

NORTHWEST FEDERATION OF STAMP CLUBS - BYLAWS

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ARTICLE I. MEMBERSHIP

Section 1. Application for Membership

- a. Applications for membership may be submitted at any time. An organization applying for membership agrees that it will abide by the Constitution and Bylaws of the Northwest Federation of Stamp Clubs.
- b. Application Forms may be obtained from the Executive Secretary. A copy of the Federation's Constitution and Bylaws will accompany each application form. The Application Form will include an Annual Report Form plus the organization's profile.
- c. Applications for membership shall be accompanied by payment of Federation dues in U.S. funds or the Canadian equivalent.

Section 2. Review and Approval of Application

- a. The Executive Secretary shall review the application for completeness and for receipt of dues. Notice of the application shall be published in the next issue of *The Federated Philatelist*, the Federation journal.
- b. The Board of Directors shall then review the application within thirty (30) days after publication. Its decision shall be final.

Section 3. Resignation from Membership

- a. A member organization may resign from the Federation at any time by notifying the Executive Secretary.

Section 4. Termination of Membership

- a. Membership in the Federation will be terminated for non-payment of dues, or non-submittal of Annual Report after July 1st.
- b. Official notification of such pending action will be sent to the member organization by the Executive Secretary.

Section 5. Reinstatement

- a. Reinstatement of membership after termination for any reason, including resignation, shall be only by application as a new member.

ARTICLE II. DUES AND ANNUAL REPORT

Section 1. Dues Payment

- a. Annual dues shall be:
 1. For a fiscal year.
 2. Due and payable on January 1st for the ensuing year.
 3. Considered delinquent if unpaid by April 1st.
- b. Annual dues shall be determined by the Board of Directors and published in *The Federated Philatelist*. The dues include a subscription to the Federation's journal, *The Federated Philatelist*.
- c. Dues for new member applications submitted:
 1. Before July 1st shall be the full year's dues.
 2. After July 1st shall be one-half of the full year's dues.

Section 2. Annual Report

- a. The Annual Report shall include contact information for the organization's President, Treasurer, Newsletter Editor, and Federation Representative. This shall be prepared by the Executive Secretary and distributed to the members along with the announcement and agenda of the Annual General Meeting.
- b. The Annual Report to the Federation for each member organization shall be considered delinquent if not received by April 1st.

Section 3. Delinquency

- a. Member organizations delinquent with dues or Annual Report shall not be entitled to vote, either through a representative or by proxy, at the Annual General Meeting, or at other Special Meetings, or by mail ballot.

ARTTICLE III. MEMBER RESPONSIBILITIES

Section 1. Organization Contact

- a. Each member organization shall designate one person to be the organization's contact with the Federation. That person, the Federation Representative, as well as the President, Treasurer, and Newsletter Editor will receive by email all official NWFSC correspondence including dues notices and mail ballots.
- b. The official contact in the NWFSC for a member shall be the Federation Executive Secretary. Dues shall be paid directly to the Federation Treasurer.
- c. Correspondence relating to specific areas (e.g., judging, youth activities) should be addressed to the appropriate Director, Officer, or Committee Chair.

Section 2. Organization Responsibilities

- a. Pay NWFSC dues and file an Annual Report promptly (by April 1st), support the Federation's annual exhibition (PIPEX), and reply to official correspondence in a timely manner.
- b. Keep the Federation informed of significant changes in the organization, especially changes in the names and addresses of the positions requested in the Annual Report.
- c. Keep the Federation informed of stamp shows sponsored by the member organization.
- d. Send copies of the organization's bulletin or newsletter to (1) the Editor of *The Federated Philatelist*, and (2) the Executive Secretary.

