

# *Rathkamp Matchcover Society*

## By-Laws

### **Article I** **Section 1.**

#### **Membership**

A Family Membership shall be permitted when and where two or more persons from the same family, residing at the same address that are now members of the Society or enroll as members of the Society. One person from the family shall maintain his/her membership in the Society at the regular dues rate as provided in Article VI, Section 1 of these By-Laws. Should more than one member of the family desire each issue of the Society Bulletin, the regular dues amount shall be paid by that member.

### **Sect 2.**

Application for membership shall be on a form prescribed by the Society, signed by the applicant and sponsor who is a member in good standing in the Society. It shall be mailed to the Membership Secretary/Treasurer of the Society and shall be accompanied by the entrance fee of \$2 plus dues for one year commencing the first day of the month following receipt of the application by the Membership Secretary/Treasurer.

### **Sect 3.**

An applicant shall be approved for membership when the application form, properly filled in and signed by the applicant and sponsor, together with the entrance fee of \$2 and one-year's dues, is received by the Membership Secretary/Treasurer and approved by the Membership Committee. The Membership Secretary/Treasurer shall then forward the properly endorsed Society Membership Certificate and dues card to the new member.

### **Sect 4.**

If an application is incorrectly made out, the Membership Secretary/Treasurer shall so inform the applicant and in case of rejection for any reason, return the entrance fee and dues paid.

### **Sect 5.**

Members who become ninety (90) days in arrears in their dues are suspended from the Society.

### **Sect 6.**

Members who have resigned or who become suspended for non-payment of dues may reinstate upon payment of one-year's dues.

### **Sect 7.**

Any member may resign from the Society by giving notice in writing to the Membership Secretary/Treasurer of the Society.

**Article II**  
**Section 1.**

**Meetings**

The Annual Meeting of the Society shall be held during the annual convention in the City and State designated by the Society.

**Sect 2.**

A quorum for the conduct of business at an annual meeting shall be 25 percent of the members in good standing registered at the convention. In the absence of the President, the 1<sup>st</sup> Vice-President, and the 2<sup>nd</sup> Vice-President, the Junior Past-President in attendance at the convention shall preside over the annual meeting until such absence is removed.

**Article III**  
**Section 1.**

**Elections**

The officers shall be nominated and elected in the manner provided for in this Article III.

**Sect 2.**

Any member in good standing shall be eligible to serve as an officer of the Society.

**Sect 3.**

Nominations for all elective positions with the Society shall be made from the floor at the Annual Meetings in those years ending in an odd number and shall be voted upon during the next regular biennial elections of the Society. Nominated members shall either accept or decline the nomination. Said nominations shall be identified on the ballot.

Should there be no nominee for an elective office on the Official Ballot, or should a vacancy occur after preparation of the ballot, the President, at the Annual Meeting, under Old Business, shall proclaim a Special Election and call for nominations from the floor to fill the vacancy or vacancies. Only members in good standing present at the Annual Meeting are eligible to make nominations and to vote. Nominations shall be accompanied by the oral or written consent of the candidate(s). The Election Committee shall conduct the election. If there is more than one nominee for an office, vote shall be by secret ballot. Elections shall be by plurality vote. In the case of a tie, the Chairperson of the Election Committee shall cast the deciding vote. Result of the Special Election shall be incorporated in the report of the Election Committee. Should the elected nominee resign or become disqualified prior to installation, the nominee receiving the next highest vote shall succeed to the office, until there are no further nominees. If no election results from this Special Election, the President shall fill the office(s) as in Article V, Section 1.

**Article III, cont'd**  
**Sect 4.**

Nominations by petition for all elective positions within the Society to be voted upon during the regular biennial elections, held every two (2) years, ending in an even number, shall be submitted to the Chairperson of the Election Committee no later than December 31<sup>st</sup>, in each year ending in the odd number. Said nominations shall bear the endorsement of at least four (4) members in good standing in the Society. Said nominations shall be accompanied by a properly signed statement from the nominee, stating that he/she either accepts or declines the nomination. Failure to include such a signed statement shall void the nomination and shall not be considered. Said nominations shall be identified on the ballot.

