

# **THE BOWIE COIN CLUB**

## **CONSTITUTION**

### **ARTICLE I. NAME AND PURPOSE**

#### **Section 1. Name.**

This organization shall be known as the Bowie Coin Club, hereafter referred to as the "BCC". The BCC shall be operated as an unincorporated fraternal organization and shall not maintain physical offices.

#### **Section 2. Purpose.**

The purpose of the BCC is to study and support the hobby of numismatics. The objectives of the BCC are to:

- a. Dispense numismatic information.
- b. Encourage coin collecting.
- c. Cultivate fraternal relations among individuals interested in numismatics.

### **ARTICLE II. OFFICERS AND DIRECTORS.**

#### **Section 1. Officers and Directors.**

There shall be four officers: President, Vice President, Secretary, and Treasurer. The offices of Secretary and Treasurer may be held by the same person. The BCC shall have a Board of Officers, which shall include the officers and two directors.

#### **Section 2. Duties of Officers and Directors.**

##### **a. President.**

The president shall preside at all meetings and shall direct the business of the BCC. In his absence, the duty shall fall on the vice president. The President shall preside at all meetings, and shall direct the Club's business.

##### **b. Vice President.**

The vice-president shall assist the president in every way when called upon to do so, and shall preside at meetings in the president's absence. In the event the office of president becomes vacant from any cause, the vice-president shall become president for the unexpired term.

##### **c. Secretary.**

The secretary shall keep a correct written record of all meetings of the Board of Officers, shall report the minutes of the previous club meeting at the next meeting, provide copies of the Club articles and bylaws to all new members when requested and shall conduct such correspondence

of the Club as may be necessary. The Secretary shall preside in the absence of the President and Vice President and act in the President's stead.

**d. Treasurer.**

The Treasurer shall collect and hold all money of the BCC and shall take full charge of the same. The Treasurer shall keep a correct record of all financial transactions, furnishing a report of same at the end of each year, or more frequently as directed by the President or Board of Officers. The Treasurer may open and maintain accounts in depository institutions insured by the Federal Deposit Insurance Corporation in the name of the BCC. Checks may be signed by either the Treasurer or the Secretary or such other officers as the Board of Officers may authorize. The president or the members may at any time and from time to time cause an audit to be conducted of the transactions and reports of the treasurer by a committee of at least two members.

**e. Directors.**

The directors shall assist the officers in managing the BCC in the best interest of its members. In fulfilling their duties, the directors shall perform such tasks as assigned them by the President.

**Section 3. Terms.**

Officers and directors of the BCC shall serve for a period of two years. Terms of officers and directors begin on January 1 of the next even-numbered year. There is no limit to the number of terms that an officer or director may serve.

**Section 4. Eligibility.**

In order to hold a position on the Board of Officers, an individual must be a member for at least one year.

**Section 5. Vacancies.**

Vacancies in BCC offices shall be filled by individuals who will finish out the term of office. Vacancies shall be filled as follows:

**a. Officer Vacancies.**

In the event of a vacancy in any of the officer positions, a special election shall take place within 60 days of the vacancy. If there is no nominee for the vacant position, one of the remaining officers shall assume the duties of the position until another election (special or regular), is held.

**b. Director Vacancies.**

Within 60 days of a vacancy in a director position a replacement shall be nominated by the President and elected by majority vote of the Board of Officers.

### **Section 7. Resignation.**

Any officer or director may resign their position in writing. All records and assets of the BCC in such person's possession shall be returned to the President or Vice President.

### **Section 8. Removal of Officers.**

An officer or director may be removed from office with cause.

The following procedures shall be followed:

- a. A written petition stating the reason for removal and signed by of at least 10 members shall be presented to the President or Vice President (in the case of a petition for removal of the President) who shall initiate an investigation for removal.
- b. After an investigation has been concluded and if cause has been determined, the petition for removal shall be presented to the membership at the next regular meeting and shall be voted upon by the members. The vote shall follow the procedures for voting contained in Article VI.
- c. The officer or director shall be removed if more than two-thirds of those voting favor removal.
- d. Any officer or director being considered for removal from office may not participate in the investigation process and may not vote on the petition.

### **Section 9. Meetings.**

- a. The Board of Officers of the BCC shall meet not less than every six months. The President may call additional meetings as deemed necessary.
- b. A quorum of the officers and directors is required for action by the Board of Officers. A majority of Officers and directors present and voting are required for action. Board meetings may be in person or via electronic means.

## **ARTICLE III.**

### **MEMBERSHIP**

#### **Section 1. Membership.**

Membership in the BCC is open to all. Regular and junior membership is achieved and maintained by paying annual membership dues and abiding by the BCC Constitution, By-Laws, and any Code of Conduct adopted by the BCC.

