

CONSTITUTION  
SAN JOSE COIN CLUB

ARTICLE I.     Name

Section 1.     The name of this organization shall be, "San Jose Coin Club."

ARTICLE II.    Object

Section 1.     The object of this club is to promote the interests and study of numismatics and its related activities.

Section 2.     "Notwithstanding any statements of purpose or powers aforesaid, this Club shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of its specific and primary purposes."

ARTICLE III.    Membership

Section 1.     The membership of this club shall consist of regular and junior members. Junior members shall be those under 18 years of age.

Section 2.     Anyone may apply for membership.

ARTICLE IV.     Officers

Section 1.     The elected officers of the club shall be a president, a vice-president, a youth president, a recording secretary, a corresponding secretary, a treasurer, a librarian, a historian, and six Board members. The Board of Directors shall consist of the above officers, the immediate past-president, a curator, a web master, and a coin show bourse chair. The curator, web master, and coin show bourse chair shall be appointed by the newly elected president with the approval of the Board. All members of the Board of Directors shall have a vote.

Section 2.     Officers shall be elected at the annual meeting by ballot, for terms of one year, to hold office until successors are elected and qualified.

ARTICLE V       Fiscal Year

Section 1.     The end of the fiscal year shall be the last day of the month in which the election of officers is held.

ARTICLE VI      Amendments

Section 1.     This Constitution may be amended at any regular meeting of the club by two thirds affirmative vote of those present, eligible to vote and voting, provided written notice of such intention shall have been given to the membership before two consecutive regular meetings of the club. All amendments so adopted shall become effective immediately after enactment.

ARTICLE VII

Effective Date

Section 1. This Constitution supersedes the original Constitution and any amendments thereto effected since April 29, 1947.

San Jose Coin Club  
P.O. Box 5621  
San Jose, California 95150

Revision Dates: April 1963  
November 1988  
February 2003  
December 2008

BY-LAWS

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Section 2. "Notwithstanding any statements of purpose or powers aforesaid, this Club shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of its specific and primary purposes."

ARTICLE III. Membership

Section 1. The membership of this club shall consist of regular and junior members. Junior members shall be those under 18 years of age.

Section 2. Application for membership in the club shall be made to the membership committee and when accompanied by the required dues and accepted by the Board of Directors the applicant shall be in full standing at the next following regular meeting of the club. Anyone may apply for membership. At the discretion of the president, good will gestures may be extended to the applicant.

Section 3. All members shall be entitled to all privileges in the club except only members in good standing shall have the right to vote and hold office.

ARTICLE IV. Officers

Section 1. The elected officers of the club shall be a president, a vice-president, a youth president, a recording secretary, a corresponding secretary, a treasurer, a librarian, a historian, and six Board members. The Board of Directors shall consist of the above officers, the immediate past-president, a curator, a web master, and a coin show bourse chair. The curator, web master, and coin show bourse chair shall be appointed by the newly elected president with the approval of the Board. All members of the Board of Directors shall have a vote.

Each living member of the Hall of Fame shall be a board member and shall have voting rights when in attendance at a board meeting. The presence or absence of a member of the Hall of Fame at a board meeting shall not increase or decrease the quorum requirement.

Section 2. Officers shall be elected at the annual meeting by ballot, for terms of one year, to hold office until successors are elected and qualified.

Section 3. The president, vice-president and youth president, having served two consecutive terms, shall not be eligible for re-election to the same office until after a two year absence from that office.

ARTICLE V. Dues

- Section 1. The annual dues shall be set by the board of directors, payable in advance.
- Section 2. Members in arrears three months in payment of dues are subject to removal from the membership list and suspension. Any member so suspended for non-payment of dues, may be reinstated as a member in good standing by payment of dues for the current year. He/she shall further have the privilege to re-establish their seniority by paying all back dues within 90 days following their reapplication.
- Section 3. Any new or current member of the club may elect to prepay his remaining dues non-refundable, in a single payment. Said fully paid members shall not be considered as life members of the club until their normal fifteen-year commitment has been fulfilled.
- Section 4. Any member serving in the armed forces of the United States who shall be transferred outside of the county of Santa Clara shall, upon giving due notice thereof, remain a member in good standing without payment of dues until such time as he/she leaves the service, or is assigned to duty within the county, or until a period of four years elapses. The Board of Directors shall have the power to extend the four-year limit in the event of extraordinary or unusual circumstances.

