

Constitution

of the The Rossica Society of Russian Philately

Approved by the Rossica Society General Membership at the 2012 Rossica Society of Russian Philately Annual General Membership Meeting held at NOJEX On May 26, 2012

ARTICLE I – CHARTER

The Rossica Society of Russian Philately is chartered as a 501(c)3 educational, non-profit organization. The name “Rossica” and “Rossica Society of Russian Philately” are the exclusive property of the Society.

ARTICLE II – PURPOSE

The purpose of the Rossica Society of Russian Philately is to serve as an apolitical educational organization dedicated to the promotion and dissemination of knowledge in Russian and related-area philately and to facilitate contacts between its members. It does this through a variety of means including, but not limited to, regular publication of a journal and a bulletin; society-sponsored books, monographs and brochures; electronic publications, provision of an Internet website and a library, presentations and seminars, and providing opinions (expertization) of Russian and related-area philatelic material.

ARTICLE III – MEMBERSHIP

SECTION 1:

Membership in the Society is open to all persons regardless of sex, creed, color, religion, or national origin. Members must be eighteen (18) years of age or older, or younger if sponsored by a Regular Member in good standing,¹ of legal responsibility and good moral character (except as provided for in Article III, Section 2 hereof).

The procedure for inducting members into the Society shall be as described in the By-Laws.

SECTION 2:

Membership in the Society shall be divided into three classes: Tentative, Regular and Honorary Members.

Tentative and Regular membership is open to all persons who meet the requirements of Section 1 hereof.

The Board and President together may grant Honorary Member status to any individual outside the Society if it benefits the Society or Russian philately in general. Honorary members are exempt from dues and are not allowed to vote in any Society elections. The President may also remove the Honorary Member status if events warrant or the Board of Directors unanimously recommends this action.

ARTICLE IV – ADMINISTRATION

The “Rossica” Society shall be administered by an Executive Committee composed of the elected Officers. The Elected Officers of the Society shall consist of: (1) President, (2) Vice-President, (3) Secretary, (4) Treasurer, (5) Chairman of the Auditing Committee, (6) Librarian, and (7) Board of Directors (three in number). The responsibilities and duties of the officers shall be as prescribed in the By-Laws. Appointed officers (e.g. editors of the Rossica Journal and Bulletin, Membership Committee Chairman) may also be called upon to aid in the administration and work of the Society at the discretion of the President.

¹ “Regular member in good standing” is defined as a member who is not in default in the payment of dues or other indebtedness to the Society, and whose membership is not suspended.

ARTICLE V – OFFICER ELIGIBILITY

“Rossica Officers must be voting members of the Rossica Society. Any Regular Member of the Society in good standing shall be eligible for nomination and election, with these exceptions:

The positions of President and Treasurer cannot be held by the same person.
Nominees for the position of Treasurer must reside in the United States of America.
The positions of Treasurer and Auditor cannot be held by the same person.
Nominees for the position of Librarian must reside on the North American continent.

ARTICLE VI – MEETINGS

The Society must hold two types of meetings per year: an Annual General Meeting for the membership at large and an Officers’ Annual Meeting. It may also hold Chapter meetings and other gatherings as needed. The time and place of these meetings will be in accordance with the By-Laws.

ARTICLE VII – CHAPTERS

SECTION 1: Chapters of the “Rossica” Society of Russian Philately may be established in any area or community throughout the world where five (5) or more members reside, with the written permission and consent of the Rossica Executive Committee. Each Chapter shall be autonomous in its activities, but such activities or functions shall not be contrary to this Constitution or the by-laws of the Society.

ARTICLE VIII – OFFICIAL PUBLICATIONS

The Society shall have two official periodical publications.

SECTION 1: The official publication of the Society for the dissemination of information outside and internal to the Society shall be known as “*The Journal of the Rossica Society of Russian Philately*,” hereafter referred to as “the *Journal*.”

SECTION 2: The official publication of the Society for the dissemination of information inside the Society shall be known as “*The Bulletin of the Rossica Society of Russian Philately*,” hereafter referred to as “the *Bulletin*.”

