

THE BOWIE COIN CLUB

CONSTITUTION



ARTICLE I.

Name and Purpose

SECTION I. 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 II. 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 of the Board of Officers

SECTION I. Officers. There shall be four elected officers, they are: 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 four above officers as well as two appointed officers: a Member Services Officer, and a Public Relations Officer.

SECTION II. Term. Officers of the BCC will serve for a period of two years.

SECTION III. Term Limits. There is no limit to the number of terms that an officer can serve.

SECTION IV. Eligibility. In order to hold a position on the Board of Officers, an individual must be a member for at least one year and must be 18 years or older.

SECTION V. Vacancies. Occasionally, vacancies in BCC officers may occur (e.g., resignation, death, removal). These positions will be filled by individuals who will finish out the term of office. Vacancies in elected and appointed positions for the Board of Officers shall be filled as follows:

- a. Vacancies in Elected Offices. In the event of a vacancy in any of the four elected officer positions, a special election by members shall take place within 60 days of

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the vacancy. If there is no nominee for the vacant position, one of the three elected officers shall temporarily assume the duties of the position until another election (special or regular), is held.

- b. Vacancies in Appointed Offices. In the event of a vacancy in either of the appointed officer positions, a special election by Officers of the Board shall take place within 60 days of the vacancy.

SECTION VI. Resignation. Any officer may resign their position in writing. At that time, all records and assets of the BCC shall be turned over to the President or Vice President.

SECTION VII. Removal of Officers. Any officer 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 who shall initiate an investigation for removal.
- b. After the investigation has been concluded and cause has been determined, the petition for removal shall be presented by action of the Board presented to the membership at the next regular meeting and shall be voted upon by the members within 60 days.
- c. Removal of an officer requires a three-fourths vote of the voting members (those present and voting by absentee ballot).
- d. Any Officer of the Board being considered for removal from office shall not participate in the investigation process.

ARTICLE III.

Membership

SECTION I. Acceptance or Denial of Membership. Membership may not be based on race, religion, color, age, national origin, gender, marital status, political affiliation, sexual orientation, or any other reason that would be biased or prejudicial.

SECTION II. Open Membership. Membership in the BCC is open to the public. Membership in the BCC is achieved and maintained by paying annual membership dues (see By-Laws Article V), and abiding by the BCC Constitution, By-Laws, and any Code of Conduct adopted by the BCC.

ARTICLE IV.

Method of Financing

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

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- a. The annual dues paid by members.
- b. Any voluntary contributions.
- c. Monies received from auction lots.
- d. Dividends or interest on BCC funds that have been invested with a financial institution.
- e. Other such activities consistent with the purposes of the BCC as adopted by the Board of Officers.

ARTICLE V.

Dues

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

SECTION II. Payment of Dues. Any individual who has paid annual membership dues is considered a “member” of the club.

SECTION III. Non-payment of Dues. Non-payment of dues shall be cause for termination of membership if not paid within 60 days after the due date.

ARTICLE VI.

Meetings and Majority Vote

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

SECTION II. Majority Votes. A majority shall consist of:

- a. If 4 of the 6 Officers are present at a Board of Officers meeting, it shall be considered a majority.
- b. A vote of 50 percent or more of the members (both present and voting 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

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BCC logo may be changed by a majority vote of the of the members (present and voting by absentee ballot).

ARTICLE VIII.

Adoption and Approval

This Constitution and By-Laws shall be adopted and approved by a majority of voting members (present and by voting by absentee ballot). Voting may be accomplished in person, by United States Postal Service mail, or by email submission. Verbal votes (by phone or conversation) will not be permitted, as there is no means to validate this information.

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 a non-profit organization, to be determined by a vote of the membership.

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ARTICLE I.

Duties of Officers

The duties of the BCC Officers (both elected and appointed) are outlined in Attachment A. All six positions shall have equal rights when addressing BCC related matters at a Board of Officers meeting.

ARTICLE II.

Election of Officers and Voting

SECTION I. BCC Officer Positions. The positions of President, Vice President, Secretary, and Treasurer shall be filled by nomination and election. The positions for the Member Services Officer and the Public Relations Officer shall be filled by a majority vote of Officers (present and voting by absentee ballot).

SECTION II. 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 for each office, the slate shall be voted on at the November meeting. The Nomination Committee shall be comprised of members who are not candidates or current officers. The Nominating Committee shall accept nominations from the floor. Those nominated must agree to accept the nomination.
- b. BCC members with dues in arrears may not run for office or serve on the Board of Officers.
- c. Junior members (those under the age of 18) may not hold office.

SECTION III. Election of Officers:

- a. Upon receipt of the slate of candidates from the Nomination Committee, election nomination forms and election ballots shall be provided to members (as defined in Article III of the Constitution) 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

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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. The officers shall be elected by a majority of the members voting.
- d. The President shall dissolve the Nomination Committee after the annual elections.
- e. All regular elections shall take place in November of the odd year (2013, 2015, etc.) and assume their duties January 1st of the following year.