Section 3. Representation at Federation Meetings

- a. Any one of the President, Treasurer, Newsletter Editor, or Federation Representative may be the organization's representative to vote at the annual meeting.
 1. The primary function is to represent the organization at Federation meetings.
 2. No person (except as noted in Article III, Section 3.a.3) shall represent more than one organization; notwithstanding, a person may be a proxy for up to two other organizations.
 3. Federation Directors and Officers may also represent a member organization of the Federation in addition to their position on the Federation Board. Directors may also hold up to four proxy votes for other organizations.
 4. In order to vote, each representative must be registered with the Federation either through the Annual Report, or by letter to the Executive Secretary.
- b. Any of those listed in the Annual Report shall be permitted to represent the organization at any meeting of the Federation.
- c. If no member of a member organization is able to attend the Annual General Meeting or other Special Meeting, the organization shall then be permitted to designate another member or a member of another organization to act as its Proxy Representative and to carry its proxy vote.
 1. Such designation shall be made in writing to the Executive Secretary and signed by a person listed on the Annual Report.
 2. Except as noted in Article III, Section 3.a.3, no person may vote more than two proxy votes (e.g., a person carrying two proxies shall be entitled to have up to three votes).

Section 4. Responsibilities of representatives

- a. An organization's representative shall:
 1. Act for and represent the member organization at any meeting of the Federation.
 2. Report back to the member organization on the activities and concerns of the Federation and of other members that arise from the Annual General Meeting or Special Meeting.
 3. Promote active participation of the member organization and of its members in the activities of the Federation including, but not limited to, involvement in Federation committees and in the Federation's annual exhibition (PIPEX).
 4. Respond to requests of Federation officers, committees, or members for information, opinions, or positions on specific issues and other matters of concern to the Federation or its members.
- b. Representatives shall sign in at the commencement of every meeting. They shall indicate the member organization that they represent and the organizations for which they hold proxies, submitting the signed proxy for the records of the Executive Secretary.

ARTICLE IV. ADMINISTRATION

Section 1. Structure

- a. The Northwest Federation of Stamp Clubs will be governed and managed by:
 1. An elected Board of Directors,
 2. Elected Officers, namely an Executive Secretary, Chair of the Board, and a Treasurer.
 3. Committee chairs as appointed by the Board of Directors.
 4. Committee members as appointed by the Board of Directors or by the committee chair.

Section 2. Directors, Officers, and Committee Members

- a. Directors, Officers, and Committee members must belong to a member organization.
- b. Directors, Officers, and Committee members must be residents of the geographical area of the Federation.
- c. Directors, Officers, and Committee members whose status changes due to the loss of membership by their organization may serve out their term, not to exceed a period of two years.
- d. Individuals elected to office at the Annual General Meeting shall start their term of office immediately following the PIPEX Show, and serve their term through the appropriate ensuing PIPEX Show. Those appointed to fill unfinished terms of elected offices shall serve the remainder of the original term.
- e. Committee members appointed to office by the Board of Directors shall start their term of office immediately. They shall serve indefinitely unless the Board of Directors specifies a finite term.
- f. Any Director, Officer, or Committee member, elected or appointed, may be removed from office by a majority vote of all of the members of the Board of Directors for any of the following reasons:
 1. Actions that adversely affect the Federation or its members.
 2. Conflict with the best interests of the Federation or its members.
 3. Misappropriation of Federation funds.

Section 3. Financial

- a. The fiscal year of the Federation shall begin on the first day of January in each year.
- b. The Federation will operate as a non-profit organization in that no part of Federation funds or other assets shall accrue to the personal benefit of any of its individual members or its officers.
- c. The Federation will maintain both American and Canadian bank accounts to minimize the impact of its dual-country status.
- d. All Treasurer's reports will be complete with all accounts and shall be presented in both US funds and Canadian funds.
- e. Each fiscal year's Treasurer's report will be audited, as directed by the Board.

ARTICLE V. MEETINGS

Section 1. Annual General Meeting

- a. The Annual General Meeting of the Representatives shall be held during PIPEX. The meeting shall:

1. Follow an agenda organized by the Executive Secretary.
 2. Be conducted by the Chair of the Board of Directors or his/her designated replacement.
 3. Be open as a courtesy to all members of member organizations, their guests, and other visitors.
- b. The recording secretary of the Board of Directors, or a replacement, shall be the secretary of the annual General Meeting.
- c. The purpose of the Annual General Meeting shall be to allow member organizations to:
1. Review the state of affairs of the Federation.
 2. Review the prior year's activities.
 3. Review the Federation's finances.
 4. Make input into the affairs of the Federation.
 5. Elect Directors and Officers.
- d. Nominations must be solicited for all expiring positions.
1. All nominations shall be submitted to the Executive Secretary or to the Chair of the Nominations Committee at least ninety (90) days prior to the Annual General Meeting. Nominations may be made by:
 - a) Member organizations.
 - b) Individual Directors.
 - c) The Nominations Committee.
 2. At least sixty (60) days prior to the Annual General Meeting, the Nominations Committee shall review the qualifications of the nominees and ascertain their willingness to serve.
 3. Nominations may be made at the Annual General Meeting provided that the candidate has indicated in writing a willingness to serve.
- e. Preparations for the Annual General Meeting shall include:
1. Publishing the date and time of the Annual General Meeting in *The Federated Philatelist* at least forty-five (45) days prior to the meeting.
 2. Publishing the names of the nominees for Directors and Officers in *The Federated Philatelist* at least forty-five (45) days prior to the meeting.
- f. The order of business of the Annual General Meeting shall include, but shall not be limited to:
1. Sign-in of attendees.
 2. Introduction of attendees. (Executive Secretary)
 3. Reading and approval of the minutes of the previous Annual General Meeting.
 4. Opening statement and a "state of the Federation" (Chair of the Board of Directors)
 5. Annual Report of the Federation (Executive Secretary).
 6. Statement of membership including new organizations and former member organizations (Executive Secretary).
 7. Reports from Standing Committees.
 8. Financial Statement for the prior Fiscal Year (Treasurer).
 9. Old business (Executive Secretary).
 10. Board of Director's approved Budget for the following Fiscal Year (Treasurer).
 11. Decision referrals from Executive Secretary or Board of Directors for advice.
 12. New business (Executive Secretary).
 13. Presentation of nominees for the expiring positions as prescribed in the Bylaws (Chair of the Board of Directors).
 14. Election of two Directors and one Officer.
- g. Quorum for the Annual General Meeting is 11—counting members of the Board of Directors and representatives from the member organizations, including those in attendance by proxy.
- h. The minutes of an Annual General Meeting shall be included in the next issue of *The Federated Philatelist*.

Section 2. Special Meetings

- a. A Special Meeting can be called upon a written petition of five member organizations, or by the Board of Directors.
 - 1. The call must state the specific purpose for the Special Meeting.
 - 2. If by petition, it must be signed by an officer of each of the five organizations.
- b. The meeting must be scheduled no earlier than forty-five (45) days following its being called and no later than ninety (90) days
 - 1. Notification must be made at least thirty (30) days before the special meeting to each organization and to each person listed on the Annual Report.
 - 2. The meeting will be chaired by the Chair of the Board of Directors or his/her designee unless called by petition that designates another chair for the Special Meeting, providing that all other Bylaws are honored.
- c. The order of business of a Special Meeting shall include, but shall not be limited to:
 - 1. Sign-in of attendees.
 - 2. Introductions
 - 3. Business for which the meeting was called.
- d. The minutes of any Special Meeting shall be published in the next issue of *The Federated Philatelist*.

Section 3. Voting

- a. The following shall have one vote each at the Annual General Meeting, or at any Special Meeting:
 - 1. Each organization representative (one per organization). Except as noted in Article III, Section 3.a.3, no one may exercise more than two Proxy votes.
 - 2. Each Director.
 - 3. Each Officer.
- b. All issues voted upon at the Annual General Meeting or at any Special Meeting shall be decided by a majority of the votes cast.

Section 4. Mail or Electronic Voting

- a. When the Board of Directors or the Executive Secretary deems it prudent, voting by mail or an electronic means may be undertaken. Balloting will be conducted by the Executive Secretary.
- b. The following shall have one vote each in a mail ballot:
 - 1. Each member organization.
 - 2. Each Director.
 - 3. Each Officer.
- c. All issues voted upon by mail or electronic ballot shall be decided by a majority of the votes cast.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. Structure

- a. There shall be a Board of Directors consisting of seven members as follows:
 - 1. Two Directors, both elected Canadian residents.
 - 2. Two Directors, both elected United States residents.
 - 3. The Executive Secretary.
 - 4. The Treasurer.
 - 5. The Chair of the Board of Directors
- b. To be properly constituted, the Board of Directors must have a minimum of five active members except for the purpose of appointing replacement positions.
- c. Members appointed to complete unfilled terms of Director, Executive Secretary, Treasurer, and Chair of the Board of Directors shall have the same rights and responsibilities as those elected.

