



## Organizing a Coin Club

Adapted from an article  
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If there is no coin club in your area and you plan to organize one, you may be surprised to find many collectors who are anxious to assist you. Membership in a local club can contribute much to your enjoyment of this hobby.

Realizing the value of such clubs, the American Numismatic Association wants to aid in the formation of new organizations. By maintaining membership in the American Numismatic Association, clubs can receive the Association's benefits and interact with other clubs nationwide. The following suggestions for informal club organization have been accumulated from the experiences of club organizers throughout the country.

- Send letters, postcards or emails inviting individuals in the vicinity who might be interested in joining a coin club. The ANA can help with notifying ANA members in your area. Often your local newspaper will print a notice of the meeting, inviting all interested individuals to attend.
- Select a date, time and place for the meeting. Your local library, bank, church, firehouse, hotel or restaurant may have rooms available.
- Complete the ANA Club Directory Form and be part of the Club Search and Directory on the ANA website.
- At the first organizational meeting, elect officers; president, vice-president, secretary/treasurer. Involve everyone in future programs or committees; program, bylaws, membership, refreshments, ANA representative. Involvement makes members feel that they are a useful part of the club, thus ensuring member interest and enthusiasm.
- Plan programs for the next two or three meetings. In this way the members will look forward to future meetings and may bring a potential member with them.
  - Slide presentations, videos and DVDs are available from the ANA and are an interesting addition to any club program. (A catalogue listing of the ANA Library holdings is on the ANA website at [www.money.org](http://www.money.org). Click on "Library" from the "Explore the World of Money" drop-down menu.)
  - Contact the ANA Education Department ([education@money.org](mailto:education@money.org)) for a speaker from the Speakers' Bureau.
  - Have a "Show and Tell" and invite members to share items from their collections with stories about historical back-ground.
  - Ask members to present talks about their areas of interest
  - Request a speaker certificate from ANA membership ([member@money.org](mailto:member@money.org)) to present to educational presenters.
  - Quizzes and games (available on the "ANA Clubs" portion of the ANA website) also enliven a club meeting.
  - ANA offers a special "Club Diploma Program" through MoneyMarket and Education.

- Plan a "Dealer Bourse" or auction activity
- A club should strive to accomplish several objectives each year.
  - Club newsletter
  - Coin Show
  - Holiday or award banquet
  - Community/public outreach event
  - Special National Coin Week Program
- Many clubs are incorporated as non-profit organizations under the laws of the state in which they conduct their activities. Incorporation is a simple, inexpensive action that has many legal and financial advantages. An attorney can elaborate on the benefits of incorporation and can assist in the process.
- ANA Clubs operate independently and are not controlled by the ANA. However, local clubs are invited to become members of the ANA and share in the benefits the Association offers.

## **Basic Principles of Bylaws**

The first step in club organization is the establishment of bylaws. Your bylaws are the fundamental rules of the club and should explain WHAT you are, WHO you are, WHY you are organized, WHEN you meet, WHAT you do, and the COST of membership.

The bylaws should be carefully prepared documents in which all articles are in agreement with the purpose of the organization. They should be precise and easy to understand. The bylaws must be rigid to protect matters of major importance; flexible to permit adjustment of minor details; and, above all, practical to fit the needs of the individual organization.

What follows is a sample of a typical club constitution. Blanks have provided for information pertinent to your organization.

## **CONSTITUTION**

### **ARTICLE I-TITLE AND OBJECT**

SECTION 1. This organization shall be known as the \_\_\_\_\_ (name of club).

SECTION 2. The object of \_\_\_\_\_ (club) shall be to encourage and dispense numismatic knowledge and cultivate fraternity among its members.

### **ARTICLE II-MEMBERSHIP**

SECTION 1. Any person over eighteen years of age shall be considered for full membership; individuals under eighteen years of age shall be eligible for junior membership.

SECTION 2. Individuals may be proposed for membership at any regular meeting, but membership shall not be confirmed until the next regular meeting.

SECTION 3. Applications for membership shall be voted upon by the members present at the regular meeting. An affirmative majority shall admit the applicant into membership.

### **ARTICLE III-OFFICERS**

SECTION 1. Club officers shall include a president, vice president, secretary/treasurer and Board of Directors, all of whom shall be nominated and elected at the annual meeting and shall serve for one year.

SECTION 2. Any member in good standing shall be eligible for office.

## **ARTICLE IV - AMENDMENTS**

SECTION 1. This constitution may be amended by a three-fourths majority vote involving all members.

SECTION 2. Amendments may not be voted upon during the same meeting at which they are proposed.

SECTION 3. Members absent from meetings at which amendment voting is scheduled may vote by proxy.

Guidelines for establishing club bylaws are offered below and may be modified to suit your organization's particular needs.

