

CONSTITUTION AND BY-LAWS

OF THE

HIDALGO COIN CLUB

ESTABLISHED IN 1960

CONSTITUTION

ARTICLE I – CLUB NAME

The name of this organization shall be known as the Hidalgo Coin Club (HCC)

ARTICLE II – CLUB ORGANIZATION

The organization shall be a non-profit as regulated by the State of Texas

ARTICLE III – CLUB PURPOSE

The purpose of this organization shall be to study and support the hobby of numismatics; to assist in bringing together persons interested in numismatics; to promote numismatic-related educational activities; to disseminate numismatic knowledge through regular meetings and to publish numismatic literature.

ARTICLE IV – MEMBERSHIP

The club shall have members duly elected to membership in the manner prescribed in the club's bylaws.

ARTICLE V – ELECTION OF OFFICERS

The officers shall be elected as provided for by the bylaws of the club.

ARTICLE VI – AMENDMENT OF CONSTITUTION

The constitution may be amended by 2/3 vote of the membership present that are in good standing at any regular club meeting. A 30-day verbal notice and/or email will be given to all members in good standing a month in advance of the vote.

ARTICLE VII – CLUB OPERATION

All operations of the club shall be governed by the bylaws.

ARTICLE VIII – CLUB DISSOLUTION

Upon dissolution of the club, disposition of assets shall be made by the Executive Council with the approval of the general membership and is subject to the restrictions herein set forth. The Executive Council, upon dissolution or liquidation of the club, must distribute the assets of the club to one or more national, regional, state or local numismatic associations or societies or public libraries, archives or museums.

BY-LAWS OF THE HIDALGO COIN CLUB

ARTICLE I – MEMBERSHIP

There are 3 classes of membership in the club: Regular Membership, Junior Membership and Life-Time Membership.

SECTION 1 – REGULAR MEMBERSHIP: Any person over eighteen (18) years of age interested in numismatics shall be eligible for full membership upon completing the requirements in Section 5 below. Regular members shall pay annual dues as set by the Executive Council with the approval of the regular membership.

SECTION 2 – JUNIOR MEMBERSHIP: Junior Membership is available to youth ages ten (10) to eighteen (18). Junior members will pay \$1 in annual dues and can participate as a full member of the club, but may not be elected as an officer nor placed in the Executive Council.

SECTION 3 – LIFE-TIME MEMBERSHIP: The Executive Council will nominate members who have performed outstanding service to the club and present them to the membership for acceptance every October. A simple majority vote of the membership at the November regular meeting will be needed to confirm the selections. Life-Time Members have full membership privileges and pay no dues. The Council may also choose to honor any other member as it sees fit. The names of the honored members shall then be presented to the Banquet Committee for recognition at the club's annual December Awards Banquet.

SECTION 4 – MEMBER PRIVILEGES: Full members shall be entitled to all privileges of the club including selling in auctions and the right to vote and to hold an Officer position as well as the Executive Council.

SECTION 5 – MEMBERSHIP APPLICATION: Club membership occurs upon completion of an "Application for Membership" form stating applicant's name, address, phone number and email address as well as the payment of the first year's dues. Each applicant must be sponsored by a member of the club in good standing. Applications for membership must be reviewed by the Executive Council and presented to the membership for a simple majority vote. If the applicant is rejected and the dues have been paid, the paid dues shall be returned.

SECTION 6 – MEMBERSHIP RECORDING: All members shall be assigned a membership number by the Treasurer or Secretary after the Application for Membership has been approved by a simple majority vote and annual dues received by either officer. When a member becomes a 'Life-Time Member', a new membership card shall be provided to that member noting his/her new status.

SECTION 7 – EXPULSION OF MEMBERS: When a member conducts himself or herself in a manner prejudicial to the welfare of the club, any member in good standing may present a written "Request for Expulsion" to the President. The "Request for Expulsion" should state the charges against the member and must be signed. The President shall present this request to the Executive Council for consideration. The accused shall be furnished a copy of the charges and shall be afforded a period of 30 days to enter a written defense to the charges. Within 30 days of the receipt of the written defense, the Council must make a decision. Five votes of the Council constitutes a majority. Until the final decision is made, the accused shall continue in good standing.

ARTICLE II – DUES AND FEES

Club dues and fees shall be decided upon by the Executive Council (with the approval of the general membership) and shall be payable in advance. All dues are payable in December or January of each year. Anyone who fails to pay his/her dues by the March Monthly Meeting of each year, shall be dropped from the membership roster and will be considered "not in good standing". A member "not in good standing" may not vote, bring auction items nor attend any social functions sponsored by the club such as the Annual Awards Banquet, pizza parties, etc.

