



Kalamazoo Numismatic Club Constitution

A group of individuals interested in Numismatics met in late June 1960 to form a Club and elect officers.

The purposes of the Club shall be to advance the knowledge of numismatics along all lines, to assist in bringing about better cooperation between all persons interested in coinage, classification, collection, sales, trades, exhibition, use, and preservation of all coins, currency, and medals; to promote popular interest and bring members and friends into a closer relationship with one another, and also to promote friendly contacts with the interchange of ideas of mutual interest.

At the first official regular meeting of the Club in July 1960, the name of the group was determined to be the "Kalamazoo Koin Collectors Klub."

Amended 10 September 1961: The name of the Club was changed from the "Kalamazoo Koin Collectors Klub" to the "Kalamazoo Numismatic Club."

Kalamazoo Numismatic Club By-Laws

The Kalamazoo Numismatic Club, in order to effectuate the purposes set forth in the Constitution, does hereby adopt the following by-laws and regulations:

ARTICLE I: Members: Eligibility and Privileges

Section 1: The membership of this Club shall consist of all accepted individuals eighteen (18) years of age or older. Accepted individuals under eighteen (18) years of age may hold Junior Memberships.

Section 2: All members shall be entitled to all of the privileges of the Club, including the rights to vote and hold office; Junior Members may not vote or hold office.

Section 3: Members shall be those individuals now in good standing (current dues paid).

Section 4: Upon a majority vote of the membership, Honorary Membership may be conferred, free of dues, on individuals for outstanding service to the Club and/or the numismatic hobby.

Section 5: Life Membership may be granted to those Senior Members who have been active members for at least one year before the application. "Active" is defined as participating regularly by attending meetings and shows.

ARTICLE II: Membership: Application, Admission, and Dues

Section 1: Application to become a member shall be made in writing to the Membership Chair on forms prescribed by the Executive Board. Such applications shall furnish the name, address, phone number, and email address of the applicant.

Section 2: Such application, including advanced dues, shall be given ultimately to the Treasurer with the applicant admitted to the membership.

Section 3: The dues for membership shall be determined by the Executive Board, and run from 1 January to 31 December, payable in advance. The annual dues for Junior Membership shall be determined by the Executive Board, and run for the same time period.

Section 4: Life Memberships shall be available to Senior Members for ten times the current annual dues; the prerequisite is to be a Senior Member for one year prior to applying for a Life Membership.

Section 5: Any change in the amount of dues shall be made by the Executive Board.

ARTICLE III: Members: Resignation, Suspension, and Expulsion

Section 1: Annual dues shall be payable to the Membership Chair by 1 January of each year. Any member who fails to pay his/her dues before 1 April in that year shall be suspended; in which case, his/her name shall be dropped from the rolls. Any member suspended for non-payment of dues or who has resigned, may be reinstated upon payment of membership dues, providing no charges are pending against said member.

Section 2: Whenever written charges are brought against any member for conduct prejudicial to the welfare of the Club, such charges shall be signed by the member making such charges. The identity of the member making such charges shall be made known only to the Executive Board. Such charges, with the particulars thereof, shall be furnished to the accused by the President. The accused member shall be afforded a reasonable opportunity to enter a written defense to such charges. The matter shall then be referred to the Executive Board, which may dismiss the charges, censure, suspend, or expel the accused member.

Section 3: In the event of the suspension or expulsion of a member, no portion of his/her dues shall be refunded.

ARTICLE IV: Elected Officers: Duties

Section 1: The elected officers of the Club shall be President, Vice-President, Secretary, Treasurer, and a Board of Directors consisting of three (3) elected members. The term of office for these individuals shall be two (2) years, with elections taking place in August on each even numbered year. These seven (7) individuals, plus the immediate Past President, shall comprise the Executive Board. Duties of the Executive Board shall be:

Part A: Prescribe the forms and procedures of membership applications

Part B: Rule on the admission of applicants against whom objections are raised

Part C: Rule on the disposition of formal charges brought against a member

Part D: Decide on any business of the Club, such as, but not limited to, auctions, raffles, special meetings, and shows.

Section 2: The President shall have general supervision over all of the affairs of the Club. Duties shall include, but are not limited to, the following:

Part A: Preside at all meetings of the Club

Part B: Call meetings of the Executive Board and preside there at; send out an agenda for each such meeting

Part C: Appoint the non-elected officers: Membership Chair, Bourse Chair, Newsletter Editor, and Librarian.