**Sect 5.**

Official ballots shall be prepared under the direction of the Chairperson of the Election Committee and shall be sent to the entire membership by inclusion in an issue of the Society Bulletin so as to reach the members no later than June 15th of that year. Said ballots shall contain the names of all candidates for each elective position within the Society or the text of any proposed Amendment to the Constitution or By-Law. This inclusion shall also contain an envelope marked only "Ballot" into which the member will, upon voting, insert and seal his/her marked ballot. The envelope containing the marked ballot shall be returned to the Chairperson of the Election Committee in a mailing envelope provided by the Society, upon which the member shall sign his/her name and RMS number in the upper left hand corner. The Election Committee shall check all returns against the membership list to control and determine the members voting. When and where there is reason to doubt a return, a final check shall be made upon the books of the Membership Secretary/Treasurer of the Society. All ballots shall be delivered to the Election Committee unopened including the ballots of members in attendance at the Annual Meeting. The Chairperson of the Election Committee shall have a supply of extra ballots available at the Annual Meeting for those who do not have a ballot and have not previously voted. The Election Committee shall open and count all ballots delivered to it and shall announce the results at the Annual Meeting while in session. Upon the acceptance of the report of the Election Committee and the elected officials being duly installed, the Election Committee shall destroy the ballots.

**Article III, cont'd**  
**Sect 6.**

Immediately prior to his/her installation, the President-elect shall name the appointments to the following Committees: Election, Constitution and By-Laws, Convention Site Committee and Finance. No candidate for an elective position within the Society, or a member of his/her family shall be permitted to serve on the Election Committee.

**Sect 7.**

The Annual Meeting and Convention shall be held during the month of August and/or September each year. The time of the month and the city shall be determined during an Annual Meeting by a secret vote of the members in attendance at that Annual Meeting. Bids for the convention stating the name of the city and the time of the month in form and contents satisfactory to the Society shall be submitted to the Convention Site Committee and shall be voted upon during an Annual Meeting.

When bids for a convention are not received, the Society shall then become the sponsor and the membership shall vote upon the names of the cities where the convention may be held. It shall then be the responsibility of the officers of the Society to sponsor the convention for that year. The Society may, by adoption of a motion, submit a bid to sponsor any convention.

**Sect 8.**

Amendments to the Constitution and By-Laws of the Society shall be voted upon by the membership upon the ballot provided for in Section 5 of this Article III, and such vote shall be counted and the results announced by the Election Committee. The ballot shall contain the complete text of the proposed Amendment.

**Article IV**  
**Section 1**

**Committees**

The President shall appoint the following committees: Auditing, Finance, Convention Site Committee, Public Relations, Constitution & By-Laws, Election, Classification & Research, and such other committees as may deemed necessary. The President shall furnish the Editor of the Bulletin the names of the committees and the members thereof for publication in the Bulletin. The President shall name the Chairperson thereof and describe their duties.

**Sect 2.**

The committee chairperson shall make reports of their committee activities in writing at the Annual Meeting of the Society.

**Sect 3.**

The President shall appoint a Historian for the Society and request all members to cooperate by sending in anything printed about the hobby in local newspapers or any other media means. The book or whatever is used to record the history of the Society shall be the permanent property

**Article IV**  
**Sect 3. (cont'd)**

of the Society and should be available at all Annual Meetings for the members to review.

**Article V**  
**Section 1**

**Officers and their Duties**

The President of the Society shall preside at all meetings of the Society. He/She shall fill by appointment: a) Such vacancies in office left unfilled at the biennial election; b) Vacancies, not provided for by succession, which occur during his/her term of office; and c) Such additional offices as are required to conduct the meetings of the Society. He/She shall perform such other duties as are inherent to the office.

