

Auxiliary Markings Club Bylaws

Bylaw A: Purpose

The purpose of the Auxiliary Markings Club (AMC) is specified in Article II of the AMC Constitution. It should be accomplished in a non-denominational, non-profit, and non-political manner.

Bylaw B: Membership

Paragraph 1. Open membership Policy. Membership in any other philatelic association, society or club is not a prerequisite for membership AMC.

Paragraph 2. General

- a.) Candidates for membership may make application on the hard copy or electronic forms provided by the AMC or a reasonable facsimile thereof. A candidate will be informed of admission to AMC in writing by the Secretary not later than thirty (30) days after receipt of application. Candidates must include dues with the application for membership, as scheduled in Paragraph (2) (e).
- b.) The *Auxiliary Markings* Editor will publish all application information received by the editorial deadline for publication of each issue after receipt of application
- b.) Any member who wishes to correspond, trade or offer material to another AMC member may send a letter addressed by name, with postage paid, to the AMC Secretary, who will address and forward the mail to the named member.
- c.) Dues are determined by the Executive Board. Youth dues shall be less than regular membership in order to promote auxiliary marking collecting.
- d.) The parent or legal guardian of a member under eighteen (18) years of age bears responsibility for financial dealings between that member and AMC and other members.
- e.) The annual dues are payable in advance on the first (1st) day of the month of January.
- f.) There is no initiation fee.

Paragraph 3. Suspension and termination of membership.

- a) Members in arrears. Any member one (1) month in arrears for annual dues is notified by the Secretary in writing. If, after thirty (30) days from notification, the account remains unpaid, the member is automatically suspended from membership and no longer considered to be a member in good standing. The Secretary reports suspensions to

the Editor for publication in *Auxiliary Markings* and to the Executive Board.

- b) Reinstatements are thereafter made under the provisions of Bylaw 8, Paragraph (2) (c) and are also reported to the Editor for publication in Auxiliary Marking, and to the Executive Board. The Executive Board may, under extenuating circumstances, extend time for payment of such dues.
- c) Complaints against members. If written and signed charges concerning the conduct or character of a member are brought before the Executive Board, it is the Board's duty to investigate such charges. The member who is charged is to be notified in writing and afforded the opportunity to refute the allegations in writing. Whenever the Board is satisfied that the conduct of the member charged is inconsistent with the purpose of well being of AMC or detrimental to any of its members, it may, by a majority vote, expel the member or take action in the best interests of AMC. If the member is a member of the American Philatelic Society (APS), the matter will be forwarded to proper APS channels to be adjudicated. The AMC will abide by the decisions of the APS.

Bylaw C: Officers

Paragraph 1. The offices of Secretary and Treasurer may, but need not be, combined and held dually by a single officer. The President and Executive Board determine the dual or single holding of the two offices prior to each election if suitable candidates can not be found for both offices. The President shall preside at Executive Board meetings. In the absence of the President, the Vice President shall preside.

Paragraph 2. The Editor of AMC's journal may not be appointed to serve nor run for another position as an officer. The Editor shall be a voting member of the Board.

Paragraph 3. Principal duties of AMC officers.

- a.) Presidential duties:
 - 1) Direct and guide AMC to the fulfillment of its purpose
 - 2) Appoint Committees and Committee Chairs in consultation with the Executive Board. The Committee Chair shall appoint the members of their Committee.
 - 3) Act upon and make decisions concerning Committee reports and recommendations;
 - 4) Direct the Executive Board in matters that come before it for resolution

- 5) Appoint the Editor of *Auxiliary Markings*, subject to approval by the Executive Board
- 6) Appoint the Auction Director, subject to approval of the Executive Board
- 7) Appoint the Web Master, subject to approval of the Executive Board
- 8) Authorize expenditures of AMC funds, subject to approval by the Board if over \$250.

b.) Vice Presidential duties:

- 1) Be available to take over the duties of the President in the event of the incapacity or failure to act (as determined by 75% vote of the remaining members of the Executive Board) on the part of the President, or on the specific request of the President as President pro tem.
- 2) Perform whatever duties the President may request

c.) Secretary's duties:

- 1) Accept and provide applications for membership in accordance with the provisions of the membership Bylaws
- 2) Assign membership numbers, keep membership records and distribute membership cards if requested. This information is considered confidential and for the sole use of AMC
- 3) Make a timely report of changes in membership to the Editor and Board
- 4) Prepare an annual roster
- 5) Mail to members in good standing a ballot for the election of officers in cooperation with the Nominating Committee and the Election Board. The ballot may be sent separately or mailed with the regular fourth quarter issue of *Auxiliary Markings*. (See Bylaw E)

d.) Treasurer's duties:

1. Give such bond for the faithful performance as the Executive Board may require
2. Accept the payment for dues for membership, payment for advertisements in *Auxiliary Markings*, donations, and all other monies to which AMC is entitled.
3. Disburse funds from the regular account for the payment of AMC expenses upon the written or standing orders of the President, including reimbursement for usual and customary expenses incurred in the regular performance of duties by officers and appointees who wish to be reimbursed.