ARTICLE IX—AMENDMENTS

This Constitution may be amended as follows:

- a) Proposed amendments may be submitted in writing to the Secretary.
- b) Such proposed amendments shall be passed on to the Board of Directors for study.
- c) After review of the proposed amendments the Board of Directors shall forward the proposal to the full Executive Committee, with its recommendations.
- d) Only after review and majority approval by the Executive Committee shall the proposed amendment be printed in ballot form in the next edition of the Journal or Bulletin for study by the Regular membership prior to the next general meeting of the Society.
- e) The amendments must receive the affirmative vote of at least two-thirds (2/3) of the Regular members in good standing voting in such elections before they shall be considered as adopted and a part of this Constitution.

ARTICLE X – DISSOLUTION

SECTION 1: The Society shall be considered a legal and valid organization as long as it is comprised of at least ten (10) or more members in good standing.

SECTION 2: In the event of the Society’s dissolution, all its property, records, funds, assets, etc., shall be placed in custody of the Board of Directors in office at the time of such dissolution, and they shall retain same as Trustees.

SECTION 3: A final audit of the Society’s assets shall be made by the Board of Directors and/or the Auditing Committee and the remaining members of the Society shall be notified of such audit, which shall include a report of the assets of the Society.

The Board of Directors shall retain said records, assets, etc., for as long as they are able, and in the event the Society is reactivated shall apply the Society's name to the reactivating group and shall deliver the remaining assets to the reactivating group for the re-establishment of the Society. If there is no hope that the Society can be reactivated, the Board of Directors shall make such disposition of the Society's records, assets, etc. as they see fit.

BY-LAWS
of
The "Rossica"
Society of Russian Philately

24 January 2012

ARTICLE I - CHARTER

The Rossica Society of Russian Philately is currently chartered in the State of Maryland.

ARTICLE II - MEMBERSHIP

SECTION 1: Procedure for the acceptance of new members:

- a. Tentative and Regular membership is open to all persons who meet the requirements of the Constitution.
- b. A person is considered a Tentative Member until his/her name is published in the next Bulletin or Journal and a period of ninety (90) days thereafter has passed with no negative comments from the Regular membership. Tentative Members shall enjoy all the privileges of regular members except that of voting. They shall receive the Rossica Journal and Bulletins, and other publications of the Society sent as a part of membership. Individuals under the age of 18 years may be admitted as Tentative Members only when sponsored by a Regular member in good standing who will be responsible for their membership and subsequent actions.
- c. Applicants for membership shall fill out application forms provided by the Society and shall return same to the Treasurer, with the amount in U.S. currency (or transaction instrument in US dollars) as prescribed for the current year's dues.
- d. Applicants shall be notified by the Secretary of their acceptance into or rejection by the Society. After a Tentative Member meets the designated period of time with no negative comments, the Secretary will notify the member of a status change from Tentative to Regular.
- e. The Society reserves the right to exclude and/or expel from membership any person whose conduct – past or present – is of such nature as to cause harm to the Society. Members whose actions are specifically covered in Article IX of the By-Laws may be expelled by a majority vote of the elected officers. ("Elected officers" may also include individuals who have been elected by the Executive Committee to fill a vacancy.) For issues that fall outside of the guidelines, the President shall seek guidance from the Board of Directors. When asked for guidance, the Board of Directors may recommend to the President expulsion only if the decision is unanimous. If a unanimous decision cannot be reached, the Board shall request that the Executive Committee reconsider the issue.

SECTION 2: MEMBERSHIP PRIVILEGES AND RESPONSIBILITIES.

- a. All Tentative, Regular, and Honorary Members in good standing shall receive one copy of each Journal and Bulletin issued by the Society for those years in which they are members in good standing.
- b. Members in good standing are required to answer all official communications within a reasonable time after receipt, normally thirty (30) calendar days from the date of mailing.
- c. All members in good standing are encouraged to attend all regular and special meetings of the Society (including chapter meetings), protect the interests of the Society and render all possible philatelic aid to other members.
- d. All Regular and Honorary members in good standing are entitled to receive upon request to the Secretary a Society membership list containing only the names, states or countries of residence and – if so authorized by the individual members – their collecting interests. If a member wishes to contact another member, he or she should ask the Secretary to notify that member of the request and ask if he or she wishes to be in communication with that person. If the answer is yes, the Secretary shall provide to the latter the e-mail or mail address of the requester. Such list shall be revised regularly by the Secretary to include the names of new members and to delete the names of former

members. The membership list is the property of the Rossica Society and shall be used only by the members for personal philatelic correspondence.

