



Ontario Numismatic Association

Constitution & By-Laws

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CONSTITUTION

ARTICLE 1 - NAME

Section 1

The name of the association shall be "The Ontario Numismatic Association," herein after referred to as the "Association."

Section 2

- (a) The official crest of the Association shall be described as follows in heraldic terms:
Fess points — Shield. Shield description: On the Dexter, Middle, Sinister, and Honour Point the Cross of Saint George. Cross heraldic coloured red (vertical lines). Fess Point, Nombrill Point, and Middle Base, the Trillium Flower, (Province of Ontario flower). Shield surmounted by the Edward crown. Wreath: Three-quarter wreath in field, dominating the Dexter, Middle, and Sinister Base. Inscription reads: Ontario Numismatic Association. Date: The date appears in the open field in the Fess Dexter and Fess Sinister split by Shield.
- (b) A copy of the crest as approved shall be included in the by-laws of the Association.
- (c) The motto of the Association shall be "*Vires Acquirit Eundo*" and shall be taken to mean, "*As it grows it gathers strength.*"

ARTICLE 2 - OBJECTS

Section 1

The objects of the Association shall be:

- (a) To advance the study of numismatics along educational, historical, scientific and esthetic lines in all its various branches.
- (b) To encourage popular interest in the study of numismatics and especially to bring those interested in numismatics into closer relationship by the interchange of ideas and discussions of mutual interest.
- (c) To gather and disseminate accurate information bearing upon numismatic subjects.
- (d) To encourage cooperation between all persons and organizations interested in the production, circulation and use, collection, preservation, classification, exhibition, and sale of coins, tokens, medals, and paper money.
- (e) To acquire, own, hold and dispose of such property for its own use as may be necessary to achieve properly the objects herein set forth.
- (f) To perform such other acts as may be necessary to carry into effect the said objects, provided that such acts do not alter in any way the position of the Association as a non-profit organization.

ARTICLE 3 - MEMBERS - ELIGIBILITY AND PRIVILEGES

Section 1

The membership of the Association shall consist of honorary members, regular members, family members, juniors, corporate members, life members and affiliate members.

Section 2

Honourary members shall be those persons who, for outstanding services to the Association or the science of numismatics, or of distinguished reputation or learning have been nominated in writing by at least three members of the Association, recommended by the Executive Committee and approved by a majority vote at a general meeting on the recommendation of the Executive.

Section 3

Any person of good reputation, 18 years of age or over, shall be eligible to apply for regular membership.

Section 4

Any club, society, association, corporation, museum, archives, public library or institution of learning, interested in numismatics and whose officers are of good reputation, shall be eligible to apply for corporate membership.

Section 5

Any honorary or regular member of the Association who has been, a member in good standing for one year or longer shall be eligible to apply for Life membership. The membership number given to a Life member shall be preceded by the letters "LM."

Section 6

Memberships are not transferable from one person or organization to another.

Section 7

Honorary, Regular and Life members shall be entitled to all the privileges of the Association, including the right to vote, hold office, and receive the official publications of the Association, except such services as outlined in the By-Laws, and the honorary members shall not be eligible to hold office unless they were Regular or Life members at the time that honorary membership was conferred upon them.

Section 8

Corporate members shall be entitled to all the privileges of the Association, except that each such organization shall have only one vote, shall not be eligible to hold office, shall be eligible for Life Membership and shall receive only one copy of the Associations official publication. Corporate Life membership fee shall be such as established from time to time by the Executive.

Section 9

No member of the Executive, elected or appointed, nor a corporation, partnership or proprietorship with which he is associated may be permitted to enter into a financial contract with the Association. See Article 9,Section 2.

ARTICLE 4 - MEMBERS - APPLICATION, ADMISSION AND DUES***Section 1***

Applications to become Regular, Family, Junior, Life or Affiliated Members shall be made in writing on an official application form. Such application shall, in the case of Regular, Family, Life, or Affiliated Members, bear the name and address of the applicant, and in the case of the Junior Member the age at last birthday.

Section 2

Applications to become Corporate Members shall be made in writing on an official application form, signed by two of the applicant's executive officers.

Section 3

Applications for all memberships, accompanied by one year's membership dues, shall be sent to the Membership Chairman, who shall cause notice of the application to be published in the next issue of the Official Publication of the Association.

Section 4

If no written objection to such application is received by the Membership Chairman by the end of the next succeeding month following publication, the applicant shall be admitted to membership on that date and notice to this effect shall be published in the next succeeding issue of the Official Publication.

