CONSTITUTION AND BYLAWS
OF THE
WILLIAMSBURG VIRGINIA STAMP CLUB
Amendment 2 (10 April 2025)

ARTICLE 1 – MISSION AND PURPOSE

1. ***Organization.*** The organization's legal name is the "Williamsburg Virginia Stamp Club", hereafter referred to as the (WVSC). The WVSC is a non-profit organization pursuant to Section 501(c)(4) of the Internal Revenue Code. Operation of the WVSC will be conducted based on the bylaws contained herein and have a fiscal year of March 1 through the last day of February.

2. ***Mission.*** The specific and primary purposes of the WVSC are to serve the philatelic needs of the "Greater Williamsburg, Virginia" area:
   (a) To promote the collecting of philatelic material, in all its many forms, for people of all ages;
   (b) To conduct programs and services that enhance and promote philatelic knowledge;
   (c) To assist its members in acquiring and disposing of philatelic materials; and
   (d) To accept donations of financial gifts and philatelic property to be used for charitable and educational activities related to the mission and purpose of the WVSC.

ARTICLE II – MEMBERSHIP

1. ***Membership Qualifications.*** Any person of good character, interested in philately, may become a member of the WVSC in accordance with the provisions of this Article.

2. ***Application for Membership.*** Application for membership shall be made by requesting such in writing and by making the required dues payment. The WVSC Executive Committee may reject a membership application if there is knowledge that the individual is not of sufficient character to become a WVSC member. The Executive Committee must investigate any such allegation and then determine whether the application should be accepted or rejected.

3. ***Membership Number.*** Members will be issued a membership number and all members in good standing will be issued a membership card annually signed by the WVSC Treasurer. Members retain this same number indefinitely and the WVSC President will maintain membership records that include member identification, contact information and number.

4. ***Member in Good Standing***. A member is considered to be in good standing when they have paid their dues for the current year and are not involved in a philatelic related dispute with any member of the WVSC or the APS. All members in good standing shall have one vote for any resolutions put forth to the general membership.

5. ***Annual Dues.*** Annual dues shall be paid to the Treasurer during the month of March. The amount of the dues will be determined by the Executive Committee and presented to the membership for approval. Dues shall be the same for a single person or a family membership.

New members joining after 30 November and prior to 1 March will have the dues applied to both the current and ensuing fiscal year.

(a) Dues may be paid in cash or check (credit cards are not accepted).
(b) The Treasurer will note the payment of dues from each member on the WVSC roster and provide a membership card signed by the Treasurer.

ARTICLE III - OFFICERS

1. ***Elective Officers.*** The elected officers of the WVSC shall be President, Vice President (who will also serve as the WVSC Secretary), Treasurer and Outreach Manager. Officers shall be elected annually by the WVSC membership and serve until the next annual election.

2. ***Appointed Officer.*** The Executive Committee will appoint an interim individual to fill the unexpired term of any officer that resigns or becomes incapacitated.

3. ***Elections.*** Officers shall be elected annually by a majority vote of the membership in attendance at the time of the elections, which shall be conducted at the General Membership Meeting conducted on second Thursday of March (Annual Membership Meeting). The new officers shall immediately commence their duties at the completion of the elections.

4. ***Duties of Officers.*** The duties of the WVSC officers are as follows:

(a) The President shall:
- i. Preside at all Membership Meetings
- ii. Serve as Chair of the Executive Committee.
- iii. Appoint the chairs of all standing and special committees as needed.
- iv. Serve as the liaison to the American Philatelic Society.
- v. Prepare and submit the American Philatelic Society Annual Report and other required communications in a timely manner.
- vi. Ensure the required Internal Revenue Service reports are submitted on time.
- vii. Establish programs for the General Membership Meetings.
- viii. Represent the WVSC at external functions and with other organizations.
- ix. Facilitate recruitment of new WVSC members.
- x. Interface with individuals who would like information regarding their own or inherited stamp collections or to receive donated materials.
- xi. Have the authority to do whatever is necessary for the proper conduct of business in accordance with this Constitution and Bylaws.

