

TIDEWATER COIN & RELIC CLUB (TCRC)

Bylaws

ARTICLE I: Name

The name of this non-profit organization, hereafter referred to as TCRC, shall be the **Tidewater Coin & Relic Club**. The date of origin of the club is unknown. It operates in the spirit of a tax-exempt 501(c)(7) organization.

ARTICLE II: Objective and Purpose

The purpose of this club shall be to:

- 1: Preserve the hobby of metal detecting.
- 2: Encourage members to work responsibly within the code of metal detecting conduct (ethic).
- 3: Foster a spirit of co-operation between museums, archaeologists, and historical research societies.
- 4: Provide training to new non-experienced members.
- 5: Promote and encourage the hobby of recreational metal detecting.
- 6: Provide members with a wide range of hobby related activities.
- 7: Provide a monthly meeting for all members.
- 8: Be of service to the community, including law enforcement agencies and historical societies.
- 9: Lobby for or against any pending legislation that would affect our hobby.
- 10: Preserve our national heritage and protect our environment.

ARTICLE III: Membership and Dues

Membership. There are two (2) types of club memberships.

1) Individual membership shall be available to any person with interest in the objective and purpose as stated in these by-laws and who asserts that they own a metal detector. Membership is open to anyone 18 years or older. Anyone under the age of 18 may be granted membership under the family membership. All regular members and family members age 18 and above shall have one vote each at meetings of the general membership. All regular members and family

members age 18 and above shall be eligible to hold office on the Board of Directors, or to chair or serve on committees within the club.

2) Family membership shall be available to any person and his/her family interested in the objective and purpose as stated in these by-laws. Family members under the age of 18 may not vote or hold an office on the Board of Directors. All family members under the age of 18 must be accompanied by an adult member at all club functions.

Dues.

A. Membership is established by payment of dues. Annual dues for memberships shall be determined by the club Officers and voted on by the membership at the annual meeting.

B. Dues are for the calendar year and shall be at such a rate as established by vote of membership. The amount of the dues shall be reviewed as new business at the regular September meeting. The discussed and established amounts shall pass a vote of at least fifty percent of the membership present at that meeting. The meeting minutes will be the matter of record of the approved dues amounts. Renewal of dues by current members shall be completed by the first official meeting of the new year for the next full calendar year. Annual dues shall be applied to each year beginning with January 1st and ending with December 31st.

C. New members are defined as those that were not club members of the previous year. New members joining during the first three quarters of the year shall pay dues prorated for the remaining number of months of the year in which they join. New members joining during the last quarter of the year shall pay dues prorated for that quarter plus full dues for the following year.

D. All members are encouraged to serve on committees and should conduct themselves in a responsible and respectable manner.

E. No other fees or assessments shall be charged to members of the club except in extreme circumstances. Should this unlikely event occur, the following conditions must be met:

1. There must be a clear, obvious need for additional funds.
2. This need shall be presented to the entire membership at a regular scheduled meeting of the general membership.
3. On the day following the meeting, all members will be notified by a

statement from the President, detailing the need for additional funds.

4. Any change must be approved by a two-thirds (2/3) vote of the membership in attendance at the next scheduled general membership meeting.

ARTICLE IV: Duties of Officers and Elections

A Board of Directors consisting of a President, Vice President, Secretary, Treasurer, and Public Relations Officer shall be elected by the general membership annually. One additional member-at-large shall be appointed by the President. They shall be assisted by the past President. The past President has no vote at the Board of Directors meeting. The officers of the TCRC shall be:

1) President: The President must set aside his time to provide the necessary leadership for club meetings. Leadership is getting members involved, delegating responsibilities, and requiring general meeting participation by all appointees and volunteers in their respective roles. The President that is elected shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Preside over all meetings of the general membership, and of the Board of Directors.
3. Be responsible to the entire club membership for all organized club activities.
4. Call meetings of the Board of Directors at any time in order to conduct club business.
5. Vote at meetings of the general membership only in the case of a tie vote.
6. Be a voting member of the Board of Directors.
7. Be authorized to co-sign checks drawn upon the club treasury.
8. Investigate all reports of complaints against members of the TCRC and report to the Board of Directors. For this purpose, it is recommended that the President select a staff of assistants from the general members who live in, and are familiar with the various geographic parts of the cities of Hampton, Newport News, Chesapeake, Norfolk, Portsmouth, Suffolk, and Virginia Beach, hereafter referred to as 'Hampton Roads.'
9. Ensure that meeting minutes are published monthly.