**Sect 2.**

The First Vice-President of the Society shall act as the President in the absence, death, resignation or removal of that officer. He/She shall secure from the Secretary of the Society details of the current membership activities which shall be read to the membership at the Annual Meeting of the Society. His/Her prime duty shall be to exercise an active interest in securing members for the Society.

**Sect 3.**

The Second Vice-President of the Society shall act as First Vice-President or President in the absence, death, resignation or removal of either officer in line of immediate succession. He/She shall act in a supervisory capacity over the Public Relations Committee, and the convention publicity; and shall exercise all possible effort to publicize the Society and the Hobby.

**Sect 4.**

The Membership Secretary/Treasurer shall be custodian of the moneys of the Society, its financial records and assets. He/She shall be bonded by an accredited bonding company in the amount fixed by the Society, conditioned to account for all moneys which come into his/her hands; the premium for said bond to be paid by the Society. All moneys disbursed by the Society shall be by check on its bank account, signed by the Membership Secretary/Treasurer and countersigned by the President, or by the First Vice-President or Second Vice-President respectively if an alternate signature is required. The Membership Secretary/Treasurer shall submit his/her records to the Auditing Committee for audit upon request, and report of this committee shall be made to the membership at the annual meeting of the Society.

The Membership Secretary/Treasurer shall: 1) Process all applications for membership or reinstatement in the Society; 2) Collect the annual membership dues. 3) Maintain the membership records of the Society; 4) Prepare a list of all additions, deletions and name and address changes to the mailing list each month, with copy to the Bulletin Publisher, Bulletin

**Article V**  
**Sect 4. (cont'd)**

Editor, RMS President; and such other duties that are inherent or are assigned to the office. The Membership Secretary/Treasurer shall be custodian for the records of the office.

**Sect. 5**

The Secretary shall keep the minutes of the Society which shall be read at the Annual Meeting as directed and perform such other duties as are assigned, inherent and customary to organization secretaries.

He/She shall keep the records and conduct the correspondence of the Society, subject to the general direction of the President.

**Article VI**  
**Section 1**

**Finance**

For individual and family memberships as defined in Article I, Section I of the By-Laws, the annual dues shall be determined at the Annual Meeting of the Society after a review has been completed of the finances of the Society based upon the presentation and approval of the Finance Committee's report. Said dues are payable in advance upon proper notification in the Bulletin to the membership.

**Sect 2.**

The fiscal year of the Society shall be from August 1<sup>st</sup> to July 31<sup>st</sup> of each year.

**Article VII**  
**Section 1**

**Publication**

The official publication of the Society shall be the "RMS Bulletin".

**Sect 2.**

The advertising rates in the Bulletin shall be set by the Editor and approved by the Officers.

**Sect 3.**

The editorial policy under which the Bulletin is published shall be formulated by the elected Officers of the Society and it shall be the duty of said officers to arrange for the publication and distribution of the Bulletin and to enter into such agreements or contracts as are deemed necessary to publish said Bulletin.

**Sect 4.**

The Editor shall keep a record of all moneys paid to him/her and turned over to the Membership Secretary/Treasurer in connection with the publishing and circulation of the Bulletin. He/she shall make a full and complete report to the President of the Society, which shall be read at the Annual Meeting.

**Article VII, (cont'd)**  
**Sect 5.**

When two (2) or more members are running for the office of President or the position of Editor, the Editor shall publish in the Bulletin, when and where space permits, a statement apprising the members of the qualifications of such candidates. The statement shall not exceed 100 words in length and shall be prepared and submitted by the candidate or one of his/her sponsors, and shall be printed without change or comment by the Editor. No more than one such statement shall be published for any candidate in any election and then only upon the request of a candidate or one of his/her sponsors.

**Article VIII**  
**Section 1**

**Authority**

The authority in disputes shall be Roberts Rules of Order, Revised