(b) The Vice President shall:
- i. Be responsible for assisting the President in the conduct of all WVSC business.
- ii. Serve as a member of the Executive Committee.
- iii. Also serve as WVSC Secretary, recording minutes of Membership Meetings and Executive Committee Meetings when present and providing them to the President to finalize.
- iv. Preside over WVSC Membership Meetings in the absence of the President.
- v. Facilitate recruitment of new WVSC members.

vi. Be responsible for greeting visitors to WVSC meetings, describing WVSC activities, and informing visitors about the WVSC dues structure and payment thereof.

vii. Interface with individuals who would like information regarding their own or inherited stamp collections or to receive donated materials.

(c) The Treasurer shall:

i. Receive all monies obtained by the WVSC and disburse same, as needed, while maintaining an accurate record of all transactions. All funds received by WVSC will be deposited in the WVSC checking account with all disbursements of WVSC made by check.

ii. Maintain an appropriate checking account and present at the quarterly Membership Business Meeting a financial report when requested by the President:

a. The checking account will be maintained at a local financial institution and should be free of any bank charges for the normal course of business.

b. The name on the checking account will be "Williamsburg Virginia Stamp Club".

c. Two signature cards will be maintained for the account with one being the Treasurer and the second being another WVSC officer.

d. The signature cards will be updated as the WVSC officers change with elections.

iii. Maintain a petty cash account:

a. The petty cash account will be maintained at a maximum of $100.00. Once that amount is exceeded, all funds above that amount are to be deposited into the WVSC checking account.

iv. Serve as a member of the Executive Committee.

v. Develop the Annual Internal Revenue Service report and support submittal.

vi. Assist the President in any other reports and communications required in the operations of the WVSC.

(d) The Outreach Manager shall:

i. Place notices in local publications to promote the WVSC.

ii. Facilitate recruitment of new WVSC members.

iii. Interface with individuals who would like information regarding their own or inherited tamp collections or to receive donated materials.

iv. Greet visitors to WVSC meetings, describing WVSC activities and informing visitors about the WVSC dues structure and payment thereof.

v. Serve as a member of the Executive Committee

5. ***Nominating Committee.*** The President will select an Officer Nominating Committee no later than the first January General Membership Meeting for the ensuing fiscal year. The committee shall present its slate of officers at the first February General Membership Meeting, at which time other nominations may be made from the floor. Election of officers shall take place at the Annual Membership Meeting.

ARTICLE IV - MEETINGS

1. ***Meetings.*** Regular Membership Meetings shall be held twice monthly on the second Thursday and fourth of the month. There will only be one meeting in November and December, and it will be conducted on the second Thursday of the month.

    (a) The first meeting of the month will be the Business and Program Meeting, except in December which will be an Auction Meeting.

    (b) The second meeting of the month will be the Auction Meeting.

    (c) The meeting location and time of meetings will be determined by the Executive Committee and approved by the membership.

2. ***Temporary Change in Meeting Date, Time or Location.*** General Membership Meeting date, time or location are subject to change to accommodate a change in the availability of the meeting location or because the meeting date coincides with a national holiday. The President will inform WVSC membership of this change as soon as it is determined.

3. ***Order of Meeting Business.*** The President will preside over the meeting. In the President's absence the Vice President will preside.

    (a) The order of business at each Business and Program Meeting shall be:
        i. Call meeting to order.
        ii. Introduction of new members and visitors.
        iii. Review of meeting agenda and program.
        iv. President's remarks and discussion.
        v. Quarterly Treasurer's Report (March, June, September, December).
        vi. Any reports of Officers and Committees.
        vii. Solicitation of any new business and discussion.
        viii. Resolutions and any other actions requiring a vote by the general membership (such as a change to the WVSC Constitution and Bylaws).
        ix. Business meeting adjournment.
        x. Conduct meeting program, speaker presentations and video presentations.