ARTICLE III.

Membership

SECTION I. Membership. Meetings are open to members, junior members, and guests. Rights and privileges for each are:

- a. Upon payment of the annual membership dues, an individual is considered a “member” of the BCC.
- b. Junior members are those individuals who are 17 years of age or younger. Junior members may be required to be accompanied by a parent or adult member if their conduct or participation so warrants.
- c. Guests are welcome but they shall not participate in any club activities. Exceptions may be made by the Board of Officers for invited club speakers.
- d. 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 (e.g., dinners).
 - 7. Recommend changes to the BCC Constitution and By-Laws.
 - 8. Assign items to the BCC for inclusion in future auctions.
 - 9. Assign another member to act on your behalf to submit coins (or other items) for auction, to bid on items during an auction, or to carry out other functions for you at the BCC meeting.
 - 10. Attend Board of Officers meetings, but not participate in any discussions unless invited to do so by the Board.
- e. Junior members may:
 - 1. Bid on items offered for auction.
 - 2. Participate in all prize drawings.
 - 3. Attend members only functions (e.g., dinners).
 - 4. Recommend changes to the BCC Constitution and By-Laws.
 - 5. Assign items to the BCC for inclusion in future auctions.

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6. Assign another member to act on your behalf to submit coins (or other items) for auction, to bid on items during an auction, or to carry out other functions for you at the BCC meeting.
- f. Guests may:
1. Attend monthly meetings.
 2. Participate in group discussions of the BCC.
 3. Attend members only functions (e.g., dinners) if invited by a member.
 4. Observe auctions, but may not bid.

SECTION II. Termination. Membership in the BCC shall be terminated if:

- a. A member requests termination either orally or in writing.
- b. A member does not pay their dues within 60 days after the due date. Dues are payable at or before the January meeting of each year. It is within the President's discretion to waive this requirement in unusual cases.
- c. The conduct of a member is such as to bring embarrassment or discredit to the BCC. The member will be provided an opportunity to be heard.

ARTICLE IV.

Meetings

SECTION I. Place of Meetings. Meetings will be held at a place to be determined in Bowie, MD. The specific meeting date and location will be identified on the website in the monthly bid sheet distributed to members. Meetings shall occur as follows:

- a. The BCC shall hold regular monthly meetings. Monthly meetings may be rescheduled, if possible, when the regular meeting is cancelled due to unforeseen events.
- b. Additional regular meetings may be held.
- c. The officers of the BCC will meet on an as needed basis, but no less than every six months.
- d. Special meetings (of the membership and/or Board of Officers) may be called by the President when it is deemed necessary.

SECTION II. Absentee Participation. Absentee voting and other absentee considerations:

- a. Votes by absentee ballot shall be provided to the Nomination Committee either personally, by mail, or electronic means for verification and recording at least 24 hours prior to any scheduled voting. Validity of such absentee ballots is subject to the right of appeal to the Board of Officers. Absentee election ballots can be mailed via US Mail to the Bowie Coin Club with the words "Ballot" written on the outside of the envelope. Sealed US Mail ballots shall be brought to the

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- November meeting for inclusion in the ballot box. Email ballots shall be printed and brought to the November meeting for inclusion in the ballot box.
- b. Absentee bids on lots shall be provided to the Treasurer either personally, by mail, or electronic means for verification and recording at least 24 hours prior to any scheduled voting.
 - c. Absentees 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 in time to be received at least seven working days prior to the meeting date.

ARTICLE V.

Dues or Fees

SECTION I. Annual Dues. The annual dues shall be, voted on by the membership upon recommendation by the Board, 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 fee. The BCC does not have any provision to offer lifetime Membership.

SECTION II. Members in Arrears. Any member in arrears for dues shall have their membership terminated if not paid by the March meeting. However, it is within the President's discretion to waive this requirement in unusual cases.

SECTION III. Former Members. A former member may be reinstated as a "member" upon payment of dues for the current year. It is not required for the member to pay dues for the time they were separated from the BCC.

SECTION IV. Dues Waived for Officers. Officers of the Board of Officers have their dues waived in recognition of their services to the BCC.

ARTICLE VI.

Amendments

SECTION I. Changes Made by Vote of the Members. Once ratified by the members, this Constitution and By-Laws may be amended or by a majority vote of the members (present and voting by absentee ballot). All members shall be notified when amendments to the Constitution and/or By-Laws have been proposed. A period of review (at least 30 days prior to a vote) by members shall be provided.

SECTION II. Changes Made by Vote of the Board of Officers. This Constitution and By-Laws may be temporarily amended by a majority vote of the Board of Officers whenever, in their judgment, they may consider such change as necessary to 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 majority vote by the members. A period of review (at least 30 days prior to a vote) by members shall be provided.