Section 5

If written and timely objection to such admission is received by the Membership Chairman, he shall refer the matter to the President, who shall thereupon inform the applicant of the nature of the objection and request an answer thereto not later than one month after sending of such notice. When this has been received, the President shall forward all the available information to the Executive for consideration and action. The Executive may either accept or reject such application and in either event the President shall notify the Membership Chairman of the decision. If the Executive accepts the application, the applicant shall be admitted and notice thereof shall be published in the Official Publication. If the application be rejected, the applicant shall be so informed by the Membership Chairman and the advanced dues shall be returned to the applicant.

Section 6

Honorary Members shall be relieved from the payment of any membership dues.

Section 7

All dues for Members shall be such as established from time to time by the Executive of the Association.

Section 8

Applications for Life Membership, if found to be in order, shall be accepted forthwith by the Membership Chairman and notice to such membership shall be published in the next succeeding issue of the Official Publication. The dues for Life Members shall be payable in a lump sum at the time of application as a Life Member. After payment of said sum, Life Members shall not be required to pay any additional membership dues during their lifetime.

ARTICLE 5 -MEMBERS -RESIGNATIONS, SUSPENSION AND EXPULSION***Section 1***

No member shall be permitted to resign from the Association while he is indebted to it in any manner or while charges are pending against him.

Section 2

Annual dues shall be payable in advance on January 1st of each year. Any member who fails to pay his dues before March 1st of any year shall be liable to lose his membership, in which case his name shall be dropped from the membership rolls and removed from the mailing list. Any member who has lost his membership for non-payment of dues or who has resigned, may be reinstated upon payment of arrears due at the time of the loss of membership or resignation, provided no charges are pending against him, and in such case, only if the charges are withdrawn or dismissed.

Section 3

Whenever written charges are brought against any member for conduct prejudicial to the welfare of the Association, such charges shall be signed by the person making them. The identity of the person making such charges shall not be made known, except to the Executive. Such charges, with particulars thereof, shall be filed with the President, who shall thereupon furnish the accused member with a written copy thereof. The accused member shall be afforded a reasonable opportunity to enter a written defense to such charges. The matter shall then be referred to the Executive, which shall study the case. The Executive may dismiss such charges, or it may censure, suspend or expel the accused member. It may cause the result of its action to be published in the Official Publication. Until the final decision of the Executive, the accused member shall continue in good standing.

Section 4

Members in arrears for any cause for more than one calendar year, provided that the arrears are not a result of expulsion from the Association, shall be reinstated on payment of the current year's dues, but will be assigned a new membership number.

Section 5

Any portion of the membership dues, overpaid by the member at the time of his "suspension," "expulsion" or "resignation by request," shall be refunded to that person.

Section 6

In the event of a Life Membership being terminated, other than by death, dues shall be refunded on the basis of the assumption that the life expectancy of the member was ten years after the date of admission as a Life Member.

Section 7

The conduct of the members shall be guided by the Code of Ethics which shall be included in the By-Laws of the Association.

ARTICLE 6 — ELECTED OFFICERS***Section 1***

The elected officers of the Association shall be: the President, the First Vice-President and the Second Vice-President. The offices of Secretary, Treasurer, and the Regional Directors are appointed positions. There shall be at least one director from each area. The areas served by the Directors shall be included in the By-Laws of the Association.

Section 2

The duties of the elected officers shall be to conduct the affairs of the Association in accordance with the provisions of the Constitution and of any By-Laws enacted thereunder. The duties shall be more specifically detailed in the By-Laws of the Association.

Section 3

The governing body of the Association shall be the elected and appointed officers as well as the immediate Past-President and shall be known as the Executive. Each member of the Executive shall have full voting rights.

Section 4

The duties of the elected officers shall include, but are not limited to, the following:

- (a) To appoint officers, bi-annually or at such other times as the offices may be vacant, to fill the following offices: Editor, Librarian, Archivist, and such offices as the Executive may deem advisable. Assistants to these officers may be appointed at the discretion of the Executive.

Section 5

Duties of the Executive shall include, but are not limited to, the following:

- (a) To decide on the time and place for holding the General Meeting;
- (b) To prescribe the form of the official membership applications and official ballots;
- (c) To rule on the admission of applicants against whom objections have been raised;
- (d) To rule on the disposition of formal charges brought against a member of the Association;
- (e) To fix advertising rates for space in the official publication and set rules and regulations in connection therewith;
- (f) To fix the compensation paid to any officers to whom such compensation is paid;
- (g) To prescribe which elected and appointed officers shall be bonded and to fix the amounts thereof;

- (h) To remove from office any ejected or appointed officer who does not or cannot meet the requirements of the office;
- (i) To carry on and direct the affairs to the Association generally.

