

SOUTH CAROLINA NUMISMATIC ASSOCIATION

By-Laws

PREAMBLE

The South Carolina Numismatic Association being a State non-profit organization, is dedicated to the promotion and the advancement of the knowledge of numismatics in its various branches; to assist in bringing about better cooperation between all persons interested in the science; to promote greater popular interest in the field of numismatics in the state covered by such an organization of coin collectors and interested parties through closer relations with one another, and to promote friendly feeling for one another through social activities and the interchange of ideas and discussions of mutual interest.

BY-LAWS

The South Carolina Numismatic Association in order to best effectuate the objects and purposes set forth in the pending Charter from the State of South Carolina (1973), does hereby adopt the following by-laws.

ARTICLE I

Section 1 - The name of this organization is the "South Carolina Numismatic Association" hereinafter referred to as SCNA.

Section 2 - SCNA is formed as a non-profit, non-stock organization of coin collectors and persons interested in the study and science of numismatics.

Section 3 - In the event of dissolution,

the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 © (3) and 170 © (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for exclusive public purpose.

ARTICLE II

Membership

Section 1 - The membership of the Association shall consist of Regular Members, Associate Members, Junior Members, Life Members and Honorary Life Members. Memberships are not transferable from one person to another.

Section 2 - All members shall be entitled to all privileges of the Association, including the right to vote, hold office, and receive the official publications of the Association.

(a) Junior Members may not hold office.

(b) Honorary Life Members shall not be eligible to hold office unless they were regular members or life members of the Association at the time Honorary Membership was conferred upon them.

Section 3 - Regular Members shall be individuals, Numismatic Clubs and kindred associations, museums, public libraries, elected in the manner hereinafter set forth.

(a) Any individual of good moral

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character, 18 years of age or over, shall be eligible for Regular Membership providing he agrees to abide by the rules of the Association, and is vouched for by a member of the Association in good standing.

(b) Any local club, society, association, corporation, museum, archives, public library or school shall be eligible for Regular Membership.

© Any individual, 18 years of age or over, who is part of the immediate family of a Regular Member or Life Member in good standing shall be eligible for Associate Membership, provided the applicant is vouched for by the Regular family member.

(d) Persons of good moral character who have not attained the age of 18 years, who have applied for membership, who have been accepted for membership and assigned a Junior membership number by the Secretary, and who have paid the prescribed dues for the current year, and whose name appears on the records of the corporation as a member in good standing for the current year.

(e) An individual who has been a member of the Association for one year or longer shall be eligible for Life Membership, provided the application is approved by 2/3 vote of the full Executive Board.

(f) Honorary Life Membership may be conferred only by a 2/3

vote of the Executive Board upon written nomination of a member thereof upon any person who has performed for the Association or the science of numismatics some particular or noteworthy service and who is considered deserving of the special and distinctive title of Honorary Life Member.

ARTICLE III

Membership-Application-Admission-Dues

Section 1 - Application to become Regular Members, Associate Members, Junior Members or Life Members shall be in writing on forms prescribed by the Executive Board

These applications shall furnish the name, address, and occupation of the applicant, and if an individual, the age at last birthday, as well as the date and kind of membership applied for.

Section 2 - The application, with the endorsement of the requisite sponsors, as specified in Article II, and the advance dues, shall be sent to the Secretary.

a. If the Executive Board accepts the application, the applicant shall be admitted and notice thereof made public.

B. if the application is rejected, the applicant will be notified, and advance payment of dues returned to him.

Section 3 -

(a) The dues of Regular Members, Associate Members, Junior Members, and Life

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members shall be fixed by the Executive Board

(b) Honorary Life Members and Life Members shall be relieved from payment of yearly dues.

ARTICLE IV

Members - Resignation-Suspension
Expulsion

Section 1 - No member shall be permitted to resign from the Association while he is indebted to it in any manner or while charges are pending against him.

Section 2 - Annual dues shall be payable to the Secretary in advance on January 1st of each year. Any member who fails to pay his dues before March 1st in any year shall be liable to suspension. In that case, his name shall be dropped from the membership rolls and removed from the mailing list. However, this shall not be done until the member has been officially notified that he is in arrears and given 30 days to pay. Any member suspended for non-payment of dues or who has resigned, may be reinstated upon payment of the lapsed years dues or he shall apply for new membership and go through regular "new member" channels, after which he will receive a new number for his membership card.