    (b) The order of business at each Auction Meeting shall be:
        i. Call meeting to order.
        ii. Introduction of new members and guests.
        iii. President's remarks and discussion.
        iv. Solicitation of any member remarks.
        v. Conduct the auction in accordance with ARTICLE V, paragraph 11.

    (c) At all meetings, members are encouraged to bring material to trade, sell or show other members.

    (d) A 50/50 drawing will be conducted at all meetings.

(e) WVSC Sales Books will be available at all meetings in accordance with ARTICLE V, paragraph 12.

4. ***Quorum.*** The quorum at a General Membership Meeting for approving a change to the WVSC Constitution and Bylaws or any other business requiring approval will consist of at least two officers and five members in good standing. A majority vote of all members in good standing is required to approve any resolutions.

ARTICLE V - OPERATIONS

1. ***Executive Committee.*** The Executive Committee shall serve as the WVSC board of directors and be responsible for, but not limited to:
   (a) Establishing the program for Business and Program Meetings.
   (b) Establishing and coordinating WVSC operational changes to enhance the enjoyment of WVSC members.
   (c) Establishing committees to support the conduct of WVSC business.
   (d) Conducting an annual review of WVSC financial records.
   (e) Approving the minutes of general membership meetings.
   (f) Appointing a member to serve in a vacated officer position until an officer can be elected at the next election.

2. ***Executive Committee Membership.*** The Executive Committee will be composed of the following WVSC officers:
   (a) President
   (b) Vice President
   (c) Treasurer
   (d) Immediate Past President
   (e) Outreach Manager

3. ***Executive Committee Meetings.*** Executive Committee Meetings will be conducted in the following manner
   (a) President will coordinate the date, time and location of Executive Committee Meetings that are convenient to the Executive Committee members.
   (b) The President will preside over the Executive Committee Meetings.
   (c) The President will establish the meeting agenda and solicit any new business requiring addressing prior to and during the meeting.
   (d) Executive Committee Meetings may be conducted in person or via electronic means.
   (e) For the purposes of any business that may require specific approval:
      i. A quorum is required that will consist of the President and two other Executive Committee members,
      ii. A majority vote of members in attendance is required,
      iii. If any vote is a tie, the President will make the tie breaking vote,
      iv. All votes will be recorded and reported to the WVSC membership at the next General Membership Meeting.

v. Meeting minutes will be recorded and reported to the WVSC membership via email by the President.

4. ***Dues Collection.*** All officers of the WVSC can receive dues from members and are then responsible for providing those funds, along with pertinent information about the member, to the Treasurer by the next Executive Committee or General Membership Meeting with the Treasurer in attendance.

5. ***Donations***. The WVSC may receive the donation of stamp collections from time to time. The President will determine the best manner of disposition of any donations to maximize the benefit to the WVSC.

6. ***Committees.*** The President, in consultation with the Executive Committee, shall identify and create standing and special committees deemed necessary, and appoint committee members.

7. ***Historical Records.*** The Vice President shall be responsible for maintaining a complete copy of the minutes of WVSC meetings and activities. The Vice President will provide a complete copy of the records to his/her successor, who, in turn, will continue maintaining the records and passing them to their successor, in perpetuity. This process will create and maintain an historical record of the WVSC, its membership, and activities for future membership research.

8. ***Affiliations.*** The WVSC is chapter (#43577) of the American Philatelic Society. Historically, the affiliation began on November 9, 1965 with its original name "Williamsburg Stamp Society.

9. ***Communications and Correspondence.*** The principal address for official WVSC correspondence will be the mailing address of the current WVSC President. Communication between members will be via email. Each member will keep the WVSC apprised of their current email address, mailing address and telephone number.

