

# Pawcatuck Valley Coin Club



*By-Laws, 11-1-2023, Rev 6 final*

## **Mission Statement:**

The Pawcatuck Valley Coin Club is a not-for-profit organization dedicated to educating and encouraging people to study and collect coins and related items. The Club serves the academic community, collectors, area youth, and the general public with an interest in numismatics.

## **Section A - 1 - Definition/Duties of Club Officers –**

### **President:**

Direct Club policies and procedures at the discretion of the membership and chair Club meetings. Propose and define Club activities and suggest and implement fund raising activities. Delegate volunteer duties on specific projects. Set a good example for Club members, maintain a positive profile within the numismatic hobby and recruit prospective members. Facilitate the monthly Club business meeting, with fairness and encouragement of participation in Club business and discussion. Manage Club decisions in an orderly and democratic way, with standard meeting principles and majority vote.

### **Vice President:**

Act as back-up to the President in capacities listed above. Suggest and follow up on Club related activities, educational opportunities, promoting fellowship and cooperation with other coin Clubs. Encourage members to become involved in projects and committees and recruit prospective members.

### **Treasurer:**

Responsible for Club funds, membership dues, bank deposits, checking account, petty cash, and accounts payable / receivable. Transport petty cash to Club meetings and shows. Maintain financial records for the Club. Provide accounting and standard reports, documentation for the Audit Committee, regulatory and governmental agencies.

### **Recording Secretary:**

Keep minutes and attendance records at all meetings. Coordinate and facilitate feature speaker presentations, promote Club activities in the media, inform appropriate publications of Club-sponsored events and maintain Club listing in magazines, journals, etc. Update and distribute By-Laws, when necessary, handle all Club-related correspondence, and recruit prospective members.

**Corresponding Secretary:**

Maintain a database of Club members' names, addresses, phone numbers, etc. Work with the Recording Secretary to prepare and distribute information to membership, regarding upcoming activities, through email, U.S. Mail, and phone.

**Section A - 2 - Eligibility Requirements for Officers:**

2a) Must be Pawcatuck Valley Coin Club members in good standing.

2b) Must have attended at least two thirds of the official Club functions since the last election.

Official Club functions shall be defined as scheduled monthly meetings and Club sponsored events, such as coin shows or business meetings.

**Section A - 3 - Vacated Office:**

In the event any elected office is vacated, the remaining officers shall appoint another member to perform the functions of the vacated office. All officers shall work without remuneration. All officers shall uphold and preserve the standards, policies, and mission of the organization. All officers shall maintain a high level of visibility within the local community in order to promote and advance the purposes of the organization as stated in the Mission Statement.

**Section A - 4 - Removal Of Officers:**

Motions to remove an officer from the Club may be made by any member in good standing. The balance of the officers shall investigate all allegations and present findings to a general meeting of at least one-half of the total membership. The official in question shall respond to the general membership. A two-thirds majority of the members in attendance is required for removal.

**Section B - 1 - Nominations/Elections:**

Nominations shall take place at the May general meeting. Nominees running unopposed may be elected by acclamation. Should there be two or more nominees for an office or offices, elections shall be held by written ballot. Ballots shall be provided within one week of nominations. Ballots may be silently voted on by paper or by show of hands. If mailed, the ballot shall specify the date by which it must be returned. Any ballot postmarked after the specified date shall not be counted. Voting and results will commence and will be announced at the June meeting.

**Section - B - 2 - Voting and Eligibility Procedures:**

All members in good standing are eligible to vote. In addition to electing officers, members shall be entitled to vote for other Club business at the board's discretion. A simple majority shall constitute a binding resolution, except as noted elsewhere in these by-laws.

**Section C - Committee Chairpersons:**

Committee chairpersons and volunteers, made up from the Club membership, will act in

various capacities to facilitate specific functions/requirements of the coin Club. Members will also be called upon to assist with special Club duties and events.

**Audit Committee:**

An ad hoc committee of volunteers, assembled from Club membership, with duties including, but not limited to review and audit of the Club checking account, savings account, books, and processes. Ensure the accounting practices are relevant, appropriate, and current. The audit committee shall meet annually.

**By Laws Committee:**

An ad hoc committee of volunteers, assembled from Club membership, with duties including, but not limited to, the review and maintenance of the Club by laws. Ensure the bylaws are relevant, appropriate, and current. This committee shall meet at a minimum of once every ten years.

**Annual Numismatic Show Committee:**

Chairperson(s) will secure the venue for the annual coin show, coordinate with venue personnel, media, and volunteers, for the preparation, operation, and disassembly of the show. Recruit and work carefully with coin show dealers following up with post show results/future coordination. Work closely with the security/safety coordinator to prevent nefarious activity.

**Security/Safety Committee:**

Coordinator shall be responsible for working with the annual show coordinator and volunteers, to maximize security and safety in and around the annual coin show, monthly meetings, and any other environment and/or event which requires it. The coordinator and member volunteers will be encouraged to draw on any law enforcement experience they, or their designated volunteers may possess and to be aware of and to share current security issues with Club officers and members.

**Legacy Committee:**

Qualified members in good standing will provide guidance to members of the community who have come into possession of numismatic items. Club volunteers, (not less than two), will assist the public with identification, evaluation, and disposition of numismatic items as a community service. All Legacy meetings will be documented.

