

American Philatelic Society Writers Unit # 30

Bylaws

Article 1 – Name

The name of this organization shall be the American Philatelic Society Writers Unit #30, hereinafter referred to as WU#30.

Article II – Objective

The object of WU#30 is the encouragement, advancement, and exchange of information and knowledge of philatelic literature in all of its forms. This shall include the dissemination and exchange of information among WU#30 Unit members nationally and internationally; the encouragement and support of national and international philatelic literature exhibitions and assistance in judging such exhibits; the promotion of philatelic columns and articles in the nonphilatelic press; and such other activities as many further these objects.

Article III – Membership

Section 1. Members. Any person shall be eligible for membership who is an author, journalist, columnist, freelance writer, editor, or publisher of philatelic information and who has completed the requirements for membership:

- A. Active Members. Active members shall be individuals who have demonstrated an interest in philatelic literature in any of its forms. The dues for active members shall be set by the Council. Active members shall have the right to vote and to hold office. A member is in good standing if not in default in the payment of dues and against whom no charges are pending either in the WU #30 or the American Philatelic Society.
- B. Honorary Members. Honorary members shall be individuals whose contributions to the philatelic field have been noted over a period of at least twenty years and who have made a significant impact on the advancement of philatelic knowledge. Any active member in WU#30 may nominate individuals for honorary membership. The Council shall approve the nomination by a two-thirds vote. Honorary members shall have all the privileges of membership but shall not pay dues.

Section 2. Application for membership shall be in writing using the official application form and accompanied with the proper membership dues.

Section 3. Dues shall be such sum as the Council shall determine and shall be payable annually on or before January 1. If not paid, dues are delinquent on February 1. Membership shall be forfeited if dues are not paid by March 1 or on another date selected by the Council.

Section 4. Dues for members will be from January to December. A new member may choose to join for the current year and receive all back issues of *The Philatelic Communicator* for the year. However, if a new member joins for the subsequent year, *The Philatelic Communicator* will be sent when the membership begins in the subsequent year.

Section 5. A member may resign in writing provided dues are paid in full. A member who has resigned may be reinstated by paying the current dues and submitting an application subject to approval by the Council.

Section 6. The fiscal year shall be January 1 through December 31.

Article IV – Officers and Council

Section 1. The Council shall be the governing body and it shall be responsible for the management and administration of WU#30 in all respects and for all purposes and shall have the power to conduct the business of the organization in accordance with the Bylaws. The Council shall render such assistance as may be requested by the president.

Section 2. The officers of WU#30 shall be president, first vice president, second vice president, and secretary-treasurer. The secretary-treasurer position may be split if deemed appropriate by the Council.

- A. The president shall have general charge of the affairs of the unit. The president shall preside at all meetings, shall appoint all standing or special committees, and shall be an ex-officio member of all such committees. The secretary/treasurer with the approval of the president shall submit an annual operating budget for approval of the Council during the last quarter of the year.
- B. The vice-presidents shall assist the president and shall perform such additional duties as may be delegated to them by the president.
- C. The secretary-treasurer shall keep a record of all proceedings of WU#30, shall receive and process applications and publish the names of accepted members in the official publication of WU#30, shall maintain an up-to-date membership list, collect membership dues, make payments of expenses as approved by the president, and submit an annual report of activities to the Council. The secretary-treasurer shall also publish the approved budget, and a financial statement for the previous year, in the first annual issue of the official publication. In the event this position is separated into two offices, the duties will be allocated on a functional basis by the Council, and both officers will submit annual reports for their prescribed duties.

Section 3. The WU#30 Council shall consist of the officers described in Section 2; no fewer than four nor more than eight members, elected by the membership at large; the editor of the official publication of the WU#30; and the immediate past-president of WU#30.

Section 4. The president shall appoint one Council member who is also a member of the American Philatelic Society (APS) as WU#30s representative to the APS. The appointment must be ratified by the Council.

