

# Bylaws of

## The OMAHA PHILATELIC SOCIETY of Omaha, Nebraska

### ARTICLE 1. NAME AND SCOPE

The name, as incorporated under the Nebraska Non-Profit Corporation Act, shall be the OMAHA PHILATELIC SOCIETY of Omaha, Nebraska.

It is intended that all powers of the OMAHA PHILATELIC SOCIETY of Omaha, Nebraska (hereafter referred to as SOCIETY) be executed in accordance with the provisions of these bylaws, and that admission to membership in the SOCIETY, the rights and obligations of members, and the tenure of membership, shall be subject to, and depend upon, the provisions herein.

### ARTICLE 2. OBJECTIVE

The objective of this SOCIETY shall be the advancement of philatelic interest and knowledge among the membership, the formation of philatelic friendships, mutual benefits through the exchange of philatelic material, and the promotion of our collecting hobby.

### ARTICLE 3. MEMBERSHIP

#### Section 1. Qualifications

Any person of good character, interested in philately, may become a member of the SOCIETY in accordance with the provisions of this Article.

#### Section 2. Application for Membership

Application for membership or renewal of membership shall be in a form that the Board of Directors shall prescribe submitted with payment of annual dues to the OMAHA PHILATELIC SOCIETY. Unless a current member in good standing objects, the applicant shall be considered a member of the SOCIETY upon application.

#### Section 3. Fees and Dues

A membership initiation fee may be assessed at the discretion of the Board of Directors. The annual dues shall be as proposed by the Board of Directors and approved by the membership at large in the same manner as stated hereafter for amendments to these bylaws.

#### Section 4. Honorary Memberships

The SOCIETY may, by a majority vote of the members attending any regularly scheduled business meeting, award a lifetime, dues-free, honorary membership to any person who has given outstanding service to the SOCIETY and/or philately in general. Honorary members are entitled to all the rights and privileges of regular, dues-paying members.

#### Section 5. Non-Payment of Dues

If a member is in arrears in the payment of dues to the SOCIETY as of April 1, the delinquent member shall be dropped from membership, subject to the right of appeal.

## Section 6. Expulsion

Any member charged in any court of justice with a felony shall be suspended by the Board of Directors pending trial, and upon conviction thereof, shall be expelled by the Board of Directors from the SOCIETY.

# ARTICLE 4. MEETINGS

## Section 1. Meetings

Regular meetings of this SOCIETY shall be held twice a month, except in December when the second meeting of the month may be suspended because of the holiday season. These meetings shall be held at such time and place as the Board of Directors shall determine. The Board of Directors shall have the authority to assume on behalf of the SOCIETY the obligation of the expense of holding these monthly meetings.

Additional meetings during any calendar month may be held at the discretion of the Board of Directors.

The election of officers shall be held in December of each year.

## Section 2. Quorum

A quorum for the transaction of any business at a regular meeting shall consist of not less than ten (10) members present at the meeting.

## Section 3. Special Committees

The President shall appoint any special committees that may be desirable.

These committees shall serve only for the period of time for which they were appointed.

## Section 4. Order of Business

The order of business at each regular business meeting held on the second Friday of each month shall be as follows:

1. Call to order
2. Greetings and introductions
3. Approval of the minutes
4. Treasurer's report
5. Exchange Manager's report
6. Communications
7. Report of Standing Committees
8. Report of Special Committees
9. Old business
10. New business
11. Program (presentation)
12. Adjournment

The order of business at the meeting held on the fourth Friday of the month shall be as follows:

1. Call to order
2. Greetings and introductions
3. Communications
4. Special business
5. Exchange
6. Adjournment

## ARTICLE 5. OFFICERS

### Section 1. Eligibility

Any member of the OMAHA PHILATELIC SOCIETY in good standing, who is 21 years of age or over, shall be eligible to hold any office in the SOCIETY.

### Section 2. Elective Officers

The elective officers shall be a President, First Vice-President, Second Vice-President, Secretary, Treasurer, Exchange Manager, and Omaha Stamp Show Chairperson. Such officers shall serve for one calendar year.

### Section 3. Board of Directors

The Board of Directors shall administer the affairs of the SOCIETY. The Board of Directors shall be the current elective officers.

### Section 4. Election of Officers

A Nominating Committee of three members shall be appointed by the President at the October meeting for the purpose of presenting at the November meeting one or more nominees for each office. Any member in good standing may make other nominations from the floor at this meeting. Election shall be by ballot when more than one member has been nominated for the same office. A favorable vote of the majority present shall elect to office.

The elective officers of the SOCIETY shall be elected by the members of the SOCIETY in good standing at the regular meeting in December, and they shall assume their office on the first day of the following January.