2) Vice President; The Vice President will conduct the club meeting in the absence of the President and will take responsibility for tasks assigned as by the President. The Vice President shall assist committees in the carrying out of their functions and shall coordinate the monthly program/speaker for the club meetings. The Vice President that is elected shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Preside at meetings in the absence of the President.
3. Plan, coordinate, and recruit committee members as required to attend to club business.
4. Be a voting member of the Board of Directors.
5. Be authorized to co-sign checks drawn on the club treasury.
6. Be responsible for securing a facility for monthly club meetings.
7. Shall organize the Finds of the Month Competition.

3) Secretary; The Secretary shall keep detailed minutes of all board and general meetings for future reference and for board action. The Secretary shall have the power to organize and manage a telephone notifying committee, review all Club correspondence, coordinate responses as needed and maintain a file of Club correspondence. The Secretary that is elected shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Keep and maintain minutes of all club meetings.
3. Keep and maintain the monthly club meeting attendance record.
4. Keep and maintain the monthly Finds of the Month competition scores.
5. Maintain all other records of the club except those specifically associated with the treasury.
6. Be a voting member of the Board of Directors.
7. Maintain a roster of the club officers and members and contact information for each.
8. Maintain up-to-date copies of the club by-laws.
9. Be authorized to co-sign checks drawn on the club treasury.
10. Prepare the record of the previous meeting minutes for review at the next monthly meeting.
11. Organize and maintain all correspondence and records for year-end or other audit as required.

4) Treasurer; The Treasurer must handle all revenues and expenses, provide detailed monthly reports, year end summary analysis, handle all tax matters and provide the club with an analysis for managing membership dues. The Treasurer or President shall write and sign all checks. A Treasurer that is elected shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Establish and/or maintain a checking account in the name of the club. A bank of his/her choice may be selected.
3. Collect all monies due and payable to the club and maintain records of all disbursement of club funds.
4. Prepare a monthly financial statement for presentation at the regularly scheduled monthly meeting of the general membership.
5. Be a voting member of the Board of Directors.
6. Be authorized to co-sign checks drawn on the club treasury.
7. Organize and maintain all records for year-end or other audits as required.

5) Public Relations Officer; A Public Relations Officer that is elected shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Maintain contact with the public officials of the Tidewater Area, preparing news releases of club activities, and be responsible for all matters of public interest.
3. Maintain a clipping file containing those items of general interest to club members.
4. Be a voting member of the Board of Directors.
5. Perform all correspondence with persons or activities external to the club as directed by the general membership.

6) Member at Large; A Member at Large is selected by the President and shall have the following requirements and general duties:

1. Be a regular, paid-up club member.
2. Be a voting member of the Board of Directors.
3. Perform miscellaneous duties as necessary or as requested in support of the Club. **Nominations and Elections:**

A. A nominating committee shall be appointed by the President no later than the

September meeting of the general membership. It shall be the duty of this committee to nominate candidates for the offices to be filled for the new term. Their nominations shall be made at the October meeting of the general membership. Additional nominations will be accepted from the floor at the October meeting. All names placed in nomination must have prior approval from the nominee as to willingness to serve.

B. The officers shall be elected at the November meeting by (ballot, voice or show of hands) to serve for no greater than two years. The new Board of Directors shall be installed and take office at the meeting of the general membership in the month of January. If only one eligible candidate has consented to serve that candidate shall be elected by acclamation. Two or three of the five officers should be elected each year i.e. (President & Treasurer one year, Vice President, Secretary & Public Relations Officer the next year).

C. No member shall hold more than one elected office at a time.

D. Board officers shall have no restrictions on the number of consecutive terms they serve.

E. After holding a one year club membership, any individual with a paid membership shall be eligible to run for any elective position.