Section 5. Council members shall serve without compensation, but may be reimbursed for authorized expenses.

Section 6. Qualifications. To qualify for any office, an individual must be a WU#30 member at the time of election.

Section 7. Term of Office. Officers shall serve for a two-year term or until their successors are elected. Council members shall serve for four years with one-half the Council being elected every two years. Terms shall assume office at the end of the WU#30 meeting at the APS Annual Convention.

Section 8. Duties of Officers. Officers shall perform the duties as prescribed by these bylaws and by the parliamentary authority adopted by WU#30.

Section 9. Nomination and Election of Officers and Executive Committee.

- A. Nominating Committee. A Nominating Committee chairman shall be appointed by the president and ratified by the Council. The chairman may select up to two individuals to assist in the nomination process. The committee shall present one candidate for each office to be filled to the secretary-treasurer not later than the second Monday in May of each odd-numbered year.
- B. Call for Membership Nominations. A call for nominations from the membership at large will be published in the first quarter WU#30 journal. All nominations from the membership will be sent to the chairman of the nominating committee. Any member wishing to run for an office may provide their name and a summary of their qualifications to the nominating committee chairman. No name may be placed in nomination without the consent of the nominee.
- C. Nomination by Petition. Nominations by petition must be sent to the secretary-treasurer no later than the second Monday in May of each odd-numbered year. No fewer than ten members in good standing must sign the petition to include the individuals name for a specific office.
- D. Elections. Elections shall be held in odd-numbered years by mail ballot of the members in good standing. The election ballot will be prepared by the secretary-treasurer and shall be distributed to the membership in WU#30s official publication not later than June 15th of each odd-numbered year. If timely distribution of the WU#30 publication does not allow for the ballots to be included, the ballots may be sent in a separate mailing. A simple majority of all the ballots returned after 30 days but no later than ten days prior to the date of the APS Annual Convention will be counted for the election. Election shall be

by ballot. A plurality shall elect. In the event there is no nominee elected for an office, the president may appoint a person subject to ratification by the Council.

E. Vacancies.

1. If a vacancy in the office of the president occurs the first vice president shall be appointed by the Council. If the first vice president is unable to serve as president, the second vice president shall be appointed by the Council. If the second vice president is unable to serve as president, then the Council shall appoint one of the Council members.
2. A vacancy in any other office shall be filled for the unexpired term by the Council.

Article V – Meetings

Section 1. Regular Meetings.

The WU#30 shall hold two meetings annually. One meeting shall be at the Annual Convention of the American Philatelic Society and the other shall be at the APS Winter/Spring meeting. A majority of the Council constitutes a quorum. Proxy votes are not allowed. Council members have a responsibility to cast their own votes.

Section 2. Annual Meeting.

The Council shall meet for its annual meeting at the Annual Convention of the American Philatelic Society. Reports of officers, committees, Council members, and any other business may properly come before each meeting.

Section 3. Special Meetings.

Special meetings may be called by the president with five days notice. Such notice may be provided by e-mail, mail, fax, telephone, instant message, and/or text message. A majority of the Council constitutes a quorum. A vote by any electronic means may be authorized by the president. Proxy votes are not allowed. Council members have a responsibility to cast their own vote.

Section 4. Meeting Chairman.

The chairman of the meeting shall be the president. If the president is unavailable, the first vice president shall preside. If there are simultaneous meetings, the Council will determine the chair of each meeting.

Section 5. Activities.

- A. WU#30 shall maintain a Philatelic Writers Hall of Fame to honor writers, editors, columnists, and publishers, living and /or deceased from any country, who have made notable contributions to the field of philatelic literature. Nominees to the Hall of Fame need not be or have been members of WU#30 or APS. Recommendations for honorees shall be prepared by a standing Hall of Fame Committee, whose chairman shall be appointed by the president, according to procedures developed by that committee and

approved by the Council. The Council will be guided by the committee's recommendations in selecting the individuals to be honored. The induction of selected persons shall be held at the WU#30 Breakfast at the APS Annual Convention.