SECTION 3: DUES.

Dues to the Society shall be payable on or before January 1st of the year for which dues are to be credited. The payment of Society dues is independent of Chapter dues.

- a. Any member failing to pay the dues within the first three months of the then-current year shall be dropped automatically from membership and shall not thereafter be entitled to further benefits, until such time as dues are paid. Members remitting dues after 1 April of the year in which they are due will not receive the Spring journal without paying a late fee as specified by the Executive Committee as part of the annual dues structure.
- b. Dues notices shall be sent to the membership by the Treasurer as a part of the fall journal or in a separate mailing, whether by regular mail, telephone or e-mail.
- c. The Executive Committee, as part of its Annual Officers' meeting, shall establish the dues structure for the next year. At a minimum, this dues structure shall address the amount of annual dues, discounts (if any) and any surcharges for mailing or penalties for late renewal of membership.
- d. All officers, whether elected or appointed, shall have their dues waived as a benefit of serving the Society.
- e. The Executive Committee, by a majority vote, may waive the annual dues for individuals or groups when deemed to be in the best interests of the Society.

ARTICLE III – OFFICERS

The "ROSSICA" Society shall be administered by an Executive Committee composed of the elected Officers as defined in the Constitution.

ARTICLE IV – Terms and DUTIES of the Officers

SECTION 1: TERMS OF OFFICE.

For all elected officers, the term of service shall be three years, from 1 January of the first year to 31 December of the third, and they shall be elected by a majority vote of all Regular Members in good standing who vote in the regular or special election.

SECTION 2: PRESIDENT.

The President of the "Rossica" Society shall be the administrative head of the organization. He or she shall preside over the annual meetings of the Elected and Appointed Officers, administer the provisions of the Constitution and these By-Laws, and with the aid of the rest of the Rossica Executive Committee and appointed officers, manage the Society's affairs. He or she shall be a regular member of the Executive Committee and a member ex-officio of all Boards and other Committees (with the exception of the Balloting Committee).

In the event of death, resignation, or removal from office, the duties of the President shall be assumed by the Vice-President, who shall continue as President pro tem until either the next regular election or until a new President is chosen in a special election.

SECTION 3: VICE-PRESIDENT.

The Vice-President of the Society shall be a member of the Executive Committee. He or she shall assume all functions and duties of the President as President pro tem during the President's absence or inability to function. This can be upon notification of the officers by the President or, if he or she is unable to do so, after notification by the Board of Directors.

In the event of death, resignation, or removal from office, the duties of the Vice-President shall be assumed by the Secretary, who shall continue as Vice-President pro tem until either the next regular election or until a new Vice-President is elected at a

special election. The Secretary shall assume the role of Vice-President pro tem after the President has notified the other officers. The Secretary will continue to function as Secretary in addition to Vice-President pro tem.

SECTION 4: SECRETARY.

The Secretary of the Society shall be responsible for recording the minutes of annual meetings, presenting them at successive meetings, and recording them in the archives of the Society. He or she shall conduct the official correspondence of the Society in accordance with presidential guidelines. The Secretary shall post the minutes of the annual meeting in the next issue of the Rossica Journal immediately following the annual meeting. The Secretary shall also serve as the initial point of contact for members wishing to reach other members through the membership list.

In the event of death, resignation, or removal of the Secretary from office, the President shall convene a special meeting of the Executive Committee and they shall elect a Secretary pro tem, who shall carry out the duties and functions of this office until the next regular election.

SECTION 5: TREASURER.

The Treasurer of the Society shall have custody of the financial resources of the Society and shall conduct all financial transactions and other related functions. He or she shall keep an accurate and up-to-date record of receipts and expenditures using normal double-entry bookkeeping methods. The Treasurer shall prepare and submit a formal written and detailed report of the Society's finances for the Annual Officer's Meeting or when requested by the President. The Treasurer shall render full assistance to the Auditing Committee during an audit.

