



P. O. Box 267
Norwalk, Connecticut 06856

CONSTITUTION

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of

THE NORWALK STAMP CLUB

ARTICLE I NAME AND OBJECT

This organization shall be known as the Norwalk Stamp Club of Norwalk; herein referred to as the Society; its purpose to foster, develop, and otherwise enhance the avocation of stamp collecting.

ARTICLE II MEMBERSHIP AND DUES

Membership in this Society is open to all persons eighteen years of age or over, giving satisfactory references, subject to rules and regulations provided herein.

Section 1. The secretary, upon receiving an application for membership, shall read before a club meeting the name of the applicant, his/her business, and his/her references, as well as the names of the proposers. The application then is turned over to the Committee on Membership which, after due investigation, will report back to the Society, which at its discretion can accept or reject the applicant.

Section 2. Dues in this Society shall be \$6 a year, payable with the application for membership. If applicant is rejected, the dues payment will be refunded. Dues become payable the First of January each year. Any member failing to pay his/her dues within ninety (90) days of the due date, January 1, shall be considered not in good standing, subject to suspensions from any committees of which he/she shall be a member, and otherwise deprived of benefits of membership in the Society. Any member, failing to pay his/her dues within one hundred eighty (180) days of dues date, January 1, shall be dropped from the rolls.

Section 3. A member can resign from the club at any time, said resignation to be in writing.

Section 4. Reinstatement may be made after making application as established for new members (Art. II), provided that any indebtedness to the Society is paid in full, or satisfactory arrangements for payment being made.

Section 5. Members found guilty of fraud, dishonesty or conduct unbecoming a member, may be suspended for a definite period, thereby losing rights and privileges of membership; or expelled. Charges against such members have to be made to the Board of Governors, who will present such charges to the accused ten (10) days prior to a hearing before the Board of Governors. The Board can sustain or reject the charges, the records of the case to be preserved in the minutes of the Society. A person expelled from the Society may appeal such action of the Board of Governors directly to a meeting of the Society. The Society by a majority vote of those present can override or sustain the Board of Governors' decision.

ARTICLE II MEMBERSHIP AND DUES (con't)

Section 6. Lifetime paid-up membership can be proposed by any member for a member of the Society who is 65 years of age or older, and/or has been a member in good standing for 10 years or more. Acceptance of such lifetime paid-up membership shall be by majority vote of the club members.

Section 7. Any person who has not reached their eighteenth birthday may become a junior member after completion of an application. Junior members do not pay dues and are prohibited to vote on all society motions. All juniors under the age of sixteen must be accompanied by an adult to and during Society meetings.

ARTICLE III OFFICERS

Section 1. Elective officers shall be: A President, Vice President, Secretary, Treasurer, and a Board of Governors to consist of six members in addition to the elected officers. Elective officers shall serve for a period of one year, or until their respective successors have been elected, as provided under Elections (Art. IV).

Section 2. The President has general supervisory powers over all matters concerning the society. He/she is ex-officio member of all committees, will make all appointments provided for in the constitution and by-laws, or other appointments as are necessary, and shall otherwise perform all duties delegated to him/her by the constitution or otherwise placed in his hands by the membership at a duly called meeting. He/she shall appoint a Committee on Membership, a Committee on Audit, and such committees as he/she or the society feels are necessary for its well-being.

Section 3. The Vice President will assist the President in the conduct of the Society, and, in addition, shall act as Chairman of Programs, requesting and obtaining from the President such co-members of a Programs Committee as are necessary. In the absence of the President at any meeting, the Vice President shall act as President. In the absence of both President and Vice President, the following order of chairmanship shall be followed: Treasurer, Secretary, Past President. In the event of death, disability, resignation or removal of the President, the Vice President shall succeed to the office of President.

Section 4. The Secretary shall keep an accurate and permanent record of the minutes of the meetings of the Society and the Board of Governors; maintain a complete record of the membership of the Society, including applications, admission, death, resignation, suspension, expulsion, and reinstatement; register and attest all documents signed by the President. Any funds collected by the Secretary in the name of the Society shall be turned over to the Treasurer each month.

ARTICLE III OFFICERS (con't)

Section 5. The Treasurer shall take charge of all monies, properties, and securities of the Society; shall collect dues, issue membership cards and receipts; and make monthly reports of the financial standing to the Society. He/she shall deposit all dues and other receipts of the Society in a bank to be designated by the Board of Governors, and shall pay all bills and other obligations against the Society upon authorization by the general membership at a Society meeting for any amount, or by the Board of Governors for any amount not exceeding \$75.00.

Section 6. The Board of Governors shall consist of the President, the Vice President, the Secretary, the Treasurer, and six other members of the Society. Unlike the officers (President, Vice President, Secretary, and Treasurer), the six additional members of the Board of Governors shall be elected to the following terms of office: two to a three-year term, two to a two-year term, and two to a one-year term. The immediate past president and any members who head up a permanent committee shall be considered ex-officio members of the Board of Governors. It shall be the duty of the Board of Governors to be the administrative body of the Society, advising the officers on the conduct of the Society's affairs, and otherwise be responsible for the general welfare of the Society, as provided herein or upon assignment by a meeting of the Society.