Section 2. Directly elected members of the Board of Directors

- a. The four directly elected Directors shall be elected at the Annual General Meeting.
 - 1. One Canadian and one United States resident shall be elected each year and shall serve a term of two years. Each Director shall:
 - a) Attend all meetings of the Board of Directors.

- b) Present to the Executive Secretary a written report of his/her activities as a Director at least one month prior to the Annual General Meeting of the Federation for inclusion in the Annual Report of the Federation.
- 2. The three Officers shall be elected to terms of three years, one each year: the Chair of the Board in years (last two digits) divisible by 3, the Executive Secretary the next year and the Treasurer the next year; thus the Chair of the Board in 2018, the Executive Secretary in 2019, and the Treasurer in 2020, etc.
- b. No directly elected member of the Board of Directors shall be elected to more than four consecutive terms. Their service shall not be reduced as the result of having been appointed to the position.
- c. A directly elected member of the Board of Directors who leaves the Board for any reason shall be replaced by an appointee chosen by the remaining Directors.

Section 3. General Duties of the Board of Directors

- a. The Board of Directors shall determine policies and the overall direction of Federation affairs consistent with its Constitution and Bylaws.
- b. The Board of Directors shall, within thirty (30) days following each Annual General Meeting, elect a Recording Secretary from among its members.
- c. Duties of the Board of Directors shall include:
 - 1. Appointing Chairs of all Committees.
 - 2. Implementing motions passed at the Annual General Meeting.
 - 3. Studying and acting upon proposals for the advancement of philately and for the strengthening of the Federation.
 - 4. Reviewing and approving a budget developed by the Executive Secretary for the following Fiscal Year. The Federation Treasurer shall present the budget at the Annual General Meeting.
 - 5. Appointing an outside auditor to audit the Federation's Financial Statement for the prior Fiscal Year. The auditor's reports shall be made to the Chair of the Board of Directors.
 - 6. Reviewing and approving all new programs with expenditures exceeding \$300.00 US annually. The Board of Directors shall consider the advisability of the expense, the methods of financing, and the impact on the budget. It shall report its actions at the next Annual General Meeting.
 - 7. Reviewing annually the Constitution and the Bylaws.
- d. The Board of Directors shall appoint:
 - 1. A replacement for any vacated position of Director, Executive Secretary, Treasurer, or Chair of the Board.
 - 2. A chairperson or any other position that the Board of Directors creates to promote the objects, purposes, and aims of the Federation.
- e. Regarding the National Philatelic Shows in the geographic area of the Federation, the Board of Directors shall:
 - 1. Assist the PIPEX Host Committee in its preparations for PIPEX.
 - 2. Confirm that the PIPEX Host Committee is complying with Article XI of these Bylaws.
 - 3. Encourage inclusion of an Education, Development, and Advancement (EDA) program at PIPEX or any other national show.

Section 4. Board of Director Meetings

- a. The Board of Directors shall meet not less than once between PIPEX Shows in addition to meetings held at the PIPEX Show. Meetings may be conducted in person or by any mutually agreed technological means. A summary of all meetings of the Board of Directors shall be published in *The Federated Philatelist*.
- b. The Chair of the Board of Directors shall preside at all meetings of the Board of Directors. In the absence of the Chair, the Board of Directors shall appoint a Board member as chair of that meeting.
- c. Meetings of the Board of Directors may be called by:
 - 1. The Chair of the Board.

- 2. A majority of all of the members of the Board of Directors.
- d. Board of Directors meetings may be held by telephone, an electronic means, or mail provided that minutes are prepared and distributed to all Board members. All decisions by the Board of Directors shall be recorded in the minutes.
- e. Unless specified otherwise by the Bylaws, decisions of Board of Directors require a majority of all of the members of the Board.