Part D: Appoint representatives and committee members such as: Bourse Chair, Case Chair, and Refreshment Chair

Part E: Fill in vacancies of elected offices until a successor is elected

Section 3: Duties of the Vice-President shall be:

Part A: To act in place of the President in case of absence or disability

Part B: To assist the President upon request in the discharge of duties

Part C: To succeed to the position of President in case of resignation or death

Part D: To act as Program Chair

Section 4: Duties of the Secretary shall be:

Part A: To keep a record of all Club and Executive Board business meetings, to report such information at future meetings, and to maintain same records

Part B: To be in charge of the club membership, collecting dues, providing same to the Treasurer in a timely manner; apprising members when their dues are delinquent

Part B: To keep an accurate record of the transactions of the Club and preserve all documents pertaining to this office

Part C: To solicit names of individuals who wish to serve as Officers or Directors in advance of sending out ballots

Part C: To provide each current Senior Member with a ballot at least 30 days prior to the actual vote in August of each even numbered year.

Part D: To write and/or send all correspondence from the Club, such as requests for coin show information, articles to be submitted for publication, "Thank You" notes, and other news releases as determined by the Executive Board.

Section 7: Duties of the Treasurer shall be:

Part A: To receive all funds of the Club collected from any source

Part B: To pay out funds for Executive Board approved invoices

Part C: To keep a record of funds received and disbursed, and render a statement of same at the end of each year, in addition to providing an oral report at each business meeting

Part D: To file all required income forms with the proper government offices

ARTICLE V: Appointed Officers

Section 1: The Appointed Officers shall be the Membership Chair, the Bourse Chair, the Newsletter Editor, and the Librarian. These appointed individuals shall serve at the pleasure of the President, supported by the Executive Board. The President shall appoint individuals to serve in these positions with the support of the Executive Board, when the President takes office for each two-year term.

Section 2: Duties of the Membership Chair shall be:

Part A: Maintain accurate records of current, active membership

Part B: Ensure any monies collected are turned over to the Treasurer in a timely manner

Part C: Inform delinquent members of their status

Part D: Provide current membership information to the Newsletter Editor for mailing/emailing purposes

Section 3: Duties of the Bourse Chair shall be:

Part A: Coordinate with all dealers to ensure that they all have the current, correct information for any upcoming shows

Part B: Mail out show information to regular dealers first, and try to ensure that they get their same tables at every show

Part C: Maintain a list of “waiting” dealers and apprise them of their status in a timely manner

Part D: Provide the Treasurer with any monies received in a timely manner

Section 4: Duties of the Newsletter Editor shall be:

Part A: Solicit, on an ongoing basis, information and articles to be published. The newsletter shall contain information pertinent to the Club membership, such as future meeting dates, future coin shows, decisions made by the Officers and Executive Board, information about highlighted members, articles written about numismatics which are deemed of interest to the membership, plus anything else which needs to be communicated to the membership as a whole

Part B: Publish quarterly newsletters in a timely manner

Part C: Work with the Membership Chair to ensure that all current members are being sent the newsletter either via mail or email. The newsletter shall be disseminated via email where possible, in an effort to save the Club the expense of printing and mailing

Part D: Ensure that each issue of newsletter is sent out in a timely manner

Section 5: Duties of the Librarian shall be:

Part A: To keep in safe custody and good order, all books, papers, and related items, which the club possess or may acquire

Part B: To catalog all material

ARTICLE VI: Library Policy

Section 1: Effective 1 January 1998, the Executive Board has approved the following policy for the Club Library:

Part A: Books/library materials may be signed out for two months, after which time they must be returned.

Part B: A fine (determined by the Executive Board) shall be assessed on items for each month, or part thereof, the item is late.

Part C: Members shall ensure that the Club Librarian is dealt with directly, so accurate records may be maintained.

ARTICLE VII: Rules for Monthly Auctions

Section 1: Effective 1 January 2019, the Executive Board and the general membership have adopted the following rules:

Part A: Any club member may enter up to ten (10) items in any given auction, nine (9) of which items must be numismatic

Part B: All items entered for auction must be GENUINE; counterfeit items are illegal to sell

Part C: **White** auction tickets are designated for all bidders while **Green** auction tickets are designated for Junior Members (under 18), but may be open to all if not sold to a Junior Member

Part D: Unless otherwise agreed to, all sales are “CASH ONLY”

Part E: The member who enters an item in an auction may EITHER set a minimum price on the item OR bid ONCE on the item

Part F: Items which do not sell may be sold by private sale after the auction has ended

Part G: Bids are accepted in increments of \$1 for all items

Part H: The auctioneer's decision about bids and auction outcome is final; the gavel ends the bidding

Part I: Proceeds from the auction sale are distributed after the auction concludes

Part J: Any Club Member who enters a counterfeit item into the auction shall be banned from entering items into the monthly auction for a period of six (6) months.

ARTICLE VIII: Semiannual Coin Shows

Section 1: The semiannual Coin Shows shall be held on the first Saturday in April and the first Saturday in November, from 9 a.m. until 3 p.m.

Section 2: The Club Treasurer shall act as the Bourse for the semiannual coin shows.

Section 3: The Bourse shall maintain records of tables for rent, advertise shows, collect funds for the shows, and manage the shows.

