

SOUTH CAROLINA NUMISMATIC ASSOCIATION  
By-Laws

November 15, 2019

**PREAMBLE**

The South Carolina Numismatic Association being a State non-profit organization, is dedicated to the promotion and the advancement of the knowledge of numismatics in its various branches; to assist in bringing about better cooperation between all persons interested in the science; to promote greater popular interest in the field of numismatics in the state covered by such an organization of coin collectors and interested parties through closer relations with one another, and to promote friendly feeling for one another through social activities and the interchange of ideas and discussions of mutual interest.

**BY-LAWS**

The South Carolina Numismatic Association in order to best effectuate the objects and purposes set forth in the Charter from the State of South Carolina (1973), does hereby adopt the following by-laws.

**ARTICLE I**

Section 1 - The name of this organization is the “South Carolina Numismatic Association” hereinafter referred to as SCNA or “the Association”

Section 2 - SCNA is formed as a non-profit, non-stock organization of coin collectors and persons interested in the study and science of numismatics.

Section 3 - In the event of dissolution, the residual assets of the Association will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501 © (3) and 170 © (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for exclusive public purpose.

**ARTICLE II**

**Membership**

Section 1 - The membership of the Association shall consist of Membership categories as defined and approved by the Board. All current Membership categories shall be listed on the current Membership application and in the SCNA Administrative Rules, Policies, Procedures, and Processes Manual. Memberships categories are not transferable.

(a) Life and Honorary Life Membership are defined as individual memberships.

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Section 2 - All membership categories except those list below shall be entitled to all privileges of the Association, including the right to vote, hold office, and receive the official publications of the Association.

- (a) Members under the age of 18 are not allowed to vote or hold an elected office.
- (b) Honorary Life Members shall not be eligible to hold office or vote unless they were regular members or life members of the Association at the time Honorary Membership was conferred upon them.
- (c) Only the primary member of any defined group membership is eligible to vote or hold office.
- (d) The primary member will be specified on the membership application and must sign the application.

Section 3 - Memberships shall be defined in the **SCNA Administrative Rules, Policies, Procedures, and Processes** manual and all memberships approved by the Board as eligible in the manner hereinafter set forth.

- (a) Any individual of good moral character shall be eligible for membership providing he/she agrees to abide by the rules and Code of Ethics of the Association, and is vouched for by a member of the Association in good standing.
- (b) Any local club or organization approved by the Board shall be eligible for Membership. Local clubs are eligible for Life Memberships.
- (c) An individual over the age of 18 who has been a member of the Association for one year or longer shall be eligible for Life Membership, provided the application is approved by 2/3 vote of the full Executive Board.
- (d) Honorary Life Membership may be conferred only by a 2/3 vote of the Executive Board upon the written nomination of a member thereof upon any person who has performed for the Association or the science of numismatics some particular or noteworthy service and who is considered deserving of the special and distinctive title of Honorary Life Member.

ARTICLE III

**Membership-Application-Admission-Dues**

Section 1 - Application to become a member shall be in writing on forms prescribed by the Executive Board. These applications shall furnish the name, address, email address of primary applicant(if applicable) and occupation of the primary applicant, and age at last birthday, as well as the date and kind of membership applied for.

Section 2 - The application, with the endorsement of the requisite sponsor(s), as specified in Article II, and the advance dues, shall be sent to the Secretary who shall review and apprise the Board of the application. The Board may accept or reject, for reasonable cause, the application for membership. If the application is rejected, the applicant will be notified, and advance payment of dues returned to him.

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Section 3 – The dues of all membership categories shall be fixed by the Executive Board.

(a) Honorary Life Members and Life Members shall be relieved from payment of yearly dues.

**ARTICLE IV**

**Members - Resignation-Suspension Expulsion**

Section 1 - No member shall be permitted to resign from the Association while they are indebted to it in any manner or while charges are pending against them.

Section 2 - Annual dues shall be payable to the Secretary **by March 1<sup>st</sup>** of each year. Any member who fails to pay their dues by March 30th in any year shall be liable to suspension. In that case, their membership shall be dropped from the membership rolls and removed from the mailing list. However, this shall not be done until the member has been officially notified that they are in arrears and given 30 days to pay. The process for removing membership shall be defined in the **SCNA Administrative Rules, Policies, Procedures, and Processes** manual.