e.) Executive Board duties

1. Advise all elected and appointed officers concerning AMC policies and actions
2. Make basic policy decisions
3. Act on the removal of an member for conduct incompatible with membership
4. Consider all proposed amendments to the Constitution and Bylaws
5. Act upon recommendations proposed by other members of AMC
6. Approve or disapprove Presidential appointed committees, Presidential authorization of disbursement of AMC funds in excess of \$250, Presidential appointment of Editor, Auction Director and Web Master, Presidential request to combine the offices of Secretary and Treasurer
7. Establish guideline for the operation of the Nominating Committee and Election Board
8. Review, on a minimum of biennial basis, AMCs financial status. Make recommendations on adjustment of AMC dues when appropriate
9. Consider applications for local branches
10. Such other duties as the President from time to time may ask it to undertake

Paragraph 4. In the event of the incapability or failure of any officer to perform the duties of the office as prescribed in the Bylaws, or should he commit an act or acts unbecoming an officer or inconsistent with the purpose of AMC, the Executive Board will review the matter. If just cause appears, the officer shall be removed from service. The vacancy is filled by appointment and majority approval of the Executive Board. The only exception to this shall be when the officer removed is the President. If and when this occurs, the Vice President shall automatically become President pro tem and the vacancy for Vice President shall be filled by the method cited above. Resigned positions are subject to the same provisions.

Bylaw D: Executive Board

Paragraph 1. Prior to an all membership meeting, the Executive Board has the responsibility to adopt a set of parliamentary rules suitable for the conducting of such business as may be necessary

Paragraph 2. A meeting shall be deemed “called” when a reasonable effort has been made to notify all members of the Executive Board

Paragraph 3. The Executive Board serves as the AMC Auditing Committee

Bylaw E: Elections

Paragraph 1. Nominating Committee. No later than June 1 of each odd numbered year, the President appoints a Nominating Committee of three (3) members which proposes the names of candidates who have agreed to run for office for all offices in AMC. Finalized nominations are forwarded for publication in the journal in the final issue of the year, and to the Secretary for preparation of a ballot and mailing to the membership.

Paragraph 2. Additional nominations may be made, but such nominations are valid only if presented over the signatures of at least five (5) members in good standing (other than the nominees) and if received by the Nominating Committee not later than August 1 of the election year.

Paragraph 3. Election Board. The President appoints and Election Board, three (3) in number (preferably living in the same geographical area) to audit the voting. The Election Board is to consist of members in good standing who are neither elected officers nor standing for election. The Election Board is to be appointed no later than August 1 of the election year. At the President’s discretion, the Nominating Committee may double as the Election Board.

Paragraph 4. Duties of the Nominating Committee and Election Board. Duties not specifically covered in Paragraphs 1 & 3 are in accordance with operating procedures issued by the President and/or the guidelines established by the Executive Board.

Paragraph 5. A mail ballot system that assures the voters’ right to secrecy is provided during the month of October of the election year. Ballots marked according to the instructions are returned, postmarked no later than December 11 of said year. Election results are published in the next *Auxiliary Markings* or as soon thereafter as possible.

Paragraph 6. Candidates that receive the highest number of valid votes are declared elected. In the event of a tie, current Executive Board shall vote to determine the winner.

Paragraph 7. Officers take office at the beginning of even numbered years.

Paragraph 8. Vacancies between elections occurring in any elective office shall be filled by the method described in Bylaw C, Paragraph 4.

Bylaw F: Publication

Paragraph 1. Duties of the Editor:

- a.) Prepare and arrange for the publication of *Auxiliary Markings*

- b.) Accept, edit or refuse contributions to *Auxiliary Markings*, consistent with the purpose of AMC
- c.) Publish all revisions, corrections and additions to the membership roster in *Auxiliary Markings*, as soon as possible after the receipt for the Secretary
- d.) Determine the content, style, typography, format, and exact dates of issuance of *Auxiliary Markings*
- e.) Assure the production and distribution of *Auxiliary Markings* and any other publication to the membership
- f.) Appoint a publisher and production assistants for the efficient execution of these duties

Bylaw G: Auction Director

Paragraph 1. Duties of the Auction Director:

- a.) Periodically provide a prepared auction for *Auxiliary Markings*
- b.) Stimulate the consignment or acquisition of new materials for listing
- c.) Accept or refuse contributions to AMC auctions, consistent with the purpose of AMC
- d.) Conduct sales and provide accounting records and funds to Treasurer on a timely basis
- e.) Prepare for publication the resulting prices and corrections to the auctions to the Editor of *Auxiliary Markings* on a timely basis
- e.) Perform such other duties as are assigned by the President or Executive Board
- f.) The Auction Director shall be a non-voting member of the Executive Board

Bylaw H: Web Master

Paragraph 1. Duties of the Web Master:

- a.) Maintain and manage the web site in consultation with the President
- b.) Determine the style, format, content and design of the web site in consultation with the President and Executive Board
- c.) Perform such other duties as are assigned by the President or Executive Board

Approved by a majority vote of the general membership as reported by N. Clark in *Auxiliary Markings*, Vol. II, No.4. Oct. 2005.