

# Auxiliary Markings Club Bylaws

September 6, 2023 revision

## Bylaw A: Purpose

The purpose of the Auxiliary Markings Club (AMC) is specified in Article II of the AMC Constitution.

## Bylaw B: Membership

Paragraph 1. Membership in another philatelic association, society or club is not a prerequisite for AMC membership.

### Paragraph 2. General

- a.) Candidates for membership shall 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 (paper or electronic) by an AMC officer or webmaster upon receipt of application, but not later than thirty (30) days after receipt of application. Candidates must include dues with the application for membership as indicated in Paragraph B (2) (e) of the bylaws.
- b.) Any member who wishes to correspond, trade or offer material to another AMC member may send an email or stamped envelope to the AMC Secretary, who will address and forward the mail to the named member.
- c.) Dues are determined by the Executive Board and posted on the [www.postal-markings.org](http://www.postal-markings.org) AMC website. 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.) Annual dues renewals are payable in advance by December 31<sup>st</sup>. As a courtesy, the January newsletter is mailed to all unrenewed members of the ended year with a renewal reminder.
- f.) Dues paid on or after January 1 until September 30 receive all issues of the current year but incur a late fee set by the Executive Board. New member dues paid on or after October 1 have the option of taking effect with the current year (back issues will be mailed) or the forthcoming year.
- g.) There is no initiation fee.

Paragraph 3. Termination of membership.

- a) Unpaid memberships. Any member one (1) month in arrears for annual dues is notified by the Secretary in writing (paper or electronic). If, after thirty (30) days from notification, the account remains unpaid, the member is automatically dropped from membership and is no longer considered to be a member in good standing. The Secretary reports dropped members to the Executive Board.
- b) Reinstatements are thereafter made under the provisions of Bylaw B (2) (f). 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, the member who is charged is to be notified in writing (paper or electronic) and afforded the opportunity to refute the allegations in writing (paper or electronic). If the member is also a member of the American Philatelic Society (APS), the matter shall be forwarded to the APS to be dealt with through its own disciplinary system. The AMC will abide by the decisions of the APS. If the member is not an APS member, it is the AMC Executive Board's duty to investigate such charges. Whenever the Executive Board is satisfied that the conduct of the member charged is inconsistent with the purposes or well-being of AMC or detrimental to any of its members, it may, by a majority vote, expel the member or take other action (e.g. suspension for a definite period) determined to be in the best interests of AMC.
- d) Resignations of membership must be in writing (paper or electronic) in accord with the Constitution Article IV(4)b.

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 cannot be found for both offices.

Paragraph 2. The President shall preside at Executive Board meetings. In the absence of the President, the Vice President shall preside.

Paragraph 3. The Editor of the *Auxiliary Markings* and the Webmaster may not be appointed to serve nor run for an elected position. The Editor and the Webmaster shall be voting members of the Executive Board.

Paragraph 4. Principal duties of AMC officers.

- a.) Presidential duties:
  - 1) Direct and guide AMC to the fulfillment of its purposes

- 2) Appoint Committees and Committee Chairs in consultation with the Executive Board.
- 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) May appoint an Auction Director, subject to approval of the Executive Board
- 7) Appoint the Webmaster, 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 (A) upon resignation of the President, (B) in the event of the President's incapacity or failure to perform the duties of office (as determined by 75% vote of the remaining members of the Executive Board) on the part of the President, or (C) as President *pro tem* on the specific request of the President.
- 2) Perform such other appropriate duties as the President may request

c.) Secretary's duties as Membership and Recording Secretary:

- 1) Accept and provide applications for membership in accordance with the provisions of the membership Bylaws
- 2) Assign membership numbers and keep membership records. This information is considered confidential and for the sole use of AMC. It may not be sold or given to other parties.
- 3) Make a timely report of changes in membership to the Editor (to ensure correct mailings of the newsletter - not for publication) and Board
- 4) Maintain a membership roster.
- 5) Mail to members in good standing (or cause to be included in the regular fourth quarter issue of *Auxiliary Markings*) a paper or electronic ballot for the election of officers in cooperation with the Nominating Committee and the Election Board (see Bylaw E).
- 6) Records minutes of Executive Board meetings and retains copies of club records

