



# CONSTITUTION AND BY-LAWS

## OF THE

### TIDEWATER VIRGINIA STAMP CLUB

*(Edited: 9/7/2014)*

#### ARTICLE 1 – CLUB NAME

The name of this organization shall be the TIDEWATER VIRGINIA STAMP CLUB. The Tidewater Virginia Stamp is the successor to the Norfolk Philatelic Society and the Virginia Beach Stamp Club. It will use the Norfolk Philatelic Society chapter and member numbers with the American Philatelic Society (Chapter #0345/ Society #030753) which were first issued to the Norfolk Philatelic Society when it began its affiliation with the American Philatelic Society in 1953.

#### ARTICLE II - OBJECT

The object of this organization is to promote stamp collecting in all its many forms.

#### ARTICLE III - MEMBERSHIP AND DUES

- Section 1      Membership shall be open to any person.
- Section 2      Dues shall be paid to the Treasurer during the month of March. The club fiscal year runs March 1<sup>st</sup> to February 28<sup>th</sup>/February 29<sup>th</sup> in the case of leap years.
- Section 3      Annual dues to this club shall be \$5.00 for a single membership or \$3.00 if joining after September 30<sup>th</sup>. All members in good standing shall have one vote. Family members are welcome to attend meetings and functions, but are not eligible to vote unless they are a dues paying member.
- Section 4      **Member in good standing.** A member is considered to be in good standing when they have paid their dues for the current year and are not involved in a philatelic related dispute with any member of the club, or the APS.

#### ARTICLE IV - OFFICERS

- Section 1      The elective officers of this club shall be President, Vice President, Secretary and Treasurer, all members in good standing.
- Section 2      These officers shall be elected annually by a majority vote of the membership in attendance at the time of the elections.
- Section 3      The term of the elected officers of this club shall be the fiscal year following their election.

## **ARTICLE V - DUTIES OF OFFICERS**

- Section 1                    The President shall preside at all meetings of the club when present, appoint the chairmen of all standing and special committees as needed and shall have the authority to do whatever is necessary for the proper conduct of business in accordance with this Constitution and By-laws.
- Section 2                    The Vice President shall be responsible for assisting the President and presiding over the meetings in the absence of the President. He/she shall coordinate and schedule programs for each meeting.
- Section 3                    The Treasurer shall receive all monies obtained by the club and disburse same as needed. He/she shall keep an accurate record of the same, maintain appropriate checking and savings accounts and give a report at meetings when requested. An audit shall be made annually. (For specifics about the Treasurer's duties and the audit, see Addendum 1 to the Constitution).
- Section 4                    The Secretary shall keep an accurate record of the activities of the club and read them at the following meeting for correction and approval. The Secretary shall be responsible for maintaining a complete copy of the minutes of the meetings and activities of the Tidewater Virginia Stamp Club, providing such complete copy of the records to his/her successor, who, in turn, will continue maintaining the records and passing them to their successor, in perpetuity. This will create and maintain an historical record of the club, its membership and activities for future membership research. Additionally, the Secretary shall be responsible for greeting visitors to the club meetings, explaining about the club and letting the visitors know the club dues structure and payment thereof.
- Section 5                    The President will ask for and appoint a member of the club, in good standing, to act as the APS Circuit Manager. This appointee must be a current member of the American Philatelic Society and will act as the point of contact with the APS in regards to the monthly club circuit.
- Section 6                    All officers of the club can receive dues from members and are then responsible for providing those funds, along with pertinent information about the member, to the Treasurer by the next meeting with the Treasurer in attendance.
- Section 7                    Meetings with at least two officers and six other members in attendance constitutes a quorum, as defined in Article IX of this Constitution, and will allow the conducting of club business.

## **ARTICLE VI – COMMITTEES**

- Section 1                    The President shall name any committee needed for the ensuing year and those committees shall be disbanded at the next election of officers.
- Section 2                    The President shall name a nominating committee at the first meeting in January. The committee shall present its slate of officers at the second meeting in February at which time other nominations may be made from the floor. Election of officers shall take place at the first meeting in March.
- Section 3                    The President shall name an auditor at the first meeting in January. The auditor will meet with the Treasurer and review the club accounts. The auditor will present the audit report at the first meeting in February.

## **ARTICLE VII - ADOPTION AND AMMENDMENTS**

- Section 1                    This Constitution and By-laws shall be adopted by a majority vote of those members present at a regular meeting, where a quorum is present (Article IX).
- Section 2                    This Constitution and By-laws may be amended by a written presentation and reading at a regular meeting then held over and voted on at the next regular meeting; a majority vote of those members present is needed to pass.