Section 3 - Whenever written charges are brought against any member of conduct prejudicial to the welfare of the Association, the charges shall be signed by the person making them. The identity of the person making the charges shall not be made known except to the

Executive Board. These charges shall be filed with the President who shall furnish the accused member with a written copy. The accused member shall be afforded a reasonable opportunity to enter a written defense to the charges. The matter shall then be referred to the Executive Board, who shall determine the case under such rules and regulations as they may adopt. The Executive Board may dismiss the charges, or it may censure, suspend, or expel the accused member. It may cause the result of its actions to be made public. Until the final decision of the Executive Board, the accused member shall continue in good standing.

ARTICLE V

Officers - Duties

Section 1 - The officers of the Association shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, and a Board of Six governors and the immediate past President. These officers shall be known as the Executive Board.

(a). No member except for Charter members shall be eligible for election as President or First Vice President unless he shall have first held membership in SCNA a minimum of 3 years or have served at least one term as a member of the Board of Governors, 2nd Vice President, Secretary, or Treasurer.

Section 2 - the President shall have general supervision over all the affairs of the Association. His duties shall include, but not be limited to, the

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following:

- (a) To preside at all meetings of the Association.
- (b) To call meetings of the Executive Board and preside thereat;
- © To appoint all district or club representatives, and all committees that may be necessary, and to remove them, with the approval of the Board;
- (d) To require a call for nominations of officers to appear publicly.

Section 3 - The duties of the First Vice President shall be:

- (a) To assist the President, upon his request, in the discharge of his duties;
- (b) To act in the place of the President, in case of his absence or disability;
- © To succeed to the position of President, in case of death or resignation.
- (d) to act as membership Chairman.

Section 4 - the duties of the Second Vice President shall be:

- (a) To assist the President, upon his request, in the discharge of his duties.
- © To act as Club Representatives Chairman.

Section 5 - The duties of the Secretary shall be:

- (a) To keep a true record of the minutes and transactions of the Association, and preserve all documents pertaining to his

office;

- (b) To act as Secretary of the Executive Board, keeping a true record of its proceedings and sending a copy of each official Meeting to each Board Member.
- © To receive all funds paid to the Association, remit all receipts to The Treasurer at least once each month.
- (d) To receive all applications for Membership
- (e) To perform such duties in connection with the nominations and election of officers as may be required by these By-Laws.

Section 6 - The duties of the Treasurer shall be:

- (a) To receive all money of the Association collected from any source;
- (b) To invest and reinvest the funds of the Association in accordance with instructions of the Executive Board.
- © To prepare an accounting of all funds received, and issue a full report at each board meeting and at year end

Section 7 - The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, a Board of Six governors and immediate past President. A majority of the entire Board is necessary for transacting of official business. The Executive Board shall act in an advisory capacity on matters not specifically delegated to it; delegated duties include the following:

- (a) Elect members to fill

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vacancies in any office, except that of President; and appoint a temporary Secretary or temporary Treasurer in the event either officer shall become incapacitated or otherwise unable to discharge the duties of his office;

(b) Decide on the time and place for holding conventions;

© Prescribe the form of membership applications and official ballots;

(d) Rule on admission of applicants against whom objections are raised;

(e) Rule on disposition of formal charges brought against a member;

(f) Appoint a Director of Conventions, an Advertising Manager, an Editor for news releases; a Curator; an Historian, a Parliamentarian, and, if necessary, fix the compensation of each. If deemed advisable, more than one position may be held by the same person.

(g) Determine the duties of these positions, and provide for an accounting of all monies used for the various purposes, in official reports.

(h) Fix the compensation of the Secretary, as required, including clerical assistance.

(I) Fix the dues of Regular Members, Associate Members, Junior Members, and Life Members;

(k) Remove from office any elected or appointed official who does not or cannot meet the

requirements of his office.

(I) Authorize Certificates of Merit to members who perform commendatory service.

ARTICLE VI

Officers - Election

Section 1 - The President each year shall issue a call for nominations of officers. This notice shall be made public. Nominations may be made by any member in good standing.

