

# Bylaws of the Brazil Philatelic Association

## ARTICLE I. Name and Object

This organization shall be known as the Brazil Philatelic Association. Its purpose is to foster, develop, and otherwise enhance the avocation of collecting philatelic material of Brazil for the benefit of its members.

## ARTICLE II. Membership, Dues

**Section 1.** Membership in this club is open to all persons interested in Brazil philately, subject to rules and regulations provided herein.

**Section 2.** Club dues shall be set by the Executive Board, payable with the application for membership.

Dues become payable the first day of each calendar year. Any member failing to pay dues within 30 days of the due date shall be considered not in good standing, subject to suspension from any committees of which he or she shall be a member, and otherwise deprived of benefits of membership in the club. Any member failing to pay dues within 90 days of the due date shall be dropped from the rolls.

**Section 3.** Any person under age 18 shall be considered a youth member. Youths may not hold office in the club but may participate in all club services and functions. They do not have the right to vote.

**Section 4.** A member in good standing may resign from the club at any time, said resignation to be in writing, so long as all debts and obligations are fulfilled.

**Section 5.** Reinstatement may be made after making application as established for new members (Article II), provided that any indebtedness to the club is paid in full, or satisfactory arrangements for this payment are made.

**Section 6.** The Brazil Philatelic Association adheres to the [Code of Ethics of the American Philatelic Association](#) (APS). Members found guilty of fraud, dishonesty, or conduct unbecoming a member may be suspended for a specific period, thereby losing rights and privileges of membership, or expelled. Charges against such members must be made in written form to the Executive Board, who will present such charges to the accused at least ten days prior to a hearing before the Board. The Board can sustain or reject the charges, the records of the case to be preserved in the minutes of the club.

## **ARTICLE III. Officers**

**Section 1.** Elected officers shall be a President, Vice President, Secretary, Treasurer, and Board of Directors to consist of three members. All such officers make up the Executive Board. Elective officers (except Directors) shall serve for a period of one year, or until their respective successors have been elected, as provided under "Elections." Directors shall serve three-year terms, with one position to be filled each year.

**Section 2.** The President has general supervisory powers over all matters concerning the club. This officer is an ex-officio member of all committees, makes all appointments provided for in the bylaws, or other appointments as necessary, and shall otherwise perform all duties delegated by the bylaws or otherwise assigned by the membership at a duly called meeting. The President shall appoint the committees specified in Article VI, Section 1, and such other committees as the Executive Board determines are necessary. The President shall have the authority to expend club funds not to exceed \$100 without prior approval of the Executive Board.

**Section 3.** The Vice President will assist the President in the conduct of the club. In the absence of the President at any meeting, the Vice President shall act as President. In the event of death, disability, resignation, or removal of the President, the Vice President shall succeed to the office of President for the remainder of the former President's term.

**Section 4.** The Secretary shall keep an accurate and permanent record of the minutes of the meetings of the club and the Board of Directors; maintain a complete record of membership, including applications, admissions, deaths, resignations, suspensions, expulsions, and reinstatements; and countersign, register, and attest to legal documents signed by the President. Any funds collected in the name of the club shall be turned over to the Treasurer.

**Section 5.** The Treasurer shall take charge of all monies, properties, and securities of the club. All dues and other receipts of the club shall be deposited in a bank to be designated by the Executive Board. This officer shall pay all bills and other obligations against the club upon authorization by the Executive Board.

**Section 6.** The Executive Board shall consist of the President, the Vice President, the Secretary, the Treasurer, and the three elected Directors of the club. The Immediate Past President shall be considered an ex officio member of the Executive Board. The Editor of the association's journal, *Bull's Eyes*, shall also be an ex-officio member. It shall be the duty of the Executive Board to be the administrative body of the club and to be responsible for its general welfare. It must approve all expenditures in excess of \$100 to be made in the name of the club.

**Section 8.** No officer shall receive compensation for services in the performance of the duties of office, except reimbursement for administrative expenses.

## **ARTICLE IV. Elections**

**Section 1.** The annual election of officers shall take place at the last meeting of the calendar year. A special election may be held at a different point in the year if necessary to fill multiple vacancies.

**Section 2.** Sixty days prior to the election, the Nominating Committee shall canvass the membership and propose to the club a slate of officers: a President, Vice President, Secretary, Treasurer, and one or more Directors as may be necessary to fill vacancies.

**Section 3.** Thirty days prior to the election, the Nominating Committee shall announce to the club via email its proposed slate of officers.

**Section 4.** Nominations may be made by members of the club in good standing by email to the Nominating Committee, such nominations to be made at least thirty days prior to the election. Nominations may also be made during association meetings, again at least thirty days prior to the election. In all cases, consent of nominees is required prior to nomination.

**Section 5.** If offices are contested, it shall then be the duty of the Secretary to prepare official ballots, listing candidates for each office in alphabetical order.

## **ARTICLE V. Meetings**

**Section 1.** Roberts' Rules of Order shall govern conduct of the meetings, except that reading of the minutes of the previous meeting is necessary only if a club member specifically requests it.

**Section 2.** A quorum shall consist of 20 percent of the active club members in good standing.

**Section 3.** Special meetings of the club may be called by the President, or in his/her absence or disability by the Vice President, or at the discretion of the Board of Directors, providing that notice of such special meeting is provided to every member in good standing of the club. Such notices shall be sent to members no fewer than fourteen days prior to the calling of such special meeting.

## **ARTICLE VI. Permanent Committees**

**Section 1.** Subject to approval by the Executive Board, the President shall appoint the following permanent committees of the club.

- A. Program
- B. *Bull's Eyes Journal*

### *C. Nominating*

These committees will serve for the term of the incumbent President or until their successors are appointed by a succeeding President. The President, with concurrence of two-thirds of the Executive Board, may disband any permanent committee, remove individual members for cause, or add members when needed.

### **ARTICLE VII. Fiscal Year**

The fiscal year for the club shall commence January 1.

### **ARTICLE VIII. Amendments**

**Section 1.** These bylaws may be amended at a regular meeting by a two-thirds vote of a quorum.

**Section 2.** Notice of proposed amendments must be submitted in writing with the endorsement (e.g. via email) by no fewer than five members of the club.

**Section 3.** The proposed amendment or amendments shall be read before a meeting of the club not less than thirty days before a vote is scheduled. It (they) shall then be prepared in written form and distributed to the entire membership by mail at least one week prior to the meeting at which they will be finally considered.

**Section 4.** A second reading of the proposed amendment or amendments shall be made at the next regular meeting of the club. If a quorum is present at this second reading, the members can vote acceptance or rejection of the proposed amendment or amendments.

Adopted this date November 9, 2025