## **ARTICLE VIII - MEETINGS**

- Section 1                    Regular meetings shall be held four times monthly. As the majority of members currently attend the Virginia Beach meeting location, official business will be conducted at those meetings, providing the greatest number of members the opportunity to participate. Should this change in the future, the Constitution will be amended to reflect such change. The meetings are as follows:
- a. Norfolk Meetings: Held at the Lafayette Branch Library, 1610 Cromwell Drive, Norfolk, VA 23509.  
Dates: 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month.  
Time: 6:00 P.M
  - b. Virginia Beach Meetings: Held at Saint Gregory’s Catholic Church, 5345 Virginia Beach Boulevard, Virginia Beach, VA 23462.  
Dates: 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.  
Time: 8:00 p.m.
  - c. There is no meeting at either venue on the fifth Tuesday of the month when this occurs.

- d. Venues and meeting times are subject to change, as necessary. Any change of venue will require amendment to this Constitution and by-laws.

Section 2                   The President or Acting President may cancel any meeting deemed not satisfactory or those coinciding with any national holiday.

Section 3                   The order of business at each regular meeting shall be:

- (a) Call meeting to order
- (b) Read minutes of previous meeting
- (c) Treasurer's report
- (d) Introduction of new members and visitors
- (e) Communications
- (f) Reports of officers and committees
- (g) Old business
- (h) New business
- (i) Good and welfare
- (j) Adjournment
- (k) Program announcement

## **ARTICLE IX - QUORUM**

A quorum shall consist of at least two officers and shall total no less than eight members, including the officers.

## **Article X – Club Auction**

The Tidewater Virginia Stamp Club will hold a monthly auction on the 4<sup>th</sup> Tuesday of the month (Virginia Beach venue). Details of this event are included as Addendum III herein.

## **ARTICLE XI - DISSOLUTION**

In the event the club is dissolved by the membership, all club monies remaining after payment of debts will be donated to the American Philatelic Research Library or its successor, which in itself shall be a nonprofit organization, for the further promotion of the hobby of stamp collecting.

## **ARTICLE XII - PARLIAMENTARY AUTHORITY**

The rules contained in ROBERT'S RULES OF ORDER, REVISED shall govern the parliamentary procedure of The TIDEWATER VIRGINIA STAMP CLUB.

Submitted \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Date: \_\_\_\_\_

Witness \_\_\_\_\_ Date: \_\_\_\_\_

## **Addendum I – Club Treasurer**

### **Responsibilities of the Club Treasurer**

#### **Overview.**

The treasurer is responsible for maintaining a record of all activity for the club, including petty cash and a checking account. These records are to include a record of funds received, deposit tickets, bank statements, vendor invoices, petty cash disbursements and monthly account statements. Additionally, the treasurer will prepare a report to the club which will be given on each meeting at the Virginia Beach venue. These fiscal records are to be maintained by the current treasurer (and passed from one treasurer to the next) for three years.

#### **Section 1 - Checking Account Activity**

- a. The club treasurer will maintain a checking account and a petty cash file. The checking account, if at all possible, should be maintained at a bank or other financial institution which does not charge a fee.
- b. At the time of the submission of this Constitution, the club maintains both a nominal savings account and a checking account resides with ABNB Federal Credit Union. The savings account allows the club to maintain a checking account free of fees.
- c. The name on the account will be “Tidewater Virginia Stamp Club”. Two signature cards will be maintained. One will be the club treasurer and the second will be another current officer of the club. These cards will require updating as the officers in the club change with elections.

#### **Section 2 - Petty Cash Activity**

- a. The treasurer will maintain a petty cash bag and log. Cash received from activities such as annual membership dues, donations and club auctions will be added to the cash bag, as received, and activity detailed in meeting reports.
- b. The petty cash bag will be limited to a maximum of \$100.00. Once that amount is exceeded, all funds above that amount are to be deposited into the club’s checking account.
- c. The petty cash log will be maintained for three years.

#### **Section 3 - Membership Dues**

- a. Annual membership dues will be collected and recorded by the Treasurer. While any current elected officer of the club may receive the dues from members, they

are responsible for ensuring said dues are turned over to the Treasurer at the next meeting, along with the name of the member having paid said dues.

- b. Dues are set at \$5.00 per individual per year. This will entitle the member's immediate family (spouse and children under 18 years of age) to attend and participate in the functions of the club, but does not allow them to vote, unless they are each a dues paying member. Dues are payable in advance, but not later than March 30<sup>th</sup> of each year to maintain a current membership in the Tidewater Virginia Stamp Club. Any increase in annual dues will require amending the Constitution and By-Laws, requiring a majority vote of approval.
- c. Dues may be paid as cash or check. The treasurer will note the payment of dues from each member on the club roster, provide a receipt and prepare the membership card for the President's signature.
- d. Dues received via check will be deposited to the club account. Dues paid as cash will be added to the petty cash bag and maintained therein until the \$100.00 ceiling is exceeded, at which time all funds above the petty cash limit will be deposited into the club account.
- e. Annual membership records will be maintained in perpetuity. A copy of the final membership roster will be provided to the Secretary for inclusion in the Secretary's records.