## **BYLAWS**

### **ARTICLE I-OFFICERS**

SECTION 1. The procedure of all meetings shall be conducted according to accepted parliamentary law.

SECTION 2. The president shall preside at all meetings and supervise all matters of interest to the club.

SECTION 3. The vice president shall act in the absence of the president.

SECTION 4. The secretary/treasurer shall record the minutes of the meeting, preserve all documents, handle general correspondence and maintain a current list of members. He or she shall collect and record all dues and fees, dispensing no funds without consent of the club, except for necessities such as postage and stationery goods. He or she shall present a statement of all receipts and expenditures at the annual meeting.

### **ARTICLE II-MEETINGS**

SECTION 1. Regular meetings shall be scheduled monthly (for example, the third Thursday of each month.)

SECTION 2. The annual meeting shall mark the beginning of the new fiscal year and should mark the beginning of the new fiscal year and should be held in place of the regular meeting in January, at which time officers shall be nominated and elected for the year (Not all clubs hold annual meetings. Calendar year and fiscal year need not necessarily correspond.)

SECTION 3. Special meetings may be called by the president when necessary.

### **ARTICLE III-DUES**

SECTION 1. The annual dues shall be set yearly by the membership and will be payable at or before the annual meeting.

SECTION 2. Any member in arrears more than one year shall automatically be suspended from club membership.

SECTION 3. Any delinquent member may be reinstated by a majority vote at any regular meeting upon payment of all past and current dues.

### **ARTICLE IV-GENERAL**

SECTION 1. A club library may be maintained for the benefit of the members. The president shall appoint a librarian within 30 days of assuming office.

## **Conducting a Meeting**

Once the bylaws are established, the club should implement a routine or order of business that is followed at every regular meeting. If no order has been adopted by standing rule or motion, refer to the revised edition of Robert's Rules of Order or to the suggested order of business below.

The president should arrive at the meeting place well in advance to ensure that everything is ready for the opening of the meeting. Beginning the meeting promptly is a habit that should be cultivated and observed.

The order of business may be postponed by a two-thirds vote or by verbal consent. However, the order of business should never be incorporated in the bylaws, as bylaws are not subject to suspension.

## **Order of Business**

1. CALL TO ORDER BY THE PRESIDENT: "The meeting will come to order."
2. READING THE MINUTES OF THE LAST MEETING. PRESIDENT: "The secretary will read the minutes of the meeting of \_\_\_\_\_ (date) ... Are there any corrections to the minutes? If not, they stand approved as read." If corrections are made, the president says, "They stand approved as corrected."
3. CORRESPONDENCE. All correspondence is read by the secretary/treasurer.
4. REPORTS BY OFFICERS. Officers usually report only at the annual meeting.
5. REPORT OF ACTION TAKEN BY BOARD OF DIRECTORS. Such a report is necessary only in cases where the Board is empowered to transact most of the club's business. The report is read for information only and no club action is required.
6. RECOMMENDATIONS BY BOARD OF DIRECTORS. Club action is required on all recommendations.
7. REPORTS BY STANDING COMMITTEES. No action is necessary on progress reports by standing committees unless recommendations are made.
8. REPORTS BY SPECIAL COMMITTEES. Special committees are automatically disbanded when the projects assigned to them are completed and final reports are submitted.
9. MEMBERSHIP NOMINATIONS AND ACCEPTANCE.
10. UNFINISHED BUSINESS. The minutes of the previous meeting will show if any business was postponed from that meeting.
11. NEW BUSINESS. The president or any club officer or members may introduce new business.
12. ANNOUNCEMENTS.
13. PRESENTATION OF EXHIBITS.
14. PROGRAM. The president announces the program chairman, who in turn presents the program.
15. REFRESHMENTS. After the program, refreshments are often served.
16. AUCTIONS. A popular part of many club meetings is a numismatic auction conducted by club members. A member usually acts as auctioneer. An average of 50 to 75 lots can be auctions in an hour and a record of the sales should be kept by two or more members. Lots up for bid must be available for viewing at the beginning of the auction. Auction rules should be established and prominently displayed.
17. ADJOURNMENT. The meeting usually is ended by unanimous consent. The president asks, "Is there anything further to come before us? If not, we stand adjourned". If a motion to adjourn is required, the president asks, "Is there anything further to come before us? If not, a motion to adjourn is in order." A member moves for adjournment and the motion is seconded. The president says, "It has been moved by \_\_\_\_\_ (name of member) and seconded that we adjourn. All those in favor say 'Aye. Those opposed, say 'No'. The motion is carried and we stand adjourned." One rap of the gavel signifies the end of the meeting.

Although a club meeting that follows a strict order of business runs more smoothly, there should be room for spontaneity. After all, the club was organized for the enlightenment and enjoyment of its members. Have fun!