Section 2 - Nominations shall be made for all offices with the exception of the Secretary and the Treasurer.

Section 3 - Election and appointment of all officers, except the Board of Governors, shall be for one year. The Board of Governors shall be divided into two groups, three members elected for two years, and three members elected for one year. In practice all candidates will run for the Board of governors. For the first election the three candidates receiving the highest total of votes will be elected for two years and the next three candidates in total votes will be elected for one year. Each succeeding year three new members will be elected for two years.

Section 4 - Nominations shall be in writing and shall be sent to the Secretary, who will immediately write to the respective nominees, notifying each of them of the nomination and requesting his acceptance in writing.

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Section 5 - Nominations shall close 60 days prior to the opening date of the convention (annual). The official ballot shall contain only the names of those nominees who have accepted in writing.

Section 6 - Immediately thereafter, the Secretary shall cause all accepted nominations to be printed on an official ballot, and copies mailed to each member entitled, thereto, together with an envelope marked "Official Ballot" and a return addressed envelope.

Section 7 - the envelopes containing the executed ballots shall be retained by the Secretary unopened and shall be delivered to the Chairman of the Election Committee on the first day of the annual convention.

Section 8 - In case there are no nominations for any particular office, nominations may be made therefore until noon of the second business day of the convention, provided the written acceptance of the nominee is filed with the Secretary. These additional nominations shall be posted and brought to the attention of the membership in order that voting them may be available.

Section 9 - the polls shall close at 6:00 P.M. of the second business day of the convention. The canvass of the ballots shall be conducted by an Election Committee.

Section 10 - All of the officers referred to in Article V, with the exception of the Secretary and the Treasurer, are to be elected now and annually thereafter. They will assume their duties at the last

session of the annual convention and will hold office until their successors have been duly elected and installed.

Section 11 - the Secretary and the Treasurer shall be appointed by the Executive Board by secret ballot with five favorable votes. As soon as possible thereafter announcement of the results shall be made. The Board shall not be restricted in its selection in that all prospective applicants may be considered, the only requirement being membership in good standing in the SCNA. If any member of the Executive Board is selected for either position or members for both positions, the vacancy or vacancies created will be filled automatically by those candidates for official positions in the most recent election who are not elected, beginning with the highest level position in the Executive Board and downward, providing the vacancy caused by the selection of the Secretary from the Executive Board be filled first, and the vacancy caused by the selection of Treasurer from the Executive Board be filled second. If there are no candidates available from the most recent election, vacancies on the Board will then be filled by the Executive Board by secret ballot, and official announcement made of the result. The Secretary and the Treasurer shall be regular voting members of the Executive Board in all matters except the election of Secretary and/ or the Treasurer.

Section 12: No person may seek or sever in more than one office of the Association at one time with the

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exception of Secretary and/or treasurer which may be combined as one office at the pleasure of the Executive Board when so requested by the President.

Section 13 - Each office, at the expiration of his term of office, shall deliver to his successor all books, papers, money or other property of the Association in his possession. He shall not be relieved of his bond or obligation until this requirement has been met.

ARTICLE VII

Appointed Officials - Duties

Section 1 - The appointment of all officials shall be on an annual basis. All appointments shall be made by the President with the approval of the Executive Board.

Section 2 - The Director of Conventions, with the permission of the Board, shall have general supervision over all aspects of a convention: publicity, bourse table selling and activity, exhibit displaying, educational programs, security, registration, entertainment of guests, and all other specific promotions contributing to the success of a first-class convention.

(a) With the advice and consent of the Executive Board he shall appoint Chairmen and members of the various committees, allowing each chairman considerable leeway in the conduct of the activities of his committee's progress, and

making suggestions appropriate to the effective outcome of the committee's work.

(b) He shall assist in the location and in the inspection of sites officially offered to SCNA for conventions.

© He shall prepare and submit to the Executive Board for approval a convention budget, using suggestions from SCNA officials and committee chairmen, which budget shall be based upon the space allotted for the convention, the estimated number of bourse dealers, the number of exhibitors, publicity expense, security, and insurance charge and numerous incidental expenses.

(d) He shall follow the course of expenses, and in so far as possible, keep within the allotted budget.