#### **Section 4 - Auction Receipts**

- a. The Tidewater Virginia Stamp Club holds a monthly auction of material provided by members of the club on the 4<sup>th</sup> Tuesday of each month. Anyone who is a current member may provide material for the auction. All sellers are charged a 10% fee, which is deducted from the total prior to payment to the seller. There are no fees assessed to buyers.
- b. Auction sheets will show auction results including the seller's name, lots sold, a total of all lots sold from each seller and both the 10% fee and total disbursed to the seller. Accounts will be settled at the time of the auction, after buyers have paid for their lots. The cash received from the 10% fee is added to the petty cash bag.
- c. The Treasurer will include as a separate line item the results of the monthly auction in the Treasurer's Report at the meeting on the second Tuesday of the month (Virginia Beach venue).
- d. The auction tally sheets and meeting report are records kept for three years.

## **Section 5 - 50/50 Money**

- a. An officer of the club may run a 50/50 raffle at each meeting. Members may purchase a ticket for one dollar. The member will receive one numbered ticket and another ticket with the same number will be placed in the jar. The officer running the raffle will ask a member to reach in and choose a ticket, reading the winning number. Proceeds from this raffle are divided 50/50, with the winning ticket holder receiving half the funds and the other half going to the Club.
- b. Proceeds from the 50/50 raffle will be turned over to the Treasurer each meeting. The Treasurer will include a line item in the report about funds received from the 50/50 raffle.

## **Section 6 - APS Circuit**

- a. One club member is designated as the APS Circuit Manager. The APS Circuit manager will be responsible for maintaining all records required by the APS, for receiving the club circuit from the APS and for accounting for all purchases by members from the circuit. After the last meeting of the month, the APS Circuit Manager will pack the circuit, provide payment for the lots purchased by members and mail the circuit back to the APS.
- b. The cost of mailing the circuit will be reimbursed by the Treasurer. The APS Circuit manager will provide the receipt to the Treasurer to obtain this reimbursement.
- c. The expense of mailing the circuit will be included as a line item in the Treasurer's Report.

## **Section 7 - Meeting Reports**

- a. The treasurer is to present a status report at the club meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month (Virginia Beach venue). The report will detail receipts, expenses and account/cash bag amounts.
- b. The Treasurer's Reports will be maintained for three years.

## **Section 8 – Tax Status and Audits**

- a. At present, the Tidewater Virginia Stamp Club does not have a tax status and does not have to file a tax return. As governmental regulations change, this status may change. To prepare for that possibility, and to ensure sound fiscal policies are maintained, the club will audit the Treasurer's books on an annual basis.



- b. The President will appoint a member to serve as auditor in January of each year. The auditor will meet with the Treasurer to conduct their examination and prepare a report to the club by the first meeting in February. This is done to ensure all accounts are accurate and the records are current prior to the annual election of officers.
  
- c. Any club member who is not a signatory on the club accounts may serve as the auditor.

## **Addendum II – Web Master Procedures**

### **Responsibilities of the Club Web Master**

#### **Overview.**

The Tidewater Virginia Stamp Club has as one of its main purposes “...to promote stamp collecting in all its many forms.” To this end, and to ensure in today’s world of electronic communication, it is highly desirable for the Club to have an electronic presence. This will enable the Club to both efficiently disseminate information to its members and to provide a point of information and contact for those individuals seeking a group such as ours. To this end, the Club has a web page. The proper administration and maintenance of web pages is a task which requires effort and monitoring. To accomplish this, a web master is to be appointed by the President.

#### **Section 1 – Qualifications of the Web Master.**

The successful Web Master needs to have the following abilities, or suitable alternatives:

- a. Must have a good understanding of the HTML5 language and the use of CSS3.
- b. Must have an FTP client to upload new data to the website. (Suggest using Core FTP LE which is available free of charge.)
- c. Must have an HTML editor to make changes to the webpages. (Suggest using CoffeeCup HTML Editor. This is available in both a free and a paid version.)

#### **Section 2 – Duties of the Web Master**

- a. Maintain and update the Tidewater Virginia Stamp Club website on an as needed basis.
- b. Ensure that the payments to the web host organization (Register.com) for the website and domain name registration are current.
- c. Request authorization to renew both the website and domain registration two months prior to expiration.
- d. Renew both the website and domain name when authorized by the Treasurer. The length of the renewal period shall be no less than one year.

