

**BYLAWS OF THE  
GREATER HOUSTON COIN CLUB, INCORPORATED**

**(Revised, May 12, 2014)**

**ARTICLE I. TITLE, PURPOSE AND OBJECTIVES**

Section 1: Title

The organization shall be known as the GREATER HOUSTON COIN CLUB, INC.  
(GHCC)

Section 2: Purpose

GHCC is organized exclusively to promote the study of numismatics via educational and scientific means. It shall be a non-profit organization with all proceeds used to promote numismatic education.

Section 3: Objectives

GHCC objectives shall be (1) to advance numismatic knowledge through educational, historical, and scientific means, (2) to assist in bringing together persons interested in numismatics, (3) to promote greater popular interest in numismatics, (4) to aid its members through the study, acquisition and exhibition of numismatic material, and (5) to assist in and encourage other numismatic causes and events.

**ARTICLE II. MEMBERSHIP**

Section 1: Types of Memberships

- A. Regular members shall be those persons who have attained their eighteenth birthday.
- B. Young Numismatists (YN) are those members who have not yet reached 18 years of age.
- C. Family members include two or more members of the same household.
- D. Life members are those regular members who, having been members for not less than three years, elect to make a lump sum payment of 20 years of membership fees (dues) and whose election is approved by the Executive Council.
- E. Honorary Life members shall be those members nominated by the Executive Council, who deserve such recognition for actions or services advancing the purpose and objectives of GHCC and/or the study of numismatics. Nominations for Honorary Life membership shall be presented to the general membership for approval. An affirmative vote of 2/3rds of the voting members present shall prevail.

Section 2: Application and Admission

- A. Application for Regular or YN membership, together with the prescribed dues (per the Standing Rules), may be submitted on forms prescribed by the Executive Council.

B. Applications shall be received, reviewed and approved by the Executive Council. Upon approval, applicants' names will be published in the next issue of the GHCC newsletter (“Double Shift”), and presented at the next regularly scheduled membership meeting. An affirmative vote of 2/3rds of the voting members present shall prevail.

C. Applicants not accepted for membership will receive a refund of dues paid.

D. Regular and **YN** members will be carried on the GHCC membership roster on a calendar year basis. Life and Honorary Life members will be carried in perpetuity.

E. Regular, Life and those Honorary Life members who were Regular or Life members when converted to Honorary Life members shall have the right to vote and hold office.

## ARTICLE III. OFFICERS AND ELECTED OFFICIALS

### Section 1: Officers

Officers of GHCC, elected for a one-year term, shall be: President, Vice-President, Secretary, and Treasurer.

### Section 2: Executive Council

A. The Executive Council is the governing body of GHCC and shall be composed of the President, the Vice-President, the Secretary, the Treasurer, the Immediate Past President and **seven** Directors who are elected for one-year terms. To decide issues requiring a vote, each Executive Council member shall have one vote. The President will cast a vote only to break a tie.

B. 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 nominated and elected per the procedure described in Article IV, Election of Officers and Directors, and will serve the remainder of the current term.

C. The President may appoint a non-voting General Counsel to attend and advise the Executive Council. This advisory position serves at the pleasure of the President.

### Section 3: Eligibility and Qualification

A. Any Regular, Life or Honorary Life member shall be eligible to hold office.

B. Officers and Directors of GHCC shall not hold elected office in any other Houston-area numismatic organization and shall commit their full attention to fulfilling the requirements of their GHCC elected office.

## ARTICLE IV. ELECTION OF OFFICERS AND DIRECTORS

### Section 1: Nomination

A nominating committee of three members shall be appointed by the President at the January regular membership meeting. Their task is to select and present a slate of qualified nominees for elective office to the general membership at the February regular membership meeting. Nominees shall have given their consent to be nominated and agree to perform their respective duties if elected.

### Section 2: Election

A. Officers and Directors shall be elected at the March regular membership meeting. After the nominating committee has announced its slate, further nominations will be solicited from the floor. Any member in good standing may nominate any other member in good standing provided that the nominee is qualified to hold that office and has given consent to be nominated and to perform the duties of the office if elected. The individual receiving the most votes of the members present shall be elected to the office in competition.

B. In the event the regular March meeting is canceled, voting shall be by electronic or postal mail prior to the April regular membership meeting.

C. Officers and Directors shall be installed during the month of April and shall assume their GHCC duties at that time.

D. In the event a vacancy exists for an elected office, the Executive Council shall appoint an officer *pro tem* at the earliest opportunity. The officer or director appointed shall carry out the duties of the position until appointment can be ratified at the next regular membership meeting with a 2/3rds vote of the voting members present needed for ratification.

E. If an elected Executive Council member is absent for three or more consecutive meetings of the Executive Council, that office may be considered vacant and the Executive Council may take steps to fill the vacancy via Section 2A immediately above.