**Section D - Club Policies**

**Section D - 1 - Club Expenses:**

Authorized signers of Club treasury account: Besides the Club treasurer, at least one other officer shall have access to and signing authority for the Club bank account in the event of the Treasurer's absence. Expenditure of Club funds: Payment of normal Club expenses shall not require approval of the general membership.

The following shall be considered normal Club expenses: Newsletter production and distribution (including any supplies required), correspondence, regulatory or legal matters (tax forms, corporate filing, non-profit status, etc.), postage, as well as raffle and door prizes. Expenses over and above normal as described above shall require the approval of a majority of members at the general meeting.

**Section D - 2 - Auctions:**

Auctions shall be an optional activity as assigned by the officers by unanimous agreement. An auctioneer and vendor may be invited to bring coins, currency, and other numismatic items to be auctioned by a bid format through active floor bidding at the Club's business meetings.

**Section D - 3 - Door prizes:**

Door prizes shall be an optional activity as assigned by the officers by unanimous agreement. A vendor, the Club or a member may donate coins, currency, and other numismatic items to be given in a number format to a senior and a junior Club member at the Club's business meetings.

**Section D - 4 - Coin/Currency Sales**

Any member who has paid his membership dues may set up a table for coin sales at any regular monthly meeting for \$1.00.

**Section E - Membership:**

**Section E - 1 - New Members:**

Individual and family membership shall commence upon the receipt of membership dues and application form(s). Dues are paid as a consideration for membership. All members in good standing are permitted to vote on Club business or be eligible for door prizes, receive newsletters and other Club notices and publications. Guests may attend Club functions or purchase raffle tickets or Club auction merchandise such as dealer coins.

**Section E - 2 - Membership Dues:**

Membership dues shall be for one year - renewed in January. Members will approve annual dues for Seniors, for Juniors and for Families. Members not renewing their dues within 60 days shall not be eligible to receive any Club publication or information until such time as they have renewed. Elected Officers and Life Members shall not be required to pay dues, but will retain all Club privileges.

**Section E - 3 - Policies Re: Young Numismatists and the PVCC**

1. All Young Numismatists (minors under 18 years of age) must be accompanied by a parent or guardian in order to attend a PVCC sponsored event or function.
2. All Young Numismatist programs sponsored by the PVCC must have double coverage. (i.e., at least 2 PVCC members).
3. Under no circumstances is a PVCC member allowed to take charge of, or responsibility for, a minor to whom they are unrelated while attending or running a Club sponsored function or event.

4. Any unaccompanied minor attending a PVCC function or event should be directed to get a parent/guardian or be escorted to a responsible security person or show organizer.
5. Disregard or violation of Club policy requirements in matters involving Young Numismatists/minors can be grounds for expulsion from the PVCC.

#### **Section E - 4 - Member Conduct:**

All members shall act in a responsible manner at all Club functions, especially those where the general public is involved. At Club sponsored events, members shall exhibit courtesy, helpfulness, and a high regard for the safety of all persons and property involved. There will be no drugs or alcoholic beverages allowed at Club functions, except where legal and appropriate – i.e., restaurant gatherings, etc.

No unsafe or inappropriate behavior of any kind will be allowed at any Club function.

#### **Section E - 5 - Termination For Causes:**

Failure to abide by the above policies may result in termination of membership. Allegations of such instances must be brought to the attention of the officers. Officers shall investigate and present evidence at the next general meeting. Accused may offer rebuttal. 2/3 vote is required to terminate membership.

#### **Section F - Amendments:**

Amendments to the By-Laws must be submitted in writing. Proposed amendments must be presented at the next general meeting at which at least one third of the general membership is present. If discussion changes the wording of the proposal, that wording shall be finalized before any vote shall take place. A two-thirds majority of the members in attendance is required for the proposal to pass.

#### **Section G - Non-profit status and operation:**

The PVCC has not filed for a nonprofit status under the 503c guidelines at this time. It is not the intention, nor will the Club produce a taxable profit or generate substantial bank interest on checking or savings accounts that would require the Club to file a 1099 statement with the IRS.

#### **Section H - Club Dissolution:**

In the event that the Club ever ceases to exist, any remaining Club funds will first be used to satisfy any outstanding obligations. Then any remaining funds or assets will be donated to the American Numismatic Association to fulfill its section 501(c)(3) purpose of Numismatic Education.

#### **Section I - Community Service:**

It is within the mission of the Club to foster a wholesome presence in the community and promote education, through numismatics.

**Section J - Business Meeting Agenda:**

**Section J - 1 - Executive Session before regular business meeting if required.**

**Section J - 2 – Suggested Regular Business Meeting:**

6:30 PM	Doors open.
6:30-7:10PM	Social time for members Raffle sales open Bourse tables open for business
7:15 PM	President's Welcome Previous meeting's minutes read (Recording Secretary) Treasurer's report (Treasurer) Correspondence read (Corresponding Secretary) Sickness, Memorial, Distress Old Business (Includes reports from various committees) New Business & New Members Numismatic News Junior Exhibits, door prize and raffle Senior Exhibits
7:50 PM	Guest Speaker or Program
8:20 PM	10-minute break
8:30 PM	Auction
9:00 PM	Senior Door Prize Senior Raffle Bonus Raffle (June & December)
9:15 PM	Conclusion & next meeting date announced.
9:20 PM	Clean up