ARTICLE VII. EXECUTIVE SECRETARY

Section 1. Position

- a. The Executive Secretary shall be elected at the Annual General Meeting and shall serve a term of three years.
- b. The Executive Secretary shall be elected to no more than three consecutive three-year terms. His/her service shall not be reduced as the result of having been appointed to the position.
- c. An Executive Secretary who leaves office for any reason shall be replaced by an appointee determined by the Board of Directors.

Section 2. Specific Duties of the Executive Secretary

- a. The primary function of the Executive Secretary is to oversee the operation of the Federation on a day-to-day basis consistent with policies set by the Board of Directors and the Annual General Meeting.
- b. Additional duties include, but are not limited to:
 - 1. Handling the correspondence of the Federation.
 - 2. Keeping a current roster of all NWFSC Directors, Officers, Committee Chairs, Committee members, publication Editor, and other official positions.
 - 3. Keeping a current roster of all members, together with the names and addresses of their contacts and their meeting dates.
 - 4. Assisting the PIPEX Committee in its preparations for PIPEX.
 - 5. Preparing the budget for the next Fiscal Year for approval by the Board of Directors and then for presentation at the Annual General Meeting. The budget shall reflect anticipated income, expenses, and year-end reserves.
 - 6. Preparing and presenting the NWFSC Annual Report to the Annual General Meeting. This report shall cover the period since the prior Annual General Meeting and may contain inputs from the Executive Secretary, the Chair of the Board of Directors, individual Directors, Committee Chairs, and others, as appropriate.
 - 7. Carrying out such other duties as are requested by the Board of Directors.

ARTICLE VIII. TREASURER

Section 1. Position

- a. The Treasurer shall be elected at the Annual General Meeting and shall serve a term of three years.
- b. A Treasurer who leaves office for any reason shall be replaced by an appointee determined by the Board of Directors.
- c. At the discretion of the Board of Directors, the Treasurer shall be bonded.

Section 2. Specific Duties of the Treasurer

- a. The primary function of the Treasurer is to oversee the day-to-day financial operations of the Federation.
- b. Additional duties include, but are not limited to:
 - 1. Payment of approved bills in a timely manner.
 - 2. Verification that all expenses presented have been approved by an Officer.
 - 3. Solicitation and tracking of dues and Annual Reports of member organizations.
 - 4. Preparation of a Financial Statement for the prior Fiscal Year.
 - 5. Preparation and maintenance of a rolling three-year financial plan for the Federation reflecting anticipated income and expenses by category.

6. Presentation of the approved budget for the following Fiscal Year to the Annual General Meeting.
- c. All expenses paid by the Treasurer shall be approved by an Officer. No Officer may approve his/her own expenses.

ARTICLE IX. CHAIR OF THE BOARD

Section 1. Position

- a. The Chair of the Board shall be elected at the Annual General Meeting and shall serve a term of three years.
- b. The Chair of the Board who leaves office for any reason shall be replaced by an appointee determined by the Board of Directors.

Section 2. Specific Duties of the Chair of the Board

- a. The primary function of the Chair of the Board is to preside at the Annual General Meeting, at any Special Meetings (subject to Article V, Section 2), and at all Board of Directors meetings.
- b. Additional duties include, but are not limited to:
 1. Keeping an accurate record of the transactions of the Annual General Meeting, any special Meetings, and all Board of Directors meetings. The chair shall cause the minutes to be published as required by the Bylaws.
 2. Presenting a written report of his/her activities for the previous year to the Executive Secretary at least one month prior to the Annual General Meeting for inclusion in the Annual Report of the Federation.

ARTICLE X. OFFICERS

Section 1. Positions

- a. The three Officer positions are: the Chair of the Board, the Executive Secretary, and the Treasurer.

Section 2. Fiduciary Responsibilities

- a. Only the Officers of the Federation shall be able to contract and bind the Federation to incur financial obligations.
- b. The financial limits to which the Officers can contractually obligate the Federation are (per occurrence):
 1. The Chair of the Board of Directors: \$300 US
 2. The Chair of the Board of Directors, with Board approval: Unlimited
 3. The Executive Secretary: \$300 US
 4. The Treasurer: \$150 US
 5. No Officer may approve his/her own expenses.