## ARTICLE V. DUTIES OF OFFICERS AND DIRECTORS

A. All Officers and Directors shall conduct themselves and their GHCC associated duties in the best interest of the GHCC, its purposes and objectives, avoiding any conflict of interest and abiding by the laws of the United States of America and the State of Texas.

B. The President shall preside at all meetings of GHCC, shall appoint and dismiss temporary committees (except the nominating committee) and may appoint a Sergeant-at-Arms to maintain order when deemed necessary. The President will also appoint the Editor of the GHCC Newsletter, currently titled “*Double Shift*.” The President shall also preside over the Executive Council, which shall meet regularly at the pleasure of the President. The President shall also serve as an *ex officio* member of all committees (except the nominating committee).

C. the Vice-President shall assist the President upon request; shall act in the absence of the President; shall serve as the Program Chair for all regular membership meetings; and shall supervise all educational programs, activities, and GHCC-sponsored educational programs and projects.

D. The Secretary shall record the minutes of all meetings; shall retain and preserve GHCC records and documents as required; shall provide the presiding officer with an agenda for the business portion of the regular monthly membership meetings; shall be responsible for all general correspondence; shall be responsible for GHCC publicity releases to the media, and ensure that all members are notified of upcoming meetings via newsletter, email, telephone or other communication activity. The Secretary will also read the minutes of the previous membership meeting during the regular monthly membership meetings, if not already distributed previously via the monthly newsletter.

E. The Treasurer shall receive and record all monies of both the GHCC and **Houston Money Show (HMS)** collected from any source. The Treasurer will not pay out any money without receiving a voucher with the appropriate receipts approved by signature of the President or his designated appointee. The voucher will show the expense amounts by item according to the Chart of Accounts. Expenses exceeding \$1000 must be approved by two members of the Executive Council. The Treasurer will present an annual financial report and budget at the April Executive Council and, with Executive Council approval, at the April membership meeting. The Treasurer is responsible for the preparation of all necessary financial reports and statements, including the annual IRS Form 990,

and shall, if requested by the Executive Council, ensure GHCC's financial records are audited by an independent accountant.

F. The President may assign each Director a specific area of responsibility as the need arises.

G. The Executive Council will make recommendations on matters of interest to the GHCC and will bring them before the membership during regular monthly meetings.

H. All Officers and Directors, at the expiration of their term of office, shall deliver to their successors all books, papers, monies, or other GHCC property in their possession.

## ARTICLE VI. CLUB YEAR

A. The GHCC year for membership and fiscal matters shall be the calendar year, unless otherwise provided for in these bylaws.

B. The GHCC year for holding office and qualification for awards shall be from April 1<sup>st</sup> to March 31.

## ARTICLE VII. MEETINGS

### Section 1: Meetings

A. GHCC Membership meetings shall be held on the third Thursday of every month. If there is a conflict with a holiday or another event, the meeting may be canceled or rescheduled as determined by the Executive Council.

B. Executive Council meetings shall be monthly unless otherwise determined by the President. Time and place will be at the President's discretion.

C. All meetings shall be conducted by parliamentary procedure as provided by Robert's "*Rules of Order*," current edition.

### Section 2: Quorum

A quorum shall consist of a majority of those voting members present at an announced or regular meeting of the membership or Executive Council.

### Section 3: Order of Business

- A. Call to order, recognition of guests and visitors
- B. Education Program to include Show & Tell Session
- C. GHCC Business Meeting
- D. Adjournment

## ARTICLE VIII. GENERAL

### Section 1: Affiliations

GHCC shall maintain national affiliation via membership in the American Numismatic Association, and state affiliation via membership in the Texas Numismatic Association. Club representatives to these organizations shall be appointed by the Executive Council.

## Section 2: Standing Rules

Standing Rules, published as a separate document, shall define and describe the administrative procedures, programs and projects of the GHCC.

## Section 3: Numismatic Activities

GHCC shall sponsor worthwhile numismatic projects determined by the Executive Council from suggestions and recommendations submitted by the general membership or from any other source. These projects shall be listed and defined in the Standing Rules.

## ARTICLE IX. AMENDMENTS

### Section 1: Amendment Procedure

These By-Laws may be amended by an affirmative vote of 2/3rds of the voting members present at a regular monthly membership meeting provided that the proposed amendment(s) were presented at the previous membership meeting, and have been published in the GHCC newsletter prior to the meeting at which action will be taken.

### Section 2: Management of the Standing Rules

Standing Rules may be temporarily suspended , amended or rescinded by majority vote provided that members have been notified of such intent one month in advance.

**NOTE: The original "Constitution" and "By-Laws" were rewritten in 1980, amended in 1987, 1992, and 1998. The "Constitution" was replaced by "By-Laws" and amended in 2002, 2004, 2005, 2006 and 2012. The original "By-Laws" were replaced by "Standing Rules" and amended in 2004.**