F. Should a position become vacant during the year, the membership shall be notified that there will be a special election at the next general membership meeting to elect and fill the vacant position. A simple majority vote from the members in attendance at an election meeting shall elect that nominee to office.

ARTICLE V: Meetings

A. The regular meeting of the TCRC shall be held on the second Tuesday of each month from January to December inclusive unless otherwise ordered by the club. Exact meeting time, date and location will be announced at the end of each individual monthly meeting and any changes to that announced time and place will be updated to members via email in addition to being posted on the Club website.

B. The regular meeting in September shall be known as the annual meeting and shall be for the purpose of selecting the committee to nominate candidates,

determine the membership fee, receive reports of officers and committee chairpersons, and for any other annual business that may arise.

C. A minimum of twenty-five percent (25%) of the members present at a meeting shall constitute a quorum. This is based on the assumption that two (2) officers are present plus twenty-five percent (25%) paid membership. Official business at periodic meetings may only be accomplished if a quorum is established.

ARTICLE VI: Executive Board

A. The officers of the TCRC shall constitute the Executive Board.

B. The elected officers of the club shall be President, Vice president, Secretary, Treasurer, Public Relations Officer and Member at Large. This constitutes the board of directors. The board may invite select committee chairpersons or volunteers to a board meeting: however, they will have no voting powers.

C. The Executive Board shall have general supervision responsibility of the club affairs between its business meetings, make recommendations to the club, and shall perform such other duties as specified in these bylaws.

D. Unless otherwise ordered by the Board, there will be regular monthly meetings during the calendar year. Special meetings of the Board may be called by the President or can be called upon the written request of three members of the Board.

ARTICLE VII: Committees and Volunteers

Note: The club will meet to determine the number of committees it would need to function during the calendar year. Usually there are two types of committees:

A. Standing - committees that would function on a yearly basis and year to year, and

B. Ad hoc - committees that would function for one (1 or 2) meetings and disband after the function is completed.

The Standing Committee and volunteers may include any on the following list.

- 1) *Community Liaison*: person or persons who interface with public officials (Parks, Law Enforcement, News Outlets, etc) on the club's behalf;
- 2) *Curator*: person responsible for acquiring club prizes for raffle & hunts;
- 3) *Evidence Recovery*: person responsible for having a team in place to provide assistance to law enforcement;
- 4) *Historian*: an individual who archives important event information for future club milestone celebrations;
- 5) *Hospitality Chairperson*: a individual who greets visitors at club meeting, handles introductions and does follow-up with visitors after the meeting;
- 6) *Hunt Master*: individual responsible for all the club's planted & unplanted hunts;
- 7) *Legislation Liaison*: an individual that informs the club about any legislation issue either national, state, or at the local level and recommends a form of action for the club;
- 8) *Librarian*: provides storage and displays & signs out the club's books and videos;
- 9) *Manufacturers Representative*: interfaces with equipment mfr. and keeps the members informed of new offerings;
- 10) *Membership Chairperson*: handles membership registration;
- 12) *National Organization Liaison*: contact to & from a national hobby association;
- 13) *Newsletter Editor*: generates & distributes the club monthly newsletter;
- 14) *Photographer*: records clubs activities by taking photos for the newsletter editor and web-site editor;
- 15) *Program Director*: coordinates all club programs (raffles, drawings, hunts), develops speaker programs and works with other appointees & volunteers on special club programs;
- 16) *Raffle Chairperson*: handles all aspects of the club raffle;
- 17) *Refreshments*: provides the club's meeting refreshments;
- 18) *Web-site Editor*: designs and maintains the club web-site;
- 19) *Finds of the Month Chairperson*: an individual who manages the club's show and tell portion of the meeting; and
- 20) *Diamond & Gold Tester*: an individual who has the expertise & tools to evaluate gold & diamonds for members.

ARTICLE VIII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the TCRC 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 club may adopt.

The order of business for meetings:

- 1) Call meeting to order
- 2) Introduce Officers and Chairpersons present
- 3) Introduction of guests;
- 4) Reading of minutes;
- 5) Treasurer's report;
- 6) Committee Chairperson and Volunteer reports
- 7) Unfinished and old business;
- 8) New business;
- 9) Find and Returns;
- 10) Finds of the Month judging concurrent with meeting break; 11) Finds of the Month winners;
- 12) Speaker or Program;
- 13) Coin raffle;
- 14) Announce next meeting; and
- 15) Adjourn meeting.