ARTICLE XI. COMMITTEES

Section 1. Committees

- a. The following five Standing Committees shall be established and maintained by the Board of Directors:
 1. The Nominations Committee.
 2. The Judging Committee.
 3. The Youth Committee.
 4. The Education, Development, and Advancement (EDA) Committee.
 5. The Publications Committee.
- b. Additional Committees and Positions may be established as the Board of Directors deems necessary.

Section 2. Committee Members

- a. Each Committee shall have a Chair who shall be:
 1. Responsible for carrying out the duties and business of the Committee.
 2. Responsible to the Executive Secretary.
 3. Appointed by and serve at the discretion of the Board of Directors.

- b. All Committee members, except as noted in this Article, shall be nominated by the Committee Chair and approved by the Executive Secretary. Committee members serve at the discretion of the Board of Directors.
- c. Unless otherwise specified by either the Bylaws or by the Board of Directors, committee personnel may serve indefinite terms.

Section 3. Nominations Committee

- a. There shall be a Nominations Committee to search for qualified candidates to:
 - 1. Stand for election to office at the Annual General Meeting.
 - 2. Be considered for appointment to office by the Board of Directors.
- b. The Board of Directors shall appoint a Chair and two other committee members. One member will be a Canadian resident and one member will be a United States resident. They shall represent as wide a geographical area as possible. Their terms will be indefinite.
- c. The Nominations Committee will:
 - 1. Solicit nominations from the general membership.
 - 2. Seek potential nominees.
 - 3. Prepare and maintain a list of current and future potential nominees.
 - 4. Prepare a list of nominees for offices as directed by the Executive Secretary and screen the nominees to assure compliance with Article IV, Section 2, and determine their willingness to serve.
 - 5. Publish a list of nominees for elected positions in The Federated Philatelist at least forty-five (45) days prior to the Annual General Meeting.

Section 4. Judging Committee

- a. There shall be a Judging Committee to be responsible for training and certifying new judges for local/regional shows and for assigning judges, if requested by the local show committee. It is understood that because of the distances within the Federation, the judging committee cannot guarantee a judge will be assigned to every local/regional show.
- b. The Board of Directors shall appoint a Chair of the Judging Committee who may serve an indefinite term.
- c. The Chair of the Judging Committee shall appoint at least two other members to the committee. At least one committee member must be a nationally accredited judge.
- d. The Judging Committee will be responsible for keeping up-to-date with the current APS manual for judging and exhibitions.

Section 5. Youth Committee

- a. There shall be a Youth Committee to promote philately for youth in general at local/regional or national shows.
- b. The Committee Chair shall be appointed by the Board of Directors and shall serve an indefinite term. The Chair of the Youth Committee shall appoint other members as necessary.
- c. The Federation shall create a fund to promote and assist philately for youth. The Chair of the Youth Committee shall present to the Annual General Meeting:
 - 1. A budget.
 - 2. A report on the previous year's activities.
 - 3. An accounting of the prior year's funds.
 - 4. A plan for the current year.

Section 6. Education, Development, and Advancement (EDA) Committee

- a. There shall be an Education, Development, and Advancement (EDA) committee to promote philatelic Education, Development, and Advancement within the Federation.
- b. The Committee shall consist of three members, one of them the Chair, appointed by the Board of Directors. One member shall be appointed each year and serve a three-year term.
- c. The duties of the EDA Committee shall include:
 - 1. In consultation-with member organizations, encourage exchange of speakers.
 - 2. In consultation-with the Judging Committee, train new judges for local/regional shows.

3. In consultation-with the Youth Committee, plan youth activities.
4. In consultation-with local/regional shows, develop and establish guidelines for Federation support and involvement in the organization and operation of local and regional exhibitions.
5. When requested, assist the organizers of the John D. Arn Philatelic Symposium.

Section 7. The Publications Committee

- a. There shall be a Publications Committee to publish the Federation newsletter, *The Federated Philatelist*, and other brochures and documents as required. The Chair of the committee will also be the Editor of *The Federated Philatelist*.
- b. The Committee Chair shall be appointed by the Board of Directors and shall serve an indefinite term. The Chair of the Publications Committee shall appoint other committee members as necessary.