Any member or members of a membership category suspended for non-payment of dues or who has resigned, may be reinstated upon payment of the lapsed year's dues or they shall apply for new membership and go through regular "new member" channels, after which he/she will receive a membership number assigned by the Secretary or their original number, if possible

Section 3 - Whenever written charges are brought against any member of conduct prejudicial to the welfare of the Association, the charges shall be signed by the person making them. The identity of the person making the charges shall not be made known except to the Executive Board. These charges shall be filed with the President who shall furnish the accused member with a written copy. The accused member shall be afforded a reasonable opportunity to enter a written defense to the charges. The matter shall then be referred to the Executive Board, who shall determine the case under such rules and regulations as they may adopt and document in **SCNA Administrative Rules, Policies, Procedures, and Processes** manual.

**ARTICLE V**

**Officers - Duties**

Section 1 - The officers of the Association shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Bourse Chairperson and a Board of Six governors and the immediate past President. These officers shall be known as the Executive Board.

(a). No member except for Charter members shall be eligible for election as President or First Vice President unless they shall have first held membership in SCNA a minimum of 3

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years or have served at least one term as a member of the Board , 2<sup>nd</sup> Vice President, Bourse Chair, Secretary, or Treasurer.

Section 2 - the President shall have general supervision over all the affairs of the Association. His/her duties shall include, but not be limited to, the following:

- (a) To preside at all meetings of the Association.
- (b) To call meetings of the Executive Board and preside thereat.
- (c) To appoint committees as needed with Board approval.
- (d) To require a call for nominations of officers to appear publicly.

Section 3 - The duties of the First Vice President shall be:

- (a) To assist the President, upon his/her request, in the discharge of his/her duties.
- (b) To act in the place of the President, in case of his/her absence or disability.
- (c) To succeed to the position of President, in case of death or resignation.

Section 4 - the duty of the Second Vice President shall be to assist the President, upon his request, in the discharge of his duties

Section 5 - The duties of the Secretary shall be:

- a) To keep a true record of the minutes and transactions of the Association, and preserve all documents pertaining to his/her office.
- (b) To act as Secretary of the Executive Board, keeping a true record of its proceedings and sending a copy of each official meeting to each member of the Executive Board.
- (c) To receive funds paid to the Association, remit receipts to the Treasurer at least once each month.
- (d) To receive all applications for Membership.
- (e) To perform such duties in connection with the nominations and election of officers as may be required by these By-Laws.
- (f) Maintain the SCNA Administrative Rules, Policies, Procedures, and Processes manual that contain the governing rules, processes, and procures that have been approved by the Board.

Section 6 - The duties of the Treasurer shall be:

- (a) To receive all money of the Association collected from any source.
- (b) The Treasurer shall pay all the Association's bills and any additional debts approved by the Executive Board. Significant expenditures, as defined by the Board, require approval prior to disbursement.
- (c) To invest and reinvest the funds of the Association in accordance with instructions of the Executive Board.
- (d) To prepare an accounting of all funds received, and issue a full report at each board meeting and at year end.

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Section 7 - The Bourse Chairperson, with the permission of the Board, shall have general supervision over all aspects of a convention: publicity, table selling and activity, exhibit displaying, educational programs, security, registration, entertainment of guests, and all other specific promotions contributing to the success of a first-class convention.

- (a) With the advice and consent of Executive Board he/she shall appoint chairpersons and members of the various committees, allowing each chairperson considerable leeway in the conduct of the activities of their committee's progress, and making suggestions appropriate to the effective outcome of the committee's work.
- (b) He/she shall assist in the selection of sites officially offered to SCNA for conventions.
- (c) The Bourse Chair shall prepare and submit to the Executive Board for approval a convention budget using suggestions from SCNA officials and committee chairpersons. He/she shall keep within the allotted budget, as far as possible, and apprise the Executive Board of changes.
- (d) He/She shall prepare a report of activities of the convention for the Executive Board as soon after the convention as possible. Each committee chairperson shall furnish the Bourse Chairperson a report of the activity of his committee, including an itemized account of expenses, to enable the Bourse Chair to prepare his/her report.
- (e) Furnish an inventory of property to the Executive Board

