

# Low Country Coin Club



## Bylaws

Amended October 2011, May 16, 2018

**ARTICLE 1**  
**TITLE AND DESCRIPTION**

- Section 1: This organization shall be known as the Low Country Coin Club (LCCC) or the Low Country Coin Club Inc., both names are considered one and the same.
- Section 2: The objectives of this organization are:
- A. Become a non-profit organization, licensed in the state of South Carolina and recognized by the Federal Government.
  - B. Encourage and promote interest in Numismatics.
  - C. Cultivate friendly relations among collectors.
  - D. Maintain and protect the interests of its members.
- Sectopm 3: The LCCC will operate on a fiscal year basis, November 1<sup>st</sup> through October 31<sup>st</sup>.

**ARTICLE 2**  
**MEMBERSHIP**

(Article 2 amended May 16, 2018.)

- Section 1: Any legal resident of the United States of America, 18 years of age or older shall be eligible for full membership. Persons under 18 years of age may apply for junior membership (Young Numismatist).
- Section 2: Individuals interested in club membership must attend one club meetings a a visitor. At this meeting the individual may submit an application for membership. All applications for membership shall bear the endorsement of any member in good standing. The application shall then be submitted to all members present for for a yea/nay oral vote of the application. The applicant will not be present for this vote. A three fourths (3/4) majority approval of members present is required for membership. Any applicant, once rejected for membership, cannot reapply for a period of one (1) year.
- Section 3: Upon acceptance, the new member shall pay one (1) year's dues per Article 3, sections 1 or 2, to the club Treasurer. The Treasurer shall sign and date the application, as a receipt of dues paid, and forward the application to the club Secretary for inclusion in the members in good standing file.
- Section 4: Members who have not paid their dues by the first regular club meeting in March are no longer considered active club members. They may reapply for membership at any time. If they had been in good standing the year prior to membership termination. The guidelines of Section 2 and 3 above will be followed for reinstatement for past members for more than one year.

**ARTICLE 3**  
**DUES**

Section 1: Dues

- A. Ten dollars (\$10) per year for adult members.
- B. Five dollars (\$5) per year for junior members.
- C. Dues shall be paid to the Treasurer upon approval of application for membership on or before the first regular club meeting in November. Members who have not paid their dues by the second regular club meeting in November are not eligible for any Office and cannot vote in the annual election.

Section 2: Proration

Members admitted the first six (6) months of the club year, November thru April, shall pay the full amount. Members admitted from May thru October shall pay one half (1/2) the full amount.

## **ARTICLE 4 ETHICS**

### Section 1: Good Standing

Good standing is defined as active participation, mentoring and leadership in a majority of club meetings and events promoting club objectives. A member is not considered to be in good standing only when an Ethics Committee has evaluated the member's actions and has determined that the member's conduct was not consistent with good order, discipline or club objectives. Members found not to be in good standing shall be considered for expulsion from the club.

### Section 2: Expulsion

Any member in good standing, who has reason to believe that another member is violating any objectives or rule of the club, may bring charges for expulsion against the offending member. Such charges shall be presented to the President, who shall appoint an Ethics Committee of three (3) members in good standing to investigate the charges. At a minimum, two or the three Ethics Committee members shall be current elected officers. All committee members must have no personal affiliation with the accused member, outside of club meetings or events to ensure an impartial investigation is performed. If a majority of the Ethics Committee confirms the charges brought, a full written report shall be provided to the Secretary for inclusion into meeting minutes and an oral report provided to the club membership. The club membership shall then vote on expelling the member no later than the next regular meeting. A two thirds (2/3) majority vote, of members present, is required to expel the member. The club Treasurer shall refund the remaining pro-rated dues to the member being expelled. The expelled member cannot reapply for membership for a period of one (1) year from the date of expulsion. If the majority of the Ethics Committee find there was no willful misconduct or unethical breach of trust on the part of the accused, a full written report shall be submitted to the Executive Committee and be attached to the next regular or Executive Committee meeting minutes including a recommendation to retain the member at present status.

### Section 3: Members not in good standing

- A. Lose their right to auction numismatic materials at club meetings.
- B. Cannot vote on any club issues or elections.
- C. Cannot run for any club Office.
- D. These limitations will be in force for a one (1) year period beginning at the time the Ethics Committee deemed the member as not being in good standing status.

