

CONSTITUTION AND BY - LAWS

OF

The Boeing Employees Coin Club, Inc.

Preamble: We, the Boeing Employees' Coin Club, are organized in a spirit of friendliness and good fellowship to share the pleasures of coin collecting. In order that the club may function smoothly as a group, the following Constitution and Bylaws are established.

CONSTITUTION

ARTICLE I NAME

Section 1 We shall be known be the Boeing Employees' Coin Club, Incorporated hereinafter referred to as the "BECC"

ARTICLE II MEMBERSHIP

Section 1 Membership shall be open to the following without regard to race, color, sex, age, religion, national origin, status as a disabled or Vietnam era veteran or the presence of a disability.

- a. Boeing employees and retirees.
- b. Spouse and eligible dependent children (as defined by the IRS) and domestic partners as defined by The Boeing Company of Boeing employees and retirees.
- c. Government, customer, vendor and contract personnel stationed at or exclusively serving The Boeing Company, their spouse and dependents.
- d. Certain limitations may be imposed by the company on participation for other than company employees based on available staff, facilities and budgets.

Section 2 Annual dues shall be established by the Executive Board on a year-to-year basis and subject to approval by the membership.

ARTICLE III OFFICERS

Section 1 The officers of the BECC shall consist of a President, Vice President, Secretary and Treasurer. The Treasurer of the club executive board must be an active Boeing employee. Eligible candidates for President Vice President and Secretary of the executive board may be an active Boeing employee or a retiree of The Boeing Company.

ARTICLE IV DUTIES OF OFFICERS

Section 1 President shall:

- a. Preside at all business meetings.
- b. Be chairperson of the Executive Board and be responsible and accountable to the club membership for all club business and activities.
- c. Call extra business meetings, appoint committees not otherwise provided for and fill protem vacancies as specified.
- d. Perform such other duties as the office may require.
- e. Perform the duties of the Vice President in their absence.
- f. Review the monthly bank statement with the treasurer.
- g. The President shall be an ex-official member of all committees.

Section 2 Vice President shall:

- a. Oversee and coordinate the efforts of all major committees.
- b. Perform the duties of the President in their absence.
- c. The Vice-President shall be chairperson of the awards and program committee to arrange a program for each monthly meeting and be responsible for displays, awards, and drawings prizes.
- d. The Vice-President shall be responsible for administration of special security measures when required.

Section 3 Secretary shall:

- a. Keep minutes of all Executive Board and other business meetings of the BECC and shall present these minutes to the membership.
- b. Maintain an up-to-date roster of members.
- c. Notify members of all club meetings as specified. Publish and distribute a monthly newsletter and meeting notice that describes the time and place of club meetings.
- d. The Secretary shall be responsible for all club correspondence and to maintain all required documents of the club.

Section 4 Treasurer shall:

- a. Keep an accurate account of all financial transactions of the organization.
- b. Be responsible for all funds of the organization and receive and disburse all money subject to the will of the Executive Board.
- c. Disbursements shall be made by check only. A checking account will be set up and no check will be honored by the bank for payment unless signed by

the Treasurer, such signature to be countersigned by the President or one other elected officer of the organization.

- d. Maintain accounts and render monthly financial statements of the organization to the BECC Executive Board.
- e. All financial records shall meet specifications set by Boeing Recreation.
- f. Review the monthly bank statement with the President.
- g. Review the financial records with an officer or club member upon request.
- h. Prepare and submit an annual budget forecast to the Executive Board in January

Section 5 The Boeing Company shall provide a Recreation Advisor who shall serve as an ex-officio member of the Executive Board.

ARTICLE V ELECTION OF OFFICERS

Section 1 The offices of President, Vice President, Secretary, and Treasurer shall be filled by election at the first regular meeting in January.

Section 2 Nominations for officers of the organization shall be made by a three-person Nominating Committee appointed by the President at the October meeting. They shall present a list of nominations to the organization to be voted upon at the first regular meeting January. Further nominations may be made from the floor if election is by voice vote. All nominees shall have indicated a willingness to serve in the office for which nominated

Section 3 No person is eligible to hold office that is not a dues paying or Life member of the organization.

Section 4 No member is eligible to hold more than one elective office at a time or be retained in office more than two successive term limits. The length of a term is defined as: 12 months.