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.
4. Make a yearly report to the Executive Board by December 1 which shall be published in brief form in the 1<sup>st</sup> quarter Auxiliary Markings in the new year.

e.) Executive Board duties

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

Paragraph 5. In the event of the incapability or failure of any officer to perform the duties of the office as prescribed in the Constitution and Bylaws, or should they commit an act or acts unbecoming an officer or inconsistent with the purposes of AMC, the Executive Board will review the matter. If just cause appears, the officer shall be removed from service by majority vote. When officers resign or are removed from office, the positions are filled by appointment and a 75%

approval of the Executive Board. The only exception to this shall be when the President resigns or is removed from office. If and when this occurs, the Vice President shall automatically become President (Constitution IV(3) defines term limits). The vacancy for Vice President shall be filled by the method cited above.

#### Bylaw D: Executive Board

Paragraph 1. A meeting shall be deemed "called" when a reasonable effort has been made to notify all members of the Executive Board.

Paragraph 2. The Executive Board serves as the AMC Auditing Committee

#### Bylaw E: Elections

Paragraph 1. Nominating Committee. No later than October 1 of each year preceding an AMC election, 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 July *Auxiliary Markings* issue of the election year with an invitation for additional nominations.

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 15 of the election year.

Paragraph 3. A mail and / or electronic ballot system that assures the voters' right to secrecy is provided to members during the month of October of the election year. Ballots (paper or electronic) must be marked according to the instructions, returned, and received no later than December 1 of said year.

Paragraph 4. An Election Board (of 1 or more individuals not on the ballot) is appointed by the President with approval of the Executive Board. The Election Board receives and counts the ballots in accordance with operating procedures and guidelines issued by the President and approved by the Executive Board.

Paragraph 5. Candidates that receive the highest number of valid votes are declared elected. In the event of a tie, the current AMC Executive Board shall vote to determine the winner.

Paragraph 6. Election results are published in the next *Auxiliary Markings* or as soon thereafter as possible.

Paragraph 7. 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.) Solicit, accept, edit, or refuse contributions to *Auxiliary Markings*, consistent with the purposes of AMC
- c.) Determine the content, style, typography, format, and exact dates of issuance of *Auxiliary Markings*
- d.) Assure the production and distribution of *Auxiliary Markings* and any other publications to the membership
- e.) May appoint a publisher and production assistants for the efficient execution of these duties.

## Bylaw G: Webmaster

### Paragraph 1. Duties of the Webmaster:

- a.) Maintain and manage the web site in consultation with the President and Executive Board
- b.) Determine the style, format, content and design of the web site in consultation with the President and Executive Board
- c.) Coordinate transfers of online payments, donations, and purchases (such as publications) to the treasurer with necessary documentation
- d.) Perform such other duties as are assigned by the President or Executive Board

## Bylaw H: Auction Director

(if appointed by President and approved by Executive Board)

### Paragraph 1. Duties of the Auction Director:

- a.) Periodically provide auction details for *Auxiliary Markings* and online posting
- b.) Stimulate the consignment or acquisition of new materials for listing
- c.) Accept or refuse contributions to AMC auctions, consistent with the purposes 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
- f.) Perform such other duties as are assigned by the President or Executive Board
- g.) The Auction Director shall be a non-voting member of the Executive Board

## Bylaw I: Awards

Paragraph 1. The President, with the approval of a majority of the Executive Board, may establish awards and recognitions for Auxiliary Markings related accomplishments or service.

Paragraph 2. *Life Memberships* and *Honorary Memberships* are created by our Constitution in Article III (3) c, d

Paragraph 3. The *AMC President's Award* and the *AMC Certificate of Merit* are awards created by the Executive Board for exceptional Auxiliary Markings exhibits at Philatelic Shows.

Paragraph 4. The *Tony Wawrukiewicz Literature Award* was created by the Executive Board in 2023 to honor the best published research article in the *Auxiliary Markings* newsletter of the previous year. It is not required to be awarded each year.

**Approved by a majority vote of the Executive Board: TBD**

**Approved by a majority vote of the Membership: TBD**