

**DENVER POSTCARD CLUB
CONSTITUTION AND BY-LAWS**

ARTICLE I. NAME AND PURPOSE

- Section 1. The name of this club shall be The Denver Postcard Club.
- Section 2. The purpose of this club shall be to promote a closer relationship among deltiologists, and to contribute to the development and growth of the hobby of collecting postcards.
- Section 3. This organization is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II. MEMBERSHIP

- Section 1. Membership shall be divided into three classes: individuals, family, paid lifetime member, and honorary life member.
- (A) The individual member can be any person interested in the purpose of this club.
- (B) The family membership shall be extended where more than one member of a family or a significant other relationship wishes to participate in the club. Each family member over the age of 18 will have one vote. Each family will be sent only one newsletter.
- (C) The paid lifetime club member(s) is any person who has paid the one-time individual or family lifetime dues.
- (D) Honorary life memberships shall be extended to *non-club members* who have rendered some special service to the Denver Postcard Club and are worthy of such recognition. Honorary life members shall be decided by the Board of Directors.

ARTICLE III. OFFICERS

- Section 1. The elected officers shall be a President, Vice President/s, Secretary, Newsletter Editor, Membership Chairperson and Treasurer. They shall be elected at the November meeting of even numbered years and shall take office on January 1st of the following year. Term of office shall be two years. The Presidents office is term limited to two consecutive terms.
- Section 2. The elected officers and the immediate past President shall constitute the Board of Directors.

ARTICLE IV. DEBTS OR LIABILITY

- Section 1. The Board of Directors shall not incur any debts or liability exceeding the net assets of the club unless approved by a quorum of the members.

ARTICLE V. AMENDMENTS

- Section 1. This constitution may be altered or amended by any such proposal being submitted in writing and read at two regular business meetings. The requested amendment will be voted on at the second regular business meeting. Of the active members present, a two-thirds majority in favor of the amendment shall constitute acceptance. All members shall be notified by mail at least seven days previous to the second meeting that there will be a vote on a constitutional amendment.

ARTICLE VI. DISSOLUTION

- Section 1. In the event the club is dissolved, all assets financial and physical shall be donated to a nonprofit organization as selected by the Board of Directors.

ARTICLE VII. MEETINGS

- Section 1. The regular meetings of the club shall be held at least once a month, except for summer months, with time and place announced by the President. The newsletter editor shall

notify each member by email or regular mail, the place and time in advance of the meetings.

- Section 2. Ten members in good standing shall constitute a quorum for the transaction of business or the election of officers.
- Section 3. Three directors shall constitute a quorum for the transaction of Board business.
- Section 4. A majority of the memberships may veto any action of the President or the Board of Directors.
- Section 5. The Secretary shall report the results of any vote taken or any committee appointments in the next newsletter.

ARTICLE VIII. DUES

- Section 1. The dues of the club shall be as follows: individual members, \$15.00 per year; family memberships \$20.00 per year. Paid lifetime members shall pay one-time dues of \$250 for individual and \$335 family for members under 60 years old; \$195 individual and \$260 family for members between ages 60-74 and \$60 for individual \$80 and family for members 75 or older. Honorary life members are exempt from paying dues. Renewal dues are payable in advance to the Membership Chairperson by January 1st of each year.
- Section 2. Dues are payable in advance to the Membership Chairperson upon applying for membership. Dues for members admitted after June 1st shall be prorated to \$5.00 for the year for individual members and \$6.00 for the year for family membership. In the absence of a Membership Chairperson, dues are to be given to the Treasurer.

ARTICLE IX. APPLICATION FOR MEMBERSHIP

- Section 1. Application for membership shall be made on the form furnished by the Secretary or Membership Chairperson and accompanied by advance payment of dues.

ARTICLE X. DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the club and shall be charged with the duties usually performed by such officer and shall have general supervision over the interests and affairs of the club. The President shall appoint all committees, and discharge the same.
- Section 2. The Vice-President/s shall perform the duties of the President in the absence of the President and one shall succeed to that office in case the President is no longer able to perform those duties. The Vice-President/s shall be responsible for setting up the program calendar for the year.
- Section 3. The Treasurer shall keep the books and financial records of the club in good order, pay all authorized expenses approved by the board and perform all other duties usually pertaining to such an office. The Treasurer shall deliver to the successor all properties of the club in their position. The Treasurer shall give a report of the financial standing of the club at each meeting.
- Section 4. The Secretary shall keep all written records pertaining to the club. The Secretary shall be responsible for all club correspondence not specifically covered by other officers and shall maintain permanent club records to be passed on to their successor.
- Section 5. The Newsletter Editor will be responsible for the compiling and mailing of the club's monthly meeting notice or newsletter. The Newsletter Editor shall serve as a member of the board.

ARTICLE XI. ELECTION OF OFFICERS

- Section 1. The President shall appoint at the regular September meeting of an election year, a committee of three for the purpose of nominating a slate of officers. The committee shall submit this slate at the October meeting and additional nominations will be taken at that time from the floor. The slate will be voted on either by email, phone, and mail or by ballot by November 30. The elected officers are to be installed at the December meeting and will assume office on January 1st.

ARTICLE XII. APPOINTMENT TO OFFICE

Section 1. In case of any vacancy of office, other than that of the President, for any reason whatsoever, the Board of Directors shall appoint a member in good standing to fill the vacancy until such time as the office can be filled at the next regular election.

ARTICLE XIII. AMENDMENTS OF BY-LAWS

Section 1. These By-Laws may be altered or amended by any such proposal being submitted in writing. After being printed in the newsletter, the proposal will be voted either by ballot on at the next regular meeting or by email or mail on a given deadline. A two-thirds majority of attending members in good standing voting in favor constitutes acceptance.

ARTICLE XIV. RULES OF ORDER

Section 1. Robert's Rules of Order Revised, shall be the parliamentary guide for the Board of Directors and for the officers and members.

ARTICEL XV. PRIVACY POLICY

Section 1. The Club strives to ensure club member(s) privacy while providing opportunities to meet, buy, sell, exchange, research, and share relevant experiences with other club members. Please respect the privacy of all club members and do not share contact information with anyone outside of the club without obtaining permission from the specific Club member(s) first.

In conducting normal club business, club members(s) contact information and interests will be maintained by the club treasurer and membership chair. In addition, club member(s) contact information and interests will be available to all club board members/chairs for purpose conducting normal club business upon request. All club member(s) contact information and interest's documentation will become part of the club's permanent historic archive. The club historic archive may be reviewed by any club member(s). The club's history archive may not be shared with non-club members without the written permission of the club president.

The club's permanent historic archive will contain photographs, thank you letters, letters sent to the club, postcards sent to the club, past directories, e-mails and other club archival documentation that will contain the club member(s) first and last name(s) with contact information. The club newsletter may contain board members first and last names. The club newsletter in describing club events, activities, and /or photographs will only use the club member(s) first name and last initial.

The club's permanent historic archive may not be shared on Facebook or any other online social media site. The club newsletter, club event information, club meeting information, and any member requested information may be shared on Facebook or any other online social media site.

Approved by vote of Club Members

President: _____
Preston Driggers (Signed)

Date: November 15, 2015