

# CONSTITUTION AND BYLAWS

Effective January 1, 2025



*Collecting Coins to Foster  
Camaraderie and Education*

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# **ARTICLE I : Organization**

## **Section 1 – Name**

The organization shall be known officially and formally as Tallahassee Numismatic Club.

During informal discussion and operation, members may, for convenience, refer to ourselves as TNC, the Tallahassee Coin Club, the Coin Club, or simply: the club.

## **Section 2 – Logo and Motto**

The official logo of Tallahassee Numismatic Club shall be prominently displayed on the very first page of the Constitution and Bylaws, to be immediately followed by the official motto.

## **Section 3 – Predecessor**

Tallahassee Numismatic Club shall be deemed the immediate and sole valid successor to the Capital City Coin Club, known to have held its first annual coin show on October 18 – 19, 1975. All prior members of Capital City Coin Club shall be deemed Life Members of Tallahassee Numismatic Club and incur no annual dues.

# **ARTICLE II : Objective**

## **Section 1 – Statement**

Tallahassee Numismatic Club intends to encourage and promote an interest in researching, understanding, collecting and otherwise enjoying the activity of numismatics, with special focus on collecting coins. The primary motivator shall be a monthly meeting to cultivate camaraderie and friendly relations between club members, and to encourage and assist new collectors.

# **ARTICLE III : Officers**

## **Section 1 – Roster of Officers**

The officers of the club shall be elected annually at the February regular meeting and are to include at minimum:

- President
- Vice-President
- Secretary-Treasurer

Newly elected officers assume office at the immediate next February regular meeting of the Club.

## **Section 2 – Qualifications to be an Officer**

All officers at the time of assuming office must be present during nomination at the January regular meeting and a current member of the club in good standing.

## **Section 3 – Governing Board**

The President, Vice-President, Secretary-Treasurer and immediate prior two Presidents shall constitute the Governing Board, and shall have, at all times, full power to act for the Club upon all matters of importance and interest. The President shall have the tie-breaking vote in all matters of official duty.

## **Section 4 – Duties of the President**

The President shall, as-required:

- Preside at all business meetings
- Notify members of time and place of all club meetings
- Be chairperson of the Governing Board and be responsible and accountable to the club membership for club business and activities
- Call extra business meetings, appoint committees and fill *pro tempore* vacancies
- Perform such other duties as the office may require
- Perform the duties of the Vice President in their absence
- Review the monthly bank statement with the treasurer

## **Section 5 – Duties of the Vice-President**

The Vice-President shall, as-required:

- Perform the duties of the President in their absence
- Keep a record of the attendance and proceedings
- Organize or designate for organization any club auction, raffle, sale, and/or delivery of any door prize(s)
- Oversee and coordinate the efforts of all major committees
- Be chairperson of the awards committee responsible for displays, awards, and drawing prizes
- Collect dues and convey them to the Secretary-Treasurer
- Be responsible for administration of special security measures when required

## **Section 6 – Duties of the Secretary-Treasurer**

The Secretary-Treasurer shall, as-required:

- Perform the duties of President in the absence of both the President and Vice-President
- Keep minutes of all Governing Board and other business meetings of the club and present these minutes to the membership
- Review the monthly bank statement with the acting President
- Maintain an up-to-date roster of membership and officers
- Maintain all required documents of the club
- Keep an accurate account of all financial transactions of the organization.
- Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Governing Board
- Review the financial records with an officer or club member upon request.

## **Section 7 – Special Officers**

For the purpose of conducting auxiliary club activities, the President shall have the power to appoint to any member of the club, any of the following titles and associated duties consistent with that title:

- Bourse Chairman
- Activities Director
- Operations Director
- Junior Director

This is not an all-inclusive list as other titles may be conferred on an as-needed basis. It is permissible to combine the appointment and powers of a Special Officer with that of an existing elected officer.

## **ARTICLE IV : Election of Officers**

### **Section 1 – Majority Vote**

All officers shall be elected by simple majority or “show of hands” at the first regular meeting in January. Each candidate will present their eligibility to members present and election shall follow immediately after all eligible candidates have had an opportunity to declare their desire to fill each empty position.

### **Section 2 – Nominee**

All nominees shall have indicated a willingness to serve in the office for which he has been nominated. Any member may nominate any other member in good standing, including himself.

### **Section 3 – Eligibility**

No person is eligible to hold office who is not current with membership dues.

### **Section 4 – Term Limit**

No member is eligible to hold more than one elective office at a time or be retained in office more than five successive term limits. The length of a term is defined as twelve consecutive months.

### **Section 5 – Family Restriction**

Only one member of a family at a time may hold an elected office.

### **Section 6 – January Election**

All elections shall be by public ballot or popular acclaim as decided by majority of those present at the January general meeting.

### **Section 7 – Vacancies**

All office vacancies must be filled within sixty days of vacancy either by appointment by the Governing Board or special election.

### **Section 8 – No Compensation**

No officer or trustee shall receive any salary or wages by reason of office.

## **ARTICLE V : Membership**

### **Section 1 – Requirements**

Any person may become a member of Tallahassee Numismatic Club if they are 18 years of age or older, upon the recommendation of a member in good standing and by popular acclaim by current membership who are present at any regular meeting when the application is considered.

Membership shall not be denied on the basis of ethnic background, gender, age, religion, national origin, status as a military veteran, or the presence of disability.

### **Section 2 – Junior Member**

Any person less than 18 years of age may be considered for membership as a Junior member with approval by a legal custodian, as well as general approval by current

membership, provided such candidate is not already covered by family dues. A Junior member at the age of 18 shall automatically become regular members and eligible for normal dues.