ARTICLE VI. Meetings

- Section 1. Meetings shall be held each month, at the time and place designated by vote of the members, unless such day falls on a holiday when it may be put over to another date by order of the president.
- Section 2. The regular monthly meeting in April shall be considered the annual business meeting and the annual election of officers held.
- Section 3. Fifteen percent of the members in good standing shall constitute a quorum for transacting the business of the club.
- Section 4. Meetings of the Board of Directors shall be held at such time and place as may be designated by the president or by action from time to time by the members of the Board. The quorum shall be a simple majority of seated officers and Directors.
- Section 5. Special or social meetings may be called by action of a quorum present at any meeting of the club.

ARTICLE VII. Elections

- Section 1. To be an eligible candidate for president, vice-president or treasurer, the candidate shall have held any office on the Board of Directors of one or more terms in the last 5 years.
- Section 2. All officers shall be elected by ballot from a list of candidates supplied by the nominating committee and/or any nominations from the floor at the annual meeting.
- Section 3. Only members in good standing shall be eligible to run for office or vote in the election of officers at the annual meeting.
- Section 4. Good standing shall mean dues fully paid.

ARTICLE VIII. Duties of Officers

- Section 1. The president shall preside at all meetings, shall decide all points of order, appoint all committees special or otherwise as may be necessary or ordered, and in case a vacancy should occur he/she shall have the power to appoint a successor to the unexpired term of such vacancy, with the approval of the Board of Directors, and perform such other duties as prescribed from time to time by action of the members. The president is ex-officio on all committees. The president shall appoint the curator, web master and bourse chair.
- Section 2. The vice-president shall assume the duties of the president in his/her absence or inability to act, and in case of a vacancy, shall become president. He/she shall at all times aid and assist the president in the discharge of his/her duties as may from time to time be assigned to him/her by action of the members or the president.
- Section 3. The recording secretary shall keep a true and correct record of the proceedings of the club, and of the Board of Directors. In the event of inability to attend a meeting, he/she shall see that the records are made available to the meeting, and upon expiration of his/her term of office shall turn over to the successor all records, and accessories of the office, taking a receipt therefore.
- Section 4. The corresponding secretary shall attend to the correspondence of the club, and keeping on file all-important communications and copies of the replies thereto. Upon expiration of his/her term of office shall turn over to the successor all books, records, and accessories of the office, taking a receipt therefore.
- Section 5. The treasurer shall receive all monies due the club and keep a true and accurate account of money received and paid out. He/she shall establish banking accounts in the name of the club with his/her and the president's names on the authorization cards. (Only one signature required to withdraw funds.) He/she shall keep the records in a ledger or on a computer-generated ledger on a monthly basis. Monthly cash flow and net assets reports shall be generated and presented to the Board and at the General Meetings. All bills shall require a receipt and shall be paid by check. The treasurer shall pay only those bills incurred by the club as a result of the action or direction of the Board of Directors. The Board of Directors' approval shall not be required for the payment of each bill. The treasurer shall seek board approval of specific bills for activities not previously approved by the Board. The treasurer shall create an annual report and present the years' records to the Board for audit, one month after the close for business each fiscal year. The treasurer shall at the expiration of his/her term of office turn over all funds, books and records of the office to his/her successor, taking a receipt therefore.
- Section 6. The librarian shall make available and check out to members in good standing the books, periodicals and other literature owned by the club for this purpose. He/she shall maintain a listing of all books and periodicals in the library and a list of all items checked out. He/she shall have the authority to purchase additional items for the library at fair market value or less within the limits and budget set forth by the Board of Directors. At the end of his/her term of office, he/she shall turn over to his/her successor all

property and records of the club entrusted to him/her, taking a receipt therefore.

Section 7. The historian shall retain the non-current records of the club and will make these records available upon reasonable notice to members of the Board of Directors for meaningful research. He/she shall prepare and maintain a scrapbook of significant items pertaining to the club and its members, as well as a file of all club-meeting notices. At the end of his/her term of office, he/she shall turn over to his/her successor all records and property of the club in his/her possession, taking a receipt therefore.