**ARTICLE 4**  
**ETHICS (continued)**

Section 4: Life member

Any member who has been in good standing for a minimum of five (5) consecutive years and whom the club members feel is deserving, can be nominated for LCCC Life Member status. All club members in good standing shall be notified at least one (1) meeting prior to the vote. A two thirds (2/3) majority of members present voting, in favor of the nominee is required. Upon confirmation an LCCC Life Member number shall be assigned to the member. This number can never be utilized again for this purpose. LCCC Life Members are permanently exempt from club dues so long as they remain in good standing and are not expelled from the club.

## **ARTICLE 5 MEETINGS**

- Section 1: All LCCC meetings shall be held utilizing “Robert’s Rules of Order” as a guide to ensure an orderly process.
- Section 2: Regular meetings of the club shall be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month. Meetings shall be called to order as close to 19:30 hrs (7:30 pm) as practical. The President, when necessary, may call for a special meeting at a date and time he deems suitable for its purpose.
- Section 3: Annual elections shall be held during the regular club meeting on the 3<sup>rd</sup> Wednesday in October of each year at 19:30 hrs (7:30 pm).
- Section 4: The Annual Inaugural Dinner Banquet shall be held at a time and location determined by a presidential appointed Entertainment Committee and approved by the Executive Board, convenient for a majority of club member attendance. The Dinner will normally be held in November or December. Historically the Dinner has been free to all active club members. Guests of members are always welcome and may be charged accordingly dependent on funds availability. Guests fee to offset the cost of their meal will be determined by the Executive board. No new business will be conducted.

## **ARTICLE 6 OFFICERS**

- Section 1: The club management shall consist of an Executive Committee and a Board of Directors. The Executive Committee shall be the club President, Vice President, Secretary and the Treasurer. The Board of Directors shall consist of five (5) additional club members. All Executive Committee members shall serve in their positions for a period of one (1) year beginning November 1<sup>st</sup>.
- Section 2: Any member in good standing is eligible for Office.
- Section 3: All elections for Office shall be conducted by secret ballot. Members must be in good standing and present to cast a ballot.
- Section 4: Club Officer election sequence
- A. First regular club meeting in September – form a nominating committee.
  - B. Second regular club meeting in September – submit nominees names to the club.
  - C. First regular club meeting in October – add any nominations submitted from the floor.
  - D. Second regular club meeting in October – Annual election.



**ARTICLE 7  
DUTIES OF OFFICERS**

Section 1: The President shall

- A. Preside at all regular and special meetings.
- B. Be an ex-officio member of all committees.
- C. Enforce order, per “Robert’s Rules of Order” and strict adherence to the By-laws and Constitution of the club.
- D. Appoint all committees.
- E. Appoint qualified members to fill officer vacancies, to serve until the next annual elections meeting.
- F. Personally represent the club on all legal matters.
- G. Have no vote on any issue before the club, except in the case of a tie vote. He shall cast the deciding vote. He shall vote in the annual elections and for Life Memberships.

Section 2: The Vice-President shall

- A. Assist the President as called upon.
- B. Perform the duties of the President in his absence.

Section 3: The Secretary shall

- A. Maintain a record of each meeting. The record shall include, as minimum, the date, time and location, reason for the meeting (regular, special, executive), Officer presiding and elected officers present, details of all business, including motions, by whom made and seconded, deliberations, vote results and recommendations. Any and all points of interest to the club, the time of the close of the meeting.
- B. Record of attendance, donation prizes awarded and to whom.
- C. Receive, from the Treasurer, and file a copy of the Treasurer’s report after his presentation to the club.
- D. Record of donations received during the meeting.
- E. Record of gold, silver and platinum market prices of the day.
- F. Notify cognizant members of meetings requiring their presence.
- G. Maintain a complete file of correspondence connected to the club.
- H. Maintain an up to date listing of all active club members, with the Treasurer, dis-enroll members who have not paid annual club dues by the first regular club meeting in March.
- I. Maintain copies of all completed tax returns for the club for the previous seven (7) years.
- J. Deliver to his/her successor, all books, papers, records and other club property in his/her possession.