Section 8 - The Executive Board shall consist of the President, First Vice President, Second Vice President, Secretary, Treasurer, Bourse Chair, a Board of Six Members, and immediate Past-President. A simple majority of the Board is necessary for the transaction of official business, except where stated otherwise. The Executive Board shall act in an official capacity on matters not specifically delegated to it. Delegated duties include the following:

- (a) Elect members to fill vacancies in any office, except that of President; and appoint a temporary Secretary, temporary Treasurer or Bourse Chair in the event either officer shall become incapacitated or otherwise unable to discharge the duties of his office.
- (b) Decide on the time and place for holding conventions.
- (c) Prescribe the form of membership applications and official ballots.
- (d) Rule on admission of applicants against whom objections are raised.
- (e) Rule on disposition of formal charges brought against a member.
- (f) Appoint an Editor for the Journal, Historian and any other appointments deemed to be necessary. If deemed advisable, more than one position may be held by the same person.
- (g) Determine the duties of these positions, and provide for an accounting of all monies used for the various purposes, in official reports.
- (I.) Decide which officials shall be bonded and fix amounts of bonds.
- (j) Fix the dues of Regular Members, Junior Members, and Life Members;
- (k) Remove from office any elected or appointed official who does not or cannot meet the requirements of their office.
- (l) Authorize Certificates of Merit to members who perform commendatory service.  
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**ARTICLE VI**

**Officers - Election**

Section 1 - The President each year shall issue a call for nominations of officers. This notice shall be made public. Nominations may be made by any member in good standing.

(a) No member except for Charter members shall be eligible for election as President or First Vice President unless have first held membership in SCNA a minimum of 3 years or have served at least one term as a President, Bourse Chair, Secretary or Treasurer.

(b) A candidate must be a member in good standing for at least one year in order to be considered for nomination to the Executive Board.

Section 2 - Nominations shall be made for all offices with the exception of the Secretary, Treasurer and Bourse Chair.

Section 3 - At the inception of the Association, election and appointment of all officers, except the six Board Members shall be for one year. The Board Members shall be divided into two groups, three members elected for two years, and three members elected for one year. In practice all candidates will run for the Board. Each succeeding year three new members will be elected for two years.

Section 4 - Nominations shall be in writing and list the qualifications of the candidate and shall be sent to the Secretary. The Secretary will immediately write to the respective nominees, notifying each of them of the nomination and requesting his acceptance in writing.

Section 5 - Nominations shall close no later than 60 days prior to the opening date of the annual convention. The official ballot shall contain only the names of those nominees who have accepted in writing.

Section 6 - Immediately thereafter, the Secretary shall cause all accepted nominations to be printed on an official ballot, and copies mailed to each member entitled, thereto, together with an envelope marked "Official Ballot" and a return addressed envelope.

Section 7 - The envelopes containing the executed ballots shall be retained by the Secretary unopened and shall be delivered to the Chairman of the Election Committee on the first day of the annual convention.

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Section 8 - In case there are no nominations for any particular office, nominations may be made therefore until noon of the first business day of the convention, provided the written acceptance of the nominee is filed with the Secretary. These additional nominations shall be posted and brought to the attention of the membership in order that voting then may be available.

Section 9 - The polls shall close at 3:00 PM. of the first business day of the convention. The canvass of the ballots shall be conducted by an Election Committee.

Section 10 - All of the officers referred to in Article V, with the exception of the Secretary, Treasurer and Bourse Chair, are to be elected annually thereafter. They will assume their duties at the last session of the annual convention and will hold office until their successors have been duly elected and installed.

Section 11 - The Secretary, Treasurer and Bourse Chair shall be appointed by the President with the consent of the Board. As soon as possible thereafter announcement of the results shall be made. The Board shall not be restricted in its selection in that all prospective applicants may be considered, the only requirement being membership in good standing in the SCNA for at least one year. If any member of the Executive Board is selected for the above positions, the vacancy or vacancies created will be filled automatically by those candidates for official positions in the most recent election who are not elected, beginning with the highest level position in the Executive Board and downward, Providing the vacancy caused by the selection of the appointment of the Secretary from the Executive Board be Filled first, and the vacancy caused by the appointment of Treasurer from the Executive Board be filled second and the appointment of the Bourse Chair, third. If there are no candidates available from the most recent election, vacancies on the Board will then be filled by the Executive Board by secret ballot, and official announcement made of the result. The Secretary, Treasurer and Bourse Chair shall be regular voting members of the Executive Board in all matters except the election of Secretary and/ or the Treasurer and Bourse Chair.