### Section 5. Vacancies

If the office of the President is declared vacant prior to the end of the calendar year, the First Vice-President shall succeed to the office of the President. If the First Vice-President declines assumption of the office of the President, the office of President shall be filled by election by ballot or by appointment, at the discretion of the Board of Directors. If the position is filled by election, a favorable vote by the majority present at any regular meeting shall elect the member to office.

If any other office is declared vacant prior to the end of the calendar year, the President may appoint any nominated member in good standing who volunteers to fill that vacancy. When multiple nominees volunteer to fill the same vacant office, the office shall be filled by appointment by the President or by election by ballot, at the President's discretion. If the position is filled by election, a favorable vote by the majority present at any regular meeting shall elect the member to office.

## ARTICLE 6. DUTIES OF OFFICERS

### Section 1. Board of Directors

The Board of Directors shall have full power to manage the business and affairs of the SOCIETY in conformity with such definite orders and instructions given to it by the members of the SOCIETY.

### Section 2. The President

The President shall preside at all meetings of the SOCIETY and the meetings of the Board of Directors. If any office other than that of the President is vacated prior to the end of the calendar year the President shall, at his or her discretion, fill that vacancy by appointment or by holding an election by ballot at any regular meeting.

The President shall appoint all standing and special committees.

The President shall have general supervision over all officers and standing and special committees.

### Section 3. The First Vice-President

The First Vice-President shall assume the duties of the President in his or her absence.

The First Vice-President shall succeed to the office of the President whenever the Board of Directors declares that office vacant.

The First Vice-President shall serve as Membership Chairperson.

The Membership Chairperson shall prepare and maintain a current roster of members, collect membership applications and dues, issue membership cards signed by an officer, deliver membership dues received accompanied by a completed SOCIETY income/expense voucher to the Treasurer for deposit in the general fund of the SOCIETY, provide a copy of all membership applications to the Secretary and the Website Committee, and maintain a current list of members for the records.

The Membership Chairperson shall notify members in arrears on dues payments of their membership status.

The Membership Chairperson shall present a membership report including a count of members in good standing and a count of those in arrears at the March business meeting or when requested by the President.

The Membership Chairperson shall present a membership report including a count of members in good standing and a count of those whose membership has lapsed at the April business meeting.

### Section 4. The Second Vice-President

The Second Vice-President shall assume the duties of the First Vice-President in their absence and of the President in the absence of the President and First Vice-President.

The Second Vice-President shall serve as Program Chairperson. The Program Chairperson shall solicit speakers to present programs to the SOCIETY, schedule such programs, and notify the Board of Directors of the program schedule.

The Second Vice President shall serve on the Omaha Stamp Show Committee and shall assume the duties of the Omaha Stamp Show Chairperson in their absence.

## Section 5. The Secretary

The Secretary shall make and keep accurate and permanent written records of all SOCIETY proceedings. These records shall be turned over to the SOCIETY upon vacating the office of Secretary.

The Secretary shall disseminate written notice of the SOCIETY'S proceedings including meeting minutes and other correspondence to its members via newsletter or other medium as determined by the President.

The Secretary shall collect mail from the SOCIETY'S Post Office box, monitor the SOCIETY'S email account, and respond to public inquiries regarding philatelic matters.

## Section 6. The Treasurer

The Treasurer shall be responsible for the custody of funds and securities of the SOCIETY subject to the approval of the Board of Directors.

The Treasurer shall present a complete statement of the assets and liabilities of the SOCIETY at each year's January business meeting, when an official audit of its accounts is requested, and when a newly elected Treasurer assumes the duties of the office.

The Treasurer shall present a short report of the SOCIETY'S financial status at all other regular business meetings.

The Treasurer shall have use of a computer and will use spreadsheet software to record SOCIETY transactions and produce monthly reports.

The Treasurer shall receive all SOCIETY funds (dues, fees, and gifts) with vouchers and deposit funds in the general fund at a local bank which is convenient to the Treasurer and meets with the approval of the Board of Directors.

The Treasurer shall issue checks and make deposits as needed, with supporting voucher documentation.

The Treasurer shall review the Show Committee fund which will be handled by the Show Committee Treasurer who is appointed by the Show Chairperson.

The Treasurer shall carry out any other duties as assigned by the President of the SOCIETY.

## Section 7. The Exchange Manager

The Exchange Manager shall manage the exchange (auction) of philatelic and related material for the SOCIETY.

The Exchange Manager shall present a short report of the previous exchange at each regular business meeting.

The Exchange Manager shall have use of a computer, and use spreadsheet, database, or accounting software to record all material exchanges.

The Exchange Manager shall solicit the help of an auctioneer and a recording assistant for each exchange session, and will solicit a temporary Exchange Manager to fill in when he or she will be absent.