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SECTION III. Copies. Copies of the Constitution and By-Laws will be provided to any member upon request.

ARTICLE VII.

Ratification

SECTION I. Ratification of Initial Submission of the Constitution and By-Laws. This Constitution and By-Laws of the BCC was ratified and approved by a majority of the members present on this date, the 23rd day of July 2013.

Signed original on file 7-23-13

Signature Date

Chris Follett, President Bowie Coin Club

SECTION II. Ratification of Amendment 1 of the Constitution and By-Laws. This Constitution and By-Laws of the BCC was ratified and approved by a majority of the members present (and by absentee vote) on the 27th day of August 2013.

Signed original on file 9-24-13

Signature Date

Chris Follett, President Bowie Coin Club

SECTION III. Ratification of Amendment 2 of the Constitution and By-Laws. This Constitution and By-Laws of the BCC was ratified and approved by a majority of the members present (and by absentee vote) on the 21st day of October 2014.

Signed original on file 10-21-14

Signature Date

Al Johnbrier, President Bowie Coin Club

THE BOWIE COIN CLUB CONSTITUTION AND BY-LAWS

ATTACHMENT A

Duties of Bowie Coin Club Officers (updated August 22, 2013)

1. The duties of the President (elected position) are:

- a. Schedules all Board of Officers meetings.
- b. Enforces the BCC Constitution and By-Laws.
- c. Decides all questions of order.
- d. Signs all official documents adopted by the BCC.
- e. Assumes all duties of the Vice President in the absence of the Vice President.
- f. Presides over the monthly meeting.
- g. Makes applicable announcements at the monthly meeting.
- h. Communicates with prospective members as a recruiting effort.
- i. Calls out the door prize winning member numbers.
- j. Records lot information during the monthly auction.
- k. Stores administrative items and coins, etc. in a well-secured location.
- l. Represents the BCC in all legal matters and at public functions.
- m. Delegates duties as necessary.
- n. Serves as the BCC representative to the American Numismatic Association.
- o. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.

2. The duties of the Vice President (elected position) are:

- a. Assumes all duties of the President in the absence of the President.
- b. Makes applicable announcements at the monthly meeting.
- c. Communicates with prospective members as a recruiting effort.
- d. Pulls scratch lots (unsold items) during the auction and assists BCC members with purchase of scratch lots following the auction.
- e. Delegates duties as necessary.
- f. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.

3. The duties of the Secretary (elected position) are:

- a. Assumes all duties of the Treasurer in the absence of the Treasurer.
- b. Announces all Board of Officers meetings.
- c. Makes applicable announcements at the monthly meeting.
- d. Prepares an agenda for the Board meetings by getting input from members and Board Officers.
- e. Schedules and coordinates the Board Meetings.
- f. Communicates with prospective members as a recruiting effort.
- g. Records meeting notes from the monthly meetings and the Board Meetings.
- h. Records new member information at the meetings.

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- i. Maintains membership information.
- j. Assists during meetings as needed.
- k. Delegates duties as necessary.
- l. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.

4. The duties of the Treasurer (elected position) are:

- a. Assumes all duties of the Secretary in the absence of the Secretary.
- b. Provides a treasurer's report (verbal) at the monthly meeting.
- c. Maintains the BCC funds and appropriate bank accounts.
- d. Accepts dues from member and notifies the Member Services Officer of status of dues paid.
- e. Prepares the monthly bid sheet.
- f. Collects coins and other numismatic articles from members for inclusion in the auctions and verifies items.
- g. Calls out the auction lots during the auction.
- h. Assists during meetings as needed, including the collection of funds from bidders.
- i. Delegates duties as necessary.
- j. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.

5. The duties of the Member Services Officer (appointed position) are:

- a. Assumes all duties of the Public Relations Officer in the absence of the Public Relations Officer.
- b. Makes applicable announcements at the monthly meeting.
- c. Communicates with prospective members as a recruiting effort.
- d. Maintains the Club's member database.
- e. Maintains the Club's website.
- f. Emails the monthly bid sheets to club members and emails important announcements to the club members.
- g. Assists during meetings as needed.
- h. Delegates duties as necessary.
- i. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.

6. The duties of the Public Relations Officer (appointed position) are:

- a. Assumes all duties of the Member Services Officer in the absence of the Member Services Officer.
- b. Makes applicable announcements at the monthly meeting.
- c. Communicates with prospective members as a recruiting effort.

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- d. Prepares documentation for newspapers and other periodicals, including advertisements for the Club.
- e. Assists during meetings as needed.
- f. Communicates with civic leaders and others as necessary.
- g. Delegates duties as necessary.
- h. At the expiration of their term shall turn over everything in their possession (belonging to the BCC) to their successor.