Section 7. No officer shall receive compensation for services in the performance of the duties of his/her office or expect reimbursement for any administrative expenses, with exception only as authorized by the Board of Governors.

Section 8. Any actions of the officers (President, Vice President, Secretary, Treasurer) questioned by a member or members of the Society shall be subject to review by the six members elected as the Board of Governors who shall, in such case, appoint one of the six as secretary to report to the Society on its findings. In the discretion of the six elected as a Board of Governors they may call on any or all past presidents to assist them in an advisory capacity.

ARTICLE IV ELECTIONS

Section 1. The annual election of officers shall take place at the last meeting in January of each year.

Section 2. Sixty (60) days prior to the election, the President shall appoint a Committee on Elections, whose duty shall be to canvass the membership and propose to the Society a slate of officers; viz: a President, a Vice President, a Secretary, a Treasurer, and candidates for such vacancies on the Board of Governors that occur as defined in Article III, Section 6.

Section 3. At the first meeting in January prior to the election, the Committee on Elections shall announce to a meeting of the Society, its proposed slate of officers.

ARTICLE IV ELECTIONS (con't)

Section 4. Nominations other than those of the Committee on Elections can be made from the floor or by petition signed by ten (10) members of the Society, such nominations to be made at the first meeting in January.

Section 5. It shall then be the duty of the Secretary to prepare official ballots, listing candidates for each office in alphabetical order, such ballots to be placed in the hands of the six elected a Board of Governors, who shall conduct the election, as provided in Section 1 of Article IV.

Section 6. No member shall hold office who has not attained his or her twenty-first year.

ARTICLE V MEETINGS

Section 1. Conduct of the meetings shall be governed by Roberts' Rules of Order.

Section 2. Meetings of the Society shall take place on the first and third Monday at eight o'clock at a place to be announced.

Section 3. Special meetings of the Society may be called by the President, or, in his absence or disability, by the Vice President, or, in the discretion of the six elected as a Board of Governors, providing that notice of such special meeting is made in writing to every member in good standing of the Society. Such notices shall be sent to members not less than seven days prior to the calling of such special meeting.

ARTICLE VI PERMANENT COMMITTEES

Section 1. Subject to approval by the Board of Governors, the President shall appoint the following as permanent committees of the Society, the membership to be decided by the Board of Governors:

- A. Program, with the Vice President as Chairman
- B. Publicity
- C. Editor
- D. Sales Manager
- E. Library

These committees will serve for the terms for which the officers of the Society are elected and until their successors are appointed. The President, with concurrence of the Board of Governors, may remove any member of any such permanent committee, or add members when needed.

ARTICLE VII FISCAL YEAR

The fiscal year for the Society shall commence January first.

ARTICLE VIII AMENDMENTS

This Constitution and By-Laws may be amended by a two-thirds vote of the membership present and/or by absentee ballot.

Section 1. Notice of proposed amendments must be submitted in writing and signed by no less than five members of the Society.

Section 2. The proposed amendment or amendments shall be read before a meeting of the Society, a first reading; they then shall be prepared--either printed or mimeographed or otherwise inscribed--and distributed to the entire membership by mail.

Section 3. A second reading of the proposed amendment or amendments shall be made at the next meeting of the Society, and providing that the entire membership has had an opportunity to receive the above-mentioned forms, and if absentee members have expressed a preference in writing, and therefore provide with those in attendance two-thirds of the membership, the Society at this second reading can vote acceptance or rejection of the proposed amendment or amendments.

ARTICLE IX QUORUM

A quorum, shall consist of 25 percent of paid-up membership.

ARTICLE X LIBRARY

It shall be the intent of The Norwalk Stamp Club to maintain a library for and in the interest of its members. Books and other material in the library shall be available to any member of the Society who is in good standing. A member may be denied use of the library for infraction of any rules of the library.

RULES

1. The President will appoint a member to be librarian and three members as a Library Committee to govern the operation of the library, any funds accruing to it, and to furnish from these funds any monies needed by the librarian for the purchase of material
2. The librarian will be responsible to the Library Committee, except as herein otherwise provided. The librarian shall acknowledge all contributions; provide quarterly reports to the Library Committee and funds received and disbursed by him/her; be custodian of the catalog of the library; purchase, sell, or exchange any material for and to the benefit of the library, upon consultation and advice of the Library Committee

ARTICLE X LIBRARY (con't)

3. A member, borrowing any material from the library, shall sign a form specifying what material he has borrowed and shall not retain such borrowed material for more than one meeting. Members are responsible for material borrowed and are liable for full value of such material if lost or damaged.
4. A member holding borrowed material for more than one meeting will be assessed twenty-five (25) cents per week for each such item
5. These rules may be added to or amended as required