(e) He shall prepare a report of activities of the convention for the Executive Board as soon after the convention as possible. Each committee chairman shall furnish the Director of Conventions a report of the activity of his committee, including an itemized account of expenses, to enable the Director of Convention to prepare his report.

Section 3 - The duties of the Advertising Manager shall be to supervise all matters relating to advertising.

(a) He shall assist in the allotment of space, including rates for space.

(b) He shall assist in securing advertising accounts.

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Section 4 - The duties of the Editor for News Releases shall be to provide suitable material on Numismatic subjects for publication. The Editor may, with the prior approval of the Executive Board, appoint associate editors as available.

Section 5 - Division into Club or geographical districts may be made at the direction of the Executive Board. For each of these districts or clubs, the President may appoint a Club or District Representative. The duties of the Club Representative Chairman will be to supervise and direct these Clubs or District Representatives, whose duties shall be:

- (a) to distribute numismatic information and do everything practicable to promote the general interest in numismatics;
- (b) to keep informed regarding members and collectors, and matters of numismatic interest in his respective territory;
- © To encourage new collectors, try to get new members; and aid in the information of local numismatic organizations.
- (d) To investigate disputes as may be referred to him by the President and report his finding to him;
- (e) To furnish to the Chairman reports of his activities as requested and at least once each year.

Section 6 - The duties of the Curator shall be to coordinate and supervise all numismatic properties of the Association

other than the Library, including the activities of the visual education committee.

- (a) An inventory of property shall be furnished at the end of each fiscal year, together with a list of purchases supported by vouchers, to the Executive Board.

Section 7 - The Historian shall keep a chronological account of events of importance to the Association. Items of historical value include:

- (a) The organization and beginnings of the Association;
- (b) A record of elections with names of officers and important committees, etc.;
- © Growth in membership and area;
- (d) Summary accounts of annual conventions;
- (e) Changes and revisions of the Constitution and By-Laws;
- (f) Account of the interest in exhibiting;
- (g) Record of educational programs.

Section 9 - The Parliamentarian shall assist the presiding officer in the conduct of the business sessions of the Association. He shall rule upon order of procedure, and pass upon disputed points. His chief purpose is to speed up the business sessions of the Association by commonsense application of Roberts Rules of Order.

ARTICLE VIII

Conventions & Business Meetings

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Section 1 - The Association shall meet in convention at least once each year at a time and place as may be decided by the Executive Board. The time and place shall be announced by the President in three public announcements prior to the convention. Other official meetings of the Association or sponsored club shows may be held with the approval of the Executive Board.

Section 2 - All business meetings shall be conducted according to Roberts Rules of Order.

Section 3 - A quorum for the transaction of business at conventions shall consist of eleven members in good standing present in person.

Section 4 - -To expedite the work of the convention, as soon as it shall be expedient to do so, the President shall each year appoint:

(a) A Committee on Credentials of not less than three members, whose duty shall be to report the presence of a quorum at all business meetings of the convention.

(b) An Election Committee of not less than three members, whose duty shall be to canvass the official ballots and report the result at the opening of the last business meeting of the convention.

(c) A Resolutions Committee of not less than three members, whose duty shall be to consider all resolutions, or changes in the By-Laws referred to it, and report to the Convention;

(d) An Auditing Committee of not less than three members, whose duty shall be to audit all reports and accounts of the Association, and report thereon as soon as possible. The Executive Board may retain the services of a certified accountant or firm of public accountants to aid the auditing committee.

(e) An Educational Program Committee of not less than three members whose duty shall be to provide a suitable educational program during the annual convention.

(f) Such other committees as the President may deem advisable to facilitate the work of the convention.

Section 5 - Any Board member that misses more than two consecutive, unexcused Board meetings is automatically dropped from the Board. This section will be effective with all board members elected after its adoption.

ARTICLE IX

Special Provisions

Section 1 - No officer, committee or member shall incur any expense in the name of the Association except the Executive Board.

Section 2 - Reproduction of the Association's Seal shall be used for no purpose other than official stationery and official publications, except with the authorization and approval of the

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Executive Board.

Section 3 - The fiscal year and membership year of the Association shall be January 1st to December 31st.

Section 4 - These By-Laws may be amended by a majority vote of the members present at any regular or called meeting of the Association providing due notice shall have been given to all members in good standing 30 days prior to meeting.