In the event of death, resignation, or removal of the Treasurer from office, the President shall convene a special meeting of the Executive Committee and they shall elect a Treasurer pro tem, who shall carry out the duties and functions of this office until the next regular election.

SECTION 6: CHAIRMAN OF THE AUDITING COMMITTEE (AUDITOR).

The Chairman of the Auditing Committee shall be regularly informed of the financial resources of the Society. He or she and the Auditing Committee shall conduct a complete audit of the treasury:

- at least once during the Treasurer's three-year term,
- whenever there is a transition from one Treasurer to another, or
- at the request of the President.

Any audits will be reported in full in the following issue of the Rossica Journal or the Bulletin.

In the event of death, resignation, or removal of the Chairman of the Auditing Committee from office, the President shall convene a special meeting of the Executive Committee and, if sufficient time remains in the term, they shall elect a Chairman pro tem of the Auditing Committee, who shall carry out the duties and functions of this office until the next regular election.

SECTION 7: LIBRARIAN.

The Librarian of the Society shall have custody of all literature collected by or donated to the Society. He or she shall be responsible for lending and recovering all Library material. The Librarian shall be responsible for obtaining material for the Library within limits established by the Executive Committee based on financial information provided by the Treasurer.

In the event of death, resignation, or removal of the Librarian from office, the President shall convene a special meeting of the Executive Committee and they shall elect a Librarian pro tem who shall carry out the duties and functions of the office until the next regular election. If relocation of the Library becomes necessary, the Society will bear all reasonable costs associated with the move.

SECTION 8: BOARD OF DIRECTORS.

The Members of the Board of Directors of the "Rossica" Society shall be three (3) in number. Their duties shall be to aid and advise the President in the general operations of the Society, and act as Trustees of the Society's resources.

They shall be responsible for the Society's assets in the event of dissolution. They shall review the application for membership of any applicant turned down, if so requested by the President. The Board of Directors can override a rejected application for membership with a unanimous vote. They shall pass upon all proposed amendments to the Constitution and only after their

approval by majority (2/3) vote can such amendments be forwarded to the President for approval and subsequently be voted upon by the general membership.

In the event of death, resignation, or removal of a Member of the Board of Directors from office, the President shall convene a special meeting of the Executive Committee, and they shall elect a replacement who shall continue in office pro tem and carry out the duties as a Member of the Board of Directors until the next regular election of the Society.

SECTION 9: Appointed Officers.

With the majority consent of the Executive Committee, the President may appoint any officers required to assist in the functioning of the Society. These officers shall be referred to as Appointed Officers. Their roles and functions will be defined at the time of appointment. At a minimum, they will be advisers to the Executive Committee on specific subjects. The Appointed Officers shall serve at the pleasure of the President, based on the current needs of the Society.

ARTICLE V - ELECTION OF OFFICERS

SECTION 1: NOMINATIONS.

The regular nominations for Officers of the Society shall be conducted during the months of April, May and June of the third year following the previous regular elections.

Officer-nomination petitions shall be circulated during these months through the Chapters or sent directly to the membership. Nominations shall be forwarded to the Secretary via regular or electronic mail.

Petitions indicating the names of candidates and the offices for which they have been nominated shall be mailed (via regular or electronic mail) to the Secretary no later than June 30th of the third year. In the event no nominations are forwarded, the incumbent officers will be asked in writing (via regular or electronic mail) by the Secretary if they will continue for another term in office.

The candidates shall then be requested to reply by regular mail to the Secretary's written notification of their nomination, indicating whether they accept or decline their nomination for the office(s) to which they have been nominated.

If they should accept, they obligate themselves to support the Society and its functions. As candidates for Rossica office, they shall submit in writing a platform on which they intend to run. This platform shall outline what the candidate proposes to do in the event he or she is elected. If this platform letter is not received by the Secretary by 1 August of the election year, the nomination shall fail. The letters from the candidates shall be included with the ballots. The platforms of the candidates shall be printed in the next official Society publication or in a special mailing to the membership.

The Secretary shall then forward the names of the candidates and the offices to which they aspire to the Balloting Committee.

SECTION 2: BALLOTING COMMITTEE AND BALLOTING PROCEDURE.

