

Constitution of the Waterloo-Cedar Falls Coin Club

Articles of Organization

Article I

The name of this club shall be the Waterloo-Cedar Falls Coin Club, which may for the purposes of this document be referred to as "WCFCC", or "Club". Its principle place of business shall be the Waterloo Center for the Arts, 225 Commercial Street, Waterloo, Iowa, and conducted via regular monthly meeting .

Article II

The objectives of this club shall be to encourage and promote the science of numismatics by the acquisition and study of coins and all related materials; to cultivate fraternal relationships among coin collectors; to encourage and assist new collectors; to stimulate and advance affiliations between collectors and kindred organizations in the United States and other countries; to acquire and disburse numismatic knowledge and, generally, to represent coin collecting interests throughout this district.

Article III

The Officers of this association shall consist of a President, Vice-President, Secretary/Treasurer and three Trustees. All Officers shall be elected at the January meeting of each year and shall hold office for one year or until their successors are duly elected or qualified. Trustees shall be elected to a three year term, with one Trustee being elected each year.

Article IV

The actual management of the business affairs of this club shall be conducted by the Board of Directors, consisting of the Club Officers and Trustees.

Article V

All dues and any other funds received by the Club shall be used solely to further the activities of the Club. No individual shall profit from the operation of the Club. All conveyance of real or personal property to this club shall be taken by the Waterloo-Cedar Falls Coin Club, and any property owned by this club may be sold and conveyed by the Board of Directors only when they shall be authorized by a majority of the members assembled to consider the subject of such sale after two weeks special notice given to all members, in writing, approved by the President with the club name and attested by the Secretary/Treasurer.

Article VI

These articles may be amended by the affirmative vote of two-thirds of the members present at any regular or special meeting duly called.

Article VII

Any theft of any item submitted for auction shall be reported to the local Police Department, with complete detailed description and value and whom the owners may be, and a report of any theft shall be made to the members within the following month. Officers and/or directors are required to take all precautions possible for situations under their control and follow through thoroughly in the event of such theft.

Submitted to the members and approved on the ____ day of _____, in the year ____.

President _____

Vice-President _____

Secretary/Treasurer _____

Trustees

By-Laws of the Waterloo and Cedar Falls Coin Club

Article I

Section 1. Qualifications: Any person of good Character, having attained the age of 18 years and interested in Numismatics may become a member of the Waterloo-Cedar Falls Coin Club, regardless of race, gender, religion or any other protected status, subject to the provisions of this article. Junior members shall consist of members under 18 years. Members under 18 must be accompanied by a parent, parents or authorized adult.

Section 2. Application for membership. Application for admission to membership in the Club shall be in writing and/or presentation of one's self at regular meeting, or under such conditions as the Board of Directors shall from time to time prescribe.

Section 3. Dues. The membership dues shall be set at the October meeting for the forthcoming year. Said dues shall be required to be paid by the April meeting to remain a member in good standing. The membership year shall commence the January meeting of each year. An application for admission to membership shall be accompanied by the membership dues. If an application is not accepted, the accompanying dues shall be forthwith returned to the applicant.

Section 4. Good standing. A member in good standing, within the meaning of that term as used in these By-Laws, is one who is not in default in the payment of dues, or of other indebtedness due the club, and against whom no charges are pending.

Section 5. Non-payment of dues or other indebtedness. A member in arrears for dues or other indebtedness to the club for a period of 120 days shall be certified to the Board of Directors. In case of dues such certification shall be by the Secretary/Treasurer, and in case of other indebtedness such certification shall be by the official in charge of the department in connection with which the indebtedness was incurred. If such arrears are not paid within such period as the Board of Directors shall require, the Board of Directors shall order such member dropped from membership, and all his rights and interests in the Club shall there upon cease and deter.

Section 6. Reinstatement. A former member may make application for reinstatement. All applications for reinstatement shall be subject to approval of the Board of Directors, and the payment, within a period specified by the Board, of dues for the current membership year and all indebtedness to the Club if any.

Section 7. Disciplinary Actions. The WCFCC has a zero tolerance policy towards all forms of harassment, violence and/or threatening behavior. All members shall conduct themselves in a

professional manner at all times. Any member found guilty of any Improper Conduct, or Conduct Unbecoming a Member will be subject to disciplinary action. The Board will hear evidence from all parties in private including any witnesses to the incident in question. The Board will not rule based on hearsay.

If a member is found guilty of Improper Conduct they shall face expulsion from the Club. Improper Conduct includes but is not limited to threats, physical or verbal intimidation, theft or harassment of any sort. The Board shall have the authority to determine if an incident meets the definition of Improper Conduct and if warranted may rule for the immediate expulsion of a member.

If a member is found guilty of Conduct Unbecoming a Member they could be subject to disciplinary action. Conduct Unbecoming includes but is not limited to intentionally misrepresenting coins for sale, unprofessional behavior, behavior that defames the Club. The Board shall have authority to determine if an incident meets the standard of Conduct Unbecoming. If found guilty of the charge(s) the member shall receive:

- a. First offense: Verbal warning from the Board
- b. Second offense: Written warning from the Board and six month probation. A violation during the six month period will result in expulsion.
- c. Third offense: Expulsion from the Club. An expelled member may apply for reinstatement after one year unless otherwise informed by the BOD.