**ARTICLE 7**  
**DUTIES OF OFFICERS (continued)**

Section 4: The Treasurer shall:

- A. Receive and distribute such funds as authorized by the Executive Committee.
- B. Keep an accurate record of all funds received and disbursed. Receipt and disposition of all funds shall be documented in a ledger. All receipts shall be retained for a period of seven (7) years or as necessary to support club, State and/or Federal audits.
- C. Pay all authorized bills and expenses.
- D. Receive all dues.
- E. Maintain an accurate list of active members and changes thereto and provide a copy to the Secretary for record purposes.
- F. Provide a list of members who have not paid their annual membership dues at all regular and Executive Board meetings occurring during the months of October thru January. Discretely inform said members of belated dues status and provide a copy to the club Secretary for record keeping.
- G. Provide a Treasurer's report at the 1<sup>st</sup> regular club meetings of the month and the Executive Committee meetings as directed by the President.
- H. Have the authority to spend a maximum of one hundred (\$100) dollars for items, which he/she deems necessary for the good of the club, but in no case shall this be done more than once within a period of three (3) months without the consent of at least two other Executive Committee members.
- I. Maintain sufficient supply of auction cards to sell as needed.
- J. Deliver to his/her successor, all books, papers, records and other club property in his/her possession.

Section 5: The Executive Committee shall:

- A. Exercise a general supervision of all club members and the club in all its details.
- B. Make recommendations for the improvement and welfare of the club.
- C. Approve funds and purchases for the Coin Show, attendance, regular club meetings and the Annual Diner Banquet prizes.
- D. Meet prior to the first regular club meeting each quarter or at least once a quarter at a time and place designated by the club President.
- E. Audit club financial accounting records in October of each year, submit an audit report to attending members at the first regular meeting in November and a copy to the Treasurer and Secretary for record purposes. This audit and the report shall be performed by no less than two members of the Board of Directors.

**ARTICLE 7**  
**DUTIES OF OFFICERS (continued)**

F. In September, consider all club members for LCCC Member Of The Year, selecting one (1) member for his/her contributions, leadership and mentorship to the club during the period of October of the previous year to present. This member will be awarded the next year's membership, at no cost, during the 1<sup>st</sup> regular club meeting in October.

Section 6: Any Officer failing to discharge his/her office for six (6) consecutive meetings, (unless a satisfactory reason is given), shall have that office declared vacant by the President. If this applies to the Office of the President, the Vice-President shall declare the office vacant and assume the Presidency.

Section 7: Office Vacancy

A vacancy does not mean that all officers move to the next position. All lower offices, other than the one used to fill the vacancy, shall remain in place. The President will then appoint a qualified member to fill the vacancy until the next annual election. If the appointed member is a member of the Board Of Directors, the President will then appoint another club member to the Board Of Directors. The following is the line of succession for elected officers.

President  
Vice-President  
Secretary  
Treasurer  
Any remaining Board of Directors member

## **ARTICLE 8 MODIFICATION OF BY-LAWS**

- Section 1: The Constitution and By-Laws may be amended, changed, revised or altered by a two thirds (2/3) majority vote of members present, provided that all members in good standing were notified either verbally at a preceding meeting and sign a roster acknowledging the same or in writing of the proposed changes at least one (1) week prior to the regularly scheduled meeting during which the changes are to be voted on.
- Section 2: Any club member may recommend a change to the By-Laws. Recommendations shall be submitted directly to the President who will then appoint a five (5) member By-Laws committee. This committee shall consist of two Board of Directors members, one of which will serve as the By-Laws Committee Chairperson and two club members in good standing who are not presently Officers of the club. The fifth member shall be the member proposing the change/changes to the By-Laws. The By-Laws Committee will draft a formal proposal to amend the By-Laws. No less than four (4) members must be in agreement on the wording of the draft. The By-Laws committee will then submit the proposed change/changes to the By-Laws to the President. In the case of a complete rewrite of the By-Laws, the rewritten Constitution and By-Laws will be submitted to the President in its entirety, with the Formal Proposal to amend the By-Laws.
- Section 3: All amendments, upon passage, shall go into effect immediately. A complete rewrite will go into effect after printing and booklet assembly. This date will be determined by the club President. A copy of all changes or rewriting, plus a copy of the formal change proposal and the new booklet will be given to the Secretary for inclusion in his/her records. Each member of the club will be provided a copy of any completely rewritten draft when notified of member vote meeting.
- Section 4: No amendment may be put to a vote at the same meeting that it was proposed, but must be voted on within three (3) regular meetings that follow.
- Section 5: In the case of disputes that are not covered by the Constitution and By-Laws of LCCC, they shall be referred to Parliamentary Law (“Robert’s Rules Of Order”); two thirds (2/3) members present plus (+) one (1) additional member majority rule.

