

California State Numismatic Association By-Laws
Revised: 29 January, 2015
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C.S.N.A. BY-LAWS



1.0 Name

The name of this organization shall be California State Numismatic Association (**CSNA**), referred to as, after, hereafter the Association.

2.0 Incorporation

The Association is incorporated under the “General Non-Profit Corporation Law” of the State of California.

3.0 Objective

The objects and purposes of this Association are to promote, extend, and protect numismatic activity throughout the state, and to foster and encourage the study of numismatics in all its forms and branches, as more fully set forth in the Articles of Incorporation of the Association.

4.0 Membership

4.1 Eligibility: Any person or organization interested in numismatics is eligible to apply for membership. The Executive Board shall determine the membership classes for the Association which may include Regular, Junior (under the age of 18), Associate and Club.

4.2 Privileges: All members shall be entitled to all privileges of the Association, including the right to vote, hold office, and receive the official publication of the Association, with these exceptions, All members, except Juniors, may hold office.

4.3 Voting: Each member shall be entitled to one vote at meetings of the Association. Proxy voting is not permitted.

4.4 Membership Numbers: The Executive Board shall establish a Policy and Procedure regarding assigning membership numbers to include, but not be limited to Regular, Associate, Clubs and Life Members.

4.5 Type Definition:

4.5.1 Regular: Regular members shall be individuals, age 18 or older, and organizations other than “Clubs.”

4.5.2 Life Members: Life members shall be individuals who have paid the appropriate Life membership fee.

4.5.3 Associate Members: Associate members shall be spouses or significant partner of regular and life members.

4.5.4 Junior Members: Junior members shall be individuals under age 18.

4.5.5 Clubs: Clubs shall be organizations formed for their members' mutual enjoyment of numismatic collecting.

4.5.6 Club Life Members: Club-Life members shall be those member Clubs who have paid the appropriate Club-Life fee.

4.6 Executive Board Powers: The Executive Board shall have the power, by majority vote, to suspend the membership of, or to expel and terminate the membership of, any member upon conviction of a crime involving moral turpitude, or for any verified unfair practice involving numismatics, or for any conduct which, in its opinion, disturbs the order, dignity, business, or harmony, or impairs the good name, popularity, or prosperity of the Association. The proceedings of the Executive Board in such matters shall be final and conclusive.

5.0 Officers and Elections

5.1 Officers:

5.1.1 Elected: The Elected officers of this Association shall be the President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, and 8 elected Directors.

5.1.2 Appointed Officers: The Appointed officers include the immediate Past President and the following appointed positions: Editor, Librarian, Historian, Curator, Director of Education and Bourse Coordinator.

5.1.3 Executive Board: Consist of 20 elected and appointed officers.

5.1.4 Emeritus: A President Emeritus or any Emeritus position may be elected by a majority vote of the Executive Board. The position is an honorary non-voting position (unless the individual has been elected to or appointed to a voting Executive Board Position).

5.2 Duties (Responsibilities)

5.2.1 Executive Board: The Executive Board shall establish a Policy and Procedure for the nominating Committee and the Election Committee.

5.2.2 Nominations: The nominating Committee and Elections Committee will be established at the beginning of each even # year.

5.2.3 Installation: All officers shall be elected and installed at the CSNA Fall Convention serving a two year term.

5.2.4 Alternate Installation: In the event there is no fall convention, then a fall installation banquet shall be convened. The new Board shall take office immediately after Installation.

5.3 Attendance: Members of the Executive Board must attend all Executive Board meetings whether it is a convention or Special meeting called by the President. Should a Director fail to attend two consecutive Executive Board meetings that Director may be relieved of his/her duties at the discretion of the Executive Board. The President then has the authority to appoint a new Director, subject to Executive Board ratification.

6.0 Dues

6.1 Establishment: Dues for membership shall be set by a majority vote of the Executive Board. The Executive Board may adopt a minimum requirement of continuous membership to achieve Life Member Status.

6.2 Payable By: Annual dues for members shall be payable to the Corresponding Secretary in advance on January 1st of each year. Any member who fails to pay required dues by March 31st shall be considered delinquent, in which case that member's name shall be dropped from the membership rolls and removed from the mailing list.

6.3 Reinstated: See Policy and Procedures, under membership dues.

7.0 Amendments Bylaws may be adopted, amended or repealed as follows

7.1 Published: All bylaw changes shall be published in the 1st available issue of the Associations' publication after its adoption.

7.2 Vote: By laws may be adopted, amended or repealed by a 2/3rds vote of the Executive Board.

7.3 Notification: Proposed bylaw amendments must be sent by mail or email to each member of the Executive Board at least thirty (30) days prior to the date of the meeting at which changes could be approved.