Section 5 Only one member of a family, the active Boeing employee or Boeing retiree at a time is eligible to hold the office of President, Vice-President(s), Secretary (ies), or Treasurer.

Section 6 All elections shall be by secret ballot or voice vote as decided by majority of those present at the November general meeting. If by secret ballot, ballots must be mailed to all members during the first week of December for return by January 5th. When mail ballots are used, the ballots will be opened and counted at the Boeing Recreation Center, under the supervision of the Boeing Recreation.

Section 7 Office vacancies of the President, Vice-President, Secretary and Treasurer must be filled within 60 days of vacancy either by appointment by the board or special election.

Section 8 No officer or trustee shall receive any salary or wages by reason of office.

ARTICLE VI COMMITTEES AND BOARDS

Section 1 There shall be an Executive Board, and two major committees.

Section 2 Executive Board

- a. The current President, past President, Vice President, Secretary, Treasurer, and all major committee heads shall constitute this Board.
- b. The Executive Board shall decide on all expenditures, promotion of activities, appointments of committees and the general government of the organization.
- c. The Executive Board shall meet at least once each quarter. Date and time of the meeting shall be set by the President. All Executive Board meetings shall be open for membership attendance. The Executive Board will announce to the membership the date, time and place of Executive Board meetings.
- d. The Executive Board shall have a quorum of three board members at the meetings to conduct Executive Board business.

Section 3 Committees

- a. The BECC major committees shall be the Annual Medal Program Committee and the Annual Coin Show Committee.
- b. The Medals Program Committee shall arrange for design, development and production of the BECC annual medal.

It shall consist of Chairperson and one member appointed by the Chairperson.
- c. The Coin Show Committee shall plan and execute the annual BECC Coin show usually in January.

It shall consist of a Chairperson and numerous members appointed by the Chairperson.
- d. Sub-committees to the major committees may be formed at any time to carry out the various phases of the club activities.

ARTICLE VII MEETINGS

Section 1 Regular meetings shall be held on the fourth Wednesday of each month except for the December meeting which is held on the third Wednesday of the month.

Section 2 Special meetings may be called at any time as determined by the President, provided the membership is notified at least seven days prior to the special meeting.

Section 3 All meetings will be conducted in compliance with Roberts Rules of Order.

ARTICLE VIII AMENDMENTS

- Section 1 This constitution may be amended by the submission in writing of a proposed amendment at any regular or special meeting of the organization. The proposal shall be received and acted upon at the next succeeding regular meeting of the organization at which there shall be a quorum present.

- Section 2 Amendments may be acted upon at the announced meeting or by mail ballot. A two-thirds majority of the members present at the meeting or responding by mail ballot shall be required to adopt an amendment.

- Section 3 Written notice of the meeting shall be given three weeks prior to the meeting at which the amendment is voted upon.

- Section 4 All proposed amendments to this constitution and by-laws shall be submitted to Boeing Recreation for clearance before a vote by the membership.

BY-LAWS

ARTICLE I QUORUM

Section 1 A quorum shall consist of 25% of the paid membership for the general meeting and three executive board members for the Executive Board meetings

ARTICLE II GENERAL PROVISIONS

Section 1 Property or equipment purchased by BECC with BECC funds shall be considered club property and not the property of any individual member or group of members.

- a. As Club property it may be entrusted to the custodial care of Boeing Recreation.
- b. In the event of BECC disbanding, club property shall revert to Boeing Recreation, to be handled in a suitable manner.

Section 2 Acquisition of any property, real, personal, or interest therein, in excess of \$1,000 valuation, shall receive approval by Boeing Recreation as submitted in the Budget Forecast.

- a. Real property shall be defined as land or buildings.
- b. Personal property shall be defined as any property which is movable (i.e., table, chairs, band saw, computer, etc.).
- c. Interest therein property shall be defined as that property which is leased or rented.
- d. All expenditures of non Boeing provided funds associated with the Medal Program, Coin Show and other normal BECC activities are excluded from this approval by Boeing Recreation..

Section 3 The fiscal year for BECC shall be from January to December, inclusive. All budgeting and financial accounting shall be rendered on this basis.

Print Name: _____ Sign Name: _____ Date: _____
Club President

Print Name: _____ Sign Name: _____ Date: _____
Recreation Staff
The Boeing Company

{Signatures on file – May 2006}