Section 8. The curator shall retain all property of the club that is of numismatic value except literature, prizes and inventory. He/she shall store said property in one or more safe deposit boxes in the name of the club and shall have the curator and president's names on the authorization card. Each shall have a key. He/she shall from time to time prepare items so retained for display. He/she shall have the authority to purchase additional items for the club at fair market value or less within the limits and budget set forth by the Board of Directors. He/she shall maintain an up-to-date listing of all items entrusted to him/her, one copy to be retained by himself/herself, one by the president and one by a person delegated by the president. At the end of his/her term of office, he/she shall turn over all club property and records to his/her successor taking a receipt therefore.

Section 9. The youth president shall represent the junior members at all meetings and shall assume the duties of program chairman at the annual junior night.

Section 10. The coin show Bourse Chair shall, as a key member of the Show Committee, be responsible for bourse dealer participation at the San Jose Coin Club's Coin & Collectibles Show. He/she will create and maintain a current list of possible bourse dealer participants, mail out or distribute bourse applications, receive bourse applications and maintain an accounting of table type, table location, quantity of cases and lamps, show program advertising, requested advertising literature, etc., turn in and account for all monies received from bourse dealers to the club treasurer, send out bourse confirmations, check in dealers at the show, interface with dealers to answer questions and resolve problems, maintain a continuous liaison with bourse dealers to promote and improve the show. The Bourse Chair shall report, regularly, to the Show General Chair and Board of Directors the status of the bourse and shall make recommendations as needed. It is recommended, but not mandatory, that (1) this position have a duration of five years, so as to maintain a consistent and stable relationship with the bourse dealers, (2) the Bourse Chair's replacement work with him/her for at least six months to a year prior to assuming full responsibility, and (3) the Bourse Chair's replacement have the means (a computer) to create, produce, and maintain documents and records pertaining to the position.

Section 11. The Web Master (feminine web mistress), also called the system administrator, the author, or the website administrator, is the person responsible for designing, developing, marketing, or maintaining a website. Core responsibilities of the webmaster include the regulation and management of access rights of different users of a web site, the appearance, and setting up of web site navigation. Content placement can be part of a webmaster's

responsibilities; typically, the webmaster is the agent who reads user feedback and complaints about the site functionality.

Section 12. The Board of Directors upon call of the president shall take up for consideration and recommendation, all matters or questions for the betterment or improvement of the club, and shall handle all complaints that may arise from any source. Acceptance of the minutes of the Board's meetings, read before the club, shall constitute the approval by the club of their recommendations. The Board shall vote on all applications for membership.

#### ARTICLE IX Committees

Section 1. At least two meetings before the annual meeting, the president shall appoint a nominating committee of members to present names of candidates for each office one month prior to the annual meeting. The consent of each candidate must be obtained before presenting his/her name for the respective office to be filled.

Section 2. At the annual meeting, the president shall appoint an auditing committee of two or more members to audit the books of the treasurer. The committee shall report back its findings to the Board of Directors.

#### ARTICLE X. Amendments

Section 1. These By-laws may be amended at any general meeting of the club by two-thirds affirmative vote of those present, eligible to vote and voting, provided written notice of such intention shall have been given to the membership before two consecutive general meetings of the club. All amendments so adopted shall become effective immediately after enactment.

#### ARTICLE XI. Parliamentary

Section 1. Robert's Rules of Order shall be the official guide of the club in parliamentary procedure.

#### ARTICLE XII. Effective Date

Section 1. These By-laws supersede the original By-laws and any amendments thereto affected since April 29, 1947.

Revision Dates:  
November 5, 1970  
October 1, 1974  
June 1976  
November 1988  
December 1990  
December 1994  
February 2003  
December 2008

San Jose Coin Club  
P.O. Box 5621  
San Jose, CA 95150

## AMENDMENT SECTION

### AMENDMENT 1

Adopted June 1976

Any new or current member of the club may elect to prepay his remaining dues non-refundable, in a single payment, less fifteen percent (15%). Said fully paid members shall not be considered as life members of the club until their normal fifteen-year commitment has been fulfilled.