10. ***American Philatelic Society (APS) Circuit Books.*** The WVSC will participate in APS Circuit Books to provide members the opportunity to purchase materials.
    (a) The President will ask for and appoint a WVSC member in good standing to act as the Circuit Book Manager. This appointee must be a current member of the American Philatelic Society and will act as the point of contact with the APS regarding the receipt and processing of Circuit Books and the proceeds from purchases.
    (b) The Circuit Book Manager will be responsible for all dealings with the APS regarding the Circuit Books. The duties include:
        i. Providing a secure address to which the circuit can be sent. This may be a home address or a P.O. Box, at the discretion of the Circuit Book Manager.
        ii. Setting up, corresponding with and maintaining a line of communication with the APS regarding the Circuit Books.
        iii. Upon receipt of the Circuit Book package from the APS, open the package and verify that all listed Circuit Books are present.
        iv. Verify that all books are properly marked where stamps have been removed by prior Circuit Book recipients. If any discrepancy is found, immediately report such discrepancies to the APS in accordance with the printed guidelines contained in the instruction sheet which accompanies the Circuit Books.

v. Informing the WVSC President of any discrepancy discovered in the received Circuit Books.
vi. Ensure the Circuit Books are maintained and secure while in his/her possession.
vii. Maintain a set of forms, petty cash and any other materials necessary for members to properly record purchases and make payment for them.
viii. When a member has selected the stamps they desire, verify that the member has properly marked the WVSC sales sheet and the Circuit Books.
ix. Receive payment from members directly, in cash or check, for all purchases of the stamps they removed from the Circuit Books. In addition, the WVSC will collect a 5% sales commission on all purchases from the Circuit Books to offset the purchase cost commission that is payable to the APS.
x. Check the Circuit Books against the WVSC sales sheets from the members to ensure all stamps removed were properly paid for, then marking each purchase appropriately in the Circuit Books.
xi. After completing the verification process to account for all purchases by members from the Circuit Books, pack and mail the Circuit Books back to the APS with payment for the materials purchased by members.
xii. Obtain a receipt for the cost of mailing the circuit and present it to the Treasurer for reimbursement.

(c) The Executive Committee will periodically review and revise the procedures for members to participate in purchasing materials from the Circuit Books.
(d) The Circuit Book Manager will survey members annually regarding the material desired to be received from the APS.
(e) The Circuit Book Manager will retain all relevant records, including correspondence with the APS for a period of three years, passing the files along to his/her successors.
(f) The expense of mailing the Circuit Book will be included as a line item in the Treasurer's Report.

11. ***Auctions.*** The Executive Committee will maintain and disseminate WVSC Auction Rules and associated procedures to members. In general:

(a) Anyone who is a member in good standing may consign material for the auction.
(b) Consignors are charged a 10% fee, which is deducted from the total of the consignor's material sold prior to payment to the consignor. There are no fees assessed to buyers.
(c) Consignors must use a *WVSC Auction Bid Sheet* or a similar form that contains the following mandatory information: lot owner (consignor), lot number and bid reserve (minimum bid). The following bid sheet information is recommended, but optional: lot description (such as country and whether MNH, mint, used or damaged) and catalog number, catalog value and catalog year.
(d) Consignor accounts will be settled at the time of the auction, after buyers have paid for their lots.
(e) The Treasurer will include as a separate line item the results of any auctions held in the Treasurer's Report made quarterly at the General Membership Meeting.

12. ***WVSC Sales Books.*** The purpose of the WVSC Sales Books Program is to provide an efficient way to support buying and selling stamps among members. All WVSC members may participate in selling stamps through the Sales Books.

(a) The WVSC President is responsible for managing Sales Book procedures and ensuring accurate payment to members for their items sold. The President will be assisted by the Vice-President in managing Sales Book activity in the President's absence. The WVSC Executive Committee will monitor Sales Book activity and make recommendations to ensure efficient operations.

(b) The club will not take any commission from the Sales Books sales. All proceeds go directly to the sellers.

(c) The Sales Books will be brought to all WVSC meetings by the President and will be collected by the President at the conclusion of the meeting. Sales Books will be available for viewing and purchasing throughout all WVSC meetings.