As an ANA Member Club, the WCF Coin Club abides by the ANA Code of Ethics.

Article II

Section 1. Monthly meeting. The monthly meeting of the Waterloo/Cedar Falls Coin Club shall be held on the second Tuesday of each month at the Waterloo Center for the Arts, 225 Commercial Street, Waterloo, Iowa. Meetings begin at 7 PM unless otherwise announced.

Section 2. Special meetings. Special meetings of the club may be called by the Board of Directors by notice to all members.

Section 3. Quorum. A quorum for the transaction of any business at any meeting of the Club shall consist of 6 or more adult members in good standing,

Section 4. Reports. All reports of officers and committees shall be presented at any meeting. They will also be presented in written form.

Section 5. Order of Business. The order of Business at each meeting shall be as follows, to wit:

1. Call to Order
2. Reading of minutes of last meeting
3. Report of the Treasurer
4. Report of Applicants for Membership
5. Report of Officers
6. Report of Committees
7. Communications
8. Old business
9. New business

Section 6. Rules of Order. All parliamentary procedures of the Club shall be based on Roberts Rules of Order

Section 7. Committees shall be appointed by the President as needed and serve to the end of the calendar year.

Article III

Officers

Section 1. Eligibility. A member who is delinquent in dues, or in the payment of indebtedness due to the club, or against whom charges are pending, shall be ineligible. An official found guilty of improper conduct or conduct unbecoming a member shall thereby become ineligible to hold office, and the office held by him/her shall thereby and forthwith become vacant, and shall be filled as otherwise herein provided in case of vacancy in such office.

Section 2. Elective Officers. The elective officers of the club shall be a President, Vice-President, Secretary/Treasurer and three Trustees. Three Board Trustees shall be elected for a period of 3 years with 1 Trustee being elected or re-elected each calendar year. In the event of a Trustee who cannot serve out his full term a new Trustee shall be appointed by the President to serve out said Trustee's term.

Section 3. Election. The elective officers of the club shall be elected by ballot (secret ballot, show of hands or voice vote) at regular meetings.

Section 4. Vacancies. In case of vacancy in the office of any officials of the Club, such vacancy shall be filled as follows: In the office of the President by the Vice-President. In any administrative office, by appointment by the President.

Article IV

Duties of Officers

Section 1. General provisions: In addition to the authority and the duties conferred and imposed in this article upon the different officials of the Club, such officials shall each exercise the authority and perform the duties designated in other portions of these by-laws.

Section 2. The President:

- A. The President, with the approval of the Board of Directors, may appoint such additional administrative officials as he deems necessary.
- B. The President shall preside at all meetings of the club and the Board of Directors
- C. Shall appoint, with the approval of the Board of Directors, the various Permanent Committees.
- D. Shall execute on behalf of and in the name of the Club, when so authorized by the Board of Directors, as the case may be, all contracts, deed and other legal documents.
- E. Shall have general supervision over all officials and Permanent and Standing Committees, to the end that there shall be full and complete performance by each of said officials and committees.

Section 3. Vice-President:

- A. Assume duties of the President in event of absence.
- B. Coordinate with membership to schedule educational events in order to further The Club's stated goal of advancing numismatic knowledge.
- C. Assist in coordinating meetings, including helping with the Rothmeyer Raffle. Managing monthly auction, including set up and take down.
- D. Help with annual coin show as needed.
- E. Promote the general welfare of the club.

Section 4. The Board of Directors: The Board of Directors shall consist of the President, Vice-President, Secretary/Treasurer and three Trustees.

- A. The Board of Directors shall be the general administrative body of the Club, except as otherwise provided in these By-Laws, but shall be subject to such definite orders and instructions as shall be given by meetings of the Club.
- B. It may be convened in session by the President, or by any three members of the Board, for the general transaction of business, or for special matters, as may be specified in the call for the meeting.
- C. It shall have authority to define and determine if a member's actions meet the standard of "IMPROPER CONDUCT" and/or "CONDUCT UNBECOMING A MEMBER" as otherwise therein provided.
- D. It shall keep an accurate, complete and permanent record of all its proceedings.

Section 5. The Secretary

- A. The Secretary shall keep a record, in accurate and permanent form, of all proceedings of the Club and of the Board of Directors, conduct all correspondence of the Club and of the Board of Directors, have custody of the seal of the Club (if any) and of all official documents except as otherwise provided, issue membership cards and receipts, and countersign, register and attest documents signed by the President. Such membership record shall be complete in the matter of application, admission, death, resignation, suspension, expulsion and reinstatement.
- B. At each Annual Meeting, and at each Special Meeting, when so required by the Board of Directors, he shall prepare and present a general report of the condition of the Club.
- C. Shall at all times be subject to the direction of the President and of the Board of Directors in the matter of the performance of the duties of the office.

Section 6. The Treasurer

- A. The Treasurer shall receive and take charge of all money, properties and securities of the Club.
- B. Shall collect all dues, showing receipts and disbursements and balances of cash on hand.
- C. Shall pay out no money except as required for operation of the Club or to fulfill Club obligations. Said payments to be presented to the Membership for approval, or in the event of incidental expenses, with the affirmation of the President.
- D. Shall report each month to the Membership balances and funds on hand.
- E. Shall deposit all money in a bank or banks designated by the Board of Directors and to the account of the Club.