- B. The WU#30 shall, upon request, provide assistance to the APS Judges Accreditation Committee in determining qualifications for literature judges and procedures for judging philatelic literature.
- C. WU#30 members are encouraged to support and assist literature exhibitions at major stamp exhibitions in this country and overseas.

Article VII – Committees

Section 1. Standing Committees will consist of awards, bylaws, critique service, hall of fame, historian, literature exhibitions, nominating, outreach, publications, publicity, recruiting, special events, web, WU#30 breakfast. Committee chairmen are appointed by the president subject to ratification by the Council by a majority vote. WU#30 members can volunteer for each committee. The duties of each committee and its chair will be defined by the Council.

Section 2. The Bylaws committee chair will serve the president as parliamentarian during meetings.

Section 3. Special Committees can be created as needed to fulfill the purpose and objectives of WU#30.

Article VIII – Chapters

Section 1. WU#30 shall encourage the development of chapters at various locations. A chapter may be formed by any group of at least five WU#30 members in good standing.

Section 2. The chair of each chapter must be a member in good standing with WU#30.

Article IX – Disciplinary Procedures

Section 1. The American Philatelic Society's Code of Ethics shall be the ethical guidelines for all members of WU#30.

Section 2. The president shall appoint a committee from among the members of the Council to consider and investigate any complaint against a WU#30 member. The committee shall recommend an action, including expulsion from the Unit, to the President based on their findings.

Section 3. WU#30 members against whom disciplinary action has been taken by another philatelic society excluding the APS, to include expulsion, may or may not be disciplined by the Unit. Each case shall be considered individually and on its own merits.

Section 4. Any member who has been expelled for ethical violations by APS cannot be a member of WU#30. If APS has expelled the member for ethical violations, WU#30 does not need to investigate the violations. If the member resolves the issues with APS and is allowed to rejoin APS, they may rejoin WU#30.

Section 5. Recommendations of the investigating committee will be submitted to the President in writing. The Council will determine action by a simple majority vote within 30 days of submission of the report. Expulsion shall require a two-thirds vote of the Council. The decision of the Council will be final.

Article X – Publications

Section 1. WU#30 shall issue a quarterly publication to its membership.

Section 2. The editor of WU#30 publication shall be appointed by the president and ratified by the Council. The editor shall be responsible for the preparation and content of the publication. An honorarium, the amount of which shall be determined by the Council, may be paid to the editor.

Section 3. The preparation and publishing of handbooks and guidelines for philatelic writing is authorized and subject to the approval of the Council.

Article XI – Parliamentary Authority

Section 1. The rules contained in the current edition of *The Standard Code of Parliamentary Procedures* shall govern WU#30 in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the WU#30 may adopt. If *The Standard Code of Parliamentary Procedure* does not address the issue, then the current edition of *Robert's Rules of Order* shall be consulted.

Article XII – Amendment

Section 1. These Bylaws may be amended either by the Council or by mail ballot of the membership.

- A. Amendments by the Council shall require a two-thirds favorable vote of the entire Council.
- B. Amendments by the membership shall require a two-thirds vote of the membership, provided that the amendment has been submitted in writing and published in the WU#30 publication at least one month prior to the meeting.

Section 2. An amendment may be proposed by any ten members by submitting the proposed amendment in writing to the Secretary-Treasurer and President at least sixty days before its presentation to the Council or to the membership for voting.

Section 3. All amendments, whether adopted by the Council or the membership, shall be published in the next WU#30 publication following their adoption.

Article XIII – Dissolution of WU#30

Sectionals. In the event, WU#30 is dissolved, all its corporate assets remaining after liabilities have been settled shall be donated to the American Philatelic Research Library, in accordance with the Provisions of Article XII of the Articles of Incorporation.

Approved July 27, 2011

**Peter Martin
President**