

Salem Stamp Society

Salem, Oregon

By-Laws

Article I

Name

Section 1:

Name

The name of the Society shall be "Salem Stamp Society" and it shall be a non-profit organization.

Article II

Purpose

Section 1:

Purpose

The purpose of the Society shall be to promote fellowship of all who are interested in the study of philately; to facilitate the exchange of knowledge of the various branches of the hobby among its members; to assist members in the acquisition and disposal of stamps and other philatelic materials; to encourage participation in exhibiting at philatelic functions; and to disseminate information relating to philately among its members and the general public.

Article III

Membership

Section 1:

Eligibility

Any person interested in the purpose of the Society may become a member subject to the provisions and by-laws.

Section 2:

Application

Applications for membership shall be made in writing on a form provided by the Society and shall be accompanied by the required dues payment for the year. An applicant becoming a member after October 1st may be required to pay only one-half of the current year's dues.

Section 3:

Types

- A. Senior members shall be those who have reached his/her 18th birthday. A senior member shall have full privileges from the date of membership and shall be entitled to one vote. A senior member shall receive one copy of all club mailings.
- B. Couple membership is for two specific people living at the same address. Each individual shall be entitled to one vote each. They shall be listed together in the Directory, and shall receive only one copy of all club mailings.
- C. Junior members shall be those members 18 years and under with dues one-half of the senior members. Junior members will be entitled to one vote and shall receive one copy of all club mailings.

- D. Life members shall be those members of the Society who have been designated to this honor by the Board of Directors, and they shall be exempt from payment of dues.
- E. Honorary members shall be such persons, whether or not members of the Society, who in the unanimous decision of the Board of Directors shall be deemed worthy of this honor because of their services to the Society or to philately in general. Honorary members may include former members of the Society who through disability, infirmity of age, or other cause, are unable to attend meetings. Honorary members shall be exempt of payment of dues, and shall have no vote.

Section 4:

Suspension or Termination of Membership

- A. If charges of any kind are of a nature such as to be detrimental to the Society or to its members be brought against any member of the Society, the President shall appoint a committee of five (5) members to hear such charges and to render a decision as to the validity and fairness of such charges, and to recommend what action is to be taken.
- B. It shall be the duty of the President to inform the member of findings of the special hearing committee.
- C. If recommendations for suspension or removal is indicated, the party shall have the right to request a hearing before the Board of Directors. The Board's decision, following the hearing of the case, shall be final.

Article IV
Meetings

Section 1:
Society

The meeting date of the Society shall be the second (2nd) Wednesday of each month, at a time and place designated by the Board of Directors.

Section 2:
Board

The meeting of the Board of directors shall be the fourth (4th) Tuesday of each month, or on an alternate date set by the Board of Directors, from time to time, with not less than 15 days' notice to the members of the Society. The meeting shall be held at a place designated by the Board of Directors.

Section 3:
Special

Special meeting of the Board members may be called by the President provided notice has been communicated to the members at least five (5) days prior to the meeting date. No other business shall be transacted except for that for which the meeting is called. The minutes of the meeting shall be read at the general meeting for ratification.

Section 4:
Business

During the business portion of the regular meeting, no other activity shall take place.

**Section 5:
Participation
at Board
Meeting**

Directors may participate in a regular or special meeting by or conduct the meeting through, use of any means of communication by which either of the following occurs:

- (a) All directors participating may simultaneously hear or read each other's communications during the meeting; or,
- (b) All communications during the meeting are immediately transmitted to each participating director, and each participating director is able to immediately send messages to all other participating directors.

If a meeting is conducted through any means described in this Section 5, all directors shall be informed that a meeting is taking place at which official business may be transacted, and a director participating in the meeting by this means is deemed to be present in person at the meeting.

**Article V
Officers**

**Section 1:
Officers**

Elected officers shall be: President, Vice-President, Secretary, and Treasurer. Appointed officers shall be Show Director and Auction Director.