The Balloting Committee of the Society shall consist of one or two member(s) in good standing. They shall not be Officers of the Society, nor shall they be candidates for any Office. Normally, a single vote counter is all that is required with an alternate in case one is needed.

The Balloting Committee shall have the responsibility for recording the votes. The member(s) of the Balloting Committee shall be appointed by the President based on recommendations by the Board of Directors and shall be so notified by the President. The President shall designate member(s) to the Balloting Committee if the Board of Directors is unable to make a recommendation.

The Treasurer shall furnish the Balloting Committee with a list indicating the names and addresses of all Regular members in good standing via regular or electronic mail. The Treasurer shall also provide the necessary finances for the printing of the ballots and mailing costs to ensure that every member in good standing receives a ballot.

Ballots with the names of prospective candidates for office shall be electronically mailed by the Secretary during August of the third year to all Regular Members in good standing who have the capability to receive such mail, or via regular mail to all Regular Members in good standing who cannot receive electronic mail. The ballots must be returned to the Balloting Committee via electronic mail (if the Balloting Committee has the capability to receive it) or by regular mail postmarked no

later than October 15th of the same year. The Balloting Committee shall allow seven days after the close of the election to ensure that all ballots have been received.

Upon completion of the tallies, the Balloting Committee shall send a written report of the results of the election to the Secretary, who shall then make the results known to all the candidates and forward those results to both the Bulletin Editor and the Journal Editor. The report of the elections and results shall then appear in the next issue of the "Rossica" Journal or the Bulletin following the election.

After the election, the Balloting Committee shall forward the ballots to the Librarian for inclusion in the Society archives.

SECTION 3: SPECIAL ELECTIONS.

Special Elections may be called by the President or President pro tem acting with the majority approval of the remaining Elected Officers. Such officials elected in the Special Election shall hold office only until the next regular election.

ARTICLE VI – MEETINGS

As per the Constitution, the Society must hold two types of meetings a year – an Annual General Membership meeting and an Officer's Annual Meeting, and may hold a third type – Chapter meetings.

SECTION 1: INTERNATIONAL SOCIETY MEETINGS.

Meetings of the Rossica Executive Committee shall be held at least once annually or as necessary. The President shall notify the Executive Committee of the place and date of such meetings. Tele-conferencing may be used to accommodate those officers unable to attend a meeting.

In the event it is impossible to convene such meetings due to long distances, natural disasters or other reasons, the President or President pro tem shall conduct the Officers' meeting via regular or electronic mail (email).

In all matters requiring a vote during such meetings or special meetings, no motion may be passed without a quorum of five (5) or more officers.

Participation in these meetings is required for all elected and appointed officers. The President may excuse any officer from attending if the situation warrants and the officer notifies the President in writing or by email.

SECTION 2: CHAPTER MEETINGS.

Chapters may hold as many or as few meetings as they wish, but such meetings shall be called by the Chairman of the Chapter. The Chapter Secretary or member acting as Chapter Secretary shall keep the minutes of such meetings, as a matter of record, if desired by the Chairman of the Chapter.

ARTICLE VII – CHAPTERS

Chapters of the "Rossica" Society of Russian Philately may be established as per the Constitution.

SECTION 1: ELECTIONS AND OFFICERS.

Such Chapters may use any name including "Rossica" so long as they are governed by the Constitution and conform to it.

Members of these Chapters shall elect from among their own group three (3) Chapter Officers, namely: Chairman, Secretary and Treasurer.

The Chairman shall preside over all Chapter meetings, be responsible for all functions of the Chapter, and represent the Society in his or her area or community.

The Secretary shall keep all records involving the Chapter, including all official communications.

The Treasurer shall be responsible for all finances and financial transactions of the Chapter, and keep an accurate record thereof.

SECTION 2: TERMS OF OFFICE.

The terms of office for the Chapter Chairman, Chapter Secretary, and Chapter Treasurer shall be fixed by the members of the particular Chapter. Such terms of office shall not prevent those officers from being re-nominated and reelected for more than one (1) term at the expiration of the previous term of office.

SECTION 3: Chapters may establish and maintain libraries for the interest and welfare of their members.

SECTION 4: DUES.