**ARTICLE 9**  
**ORDER OF BUSINESS**

Section 1: The following order shall be used to conduct all regular meetings;

- Call to Order
- Invocation
- Reading of Minutes from last regular meeting
- Gold, Silver and Platinum Market Report
- Treasurer's Report (first regular club meeting of the month)
- Communication and Bills
- Reports of Standing/Special Committees
- Reports of Officers
- Unfinished Business
- New Business
- Educational Topic
- Remarks For The Good of the Club
- Report of Member Illness and Status
- Adjournment

Section 2: The following order shall be used to conduct all Special and Executive Board meetings;

- Call to Order
- Invocation
- Reason for Special Meeting
- Muster of Officers present
- New Business
- Adjournment

(Sections 1 & 2 above are in accordance with "Robert's Rules Of Order").

**ARTICLE 10**  
**COMMITTEES AND CHAIRPERSONS**

Section 1: The President shall appoint the following Standing and/or Special Committees as he/she deems necessary.

Sickness or distress	Publicity
Membership	Entertainment
Ethics	By-Laws
Bourse	Nominating
Exhibits	Education
Club Historian	Librarian
Award custodian	

Section 2: The President may appoint the committees as needed.

Section 3: All committee budgets must be pre-approved by a three fourths (3/4) majority of Executive Board members if expected expenses will exceed one hundred (\$100) dollars.

Section 4: The basic duties of the committees are as follows:

“Sickness and distress”

-Procure and send a suitable card to members who are known to be ill or hospitalized. Card should contain the signatures of all willing members, minimum signatures should include those of all available Executive Committee members. Send flowers in the case of a deceased member or a donation, (not to exceed \$50 (dollars)) to the family’s requested Organization.

“Publicity”

-Arrange for advertisement pertaining to coin shows and events designated by the President within a preset budget.

“Membership”

-Solicit potential members

“Entertainment”

-In addition to ARTICLE 5, Section 4, provide the club with all details pertaining to the Annual Dinner Banquet for example, menu, beverages, gifts, entertainment, etc. With Executive Committee approval, present results to club members at least two (2) regularly scheduled club meetings prior to the event date.

“Bourse”

-Arrange for a suitable location and dates for the coin show. Notify and attempt to secure a suitable number of dealers to support the show. Arrange for security, adequate insurance, set up and breakdown tables, chairs and food vendors. Ensure the space is cleaned to the provider’s requirements. Make every attempt to cover expenses of the show.

“Ethics”

-see ARTICLE 3.

“By-Laws”

-See ARTICLE 8.

“Nominating”

-See ARTICLE 6, Section 4, A thru D and ARTICLE 7 Section 5, F. Only one (1) person is to be nominated, by the committee for each Executive Committee position. Up to seven (7) members may be nominated for the five (5) Board of Directors positions.

“Exhibits”

-Obtain members to support exhibits at the coin show or special event. Obtain three (3) members to judge the exhibits. Obtain prizes (with Executive Committee concurrence) for the exhibit winners.

“Education”

-Provide an Education program for each regular club meeting.

“Club Historian”

-Keep a running list of all notable events related to LCCC. For example, # of coin shows sponsored, # of dealers attended, # of tables sold, # of new members of the club, any special event; non local coin shows or non local coin club meetings attended and by whom. Inaugural dinner inductees by names and offices, guest speakers and/or visiting VIPs. Any major changes to club routines, any club sponsored community services, members lost to death or relocation. Recap quarterly, present summary to members with a copy to the Secretary for club records.

“Librarian”

-Take custody of all club owned books, catalogs etc. Sign out materials to club members when requested for a period not to exceed the next regular club meeting. An extension may be granted, not to exceed the time period set above. Members ignoring, material return requirements shall be reported to the President per ARTICLE 4.

“Chairpersons”

-Any committee with three (3) or more members, will select a member from amongst themselves to serve as chairperson. At no time will a committee consist of less than three (3) members. If the president tasks one or two members to assist the Executive Committee, these members will be known as advisory agents of that Committee.



All Articles approved by a majority of members present October 2011.

Article 2 Membership, Revised and approved per by-laws May 16, 2018.