Section 4: The Bourse shall solicit Club members to volunteer in setting up, running, and taking down the physical properties at the coin shows. Strict control shall be maintained and the entrance with video surveillance. The Bourse reserves the right to deny access or expel any individual from the show whom he/she feels may pose a threat to the dealers of the show itself.

Section 5: "Early Bird" shoppers are required to pay \$25 for entry into the show. "Early Bird" shopping is limited to one hour prior to the start of the event.

ARTICLE IX: Special Provisions

Section 1: Each officer, at the expiration of his/her term of office, shall deliver to his/her successor all books, papers, records, money, and other property of the Club pertaining to his/her office.

Section 2: No elected officer, appointed officer, committee member, or regular member shall incur any expense in the name of the Club except with the approval of the Executive Board.

Section 3: The fiscal year of the Club shall be 1 January to 31 December.

Section 4: Two regular membership meetings of the Club shall be held each month. The first shall be a business meeting followed by an auction. The second shall be a business meeting followed by an educational event or another event as authorized by the Executive Board.

Section 5: At the first meeting in July of each even numbered year, members can be nominated, if present or with prior consent, to be elected to officer positions for the coming two (2) years.

Section 6: These *By-Laws* may be amended by a two-thirds (2/3) vote of the members present at any regular meeting, after Executive Board approval of the amendment(s).

Section 7: Any officer of the club absent three (3) consecutive meetings without good cause, may be relieved of that office and the President shall appoint a successor for the remainder of the term of office.

Section 8: A committee shall be appointed to present a slate of officers at least one month (in August of an even numbered year) prior to the election of officers.

Nominations for each office may be received from the floor with the consent of the nominee.

Section 9: The Immediate Past President shall automatically become a member of the Board of Directors and serve as Parliamentarian.

Section 10: No proxy ballots shall be allowed during elections; officers shall be elected by a plurality of the members present.

Section 11: The Executive Board shall require a quorum of five (5) individuals present to pass any new resolutions.

Section 12: All elected and appointed officers shall serve without monetary compensation.

ARTICLE IX: Club: Dissolution

In the event of the dissolution of the Kalamazoo Numismatic Club, the remaining funds in the treasury and any other assets of the Club, shall be liquidated and the monies raised shall be donated to the Kalamazoo Public Library for the advancement of numismatic study.

3 April 1975
14 May 1986
4 April 1980
2 October 1991
3 March 1999
28 January 2004
31 July 2006
Revised with minor verbiage corrections
along with organizational corrections
19 May 2021
Library Policy section added
1 July 2021
Oath of Office inserted
30 September 2021
Auction Guidelines section added
1 December 2021
Major revisions to match verbiage
with current operations
8 February 2022
Updated revisions to match
current operations
1 June 2024





Kalamazoo Numismatic Club Oath of Office

Upon having received the requisite support to become an Officer or Director of the Club, the following oath shall be taken:

Administrator: "Please raise your right hand and repeat after me."

Officer/Director: "Having been duly elected to the Kalamazoo Numismatic Club as an Officer/Director for a term of two years, I shall faithfully discharge, to the best of my ability, the duty of the office to which I was elected."

Administrator: "Do you accept the responsibilities and duties of the office to which you have been elected?"

Officer/Director: "I do, so help me God."

Administrator: "You are hereby installed in the office to which you were elected."

(The Administrator shall be an individual who previously served as an Officer/Director)



The Kalamazoo Numismatic Club was founded in 1960 to promote the hobby of numismatics through educational programs and shows. The Kalamazoo Numismatic Club has over 100 members. It meets the 2nd and 4th Tuesday January through October, and the 2nd Tuesday in November. It meets at 7:00 p.m. The first meeting of the month (the 2nd Tuesday of each month except December) provides an auction. Members may enter up to ten (10) items in the auction, nine (9) of which must be numismatic. The monthly auction is open to the public. The second meeting of the month (4th Tuesday of each month except November and December) provides a guest speaker for educational purposes. Veterans and Boy Scout coin collecting merit badge earners are free for the first year. Feel free to drop in on a meeting. We are a friendly group and welcome newcomers of any age or experience. We have lots of fun with our auctions, prize drawings, and guest speakers.

Should anyone decide to become a member, an application for same is available at each meeting. Membership for Senior Members (18 or older) is \$12 annually; membership for Junior Members (under 18) is \$2 annually. Join our Facebook: Kalamazoo Numismatic Club. Our club hosts a Coin Show twice each year at the Kalamazoo County Expo Center, the 1st Saturday in April and the 1st Saturday in November.

No meeting on the 4th Tuesday in November due to Thanksgiving.

No meeting on the 4th Tuesday in December due to Christmas.

We have our annual Christmas Party with dinner on the 2nd Tuesday in December.

Our coin club Executive Board consists of the President, Vice President, Secretary, Treasurer, Immediate Past President, and three Board of Directors. We hold a Board meeting each month on the 4th Tuesday of the month before the Education night, at 5:00 p.m., except for the months which start with a "J": January, June, and July.

February 2022
June 2024