ARTICLE 7 - OFFICERS - ELECTION

Section 1

Any Life Member or Regular Member who has been in good standing for two years or longer shall be eligible to hold office in the Association. In the event that no eligible member is nominated to any position, the Executive shall have the authority to appoint any member in good standing by a majority vote of the Executive.

Section 2

No member shall be elected for or appointed to the office of President until he has served a full two year term as an elected or appointed officer of the Executive.

Section 3

Elections shall be held every two years and shall take place prior to the Annual General Meeting.

Section 4

In an election year, the President shall make a call for nominations of elected officers six months prior to the opening of the Annual General Meeting, in the official publication and at the same time shall appoint an election committee, consisting of a chairman and two members. Members of the committee shall not be seeking the office of President, First Vice-President, or Second Vice-President.

Section 5

All nominations shall be made in writing, signed by a member in good standing or by an officer of a member club that is in good standing, and sent to the Chairman of the Elections Committee. All nominations must be accompanied by a written acceptance from the nominee or a declaration signed by the nominators stating that the nominee shall stand for office if elected. Failure to do this, the nomination shall be invalid and the nominee shall be so advised.

Section 6

Nominations shall close four months prior to the opening of the Annual General Meeting.

Section 7

The Chairman of the Election Committee shall cause the names of the nominees to be published three months prior to the opening of the Annual General Meeting in the official publication.

Section 8

The Election Committee shall cause the names of all nominees to be printed on official ballots and shall mail one official ballot to each member in good standing 60 days prior to the opening of

the Annual General Meeting, together with an envelope marked "Official Ballot" and an envelope addressed to the Chairman of the Election Committee.

Section 9

The unopened envelopes, containing the marked ballots, shall be taken by the Chairman of the Election Committee to the Annual Convention where they shall be opened on the first day of the Convention, by the Chairman in the presence of at least one other member of the Committee and the ballots counted. In the event of a tie, the matter shall be reported to the President, who shall call for a vote from the floor of the Annual General Meeting to break the tie. The results of the election shall be announced by the Chairman of the Election Committee at the first session of the Annual General Meeting. The ballots shall be held by the Chairman of the Election Committee for at least one year and then may be destroyed on the direction of the President.

Section 10

Any office for which no nominations have been received shall be filled by the following procedure: nominations from the floor at the Annual General Meeting, then voted on at the Annual General Meeting. If no nominations are received from the floor at the Annual General Meeting, then filled by the elected officers at a regular executive meeting.

Section 11

All elected officers shall assume their duties at the last session of the Annual General Meeting and shall hold office for two years from that time and until their successors have been duly elected and installed.

Section 12

Each officer, at the expiration of his term of office shall within 30 days deliver to his successor all books, papers, money or other property of the Association in his possession. He shall not be relieved from his bond or obligation until this requirement has been fulfilled.

Section 13

NO CLAUSE.

Section 14

The term of office of an elected president shall not be limited to a two-year term. However, he may seek a mandate for another two years if he so desires to remain in office, but shall be limited to two consecutive terms. Any Past-President may be eligible for this office.

Section 15

No member shall stand for election for more than one office.

ARTICLE 8 - MEETINGS***Section 1***

The ultimate authority in Association matters shall be a properly convened General Meeting. This will usually be the Annual General Meeting held at the time of the Annual Convention. In case of extreme importance a Special General Meeting may be called by the President. Notice of such meeting shall be published in the Official Publication of the Association at least one month prior to such meetings.

Section 2

In the period between General Meetings, the Executive shall have full power to act for the Association in accordance with the terms of the Constitution.

Section 3

A quorum at any General Meeting shall be at least five members of the Executive and five other Regular or Life members, all present in person.

Section 4

The Executive shall meet prior to all General Meetings and at such other times as called by the President.

Section 5

A quorum at any Executive meeting shall be five members of the Executive present in person.

ARTICLE 9 - CONVENTIONS***Section 1***

The Association may meet in convention once every year, at such time and place as may be decided upon by the Executive. The time and place thereof shall be announced by the President in at least three issues of the Official Publication prior to said Convention.

Section 2

Applications for the privilege of sponsoring a convention may be made by any Corporate Member or group of Regular Members. Such application shall be sent to the President at least one year in advance and should clearly state what facilities are available in the locality, the number of persons available to work out and handle the details of the convention, and the assurance that proper financial backing can be provided to run such a convention. A tentative program should accompany the application and preference should be given to the applicant that incorporates in the convention programme the useful exchange of numismatic information through lectures or discussion groups.