8.0 Meetings

8.1 Open Board: An open board meeting of the Executive Board and membership shall be held at least twice each year. Such meetings will be held at and during any state convention(s) of the Association. In the event the Association shall not hold a convention then a meeting shall be set no later than 6 months after the previous convention. The President shall designate a time and place for such a meeting giving a minimum 2 week notice to members of the Executive Board and if time allows publishing such a meeting in the Associations publication.

8.2 Executive Board: Special Meetings of the Executive Board may be called by the President or any five members of the Executive Board by written notice given at least two weeks prior thereto, delivered personally or sent by mail or email to each member of the Executive Board.

8.3 Alternate Meetings: The Executive Board may act on motions between meetings, by mail or email, as follows

8.3.1 Submitting a motion: Three (3) or more members of the Executive Board must submit the motion to the President to start action.

8.3.2 President Action: The President will then submit said motion to the Executive Board for a discussion period of seven (7) days. Discussions will be copied to all Executive Board members.

8.3.3 Timing: After the seven (7) days provided for discussion, the President will ask the Executive Board members to vote during the following seven (7) days. Votes may not be cast early.

8.3.4 Passing Criteria: The motion will pass if a majority of all Executive Board members eligible to vote reply in favor of the motion during the seven (7) days provided for voting.

8.4 Agenda: Agendas to all open and special meetings to be distributed to the Executive Board a minimum of two weeks prior to the meeting date.

9.0 Conventions and Quorums

9.1 State Convention: The Association shall meet in State Convention at such times and places as may be decided upon by the Executive Board and announced in the official publication of the Association published prior to said convention.

9.2 Quorum Needed – Executive Board: A quorum for the transaction of business at an open meeting of the Executive Board shall be 51% of the seated Executive Board.

9.3 Quorum Needed – Open Meeting: A quorum for the transaction of business at an open board membership meeting shall be 15 members in attendance.

9.4 Dual Representation: In the event that a non-elected officer is also a duly elected officer, then for quorum sakes, quorum will be reduced by that number.

10.0 Duties of Officers Shall attend all meetings of the Association

10.1 *President* (The President shall)

10.1.1 *Preside*: Preside at all meetings of the members and of the officers, deciding all points of order.

10.1.2 *Perform*: Perform all other duties incidental to that office and such duties prescribed from time to time by action of the members.

10.1.3 *Appoint Committees*: Shall appoint chairpersons of all committees; appoint all regular committees and special committees except when otherwise voted, and shall be ex-officio member of all committees.

10.1.4 *Appoint Officers*: The President shall appoint the appointive officers of the Association upon election to office.

10.1.5 *Tie Vote*: The President may cast a vote in the event of a tie.

10.1.6 *Appoint Vacancies*: In case of vacancy in any office, the President shall have the power to appoint a successor to fill the unexpired term of such vacancy.

10.2 *Vice President* (The Vice President shall)

10.2.1 *Assume*: The duties of the President in event of the absence or inability to act of the President.

10.2.2 *Aid*: Aid and assist the President in the discharge of duties at all times.

10.2.3 *Perform*: Perform such other duties as may be from time to time assigned by the President.

10.3 *Corresponding Secretary* (The Corresponding Secretary shall)

10.3.1 *Record*: keep an accurate record of the Association's membership.

10.3.2 *Receive*: Receive all monies for membership dues and turn same over to the Treasurer.

10.3.3 *Report*: Present a written report at each official meeting of the Association.

10.3.4 *Mail*: Attend to the mailing of membership notices and election ballots.

10.3.5 *Assigned*: Perform such other duties as may be assigned by the President.

10.3.6 *Forward all Records*: upon expiration of the term of office, turn over to the successor all membership records, secretarial supplies, and funds, taking a receipt therefore.

10.3.7 *Assume Duties*: Assume the duties of the President in event of the absence or inability to act of both the President and Vice President.

10.4 *Recording Secretary* (The Recording Secretary shall)

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10.4.1 *Attend*: Attend all meetings of the Executive Board.

10.4.2 *Minutes*: Keep true and correct minutes and records of the proceedings of all such meetings.

10.4.3 *Copies*: See that each Executive Board Member receives a copy of these proceedings.

10.4.4 *Maintain File Copies*: Maintain file copies of all minutes and officers' reports which are made or presented at meetings of the Executive Board.

10.4.5 *Temporary*: In the event of inability to attend a scheduled meeting, the President shall appoint a temporary Recording Secretary for that meeting.

10.5 *Treasurer* (The Treasurer shall)

10.5.1 *Report*: Attend all meetings of the Association, and render a written financial report at each meeting of the members,

10.5.2 *Receive Funds*: Receive and have custody of and be responsible for all funds and securities of the Association, and deposit same in the bank with which the Association is doing business.