### **Section 3 – Objections to Application**

Objection to an applicant must be recorded in writing and conveyed to the President or Vice President, who shall immediately appoint an impartial committee of three members to investigate the objection; said committee to report findings at the next regular meeting.

### **Section 4 – Confirmation of Application**

The applicant must wait for the immediate next meeting before being elected or rejected for full membership in this organization.

### **Section 5 – Honorary Membership**

Any person who has rendered outstanding service to the study of Numismatics, or to TNC, may be designated an Honorary Member by unanimous vote at any regular meeting.

### **Section 6 – Guests**

Regular members and officers are encouraged to bring up to two guests to any regular meeting without advance notice. No dues shall be assessed a Guest. Except at the discretion of an Officer, should a Guest attend more than two regular meetings, he must thereafter apply for regular membership through the usual channels before attending any subsequent regular meetings.

### **Section 7 – Charter Members**

All persons who are members of the Organization on the date of January 1, 2025, shall be forever be known as Charter Members.

### **Section 8 – Lifetime Members**

On rare occasion, the President or Vice-President shall have the right to offer Lifetime membership to any regular member, and stipulate appropriate dues for this honor.

## **ARTICLE VI : Dues**

### **Section 1 – Annual Dues**

Annual dues amount shall be \$15 and every member shall pay annual dues at the January meeting, with a grace period extended to the February meeting. Junior membership dues are \$5 annually. Full payment is required and must clear within a reasonable amount of time to be determined by the Governing Board.

### **Section 2 – Arrears**

Any member who is two months in arrears with his dues shall be dropped from the membership roster. A member thus dropped may not be reinstated until 11 months have elapsed, and even then only upon full payment of all arrears, provided no charges are pending against him.

### **Section 3 – Annual Review of Dues**

On an annual basis, the Governing Board shall review and assess whether the then-current annual dues amount is adequate. A majority vote of the Governing Board decides whether to increase dues, and if so, by how much. Such change requires an Amendment to this Constitution

### **Section 4 – Exemptions**

No dues shall be assessed Honorary Members

## **ARTICLE VII : Meetings**

### **Section 1 – Schedule**

Membership will gather for a regular monthly meeting on the second Wednesday of each month. At minimum, one officer must be present or else the meeting cannot be considered official.

### **Section 2 – Special Meetings**

A special meeting may be required and announced by the Governing Board.

### **Section 3 – Communications**

Any regular or special meeting must be preceded by a reasonable communication effort to remind members and officers of the time and date of said meeting, and must occur early enough to permit potential attendees to prepare for the meeting.

### **Section 4 – Change of Date or Venue**

In rare circumstances, the Governing Board shall have the right, upon due notice and with good reason, to change the date or venue of a regular meeting.

## **ARTICLE VIII : Order of Business for Regular meetings**

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### **Section 1 – Order of Business**

The order of business, wherever applicable, shall be as follows:

1. Call to order at the appointed start time of the meeting
2. Reading of previous minutes (if any)
3. Reports of officers
4. Proposals and elections to membership
5. Reports of committees
6. Communications
7. Unfinished business
8. New business
9. Reading of papers and speeches
10. Show-and-Tell
11. Adjournment

### **Section 2 – Membership Participation Activities**

At a regular meeting, any member may display up to a single case of coins or related numismatic items for sale to other members. Whether or not designated as a dealer, such a member must abide by the Code of Ethics for the Tallahassee Numismatic Club.

## **ARTICLE IX : Amendments**

These Bylaws may be amended at any regular meeting of the Club by a two-thirds majority of members present. All such amendments become effective upon the official announcement of the vote.

## Code of Ethics

As a member of the Tallahassee Numismatic Club, I agree to comply with the following standards of conduct, hereby referenced as the Code of Ethics:

1. Support and be governed by bylaws of Tallahassee Numismatic Club as well as any rules, policies, regulations or contracts that may be in effect from time to time.
2. Avoid disruptive behavior at club meetings and gatherings.
3. Conduct myself so as to bring no reproach or discredit to the club, or impair the prestige of the membership therein.
4. Base all of my dealings on the highest plane of justice, fairness and morality, and to refrain from making false statements as to the condition of a coin or as to any other matter.
5. Neither buy nor sell numismatic items of which the ownership is questionable.
6. Take immediate action to correct any error I made in any transaction.
7. Not to sell, exhibit, produce or advertise a counterfeit, copy, restrike or reproduction of any numismatic item if its nature is not clearly indicated by the word "counterfeit," "copy," "restrike," or "reproduction," incused in the metal or printed on the paper thereof, with the exception of items generally accepted by numismatists and not in any way misrepresented as genuine.
8. Represent a numismatic item to be genuine only when, to the best of my knowledge and belief, it is authentic.
9. To fulfill all contracts made by me, either oral or written, to make prompt payments upon delivery and to return immediately any item that is not satisfactory.
10. To give aid to members in their quest for numismatic knowledge

Any Member found guilty by the Governing Board of improper conduct or violation of the Tallahassee Numismatic Club Code of Ethics may be censured, suspended, or expelled, as herein provided. Charges shall be in writing and signed, and may be proffered by the Governing Board itself or any member in good standing. All charges shall be served by the Secretary-Treasurer upon the accused member by certified mail not less than ten days prior to the date fixed by the Governing Board for a hearing thereof. This notice shall include a copy of the charges. The accused member shall have the right to appear before the Governing Board and to be heard in presenting evidence in rebuttal to the charges. The finding of the Governing Board, and penalty, in case the charges are sustained, shall be entered upon the minutes of the Governing Board and permanently maintained. The decision of the Governing Board shall be final and written notice shall be given the member of its decision.

**The End**