**Section 2:
Duties**

- A. **President:** It shall be the duty of the President to preside at all meetings of the Society and the Board meetings, to appoint all committees, to act as an arbitrator in any disputes that may arise among the members, to instruct the Secretary with regard to communications and correspondence with regard to other organizations, to disburse funds of the Society in event the Treasurer is unable to do so. If any officer of the Society is incapacitated or resigns position, the president will appoint a board member to secure items pertaining to the Society from said officer.
- B. **Vice-President:** It shall be the duty of the Vice-President to assume the duties of the President in his absence, to be in charge of programs for the year, to take over the leadership of the Society in case of the President leaving the Society.
- C. **Secretary:** It shall be the duty of the Secretary to issue notices of the meetings, to keep the minutes of the meetings of the Society and the Board of Directors, to maintain a membership list and a correspondence file of the Society, and carry out such duties as the President may assign.
- D. **Treasurer:** It shall be the duty of the Treasurer to disburse funds of the Society upon vouchers approved by the Board of Directors, to collect dues, issue membership cards, deposit all monies of the Society in depositories designated by the Board of Directors, to make periodical financial reports as required by the Board, to make an annual financial report summarizing receipts and disbursements of all Society funds and to carry out such other duties as the Board may assign.

- E. **Show Director:** It shall be the duty of the Show Director to make arrangements for the show location, to be responsible for show advertising, to solicit vendors, to distribute show contracts and accept show fee payments, to forward show fee payments to the Treasurer, to make arrangements for show set-up and tear-down.
- F. **Auction Director:** Duties as outlined in the Guidelines for Auction Committee, as approved by the Board of Directors, from time to time.

Article VI
Board of Directors

Section 1:

Board of Directors The Board of Directors shall be the governing body of the Society and shall consist of the President (chairperson), Vice-President, Secretary, Treasurer, and six Directors, one of whom shall be appointed Show Director, and one of whom shall be appointed Auction Director. They shall have full authority to manage the business and all affairs of the Society. The Board shall meet prior to the regular meeting at such time and place as agreed upon by them. With approval of the members, they shall fix dues.

Section 2:

Duties

The Board of Directors shall establish and regulate the activities of the Auction, Library, Newsletter, Nominating, Publicity, Stamp Shows, and such other committees as they find necessary to carry out the functions of the Society.

Article VII

The Club Year, Annual Meeting, Nominations and Elections

Section 1:

Club Year

The club year shall be from January 1 to December 31.

Section 2:

Annual Meeting

The annual meeting shall take place at the regular meeting in November.

Section 3:

Nominations

A nominating committee consisting of two past officers and one other non-officer or director club member shall prepare a slate of candidates for the positions of President, Vice-President, Secretary, Treasurer and the director positions then becoming vacant.

Section 4:

Elections

The officers shall be elected by the members of the Society and shall serve one year terms. The President and Vice-President shall serve no more than two consecutive terms in the same office. The Secretary and Treasurer may serve continuing terms. The Directors shall be elected for two years and be elected on alternate years. Elections shall be held at the first regular meeting in November. Those elected shall take office and assume duties the first meeting of the new year. A vacancy in the office of the President shall be filled by the Vice-President until the next annual meeting. Vacancies in the

other offices shall be filled by the Board of Directors until the next annual meeting of the membership.

Article VIII
Finance

- Section 1:**
Fiscal Year The fiscal year of the Society shall be July 1 to June 30.
- Section 2:**
Contributions Any contributions, bequests, and gifts for the purpose of the Society shall be accepted and collected only as authorized by the Board of Directors.
- Section 3:**
Funds All funds of the Society shall be deposited to the credit of the Society by the Treasurer in a timely manner as designated by the Board of Directors.
- Section 4:**
Signatures Approved signatures: All checks and orders for payment of money shall bear the signature of the Treasurer, provided however, that in his absence, the President or his designee shall have full authority to sign checks. The President and Treasurer shall execute in the name of the Society all contracts or other instruments authorized by the Board of Directors.
- Section 5:**
Property Title to all property and major equipment shall be held in the name of the Society. It shall be the duty of the Board of Directors to protect, manage and be the custodian of such property and material.
- Section 6:**
Audit After close of the fiscal year and at such other times as deemed necessary, the President shall appoint a committee to audit the financial records of the Treasurer and any other person handling Society funds and properties. Their findings shall be reported to the Board at the August meeting. Special audits shall be reported within 60 days.

Article IX
Parliamentary Authority

- Section 1:**
Rules of Order *Roberts Rules of Order, Revised* shall be the parliamentary authority governing the meetings of the Society and the Board of Directors.

Article X
Amendments

- Section 1:**
By-laws These By-laws may be amended by two-thirds vote of the members present and voting at any meeting of the Society provided the proposed amendment shall have been included in the notice of the meeting and that the notice was mailed to all members at least (5) days in advance of the meeting date.

Approved by Board of Directors: January 2, 2007
Approved by the membership: January 10, 2007