#### **Section 2. Non-discrimination.**

The BCC does not discriminate on the basis of race, religion, color, age, national origin, gender, marital status, political affiliation or sexual orientation.

## **ARTICLE IV.**

### **METHOD OF FINANCING**

The BCC shall not expend funds in excess of funds in the treasury. The BCC shall be financed by:

- a. Annual dues.
- b. Voluntary contributions.
- c. Auction fees.
- d. Dividends or interest on BCC funds that have been invested with a financial institution.
- e. Other activities consistent with the purposes of the BCC as adopted by the Board of Officers.

## **ARTICLE V.**

### **DUES**

#### **Section 1. Amount of Dues.**

The BCC, by majority vote of the members (present or voting by absentee ballot), at any regular meeting, may levy such dues as shall be deemed necessary for the business of the BCC. A proposed change in dues shall be presented to the membership at least 60 days prior to the vote.

#### **Section 2. Schedule of Dues.**

Dues for the year are payable by January 1. If a member does not pay their dues by March 1 their membership is terminated. The President may waive this requirement in unusual cases. The President shall notify the Board of Officers of any waiver.

## **ARTICLE VI.**

### **MEETINGS AND MAJORITY VOTE**

#### **Section 1. Meetings.**

The BCC shall have regular and special meetings as determined by the Board of Officers.

#### **Section 2. Votes.**

More than fifty percent of the members voting in person or by absentee ballot shall be considered a majority.

## **ARTICLE VII.**

### **BCC LOGO**

The BCC logo shall be used for official BCC business, the website, and other uses as approved by the President. Members must obtain approval from the President to use the BCC logo. The BCC logo may be changed by a majority vote of the of the members (present or voting by absentee ballot).

## **ARTICLE VIII.**

### **ADOPTION AND APPROVAL**

The Constitution and By-Laws, and amendments thereto, shall be adopted and approved by a two-thirds majority of voting members (present or voting by absentee ballot). Voting shall be in writing either in person, by mail, email or text message.

## **ARTICLE IX.**

### **DISSOLUTION AND DISPOSAL OF ASSETS**

In case of dissolution of the BCC, funds remaining in the Treasury shall be used to satisfy any outstanding debts, liabilities, or obligations. The balance of remaining assets shall be disposed of by contribution to non-profit organizations, as determined by a vote of the membership.

## **BOWIE COIN CLUB**

### **BY-LAWS**

#### **ARTICLE I.**

##### **ELECTION OF OFFICERS**

###### **Section 1. Officer and Director Positions.**

The positions of President, Vice President, Secretary, Treasurer and directors shall be filled by nomination and election.

###### **Section 2. Nomination of Officers.**

a. A Nomination Committee of one to three members shall be appointed by the President at or before the September meeting in odd numbered years, to nominate a slate of candidates of officers and directors. The slate shall be voted on at the November meeting in odd-numbered years. No member of the Nomination Committee shall be eligible for nomination. The Nomination Committee shall accept nominations from the floor. Only those who accept nomination shall be a candidate.

b. Only regular members and life members of the BCC may hold office.

###### **Section 3. Election of Officers.**

a. Nomination forms and election ballots shall be provided to members prior to the November election. Election nomination forms and election ballots shall be distributed personally, by mail, or electronic means.

b. The Nomination Committee shall act as election tellers. The election tellers shall prepare ballots and deliver same to voting members; all members shall indicate on the ballots the names of the officers for whom they wish to vote. The tellers shall count the votes in the presence of the members and announce the results. The member receiving the largest number of votes for any office shall be declared elected.

c. All regular elections shall take place in November of odd-numbered years and assume their duties on January 1 of the following year.

#### **ARTICLE III.**

##### **MEMBERSHIP**

###### **Section 1. Categories of Membership.**

There are four categories of membership: members, junior members, honorary members and life members. Rights and privileges for each are:

a. Regular Member. An individual 18 years of age or older who has paid dues is a member and has all the rights and privileges enumerated in section 2 a.

b. Junior member. An individual under the age of 18 is a junior member and has all the rights and privileges enumerated in section 2 b. In the discretion of the President, a junior member may be required to be accompanied by a parent or adult member.

c. Honorary Member. An individual who the Board of Officers have recognized as deserving of special recognition for their services to the BCC. The Board of Officers shall provide the members 30 days notice prior to awarding honorary membership. Honorary members are exempt from paying dues. Honorary members are entitled to all the privileges of a regular member, except that they may not vote in elections and may not hold office.

d. Life Member. An individual granted a life membership prior to January 1, 2026. Life members have all the privileges of a member and are exempt from paying dues. No life memberships may be granted after January 1, 2026.