(d) Buying and selling will go on in parallel to any other meeting activity.

(e) The President will coordinate with other clubs to identify opportunities to make the Sales Books available to their members as well as to be available at any shows that they promote to the extent practical.

(f) The are two sizes of Sales Books Binders: standard 8.5 x 11 inch and 5.5 x 8.5 inch. Members can submit stamps for sale to either size WVSC Binder by completing the WVSC Sales Sheet, securely mounting stamps to the Sales Sheet and Submitting the Sales Sheet to the President for including it in the Sales Book.

(g) WVSC Sales Sheets are printed on heavier weight paper to withstand handling and are purchased from the President for $1.00 for 25 Sales Sheets of either size. Only WVSC purchased Sales Sheets may be used. The President will ensure that there is an adequate supply of Sales Sheets to support seller requirements.

(h) Only WVSC members may submit items for inclusion in the Sales Books. Sales Sheets will be submitted to the President for adding to the Sales Books. The minimum price for any item is $0.75 and all pricing must be at an increment of $0.05. All information on the Sales Sheet must be completed unless the catalog value of an item is not known and therefore the catalog value and date are left blank.

(i) Individual Sales Sheets may be retained in the Sales Book for a maximum of one year. After one year, the President will return any unsold Sales Sheets to the seller. Items may be removed by seller prior to one year and items may be repriced by the seller at any time by coordinating these activities with the President.

(j) Any individual may purchase items from the Sales Book. They do not have to be a WVSC member. To purchase an item, the Sales Sheet will be removed from the Sales Book and presented to designated Sales Book Cashier with the payment.

(k) The Sales Book Cashier will collect funds from individuals purchasing items and clip and retain the upper-right corner from the Sales Sheets that identifies the sales price, lot number and seller.

(l) The position assignment of a Sales Book Cashier will be periodically rotated by the President among members who have items for sale in the Sales Books. The Sales Book Cashier will manage the Sales Book cash box during their stint at that duty. The Sales Book Cashier will place payments in the cash box along with the clipped corners from the Sales Sheets. The Sales Book Cashier will ensure that the cash box contains $35 in bills and coins at the beginning of a selling session so that change can be made to purchasers.

(m) At the completion of a selling session, the Sales Book Cashier will provide the President the cash box and clipped corners. The President will keep overall sales records and provide sellers their proceeds with the clipped corners as soon as practical.

(n) Additional Notes.

i. No single item may be priced at over $25.

ii. At this time, there is no maximum number of Sales Sheets that a seller may have at any one time in all Sales Books. However, the WVSC Executive Committee may set a limit if the volume of material needs to be limited for a practical reason.

iii. Neither the WVSC nor any individual involved in the Sales Book process will be responsible for any lost items or financial shortages.

iv. The President will manage the funds in the cash box to ensure $35 is provided for making change at the beginning of a selling session by removing sellers' proceeds and clipped corners for disbursement.

ARTICLE VI - ADOPTION AND AMMENDMENTS

1. ***Adoption.*** All amendments of the Constitution and Bylaws shall be approved by a majority vote of those members present at a General Membership Meeting, where a quorum is present.

2. ***Amendments.*** This Constitution and Bylaws may be amended by a written notice of the proposed changes sent by email to all WVSC members in good standing. Membership comments regarding the proposed amendments will be communicated to the President. The member comments will be discussed with the Executive Committee for potential incorporation. The changes to the existing Constitution and Bylaws that are contained in the Amendment will be reviewed at the next regular General Membership Meeting. A quorum and majority vote of those members present is needed to approve the amendment.

ARTICLE VII - PARLIAMENTARY AUTHORITY

The rules contained in *ROBERT'S RULES OF ORDER, REVISED* shall govern the parliamentary procedures of the WVSC.

ARTICLE VIII - DISSOLUTION

In the event the WVSC is dissolved by the membership, all WVSC monies remaining after payment of debts will be donated to the American Philatelic Society for the further promotion of the hobby of stamp collecting.