Section 3

In the event that no applications are received for the privilege of sponsoring a convention in any particular year, or if the circumstances should warrant it, the convention may be held under the sponsorship of a committee appointed by the President for that purpose.

Section 4

The privilege of sponsoring a convention will be assigned by Executive. The sponsoring organization shall assume all responsibility for the successful operation of the convention subject to guidance from O.N.A. Convention Committee. Any financial arrangements shall be at discretion of the Executive and the Sponsors.

Section 5

The selection of an auctioneer to conduct an auction at an Annual Convention shall be the prerogative of the Executive.

ARTICLE 10 - AMENDMENTS TO THE CONSTITUTION***Section 1***

The Constitution may be altered or amended by a two-thirds majority vote of the members present at any General Meeting. Proposed changes shall be submitted to the Executive in writing at least one hundred and twenty days before such meeting and shall be circulated to all members at least thirty days before the date of such meetings.

BY-LAWS

1. FINANCIAL LIABILITY

No officer, committee or member of the Association shall incur any expense in the name of the Association except with the authorization or approval of the Executive.

2. ASSOCIATION CREST

Reproduction of the Association's crest shall be used for no purpose other than official stationary and Official Publications of the Association, except with the authorization or approval of the Executive. A copy of the official crest shall be attached hereto and identified as By-Law 2, Association Crest.

3. OFFICIAL PUBLICATION

The official periodical publication shall be "*The Ontario Numismatist*" which shall be published bi-monthly, in so far as it is possible to do so. It shall be the Association's official means of communication with its members.

4. DUTIES OF OFFICERS

(a) *The President*

The President shall have general supervision over all the affairs of the Association. His duties shall include, but not be limited to, the following:

- i) To preside at all General Meetings of the Association;
- ii) To call meetings of the Executive and preside thereat;
- iii) To appoint whatever committees that may be necessary and to remove them at will, and to be a member ex officio of any committee so appointed;
- iv) To require any officer to submit a statement and such other interim reports as he may deem necessary;
- v) To appoint at the discretion of the President, Auditors to review the financial books of the Association.

(b) *First-Vice President*

The duties of the First Vice-President shall be:

- i) To assist the President, upon his request in the discharge of his duties;
- ii) To act in the place of the President, in case of his absence or disability;
- iii) To succeed to the office of President for the remainder of his term, in the event that office becomes vacant.

(c) *Second Vice-President*

The duties of the Second Vice-President shall be:

- i) To assist the President, upon his request in the discharge of his duties.

(d) *Secretary*

The duties of the Secretary shall be:

- i) To act as Secretary at General Meetings and to the Executive, and to keep a true record of all proceedings of the Association;
- ii) To preserve all documents pertaining to his office and such other documents as may be committed to his custody until permission is granted by the Executive for their disposal;
- iii) To deal with correspondence as directed by the President;

- iv) To prepare a full and final report of all matter; pertaining to his office at the end of the Association year and render same at the Annual General Meeting.

(e) *Membership Chairman*

The duties of the Membership Chairman shall be:

- i) To receive all applications for membership and, if properly prepared and accompanied by the required advance dues, publish notice of such applications in the Official Publication;
- ii) Forward objections to application to the President;
- iii) Publish information as to new members admitted, as well as changes in address, suspensions, expulsions, resignations, and deaths;
- iv) Make monthly revisions of the membership rolls and the mailing lists of the Official Publication.

(f) *Treasurer*

The duties of the Treasurer shall be:

- i) To have charge of all moneys of the Association collected from any source;
- ii) To pay out such moneys authorized by the Executive or by the President;
- iii) To invest and reinvest the funds of the Association in accordance with the instructions of the Executive;
- iv) To prepare financial statements of the Association covering the fiscal year and to submit same at the Annual General Meeting;
- v) To publish a financial report in the Official Publication of the Association within three months after the Annual General Meeting or as otherwise directed by the Executive;
- vi) Upon termination of office, to hand over the books and records of the Association in his custody, in good order, to the President.

(g) *Editor*

The duties of the Editor shall be:

- i) To be responsible for the publication of the Official Publication of the Association, under the direction of the President;
- ii) To obtain suitable material on numismatic subjects and to edit such article, reports and notices as may be submitted.