Section 12: - No person may seek or serve in more than one office of the Association at one time with the exception of Secretary and/or Treasurer and Bourse Chair. The Secretary and/or Treasurer may be combined as one office at the pleasure of the Executive Board when so requested by the President.

Section 13 - Each officer, at the expiration of their term of office, shall deliver to their successor all books, papers, money or other property of the Association in his possession. He/she shall not be relieved of their bond or obligation until this requirement has been met.

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**ARTICLE VII**

**Appointed Officials - Duties**

Section 1 - The appointment of all officials shall be on an annual basis. All appointments shall be made by the President with the approval of the Executive Board.

Section 2 - The Historian shall keep a chronological account of events of importance to the Association. Items of historical value include:

- (a) The organization and beginnings of the Association;
- (b) A record of elections with names of officers and important committees, etc.
- (c) Growth in membership and area;
- (d) Summary accounts of annual conventions.
- (e) Changes and revisions of the Constitution and By-Laws.
- (f) Account of the interest in exhibiting.
- (g) Record of educational programs.

Section 3 - The Journal shall be published a minimum of three times a year.

- (a) The Editor will solicit ads and articles. He/she shall make sure that exhibit rules, awards, call for nominations, etc. be printed at the appropriate times of the year.

Section 4 - The Web Coordinator shall send updated information regarding SCNA Convention, club show dates, member clubs and executive board changes to the Web Master.

**ARTICLE VIII**

**Conventions & Business Meetings**

Section 1 - The Association shall meet in convention at least once each year at a time and place as may be decided by the Executive Board. The time and place shall be announced by the President in the Association's Journal and on the web site. Other official meetings of the Association or sponsored club shows may be held with the approval of the Executive Board.

Section 2 - All business meetings shall be conducted according to Roberts Rules of Order.

Section 3 - A quorum for the transaction of business at the annual general convention meeting shall consist of eleven members in good standing present in person.

Section 4 - -To expedite the work of the convention, as soon as it shall be expedient to do so, the President shall each year appoint:

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- (a) An Election Committee of **not** less than two members, whose duty shall be to canvass the official ballots and report the result at the general business meeting of the convention.
- (b) It shall be the Secretary's duty to report the presence of a quorum at all business meetings of the convention.
- (c) A Resolutions Committee of not less than three members, whose duty shall be to consider all resolutions, or changes in the By-Laws referred to it, and report to the Convention;
- (d) An Auditing Committee of **not** less than two members, whose duty shall be to review all reports and accounts of the Association, and report within 60 days of the end of the fiscal year. The Executive Board may retain the services of a certified accountant or firm of public accountants to aid the auditing committee.
- (e) An Educational Program Committee shall provide suitable educational program(s) during the annual convention.
- (f) Such other committees as the President may deem advisable to facilitate the work of the convention.

Section 5 - All officers are expected to attend scheduled business meetings, serve on committees appointed/assigned and work at the State convention as much as possible. Any Board member that misses more than two consecutive, unexcused Board meetings is automatically dropped from the Board. .

**ARTICLE IX**

**Special Provisions**

Section 1 - All Executive Board Members, appointed officials and members of the Association must abide by the SCNA By-Laws and Code of Ethics.

Section 2 - No officer, committee or member shall incur any expense in the name of the Association except the Executive Board.

Section 3 - Reproduction of the Association's Seal shall be used for no purpose other than official stationery and official publications, except with the authorization and approval of the Executive Board.

Section 4 - The fiscal year and membership year of the Association shall be January 1<sup>st</sup> to December 31<sup>st</sup>.

Section 5 - These By-Laws may be amended by a majority vote of the members present at any regular or called meeting of the Association providing due notice shall have been given to all members in good standing 30 days prior to meeting.

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By Adopted:

Date: October 26, 2019, at SCNA General Meeting at Greenville Convention Center, Greenville, SC

Pascal Brock, Secretary