Chapters shall be empowered to establish local dues for their members. Such dues shall in no event be higher in amount than the dues established by the International Society as annual dues.

All such dues and funds derived from any source by the Chapters shall be the property of the Chapters and shall be expended only in the interest of the Chapters and the Chapters' membership.

SECTION 5: REVOCATION OF ROSSICA AFFILIATION.

The affiliation of any Chapter with Rossica and its right to use the word "Rossica" as part of its name may be revoked on thirty (30) days written notice from the Secretary of the Society, when in the opinion of a two-thirds majority of the elected officers, based on the recommendations of the Board of Directors, the activities of that Chapter are considered to be detrimental to the best interests of the Society.

SECTION 6: DISBANDMENT.

When a Chapter disbands or dissolves, any and all records, funds, and properties shall be transferred to the Society by a Chapter officer. The Society shall act as trustee of such property and shall return same to such Chapter if and when it is reactivated. If the Chapter is not reactivated within six years, the Society may use such assets as it deems fit and proper.

ARTICLE VIII – OFFICIAL PUBLICATIONS

The regular publications of the Rossica Society as defined in the Constitution shall be managed by the following Appointed Officers as follows:

SECTION 1: Journal Editor.

The Rossica Journal shall be published under the overall supervision of a Journal Editor appointed by the President. (An Elected Officer may simultaneously serve as Journal Editor.) The Journal Editor in turn may appoint an Editorial Board consisting of however many members of the Society he or she deems necessary to aid in preparing successive issues of the publication.

SECTION 2: Bulletin Editor.

The Bulletin shall be published under the overall supervision of a Bulletin Editor appointed by the President. The Bulletin Editor in turn may appoint such members of the Society as he or she deems necessary to aid in preparing successive issues of the publication. The Bulletin should be published between Journal issues when possible. The Journal and Bulletin Editors shall coordinate this effort with the approval of the President.

SECTION 3: JOURNALS AND BULLETINS TO THE MEMBERSHIP.

All Regular, Honorary, and Tentative Members of the Society in good standing shall be entitled to receive one copy (electronic or paper) of each issue of the Journal and the Bulletin as part of their membership dues. The Executive Committee, in coordination with the Editor, shall establish such rates as necessary to cover the costs of publication and mailing copies to the members.

SECTION 4: COMPLIMENTARY COPIES.

The President may at his or her discretion direct the Editor to issue copies of the Journal and/or the Bulletin free of cost to other philatelic societies, clubs, or individuals that wish to use it for their libraries or for research work being done by their members, or as a goodwill gesture.

SECTION 5: LITERATURE COMPETITIONS.

The Editor may enter the Journal together with the Bulletin in the literature competition of any national or international philatelic exhibition after coordination with the President and Treasurer.

ARTICLE IX – APPEALS AND GRIEVANCES

SECTION 1: DISCIPLINING OR EXPULSION FROM THE SOCIETY.

When a complaint is sent to an Officer from an outside individual or organization concerning any member (Officers included) who obtains stamps or other material from an individual or organization outside of Rossica and does not promptly pay for same or return them, or sells material that is not as advertised and fails to make restitution, or who uses the Society's reputation to obtain credit without promptly paying for that material, the member may be subject to discipline or expulsion from the Society as provided for in this Article. However, there shall be no disciplining or expulsion of any member until he or she has had a fair and open hearing, should such be requested by the member involved.

SECTION 2: GROUNDS FOR DISCIPLINING OR EXPULSION.

Actions or inactions that could lead to expulsion from the Society consist of, but are not limited to, the following:

- Sending a check that does not clear the bank and failing to make restitution.
- Failure to respond to official correspondence.
- Failure to make good on a philatelic debt.
- Openly demeaning the Society or undermining it.
- Copyright violations.
- Knowingly engaging in the production and/or distribution of faked or forged items and failing to identify them as such.
- Unauthorized distribution of Rossica confidential information (e.g., the membership list or elements thereof and passwords for downloads of Rossica publications by electronic means).

SECTION 3: COMPLAINT PROCEDURE.