(h) *Advertising Manager*

The duties of the Advertising Manager shall be:

- i) To solicit, receive and edit advertising for the Official Publication of the Association under the direct supervision of the President and to keep records thereof;
- ii) To transfer moneys received to the Treasurer monthly.

(i) *Librarian*

The duties of the Librarian shall be:

- i) To keep in safe custody and in good order all library books and publications which the Association has or may acquire;
- ii) To compile and keep an accurate catalogue of all material coming into his charge, with the price thereof if acquired by purchase or the name of the donor if acquired by gift;
- iii) To afford access to such material and loan the same to members in good standing, under the rules and regulations approved by the Executive;
- iv) To prepare a report of all matters pertaining to his office at the end of the Association's year and submit same at the Annual General Meeting. .

(j) Archivist

The duties of the Archivist shall be:

- i) To collect and preserve data of historical interest concerning the Association;
- ii) To act as curator of the coins, tokens, medals and other numismatic items belonging to the Association.

5. MEMBERSHIP DUES

- i) The membership dues for all members shall be as set by the Executive, due January 1st of each year.
- ii) The moneys accruing from life memberships shall be invested in trustee securities and the membership dues shall be paid into the general funds of the Association.
- iii) When a Life Member becomes deceased, his equity in the Life Membership fund may be transferred to the Association's general funds at the discretion of the Executive.

6. ASSOCIATION YEAR

The Association year for the purpose of conventions, elections and annual reports (except that of the Treasurer) shall be from the time of one annual convention until the time of the next annual convention.

7. FISCAL YEAR

The fiscal year of the Association shall be from January 1st to December 31st of each year.

8. HEAD OFFICE

The head office of the Association shall be situated in such location as designated by the Executive.

9. DIRECTORATE AREAS

Revisions of the boundaries of the areas may be made at the discretion of the Executive.

(a) Area 1A: South-West Ontario

Clubs in Area 1A

Windsor, Essex County, Tecumseh

(b) Area 1B: South-West Ontario

Clubs in Area 1B

Strathroy, Sarnia, Chatham

(c) AREA 2: South Central Ontario

Clubs in Area 2

Woodstock, Tillsonburg, St. Thomas, London, Ingersoll

(d) AREA 3: South Central Ontario

Clubs in Area 3

Niagara Falls

(e) AREA 4: South Central Ontario

Clubs in Area 4

Waterloo, South Wellington, Cambridge, Brantford

(f) AREA 5: South Central Ontario

Clubs in Area 5

Stratford

(g) AREA 6: South Central Ontario

Clubs in Area 6

Champlain, Georgian Bay, Wasaga Beach, Midland

(h) AREA 7: Eastern Ontario

Clubs in Area 7

Toronto, Scarborough, Polish Canadian, Oshawa, North York, Mississauga-Etobicoke

(i) AREA 8: Eastern Ontario

Clubs in Area 8

Kingston, Peterborough

(j) AREA 9: Eastern Ontario

Clubs in Area 9

Ottawa

(k) AREA 10: Northern Ontario

Clubs in Area 10

Timmins, Nipissing, Nickel Belt, Lake Superior

10. CODE OF ETHICS

As a member of the Ontario Numismatic Association the individual:

- i) Agrees to support and be governed by the Constitution and By-Laws of the Association and such rules, policies and regulations as may be in force from time to time;
- ii) Agrees to conduct himself so as to bring no reproach or discredit to the Association, or impair the prestige of membership therein;
- iii) Agrees to base all of his dealings on the highest plane of justice, fairness and morality;
- iv) Agrees to neither buy nor sell numismatic items of which the ownership is questionable;
- v) Agrees to conform to the accepted standards of dignified advertising;
- vi) Agrees to take immediate steps to correct any error he may make in any transaction;
- vii) Agrees not to sell, exhibit, produce or advertise counterfeits, copies, restrikes and reproductions of any numismatic items if their nature is not clearly indicated by the word **counterfeit, copy, restrike, or reproduction** incused in metal or printed on the paper thereof, with the exception of items listed in standard catalogues and generally accepted by numismatists and not in any way misrepresented as genuine;
- viii) Agrees to represent a numismatic item to be genuine only when to the best of his knowledge and belief, it is authentic;
- ix) Agrees to fulfill all contracts made by him, either orally or written, to make prompt payments upon delivery, and to return immediately any item that is not satisfactory;
- x) Agrees to give aid to members in quest of numismatic knowledge.

11. GENDER

Where the words 'He' 'His' and 'Him' are used in this Constitution and By-Laws it is understood that the feminine equivalent may be substituted as applicable.



By-Law 2, Association Crest

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