### AMENDMENT 2

Adopted November 1988

In addition to the officers listed in Article IV, the coin show bourse chairman shall be an appointed officer of the club, and the number of elected board members shall be increased from four (4) to six (6).

### AMENDMENT 3

Adopted November 1988

The past presidents, vice-presidents, and junior vice presidents who have held the office for two consecutive terms are eligible to seek re-election to the same office after a two-year absence from that office.

### AMENDMENT 4

Adopted December 1990

Club dues shall be five dollars (formerly two) per year for adult members and two dollars (formerly one) per year for junior members effective January 1, 1991.

### AMENDMENT 5

Adopted December 1994

The quorum requirement shall be changed from the current one-fifth of the members in good standing to 15 percent of the members in good standing.

### AMENDMENT 6

Adopted December 1994

The Board of Directors has established the San Jose Coin Club Hall of Fame and has elected a member to the Hall.

Additional members may be elected to the Hall of Fame by the Board of Directors in accordance with the procedures memorialized in the club minutes and archived in the Club's archives.

In addition to the officers listed in Articles IV, each living member of the Hall of Fame shall be a board member and shall have voting rights when in attendance at a board meeting. The presence or absence of a member of the Hall of Fame at a board meeting shall not increase or decrease the quorum requirements.

### AMENDMENT 7

Adopted February 2003



Article III, Section 1 of the Constitution and By Laws shall be changed to "Junior members shall be those under 18 years of age".

AMENDMENT 8

Adopted February 2003

Changes will be made throughout the Constitution and By-Laws to change the designators 'he' to 'he/she', 'his' to 'his/her' or 'their', 'chairman' to 'chair', 'him' to 'him/her', and 'himself' to 'himself/herself'.

AMENDMENT 9

Adopted February 2003

Modify Amendment 6 to delete the first 2 paragraphs and modify the third paragraph to delete the statement 'In addition to the officers listed in Article IV'. The third paragraph would begin with 'Each living . . . . The last sentence in paragraph 3 would have 'requirement' added at the end.

AMENDMENT 10

Adopted February 2003

Article V, Section 1 shall read "Annual dues shall be set by the board of directors, payable in advance".

AMENDMENT 11

Adopted February 2003

Article V, Section 2 shall change 'mailing list' to 'membership' list.

AMENDMENT 12

Adopted February 2003

Eliminate Amendment 1. There shall be no discount for prepaid life membership. In Article 5, Section 3, change 'by' to 'for'.

AMENDMENT 13

Adopted February 2003

Article VI, Section 2 shall insert the missing word 'time' after 'at which' in.

AMENDMENT 14

Adopted February 2003

Article VI, Section 2 shall be changed to "The regular monthly meeting in April shall be considered the annual business meeting and the annual election of officers held".

AMENDMENT 15

Adopted February 2003

Article VI, Section 3 and Section 5 shall have the word "regular" deleted.

AMENDMENT 16  
Adopted February 2003

Article VI, Section 4 shall have the word "seated" placed prior to the words "officers and Directors".

AMENDMENT 17  
Adopted February 2003

Article VII, Section 1 shall have the words "and treasurer, you" changed to "or treasurer, the candidate".

AMENDMENT 18  
Adopted February 2003

Article VII, Section 2 shall have the word "any" deleted and the word "in" in "in the annual" changed to "at".

AMENDMENT 19  
Adopted February 2003

Article VII, Section 3 shall have the words "run for office or" added prior to "vote in the . . .".

AMENDMENT 20  
Adopted February 2003

Article VIII, Section 1 shall have the words "with the approval of the Board of Directors," added after the words "unexpired term of such vacancy". Also added is the following: "The president shall appoint the curator and bourse chair".

AMENDMENT 21  
Adopted February 2003

Article VIII, Section 3 shall have the words "in separate books, provided by the club" removed. The words "books and" shall be removed from the second sentence. The word "books" shall also be removed from the end of the second sentence.

AMENDMENT 22  
Adopted February 2003

Article VIII, Section 4 shall be rewritten to that as follows "The corresponding secretary shall attend to the correspondence of the club, and keeping on file all-important communications and copies of the replies thereto. Upon expiration of his/her term of office shall turn over to the successor all books, records, and accessories of the office, taking a receipt therefore".