ARTICLE III – MANAGEMENT AND ELECTIONS

SECTION 1 – EXECUTIVE COUNCIL: The Executive Council will consist of (9) members. Each officer shall be a member of the Hidalgo Coin Club 'Executive Council' as elected by the club membership using a paper ballot process or simple vote at a regular monthly meeting. The Officers shall be: President, Vice-President, Secretary, Treasurer and Historian. In addition to the five (5) officers, the remaining 4 positions will consist of the Immediate Past President, Show Chairman and two (2) members-at-large as appointed by the President. The immediate Past President serves a term of one year. If the immediate Past President is unable or unwilling to serve or has been elected to another position on the Executive Council, a replacement will be appointed by the Council.

The Council is the governing body of the Hidalgo Coin Club. Five (5) members of the Council constitutes a quorum for the transaction of business. Any Council member serving in more than one position shall have only one vote. The President will only cast a vote to break a tie. All Officers are elected for a term of one (1) year and must be in good standing. *Any Officer or Council member missing more than three (3) consecutive meetings without due cause or who fails to fulfill his/her duties shall be asked to resign his/her office by the Council.

The Executive Council shall transact all club business not referred to the full membership or assigned to a specific member of the Council. The Executive Council meetings shall be called at the pleasure of the President. The time and place of the meetings shall be at the President's discretion. Other positions may be added as the Council sees fit.

In the event of the election of officers who have a familial relationship, only one of them may be authorized to sign checks/use the debit card for the club. The Executive Council designates a non-related secondary signatory if necessary.

SECTION 2 – EXPULSION OF AN OFFICER OR COUNCIL MEMBER: Any Officer or Council Member that deliberately impedes the progress of the club, harasses any member, refuses to follow procedures, causes the club to lose money and is found to be a detriment to the club, shall be temporarily removed from the HCC and designated as a member “not in good standing” for a period of 10 days. The club will issue a written letter or email labeled “Request for Expulsion”. The request should state the charges against the Officer/Council member and be signed. A special ‘Emergency’ meeting of the Council will be called by the President or Vice-President (if the President is the officer being charged) within 10 days of the request.

The accused will submit a written defense of the charges within the 10 days of notification. The final decision of the Council may result in the immediate removal of the accused and membership revoked with a possible banishment from the club for 1 Year, 2 Years or Lifetime as deemed necessary. Once the Officer/Council member is removed, the expelled member will have 7 days to return all materials, monies and equipment belonging to the club.

*Please note that due to the nature of the coin hobby and a member serving in a leadership role, the accused will have no rights afforded to a ‘regular’ member under Article I, Section 7.

SECTION 3 – THE ELECTION PROCESS: The President shall appoint at the regular October meeting, a Nominating Committee of three members in good standing, who will be responsible for presenting the slate to the membership during the November meeting, at which time elections will be held using a paper ballot process or simple majority vote. Election is by a majority of votes cast. The elected officers shall be sworn in at the December meeting and will take office in January.

ARTICLE IV – DUTIES AND RESPONSIBILITIES

SECTION 1 – OFFICERS

All Officers, Council Members, Directors and Chairmen shall conduct themselves and their HCC associated duties in the best interest of the HCC, its purposes and objectives, avoiding completely any conflict of interest and abiding by the laws of the United States of America and the State of Texas. At the expiration of their tenure, the officers/council members shall deliver to their successors all books, papers, monies or other property of the club in their possession by the end of December each year. A signature form must be signed by both the vacating and successor officer upon the transfer of position.

PRESIDENT: is a member of the Council. He/She provides visionary leadership and shall preside at all meetings of the members and the officers, decides all points of order, cast the vote in case of a tie vote, perform all duties incidental to that office, appoint or remove chairmen of all committees, call special meetings as needed, and in case of a vacancy in any office, appoint a successor to fill the un-expired term. The President shall set the agenda for all regular monthly meetings as well as the Council meetings, maintain a Master Club Membership Notebook containing meeting minutes, Constitution and ByLaws, Coin Show information, annual club and show budgets, reports of the Audit Committee, Reports of other committees, Club Roster and various other club records regarding Club administrative

matters and will oversee and approve content to be placed and viewed on the club's web site. The President shall hold Executive Council meetings as needed and have check-signing/debit card privileges in order to provide back-up for the Treasurer if the need arises. He/she shall be an ex-officio member of all committees except the Nominating Committee and may appoint a Sergeant-At-Arms to maintain order whenever he/she deems it necessary. He/She shall require an audit of the Treasurer's books annually or more often if necessary. *In the event that the President cannot complete his/her term of office, the Vice-President will assume the position until the general membership selects and votes in a new President.

