual dues for a Junior Member shall be \$7.50. Annual dues for a Couple (husband & wife) will be \$20.00. Annual dues for a Family (husband, wife, children) will be \$25.00. Dues for members admitted after the first September meeting shall be \$7.50 for Regular members, \$3.50 for Junior Members, \$10.00 for a couple and \$12.50 for a family.

- b. Dues shall be payable at or before the second meeting each January, after which time dues become delinquent. No member shall be allowed to vote on any issue after the regular January meeting if dues for the current year have not been paid. Any Regular, Junior, Couple or Family member in arrears more than three (3) months shall be automatically dropped from the roster and the mailing list.
- c. Any member who has been dropped because of delinquent dues may be reinstated upon payment of current year dues and a \$5.00 reapplication fee and a majority vote of eligible voting members at a regular meeting.
- d. Honorary and Life members shall not be required to pay annual dues.

ARTICLE IV: MEETINGS

- a. The Club shall meet the second and fourth Monday of each month at a place decided upon by the Club membership. Meeting shall convene at 7:00 P.M.

ARTICLE V: OFFICERS, ELECTION AND DUTIES

Section 1: Officers

- a. A Nominating Committee shall be elected at the first January meeting. It's duty shall be to select and present a slate of qualified and consenting nominees for each elective office to the membership at the first February meeting.
- b. Officers shall be elected at the first March meeting. The floor will be open for further nominations at the first March meeting. Any member in good standing may nominate any other member in good standing, provided that the proposed nominee is qualified to hold that office and has consented to serve if elected.
- c. Officers shall be installed at an Installation Banquet to be held during the first meeting in April, and shall assume their duties at the same time.
- d. In the event of a vacancy in any elected office, for any reason, the President may, with the affirmative vote of the majority of the eligible voting membership present, appoint an officer pro-tem at the earliest possible time to fulfill the duties of the vacant office.

Section 2: Duties

- a. Officers shall conduct all meetings and business in accordance with accepted parliamentary procedure. **Robert's Rules of Order, Newly Revised**, shall prevail in case of dispute.
- b. The President shall preside at all meetings, shall appoint and dismiss temporary committees, except the Nominating Committee; may appoint a Sergeant-at-Arms to maintain order whenever it is deemed necessary, shall be considered ex-officio member of all committees except the Nominating Committee, shall countersign all checks with the Treasurer; and shall generally supervise matters of interest to the Club.
- c. The Vice-President shall assist the President upon his/her request; shall act in the absence of the President; shall serve as Program Chairman and shall supervise all educational programs.
- d. The Secretary shall record the minutes of all meetings, shall preserve Club documents, shall inform the presiding officer of any unfinished business, shall handle general correspondence, shall assure that all members are notified of meetings through the Club newsletter, shall serve as Publicity Chairman and shall send Club publicity releases to numismatic publications regularly. The Secretary shall also read the minutes of the previous Club meeting during any regular Club meeting.
- e. The Treasurer shall receive and record money of the Club collected from the sale of cash tickets and dues money. He/she shall not pay out any money except for such necessities as the publication and mailing of the Club's monthly newsletter and minor office expenses (less than \$75.00) without approval of the membership. He/she shall present a detailed Treasurer's report of money received and spent to the membership at each meeting, as well as a copy to the President for his/her file. The Treasurer's report shall be audited at the end of each calendar year and a report made at the first regular meeting in January.
- F. All officers shall, at the expiration of their tenure of duty, deliver to their successors all books, papers, moneys, or other property of the Club currently in their possession.

ARTICLE VI: QUORUM

A quorum shall consist of these eligible voting members present at an announced or regular meeting.

ARTICLE VII: AFFILIATION AND SPONSORSHIP

The Club may maintain national affiliation through membership in the American Numismatic Association and state affiliation through membership in the Texas Numismatic Association. Club representatives to these two organizations shall be appointed by the President.

ARTICLE VIII: PUBLICATIONS

The Club will issue a newsletter each month on its website. The newsletter will be mailed to each member every other month and will include a two (2) monthly meeting schedule.

ARTICLE IX: AMENDMENT

Section 1, Procedure

This Constitution and Bylaws may be amended by an affirmative 2/3 vote of the eligible voting members present, provided that the proposed amendments have been presented in writing at previous meeting and have been printed in the Club's newsletter prior to the meeting at which such action will be taken.

Section 2, Suspension of Standing Rules

Standing Rules may be temporarily suspended by the eligible majority vote without prior notification. Standing Rules may be amended or rescinded by an eligible majority vote, provided members have been notified of such intent.

STANDING RULES

1. The business at each meeting shall include the following:
 - a. Call to order
 - b. Minutes of previous meeting
 - c. Treasurer's report
 - d. Committee reports
 - e. Correspondence
 - f. Unfinished business
 - g. New business
 - h. Voting on new members
 - i. Program and/or auction
 - j. Adjournment

Drawing for door prizes and breaks for refreshments may be inserted into the order of business, whenever desired, by the presiding officer.

2. The Club will hold two (2) yearly dinners. The first will be the installation dinner, at a place to be decided by the membership, the date to be the first meeting in April, for the purpose of installing new officers. The second will be the Christmas dinner, at a place to be decided by the membership, the date to be the first meeting in December. The Club may, or may not, subsidize part, or all, of the cost of these two (2) dinners, upon a 2/3 majority vote of the eligible voting members present at the meeting at which such a procedure is introduced.
3. The Club will hold an annual coin show, the weekend following Thanksgiving each year, at a location to be decided.
4. The Club will include an auction at each regularly scheduled monthly meeting. Paid up members in good standing will be allowed to offer lots for bid, and members and guests present may bid on these lots. There will be no charge to members for entering lots, and a \$1.00 minimum bid shall prevail.
 - a. Lots shall be affixed to a 3" x 5" card with the following information: description and grade of lot; minimum bid acceptable for lot, and member's name.
 - b. Lots shall be listed on the proper form for such listing, provided either by the club or prepared by an individual member. Information to be included on this form shall be the owner's name, lot description, grade, a column for entry of the lot numbers and a column for the Treasurer to insert the amount for which the lot was sold, or to indicate if the lot was passed.
 - c. Lots shall not exceed 10 per member for both the first and second meeting of each month.
5. There will be No Smoking or Alcoholic Beverages allowed in the meeting room.
6. The President shall appoint a Door-Prize Chairperson and coins for Junior members (separate from the Treasurer) who shall maintain a registration book which counts the number of members present at each meeting as well as attending guests. The Club contributed a fund to start this door-prize offering and chances sold at the meeting will allow the Door-prize Chairperson to purchase coins for these offerings. The Door-prize Chairperson will submit a detailed report of money received for ticket sales and the cost of the purchase of the coins for these raffles to the members with a copy to the President at each meeting

7. There will be a Bourse Chairperson whose responsibilities will include collecting money received for the table sales, early bird admission fees and regular admission fees at the November Coin show. This chairperson shall maintain a record of all money taken in and spent for this show and a report given to the membership at the conclusion of the show. This will be separate from the duties of the Treasurer. Any money not needed for show expenses will be put into the club's treasury. A copy of this detailed report will also be given to the President at each meeting.