AMENDMENT 23  
Adopted February 2003

Article VIII, Section 5 shall be rewritten as follows. "The treasurer shall receive all monies due the club and keep a true and accurate account of money received and paid out. He/she shall establish banking accounts in the name of the club with his/her and the president's names on the authorization cards. (Only one signature required to withdraw funds.) He/she shall keep the

records in a ledger or on a computer-generated ledger on a monthly basis. Monthly cash flow and net assets reports shall be generated and presented to the Board and at the General Meetings. All bills shall require a receipt and shall be paid by check. The treasurer shall pay only those bills incurred by the club as a result of the action or direction of the Board of Directors. The Board of Directors' approval shall not be required for the payment of each bill. The treasurer shall seek board approval of specific bills for activities not previously approved by the Board. The treasurer shall create an annual report and present the years' records to the Board for audit, one month after the close for business each fiscal year. The treasurer shall at the expiration of his/her term of office turn over all funds, books and records of the office to his/her successor, taking a receipt therefore. "

AMENDMENT 24

Adopted February 2003

Article VIII, Section 8 shall have the words "safe deposit box" changed to "one or more safe deposit boxes". Line one shall read "The Curator shall retain all property of the club that is of numismatic value except literature, prizes, and inventory". The words, "in triplicate" shall be removed from the next to last sentence.

AMENDMENT 25

Adopted February 2003

Article VIII, Section 10 shall be added with the bourse chair duties described as follows. "The coin show Bourse Chair shall, as a key member of the Show Committee, be responsible for bourse dealer participation at the San Jose Coin Club Coin and Stamp Show. He/she will create and maintain a current list of possible bourse dealer participants, mail out or distribute bourse applications, receive bourse applications and maintain an accounting of table type, table location, quantity of cases and lamps, show program advertising, requested advertising literature, etc., turn in and account for all monies received from bourse dealers to the club treasurer, send out bourse confirmations, check in dealers at the show, interface with dealers to answer questions and resolve problems, maintain a continuous liaison with bourse dealers to promote and improve the show. The Bourse Chair shall report, regularly, to the Show General Chair and Board of Directors the status of the bourse and shall make recommendations as needed. It is recommended, but not mandatory, that (1) this position have a duration of five years, so as to maintain a consistent and stable relationship with the bourse dealers, (2) the Bourse Chair's replacement work with him/her for at least six months to a year prior to assuming full responsibility, and (3) the Bourse Chair's replacement have the means (a computer) to create, produce, and maintain documents and records pertaining to the position."

AMENDMENT 26

Adopted February 2003

Article VIII, Section 11 shall have the last sentence changed to the following "The Board shall vote on all applications for membership" instead of "The Board shall pass on, and approve for payment all bills presented to the club, and all applications for membership".

AMENDMENT 27  
Adopted February 2003

Article IX, Section 1 shall have the word "three" deleted.

AMENDMENT 28  
Adopted February 2003

Article IX, Section 2 shall have the words "or more" added between the words "two members". The second sentence shall be changed to read "The committee shall report back its findings to the Board of Directors".

AMENDMENT 29  
Adopted February 2003

Article IX, Section 3 and 4 shall be deleted.

AMENDMENT 30  
Adopted February 2003

Article X, Section 1 shall have the word "regular" changed to the word "general".

AMENDMENT 31  
Adopted December 2008

Article IV, Section 1; Article IV, Section 3; Article VIII, Section 9, and Amendment 3 above shall change the title of junior vice president to youth president.

AMENDMENT 32  
Adopted December 2008

Article IV, Section 1 shall add a web master as an appointed office. As part of this amendment, a new section will be added to Article VIII. This will become Section 11, with the current Section 11 becoming Section 12. The new Section 11 shall describe the responsibilities of the Web Master as follows "The Webmaster (feminine: web mistress), also called the system administrator, the author, or the website administrator, is the person responsible for designing, developing, marketing, or maintaining a website. Core responsibilities of the webmaster include the regulation and management of access rights of different users of a web site, the appearance, and setting up of web site navigation. Content placement can be part of a webmaster's responsibilities; typically, the webmaster is the agent who reads user feedback and complaints about the site functionality".