The Exchange Manager shall accept philatelic and related material for exchange only from members in good standing in the SOCIETY, and ensure members include a properly filled-out exchange sheet describing their submission with each lot submitted. The number and type of items that may be accepted for exchange from any member shall be subject to the discretion of the Exchange Manager.

The Exchange Manager shall examine the accepted lots and exchange sheets, select lots for each exchange, and electronically record the details of all lots selected for each exchange.

The Exchange Manager shall be responsible for custody of items submitted for exchange as well as the funds in the exchange cash box which will be an amount authorized by the Board of Directors. He or she shall transport the cash box and the current lots and exchange sheets to each exchange meeting.

During the exchange, The Exchange Manager shall record winning bid amounts and bidder information on the exchange sheets and exchange list, while the recording assistant records the same information on a tabular list of lots by winning bidder.

After the last lot is called by the auctioneer, the Exchange Manager shall receive payments for lots from the successful bidders, cross-check with the recording assistant to ensure that the correct amount is collected from each bidder, and give the correct lots to each winning bidder.

After the exchange meeting the Exchange Manager shall deduct a 10-percent service fee from each lot payment (except for donation lots and club lots) and pay the remaining 90-percent of payments for each lot to the submitter. The Exchange Manager shall remit all service fee funds accompanied by a completed SOCIETY income/expense voucher to the Treasurer for deposit in the general fund of the SOCIETY.

The Exchange Manager shall provide an electronic record of each completed exchange and each upcoming exchange to the Secretary for publication in the SOCIETY newsletter.

Seller Payout Envelopes containing proceeds from prior Exchanges and Unsold Lots which have been aged out of the 'Unsold Lots' Book are to be returned by the Exchange Manager to the Owner, at a subsequent OPS meeting. After notification to the Owner by the Exchange Manager of these items not being claimed after a period of four (4) months, and the items still remaining unclaimed after a period of six (6) months, they shall revert to the Club, with the proceeds deposited into the Club Treasury and treated as Donation Income, and the Unsold Lots are to be donated to the Club.

## Section 8. The Omaha Stamp Show Chairperson

The Omaha Stamp Show Chairperson shall serve as Omaha Stamp Show Committee Chairperson for the SOCIETY.

The Omaha Stamp Show Chairperson shall reserve stamp show venues and pay venue expenses from the SOCIETY account, collect stamp show table rental fees from bourse dealers, pay for advertising, and submit income and expenses to the Treasurer accompanied by an income/expense voucher.

## ARTICLE 7. COMMITTEES

## Section 1. Appointment

Subject to the approval of the Board of Directors, the President may appoint the following committees, each to consist of such members as the President may determine.

1. The Omaha Stamp Show Committee
2. Welfare Committee
3. Nominating Committee
4. Library Committee
5. Audit Committee
6. Website Committee
7. Other Committees

## Section 2. Tenure

Such committees shall serve for the term for which the officers of the SOCIETY are elected, but any member shall be subject to removal by the Board of Directors for due cause. The newly elected President may reassign any member to a second term.

## Section 3. Library Committee

The Library Committee shall be responsible for the custody of all philatelic periodicals, books, catalogs, etc.

The Library Committee shall keep a current record of all publications.

Requests for the use of or additions to the library should be directed to any Library Committee member.

## Section 4. Omaha Stamp Show Committee

The Omaha Stamp Show Committee shall be chaired by the Omaha Stamp Show Chairperson. The 2nd Vice President shall serve on the Omaha Stamp Show Committee and shall assume the duties of the Omaha Stamp Show Chairperson in their absence.

The Omaha Stamp Show Committee shall arrange for advertising and promotion of the Omaha Stamp Show, coordinate exhibits, and coordinate with Boy Scout leaders regarding Stamp Collecting Merit Badge events.

The Omaha Stamp Show Committee shall recruit and manage volunteers for the setup and tear-down of the Omaha Stamp Show and for staffing of the welcome table and youth tables.

## Section 5. Duties

The Board of Directors shall prescribe the duties of all other committees.

## ARTICLE 8. AMENDMENTS

The bylaws of the SOCIETY may be amended as herewith provided.

- (a) Amendments may be proposed at any regular meeting by either of the following two methods: (1) by petition in writing, signed by five members in good standing, or (2) by the Board of Directors. The Secretary shall read the proposed amendment at the meeting.
- (b) Following the meeting at which an amendment is proposed, the proposed amendment shall be disseminated in writing to the membership for review. The Secretary shall read the proposed amendment a second time at the following regular meeting. A favorable vote of two-thirds of the members voting thereon shall be necessary for the adoption of the amendment of the by-laws.

Adopted July 10, 2026