ARTICLE IX: Club Liability

A. While Club officers shall attempt to point out some hazards of various outings, it shall be a foregone conclusion that all dangers cannot be foreseen and therefore each member shall assume the responsibility for known and unknown dangers for himself, his family and his property.

B. In case of loss or injury of any kind to any member or his / her family while at a club meeting, field trip, or any other event involving the club said member agrees NOT to hold the club responsible in any way.

C. All members must be responsible for the well being and safety of their own persons and property.

D. Members with children shall be fully responsible for their safety

and well being.

ARTICLE X: Bylaws, General

A. The Club By-Laws shall be clearly posted and made readily viewable on the Club web site. Only versions of the Club By-Laws that are posted on the Club website are to be accepted as valid.

B. The Club By-Laws that are posted on the club website are the most current versions, voiding all other versions of the Club By-Laws.

C. This revision of the Club By-Laws supersedes all other versions. All previous versions of this document are null and void. The information contained in this document is to be recognized as active on July 13, 2022 as voted on by the members of the Tidewater Coin and Relic Club.

D. The Club By-Laws shall be referred to for additional guidance as a means of resolution should a concern, need or means of conflict resolution arise that is not covered in the Finds of the Month Rules.

E. The Club By-Laws were extensively re-written in May 2022. This statement is for information only.

ARTICLE XI: Amendment of Bylaws

These by-laws shall be reviewed annually by the Board of Directors and changes, as needed, may be made as follows:

A. The Board of Directors or any member desiring to amend the by-laws shall present in writing the proposed change(s) at a regular scheduled meeting of the general membership.

B. On the day following the meeting, a copy of the proposed changes will be sent to the entire membership for consideration. All members must be notified in writing or via email of the proposed change(s) and the date of voting relating to the change(s).

C. The bylaws may be amended at any regular meeting of the club by a two-third (2/3) vote of the members present, provided that the amendment has

been submitted in writing at the previous regular meeting. Additionally a quorum must be met.

ARTICLE XII: Finds of the Month, General

A. The Finds of the Month Rules that are posted on the club website are the most current version, voiding all other versions of the Club Finds of the Month Rules.

B. Only versions of the Finds of the Month Rules that are posted on the Club website are to be accepted as valid.

C. The Finds of the Month competition shall be overseen by the Vice President in a non-voting capacity.

D. Finds of the Month is a friendly spirited competition that promotes and encourages members to show off their best finds made since the previous month's Club meeting, while metal detecting. In the event that a member misses the previous month's meeting, his finds made earlier than that of the previous Club meeting, are not eligible for current competition. Ethics and honesty shall be displayed by all members entering this competition. Separate rules and prizes are specified in the separate free-standing document Finds of the Month Competition Rules that is posted on the Club website.

E. The decisions of the individual monthly judges of the Finds of the Month competition are final. This is in the spirit of the amateur status and individual's personal decision of each judge and shall not be challenged. Individuals volunteering or selected for monthly judging shall not judge a category in which he or she has an item entered. A fourth back-up judge shall be pre-selected in preparation for this occurrence. In the event of any judging confusion or interpretation of rules etc., only the Vice President may be consulted for advice. In the case of indecision, the Vice President's decision governs.

ARTICLE XIII: Endorsements

A. Official endorsements of commercial products or other commercial enterprises will not be permitted by either the TCRC, or by any individual member of the club acting on behalf of the club.

ARTICLE XIV: Voluntary Contributions

Should any individual, group, organization, or company desire to make a voluntary contribution to the treasury, the following rules shall apply:

1. No single contribution shall exceed \$200 (two hundred dollars) in cash, or have a cash value that exceeds that amount.
2. Cumulative contributions that would exceed a cash value of \$200 (two hundred dollars) in any calendar year will not be accepted from any individual, group, organization, or company.
3. An exception to the above will be permitted only in case of donated prizes for the official club contests. Any prizes accepted, regardless of value, which are not awarded during the course of the contest for which they were donated, must be returned to the donor.