## **Section 2. Privileges of Membership.**

a. Regular members may:

1. Bid on items offered for auction.
2. Participate in the management of the BCC.
3. Hold offices in the BCC.
4. Vote in all elections and in all other votes regarding BCC issues.
5. Participate in all prize drawings.
6. Attend members-only functions.
7. Recommend changes to the Constitution and By-Laws.
8. Consign items to the BCC for inclusion in future auctions.
9. Appoint another member to act on their behalf to submit items for auction, to place bids or to carry out other functions f at a meeting.
10. Attend Board of Officers meetings, but not participate in any discussions unless invited to do so by the Board.

b. Junior members may, with the permission of their parent or guardian:

1. Bid on items offered for auction.
2. Participate in prize drawings.
3. Attend members-only functions.

4. Recommend changes to the BCC Constitution and By-Laws.
  5. Consign items to the BCC for inclusion in future auctions.
  6. Appoint another member to act on their behalf to submit items for auction, to place bids, or to carry out other functions at a meeting.
- c. Honorary members have all the privileges of a regular member, but may not vote in elections or on other matters and may not be an officer or director.
  - d. Life members have all the privileges of a regular member.
  - e. Guests may:
    1. Attend monthly meetings, but not participate in auctions, elections or other club activities.
    2. Participate in discussions of the BCC.
    3. Attend members-only functions if invited by a member.
    4. Exceptions as to the privileges of guests may be made by the Board of Officers for invited club speakers.

### **Section 3. Termination of Membership.**

Membership in the BCC shall be terminated if:

- a. The member requests termination either orally or in writing.
- b. The member does not pay their dues.
- c. The member does not abide by the Constitution, By-Laws, and any Code of Conduct of the BCC, or acts to bring embarrassment or discredit to the BCC. The member may only be terminated by a vote of at least two-thirds of the Board of Officers, and only after notice and an opportunity to be heard.

## **ARTICLE IV.**

### **MEETINGS**

#### **Section I. Place of Meetings.**

##### **Section 1. Location and Time**

- a. The BCC shall hold regular monthly meetings. Meetings will be held at a place to be determined in Bowie, Maryland. Monthly meetings shall be rescheduled, if possible, when the regular meeting is canceled due to unforeseen events. The specific meeting date and location will be announced as soon as practicable and in ways best designed to notify the membership.
- b. Additional regular meetings may be held.



c. Special meetings may be called by the President when deemed necessary.

## **Section 2. Absentee Participation.**

Absentee voting and other absentee considerations:

a. Votes by absentee ballot shall be provided to the Nomination Committee either personally, by mail, email or other electronic means at least 24 hours prior to any scheduled vote. The validity of such absentee ballots is subject to the right of appeal to the Board of Officers. Absentee election ballots can be mailed to the Bowie Coin Club with the words "Ballot" written on the outside of the envelope. Sealed mail ballots shall be brought to the meeting of the scheduled vote for inclusion in the election. Ballots by electronic means shall be printed and brought to the November meeting for inclusion in the election.

b. Absentee bids on lots shall be provided to the Treasurer at least 24 hours prior to any scheduled auction.

c. Absent members desiring consideration of matters at a meeting of the BCC or the Board of Officers shall submit those matters in writing to President or Secretary least seven business days prior to the meeting date.

## **ARTICLE V.**

### **Dues**

#### **Section 1. Annual Dues.**

The annual dues shall be voted on by the membership upon recommendation by the Board of Officers, payable at the January meeting of each year. Dues for new members admitted after June of each year will be one-half the annual fee. Junior members pay one-half the annual dues.

#### **Section 2. Members in Arrears.**

Any member whose dues are not paid by March 1 in arrears for dues shall have their membership terminated. The President may waive this requirement in unusual cases. The President shall notify the Board of Officers of any waiver.

#### **Section 3. Former Members.**

A former member may be reinstated as a member upon payment of dues for the current year. The former member is not required to pay dues for previous years.

#### **Section 4. Dues Waived for Officers.**

Officers dues are waived in recognition of their services to the BCC.

## **ARTICLE VI.**

### **Amendments**

**Section 1. Changes Made by Vote of the Members.**

The Constitution and By-Laws may be amended by a majority vote of the members (present and voting by absentee ballot). All members shall be notified when amendments to the Constitution or By-Laws have been proposed. No vote may occur until at least 30 days have elapsed since the proposed amendments were presented.

**Section 2. Changes Made by Vote of the Board of Officers.**

The Constitution and By-Laws may be temporarily amended by a majority vote of the Board of Officers whenever, it considers such change necessary for the operations of the BCC, provided that the Board of Officers may not make amendments with regard to matters related to tenure in the offices held by the Board of Officers. All temporary changes made by the Board of Officers shall be subject to confirmation by a two-thirds majority vote by the members at the next meeting of the BCC.

**Section 3. Copies of the Constitution and By-Laws.**

Copies of the Constitution and By-Laws shall be provided to any member upon request. The Constitution and By-Laws shall be posted on the BCC website.