Section 8. The Federation Historian

- a. There shall be a position titled Federation Historian. This person shall preserve the records and memorabilia of the Federation.
- b. The Federation Historian shall be appointed by the Board of Directors and shall serve an indefinite term.

ARTICLE XII. EXHIBITIONS

Section 1. Annual Exhibition of the Northwest Federation of Stamp Clubs (PIPEX)

- a. An annual philatelic exhibition, known as the Pacific International Philatelic Exhibition (PIPEX), shall be held in conjunction with each Annual General Meeting. The exhibition shall be sponsored by the Northwest Federation of Stamp Clubs.
- b. The Northwest Federation may organize and operate PIPEX itself, may contract with a member organization to organize and operate PIPEX, or may contract with a group specifically created to organize and operate PIPEX.
- c. Even if the responsibility is delegated, the Federation shall offer assistance to the exhibition from its Youth, EDA, and Publications Committees.

Section 2. Local and Regional Exhibitions

- a. The Federation encourages its member organizations to hold open local and regional exhibitions.
- b. Support from the Judging, Youth, EDA, and Publications Committees shall be given to local/regional shows when requested.

ARTICLE XIII - FEDERATION AWARDS

Section 1. Northwest Distinguished Philatelist Award

- a. There shall be a Northwest Distinguished Philatelist Award for philatelists who have met the criteria and who have been approved for the Award by the Board of Directors.
- b. The achievement criteria for the Northwest Distinguished Philatelist Award shall be having rendered outstanding and distinguished service to philately in general in one or more of the following areas:
 1. Published research and study in some aspect of philately.
 2. Assembling a world-class collection.
 3. Significant furthering of philately on a national scale.
- c. Eligibility
 1. A nominee for the Northwest Distinguished Philatelist Award must have been a resident within the geographic area of the Federation for a substantial period of time.
 2. A nominee need not be a member of a Federation member organization.
 3. A candidate can be honored with the award posthumously.
 4. This is a one-time award. No person may receive it more than once.
 5. More than one awardee may be honored each year.
 6. If the Board of Directors determines that there is no eligible candidate, no award needs to be granted for a particular year.
- d. Nominations:
 1. May be made by a member organization or by a Federation Director or Officer.

2. Shall address the nominee's achievements and qualifications. It should not exceed 350 words. The Executive Secretary may edit summaries to provide objective uniformity, including the combining of multiple summaries.
 3. Shall be submitted to the Executive Secretary no later than 120 days prior to the next PIPEX Show.
- e. The Executive Secretary shall review all nominations, ascertain that all nominees meet the criteria of the Northwest Distinguished Philatelist Award and present the names of the nominees to the Board of Directors for a ye or nay vote on each.
 - f. Election to the Northwest Distinguished Philatelist Award shall require a two-thirds majority of the votes cast. The award(s) will be held confidential until announced at the PIPEX Show banquet.
 - g. The Award shall be an individualized personal award for the individual to keep. The names of prior year award winners will be listed in each year's PIPEX Program.

Section 2. Federation Meritorious Achievement Award

- a. There shall be a Federation Meritorious Achievement Award for philatelists who have met the criteria and who have been approved for the Award by the Board of Directors.
- b. The achievement criteria for the Federation Meritorious Achievement Award shall be:
 1. Having rendered outstanding and distinguished service directly to the Northwest Federation of Stamp Clubs and its member organizations.
 2. Having promoted and furthered the goals of the Federation as stated in the Constitution.
 3. Having provided direct, significant contributions to the Federation as an organization in administration, leadership, and support.
- b. Eligibility
 1. A nominee for the Federation Meritorious Achievement Award must have been a member of a member organization and have resided within the geographic area of the Federation for a substantial period of time.
 2. A candidate can be honored with the Award posthumously.
 3. This is a one-time award. No person may receive it more than once.
 4. More than one awardee may be honored each year.
 5. If the Board of Directors determines that there is no eligible candidate, no award needs to be granted for a particular year.
- c. Nominations shall be made in the same way as the Northwest Distinguished Philatelist Award.
- d. The selection of the award winner(s) shall be made in the same way as the Northwest Distinguished Philatelist Award.
- e. The award(s) will be held confidential until announced at the PIPEX Show banquet.
- f. The Award shall be an individualized personal award for the individual to keep. The names of prior year award winners will be listed in each year's PIPEX Program.