ARTICLE XV: Accounting and Audit

A. The Treasurer will provide a brief financial statement at each regularly scheduled meeting. Account balances shall not be included in the minutes but should be held as a matter of record by the Treasurer.

B. The Treasurer shall be audited on an annual basis immediately following the election of officers. All club funds will be frozen at the time of audit, and will remain frozen until acceptance of the treasury and its records by the Treasurer-elect. A report of the audit will be presented at the first meeting of the general membership over which the new officers preside.

C. For the purpose of the annual audit, the President-elect shall appoint a Board of Audit from the general membership. Following the audit and upon acceptance of the treasury and its records by the Treasurer-elect, the Board of Audit will be dismissed.

ARTICLE XVI: Obligations and Disbursements

A. No individual member of the club shall in any manner obligate funds belonging to the general treasury of the club unless a duly elected officer, or has specific authorization for such obligation.

B. The Treasurer shall be notified immediately upon obligation of any club funds.

C. All bills or other legitimate demands upon the club treasury shall be presented to the Treasurer for payment and must be supported by a receipt. None shall be allowed to fall delinquent.

D. No persons other than the Treasurer, President, Vice President, and Secretary shall have access to the club bank account.

E. No disbursement shall be made in excess of available funds.

F. All funds drawn upon the general treasury shall be signed or approved by two of the following officers: President, Vice President, Secretary, or Treasurer.

ARTICLE XVII: Field Trips and Club Activities

Associate members of the club must provide written parental consent for each field trip or other formally organized club activity outside the Tidewater Area if their parent or legal guardian does not accompany them.

For other than formally organized club activities, regular members are encouraged to take an associate member when going treasure hunting, but are cautioned to obtain parental consent prior to the transporting of any minor club member.

TCRC will not be responsible for any property damage or bodily harm incurred at any organized club function.

ARTICLE XVIII: Club Member-Only, Open Hunts and Fundraisers

A. The club shall make every effort to hold an official, club-sponsored members-only hunt once a year.

B. The members-only hunt is a reward afforded to club members for dedicated participation and support of the club and by especially being present at the monthly meetings. For previous year members to be eligible to participate in the hunt, their membership dues must be paid as specified in Article III, the first official meeting of the new year. Attendance in the spirit of supporting the club at a minimum of two meetings in the current calendar year prior to the member-only hunt is required. Previous year Club members not meeting these two requirements shall pay a double entry fee in order to participate in the members-only hunt.

C. New members for purposes of the member-only hunt are those that were not club members of the previous year. Normal membership dues and club-only hunt fees apply.

D. A 'Hunt Master' chairperson shall be appointed by the President for each such hunt. It shall be the chairperson's job to coordinate approval of the budget, prizes, planning, and activities of the hunt.

E. Budget funds from the club treasury, used to procure prizes and other items for the hunt, shall be approved at a meeting of the general membership.

F. The date of the hunt shall be announced at least 3 meetings prior to the hunt.

G. Entry fees, event raffle proceeds, and a record of all associated expenditures shall be provided to the Treasurer.

H. Prizes donated for such a hunt shall be treated in accordance with those rules set down in the Voluntary Contributions section of these by-laws.

I. Additional funds may be raised by raffles, auctions, etc. at the regularly scheduled meetings of the general membership and special events of the club.

ARTICLE XIX: Dissolution

A. The club may be dissolved only by a majority vote of the membership at a scheduled meeting after all members have been notified in writing of this intent including proposed disposal of assets.

B. In event of dissolution of the club, the club's assets shall be disposed of to a charitable organization in accordance with the wishes of the majority of the membership and the laws of the state of Virginia relating to non-profit organizations.

Tidewater Coin and Relic Club By-Laws Approving Signatures

_____/_____

Club President / Date

_____/_____

Club Vice President / Date

_____/_____

Club Secretary / Date

_____/_____

Club Treasurer / Date

_____/_____

Club Public Relations Officer / Date

Founding Date: June 9, 2022

Adopted Date: Proposed for Vote at the July 13, 2022 meeting

Revision Date _____

Revision Date _____

Revision Date _____

Revision Date _____