VICE-PRESIDENT: is a member of the Council. He/She performs all administrative duties not performed by the Secretary or Treasurer. These duties include ensuring a smooth and accurate auction process at each club meeting; for example, printing club auction forms such as 'individual item forms' and 'individual list forms' for internal club auctions and calculating each seller's total minus 5%, which will be deducted and placed into the club's treasury. He/She will work closely with the Auctioneer to ensure lots move at a reasonable pace and each lot is fairly represented. The Vice-President shall assume all the duties of the President in his/her absence. The Vice-President shall perform any such duties as may be assigned including a report on the Youth Coin Club status and will supervise all educational programs and projects.

SECRETARY: is a member of the Council. He/she shall attend all meetings and keep a true and accurate set of minutes and records of the proceedings, mail any and all official notices to the membership and handle all correspondences of the club. The Secretary shall assist the Vice-President with the tracking of auctioned items at the club's monthly meetings. The Secretary shall maintain a Club Roster of paid members, collect membership forms and dues, assign a membership number, submit meeting minutes to be included in the club's web site, meeting registrations, club correspondence and handle all HCC publicity releases to numismatic and local publications.

TREASURER: is a member of the Council. He/She shall receive all dues, fees and receipts of the club and shall bank the same and render a proper accounting when requested at Council meetings and shall make a complete report at the regular monthly meetings. The Treasurer is authorized to withdraw funds from the bank account and to pay bills and obligations of the club with the written consent of the President.

HISTORIAN: is a member of the Council. He/She is responsible for maintaining an accurate record of the club's history by cataloging the club's newspaper and magazine articles, maintaining a club photo album, storing any video taken at events and educational presentations. The Historian will also make an effort to retrieve as much club information as possible to provide the membership with past historical information. He/She may also appoint an assistant if the need arises.

SECTION 2 – ADDITIONAL LEADERSHIP ROLES, BUT NOT ELECTED POSITIONS

COIN SHOW CHAIRMAN: is a member of the Council. He/She 'chairs' the Coin Show Committee that oversees the coordination of the three (3) Hidalgo Coin Club 'Coin & Collectibles Shows' that are held in November, February and May as well as the monthly Friday Night Coin Shows and any additional coin shows that may arise.

DUTIES OF THE COIN SHOW CHAIRMAN

The Show Chairman (an appointed position), is responsible for all communications with the vendors and will maintain a Vendor/Dealer Database and keep it current. He/She will type out dealer forms & letters, address & mail out Dealer Packets in a timely manner (usually 2 months in advance of the next show), retrieve signed & paid dealer forms and money. The Show Chairman will turn in monies to the President and/or Treasurer according to the procedure set by the Executive Council.

The Show Chairman is responsible for keeping a 'bourse floor' chart of tables assigned and coordinating the setting up and breaking down of all tables, chairs, extension cords and power strips for all coin shows (large and small) the club sponsors. The Show Chairman and the President must maintain a 'checks and balances' policy with each other concerning money paid and dealer table assignments.

WEBMASTER: Responsible for maintaining accurate and timely club information on the club's web site and Facebook. Works closely with the President, Vice-President and the Coin Show Chairman to ensure accurate information of current events and educational materials are included on the web site and Facebook in a timely manner.

AUCTIONEER: Responsible for running the monthly club auction in a professional manner. Responsible for ensuring that the auction moves at a reasonable pace and that all lots are fairly represented.

AUDIT COMMITTEE: If needed, an audit committee will be formed when asked to and will be appointed by the President. They are responsible for auditing the Treasurer's records annually. Consists of at least three (3) club members in good standing. This audit should be completed within the first quarter of each year.

ARTICLE V – MEETINGS

Regular club meetings shall be held each month on a date set by a vote of the membership at a location approved by the membership. Any change to the meeting location must first be approved by the Executive Council and a written notification of this change must be mailed and/or emailed to all club members thirty (30) days prior to holding a vote on the change at a regular club meeting.

ARTICLE VI – ANA & TNA CLUB MEMBERSHIP

The Hidalgo Coin Club shall hold membership in the American Numismatic Association and the Texas Numismatic Association. A delegate and an alternate shall be appointed by the President to attend any such meetings of these organizations as deemed necessary by the Executive Council. This delegate shall have full authorization to vote on behalf of the Hidalgo Coin Club membership should the need arise. The delegate shall give a report at the next regular club meeting.

ARTICLE VII – AMENDMENTS

The By-Laws may be altered or amended when submitted in writing and read at any regular monthly meeting and voted on at the next monthly meeting after notifying all members. A majority vote of members in good standing present at any regular club meeting will be required to amend any Article or Section. The club shall be governed by Robert's Rules of Order if the By-Laws do not specifically cover the subject.

The original HCC Constitution and By-Laws were written and approved by the membership on March 14, 2011.

The HCC Constitution and By-Laws were revised and amended by the HCC Executive Council and approved by the membership on April 13, 2015.