Section 3. Member Service Award

- a. There shall be a Member Service Award for philatelists who have met the criteria.
- b. The achievement criteria for the Member Service Award shall be the rendering outstanding and distinguished local service by:
 1. Having promoted and furthered the goals of philately in general.
 2. Having provided distinguished service, primarily to a member organization or group of member organizations. This award will be based on a combination of length of leadership, quality of leadership, and achievements.
- c. Eligibility
 1. A nominee for the Member Service Award must have been a member of a member organization and have resided within the geographic area of the Federation for a substantial period of time.
 2. The Member Service Award is not awarded posthumously.
 3. A person may receive this award more than once for service in separate organizations.
 4. More than one awardee may be honored each year.

5. If the Board of Directors determines that there is no eligible candidate, no award needs to be granted for a particular year.
- d. Nominations:
 1. May be made by a member organization.
 2. Shall include a summary of the nominee's philatelic activities and service and shall address the nominee's achievements. It should not exceed 250 words.
 3. Shall be submitted to the Executive Secretary no later than 120 days prior to the next PIPEX Show.
- e. The award shall be given on the nomination by an organization. However, only one nomination per organization may be made in a year, and an individual may not receive it more than once for a particular organization. The Award will be held confidential until announced at the PIPEX Show banquet. The Award shall be an individualized certificate.

Section 4. Thunderbird Ribbon

- a. The Federation shall prepare a ribbon to be awarded at national shows and at local/regional shows within the geographic area of the Federation.
- b. The purpose is to encourage exhibiting whether or not the exhibitor is a member of a Federation organization.
- c. Eligible exhibitors are those residing in the area of the Federation.
- d. Exhibits that receive a vermeil or higher award are not eligible.
- e. The judges of the show have sole authority to award or not award the ribbon.
- f. National level shows may award two ribbons. Local/regional shows may award one ribbon.

ARTICLE XIV. FEDERATION BULLETIN

Section 1. Purpose

- a. The Federation shall issue a journal, herein referred to as *The Federated Philatelist*, as required to keep all member organizations informed of the affairs, activities, and business of the Federation and its members.
- b. *The Federated Philatelist* may include editorials and articles submitted by members and others. It may accept advertisements and solicit and accept subscriptions.

Section 2. Frequency and Distribution

- a. *The Federated Philatelist* shall be published at least once per quarter.
- b. *The Federated Philatelist* shall be distributed electronically by a method chosen by the editor without charge to all Federation Directors and Officers, to all members of Federation committees, and to each person listed in the organization's Annual Report.
- c. Each member organization is encouraged to forward *The Federated Philatelist* to all its members.
- d. The subscription cost of *The Federated Philatelist* will be determined by the Board of Directors.

ARTICLE XV. AFFILIATION

Section 1. Affiliation

- a. The Northwest Federation of Stamp Clubs shall establish and maintain an affiliation with:
 1. The American Philatelic Society (APS)
 2. The Royal Philatelic Society of Canada (RPSC)
- b. The Federation may, by majority vote of its member organizations, establish and maintain affiliation with other philatelic clubs or organizations to promote the objects, purposes, and aims of the Federation.

ARTICLE XVI. AMENDMENTS

Section 1. Amendment Submission

- a. Proposed amendments to the Constitution:
 1. May be proposed by five member organizations, or by the Board of Directors.

2. Will be submitted for review to all member organizations by the Board of Directors at least ninety (90) days in advance of a vote.
- b. Proposed amendments to the Bylaws:
 1. May be proposed by three member organizations or by the Board of Directors.
 2. Will be submitted for review to the member organizations by the Board of Directors at least ninety (90) days in advance of a vote.

Section 2. Amendment Approval

- a. The Constitution may be amended by vote at the Annual General Meeting, at a Special Meeting, or by mail. Ratification requires a two-thirds affirmative vote of those voting.
- b. The Bylaws may be amended by vote on at the Annual General Meeting, at a Special Meeting, or by mail. Ratification requires a majority affirmative vote of those voting.