Any member of the Society who is personally aggrieved by any action of any other member may complain about such actions or appeal for redress by notifying the Secretary in writing. The Secretary shall then notify the President, Vice-President and Board of Directors of the complaint. All complaints, appeals and grievances shall be investigated as quickly as possible. The Board of Directors shall investigate the issue and report its findings and recommendations to the President for final resolution. The President, taking into consideration the Board's recommendations, may issue a warning to the individual. If a majority of the Board and the President feel that expulsion is warranted, the matter shall be put to the entire Executive Committee as a Trial Board, as outlined in Sections 5 and 6 below, with a 5-4 or greater majority being sufficient to expel the individual from the Society. Should further action be required to resolve an issue, the President may direct the Secretary to file a complaint with the APS, ASDA or other organizations, if the individual is a member of those.

SECTION 4: WARNING LETTERS.

Incidents that could lead to a warning letter consist of, but are not limited to, the following:

- All actions listed above.
- Expulsion by the APS or any other philatelic society for actions unbecoming a member,
- such as not responding to correspondence or failure to settle a philatelic debt.
- Complaints involving philatelic disputes filed against individuals.

SECTION 5: CHARGES AGAINST OFFICERS.

Charges lodged against any Elected Officer for violation of any Article of the Constitution or By-Laws of the Society shall be tried by a Trial Board, which shall consist of all Elected Officers other than the officer charged, and in the event one officer brings charges against another officer, neither of those two officers shall sit on the Trial Board.

The Trial Board shall receive a written copy of the charges, and upon hearing any defenses thereto or explanation thereof, the Trial Board shall make its decision and fix such penalties as the particular case may warrant.

In the event charges are brought against the President of the Society, the Trial Board shall consist of the Executive Committee minus the President and any officer who may bring charges against him or her. After hearing said charges and any defenses thereto or explanation thereof, they shall make their decision known to the membership. Any penalty or expulsion shall require a two-thirds vote by the Trial Board. In the event that the President has been charged, the Vice President shall function as President pro tem. The Elected and Appointed Officers shall then take proper action to safeguard the interests of the Society. The President shall not be considered a member ex-officio of this special Trial Board nor shall he or she have the power or authority to interfere with the Trial Board in rendering its decision.

SECTION 6: CHARGES AGAINST MEMBERS.

If charges are filed against any member other than an Officer for violation of any Article of this Constitution, the Secretary shall so inform that member, and the member may request a trial. The member shall notify the Secretary of his or her intent, whereupon the Secretary shall inform the President, who shall in turn form the Trial Board.

If the seriousness of the violation in question does not rise to the level of expulsion, the Trial Board shall consist of the Board of Directors only. If expulsion is to be considered, the Trial Board shall consist of all Elected Officers.

The Trial Board shall receive a written copy of the charges, and upon hearing any defenses thereto or explanation thereof, the Trial Board shall make its decision and fix such penalties as the particular case may warrant. For penalties short of expulsion, a 2-1 majority of the Board of Directors is required; for expulsion, a majority vote of the Executive Committee shall be required.

ARTICLE X – FINANCES

SECTION 1: INCOME.

All checks to the Society shall be made out to “The Rossica Society” or “The Rossica Society of Russian Philately” or “Rossica” and not in the name of any individual member or Officer. All monies paid to or received by the Society are to be kept in a bank or credit union account in the name of the Society. Withdrawals other than by check (e.g., by withdrawal slip) can only be effected with the signatures of any two of the following three Elected Officers: (1) President, (2) Vice President and (3) Treasurer.

SECTION 2: DISBURSEMENTS.

Disbursements can be made only after the Treasurer has received a properly completed voucher form or receipts from the requester. All requests are to be made in writing and signed by the person who is to receive the money prior to being submitted for payment.

ARTICLE XI—AMENDMENTS

These By-Laws may be amended as follows:

- a. Proposed amendments may be submitted in writing to the Secretary.
- b. Such proposed amendments shall be passed on to the Executive Committee for study.
- c. After consideration, the Executive Committee shall vote on whether to recommend the By-Laws change to the membership at the annual meeting.
- d. The proposed changes to the By-Laws shall be published in either the Journal or Bulletin that is published at least 45 days before the next general meeting of the Society.
- e. The amendments must receive the affirmative vote of at least two-thirds (2/3) of the Regular members in good standing attending the general meeting in order to be added to the By-Laws.