## **Addendum III – APS Circuit Manager Procedures**

### **Responsibilities of the APS Circuit Manager**

#### **Overview.**

One of the benefits of membership in the Tidewater Virginia Stamp Club is our affiliation with the American Philatelic Society (APS). As a club member, individuals are invited to look through the monthly sales circuit provided to us by the APS. A member of the club, who is also a member of the APS, is appointed as the APS Circuit Manager to oversee this important benefit.

#### **Section 1 – Duties of the APS Circuit Manager**

- a. The Circuit Manager will be responsible for all dealings with the APS about the monthly sales circuit. The duties include:
  - (1) Providing a secure address to which the circuit can be sent. This may be a home address or a P.O. Box, at the discretion of the APS Circuit Manager.
  - (2) Setting up, corresponding with and maintaining a line of communication with the APS regarding the circuit.
  - (3) Upon receipt of a sales circuit, the Circuit manager will open the circuit and verify that all listed books are present.
  - (4) After checking that all books are present, the Circuit Manager will verify that all books are properly marked where stamps have been removed by prior recipients of the sales books. If any discrepancy is found, the Circuit Manager will report such discrepancies to the APS per the printed guidelines contained in the instruction sheet which accompanies the circuit.
  - (5) The Circuit Manager will ensure the circuit is maintained and secure while in his/her possession.
  - (6) The Circuit Manager will bring the circuit to at least one meeting of the Club in each venue (Norfolk and Virginia Beach) to provide the largest number of members the opportunity to review the circuit and make purchases.
  - (7) The Circuit Manager will maintain a set of forms, petty cash and any other materials necessary for members to properly record purchases and make payment for them.
  - (8) When a member has selected the stamps they desire, the Circuit Manager will verify that the member has properly marked the Club sales sheet and the circuit books.

- (9) Members will pay the Circuit Manager directly, in cash, for all purchases at the meeting they remove the stamps from the circuit books. The Circuit Manager will check the total provided on the circuit sheet and receive payment thereof from the member.
- (10) After the meeting, and prior to the next meeting, the Circuit Manager will check the circuit against the sales sheets from the members to ensure all stamps removed were properly paid for, then marking each purchase appropriately in the sales books.
- (11) After completing the verification process after the fourth Tuesday meeting, the Circuit Manager is responsible for packing and returning the circuit to the APS, along with the payment for stamps removed by members.
- (12) The Circuit Manager will obtain a receipt for the cost of mailing the circuit, presenting said receipt to the Treasurer for reimbursement.
- (13) The Circuit Manager will retain all relevant records, including correspondence with the APS for a period of three years, passing the files along to his/her successors.

## **Addendum IV – Club Auction**

**Overview.** The Tidewater Virginia Stamp Club will hold an auction on the 4<sup>th</sup> Tuesday of each month. Material for this auction will be provided by the members of the club.

### **Section 1 – Who May Provide Auction Material**

Any member in good standing with the club can prepare lots for auction, presenting said lots to the membership. Only members of the club may provide material for the auction.

### **Section 2 – Fees**

All sellers will be charged 10% of the final sales price as a fee. Said fees collected will be listed by the Treasurer in the next report to the membership (usually 2<sup>nd</sup> Tuesday of the month following the auction).

### **Section 3 = Bidding Procedures**

Club members wishing to bid will obtain a bidder number prior to the beginning of the auction. If a bidder desires to bid on a lot, the check box on the seller's sheet must be marked during the viewing period.

### **Section 4 = Lot Removal**

After the viewing period closes, sellers will retrieve any lots not marked as having a bidder interested.

### **Section 5 - Auction Procedures**

Three club members will conduct the auction: An auctioneer (which can be any club member), an administrative assistant (which can be any club member) and the treasurer. Their duties are as follows:

- a. Auctioneer will call the lots, noting the bidders and provide three opportunities after the highest bid is received for further bids. If none are provided, the lot will sell to the current high bidder at the last increment. This will continue for all lots until the sale ends.
- b. Administrative Assistant will record on the seller's sheet the number of the successful bidder and the price the lot sold for. This will also be recorded on the tear-away section which will be provided to the treasurer.
- c. The Treasurer will track the sale of the lots. At the conclusion of the auction, the treasurer, assisted by the Administrative Assistant and Auctioneer will ensure all lots sold are accounted for, bidder totals will be calculated and the bidders will pay for their lots.

Once the bidders have paid for the lots, the sellers will be paid, after deducting the 10% fee. The Treasurer will make note of the total fees collected from the auction and include that as a line item in the next Treasurer's report.

- d. All bidders are expected to carefully view the lots offered and to discuss any questions with the seller prior to the auction. All lots are sold as is and without recourse by the bidder to the club, the sellers or the members conducting the auction. CAVEAT EMPTOR!