10.5.3 *Pay Bills*: The Treasurer shall pay all duly authorized bills.

10.5.4 *Forward all Records*: Upon expiration of term of office, the Treasurer shall turn over to successor all books, records, securities and funds, taking a receipt therefore.

10.5.5 *Data Availability*: In the event of inability to attend a meeting of members, the Treasurer shall see that books, records, and reports are available at the meeting.

10.6 *Librarian* (The Librarian shall)

10.6.1 *In Charge*: Have charge of all books, pamphlets, and periodicals which the Association may acquire.

10.6.2 *Access*: Give access thereto to the members, as prescribed by such library rules as may be in force at the time.

10.6.3 *Report*: The Librarian shall render reports as requested.

10.7 *Historian*: The Historian shall keep an historical record of the Association and make reports thereof.

10.8 *Curator*: The Curator shall have charge of all coins, medals and numismatic items which the Association may acquire, and exhibit such collections for educational purposes.

10.9 *Editor*: The Editor shall have full charge of editing and producing the official publication of the Association. The Editor may appoint two assistant editors, one from the northern part of the state and one from the southern part of the state, to assist the Editor in these duties.

10.10 *Director of Education*: The Director of Education shall have general supervision over all forums, symposiums, and other educational activities conducted by the Association, and as the Executive Board may from time to time direct.

10.11 *Bourse Coordinator*: The Bourse Coordinator shall be responsible for acquiring coin dealers for CSNA coin bourses, and shall have general supervision of dealer table assignments, collect bourse fees, and resolve any grievances at those events. This officer shall be appointed only during years in which CSNA operates its own bourse during State Conventions.

10.12 *Directors*: The Directors shall attend all meetings called by the President. Each Director shall be a voting member of the Executive Board and shall assist the officers in any way possible.

10.13 *Executive Board*

10.13.1 *Members*: The Executive Board shall include 20 voting members: The President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Librarian, Curator, Historian, Editor, Director of Education, Bourse Coordinator, Immediate Past President, and eight Directors shall constitute the Executive Board. No individual shall have more than 1 vote at any meeting the Association.

10.13.2 *Duties*: (The duties of the Executive Board shall include, but not be limited to the following, 11-duties)

10.13.2.1 Decide time and place of annual conventions or other official actions of the Association.

10.13.2.2 Set the Dues for the Association.

10.13.2.3 Determine the form for membership applications.

10.13.2.4 Rule on disposition of charges against any member.

10.13.2.5 Solicit bids and decide on the auctioneer for any convention.

10.13.2.6 Establish Policy and Procedures to help run the organization.

10.13.2.7 Conduct all meetings following Robert's Rules of Order.

10.13.2.8 Approve Presidential appointments.

10.13.2.9 Remove from office any officer not fulfilling their official office.

10.13.2.10 Authorize all expenses for the Association.

10.13.2.11 To act on any and all affairs of the Association that is in the best interest of the Association.

10.13.3 *Incur Expenses:* No officer, committee or member shall incur any expense in the name of the Association without the authorization of the Executive Board.

11.0 Bank Deposits and Withdrawals

11.1 *Checking Account Signatures:* The signatures of the President, Vice President, Recording Secretary, and Treasurer shall be filed at the bank with which the Association maintains its commercial checking account, and the signature of any one of the three officers shall be necessary for the drawing of checks and drafts.

11.2 *Savings Account Signatures:* The signatures of the President, Vice President, Recording Secretary, and the Treasurer shall be filed at the bank or other depository with which the Association maintains its savings account, and the signatures of any two of four officers shall be necessary for the withdrawal of such funds.

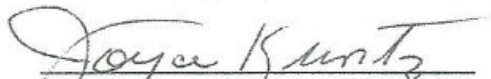
11.3 *Deposit Requirements:* Deposits in any banking institution with which the Association transacts business may be made by the President, Vice President, Recording Secretary, or the Treasurer.

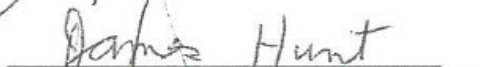
12.0 Representatives The President may appoint representatives of this Association in such communities as the President may select for the purpose of furthering the aims of this Association.


13.0 Amendments Changes to this document must be approved by a 2/3rds vote of the Executive Board, which is responsible for setting all official policies of the Association.


End of Bylaws as amended.

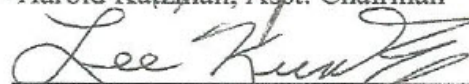
Approved April 11, 2015 by the By-law & Policy & Procedure Committee


Joyce Kuntz, Chairman


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