

CONSTITUTION AND BY-LAWS
of
THE ROYAL CANADIAN NUMISMATIC ASSOCIATION

Letters patent issued January 31, 1963, under reference #171230.

All Constitutional and By-Law amendments, as required, were duly passed by members present at the Annual General Meetings, and subsequently approved by the Department of Consumer and Corporate Affairs, Corporations Branch, Ottawa, Canada. This reprint includes all approved amendments up to and including the last general membership meeting in July, 2008.

Constitution

The Royal Canadian Numismatic Association shall be a non-profit educational organization devoted to research and the dissemination of numismatic information for the benefit of Canada, the Canadian people, and those interested in the science of numismatics throughout the world. There shall be the closest possible coordination of effort with and encouragement to Provincial and local organizations devoted to numismatics in Canada, Canadian Universities and other educational institutions, and with Canadian Governments.

The words “he” “him” or “his” shall be taken to mean “she” or “here as appropriate throughout the Constitution and By-Laws.

I – MEMBERS – ELIGIBILITY AND PRIVILEGES

1. The membership of the Association shall consist of Honorary Members, Regular Members, Junior Members, Corporate Members, Life Members and Family Members.
2. Honorary members shall be those persons who, for outstanding service to the Association or the science of numismatics, have been nominated in writing by at least three members of the Association, recommended by the Executive Committee and approved by a majority vote at a General Meeting.
3. Any persons of good reputation, 18 years of age or over, shall be eligible to apply for Regular membership in good standing.
4. Any non-profit club, society, association, corporation, museum, archives, public library or institution of learning, interested in numismatics and whose officers are of good reputation, shall be eligible to apply for Corporate membership, provided the applicant is sponsored by a member of the Association in good standing.
5. Any Honorary or Regular member of the Association who has been a member in good standing for one year or longer shall be eligible to apply for Life Membership. The membership number given to a Life Member shall be preceded by the letters “LM.”
6. Family memberships may be available to husband, wife and unmarried children under the age of 18 years, or any combination thereof, subject to conditions of membership detailed in paragraph 10.
7. Memberships are not transferable from one person or organization to another.
8. Honorary, Regular and Life members shall be entitled to all the privileges of the Association, including the right to vote, hold office, and receive the official publications of the Association, except that Honorary members shall not be eligible to hold office unless they were Regular or Life members at the time that Honorary membership was conferred upon them.
9. Corporate members shall be entitled to all privileges of Regular members of the Association except that such Corporate membership shall have only one vote, shall not be eligible to hold office and shall receive only one copy of the Association’s official publication.
10. Family members shall be entitled to all the privileges of Regular and/or Junior members of the Association except that each such Family membership shall have only one vote and shall receive only one copy of the Association’s official publication. One Family member, designated at the time of application for membership and aged 18 years or over, may be eligible to seek office in the Association when other prerequisites have been obtained.
11. Any person of good reputation under the age of 18 years shall be eligible to apply for Junior membership provided the application for membership is signed by the parent or guardian agreeing to be responsible for the applicant’s actions to age 18. Junior members shall have the right to vote after they have attained the age of 14 years. If a Junior member remains in good standing until his or her 18th birthday, he or she shall automatically be transferred to Regular

membership on payment of the Regular member's dues for the year following his or her 18th birthday. He or she may apply for Life Membership in the Association after one year as a Regular member in good standing in accordance with paragraph 5, above.

12. Membership requirements and the Code of Ethics are as follows:

- a) Membership in The Royal Canadian Numismatic Association is a privilege extended to those persons and organizations deemed worthy thereof and is not a matter of right. Such membership can be maintained only until a majority of the Executive Committee determines that the conduct of a member has been such that, in the best interests of the Association, his membership should be terminated.
- b) In order to remain in good standing, members shall abide by a Code of Ethics adopted by the Executive Committee of the Association and any breach of the Code of Ethics shall be considered conduct prejudicial to the welfare of the Association and a cause for action of the Executive Committee.
- c) The Code of Ethics of the Association shall read:

As a member of The Canadian Numismatic Association:

I agree to support and be governed by the Constitution and By-Laws of the Association and such rules, policies and regulations as may be in force from time-to-time;

I agree to conduct myself so as to bring no reproach or discredit to the Association, or impair the prestige of membership therein;

I agree to base all my dealings on the highest plane of justice, fairness and morality;

I agree neither to buy nor sell numismatic items of which the ownership is questionable;

I agree to conform to the accepted standards of dignified advertising;

I agree to take immediate steps to correct any error I may make in any transaction;

I agree not to sell, exhibit, produce nor advertise counterfeits, copies, restrikes and reproductions of any numismatic items if their nature is not clearly indicated by the word "counterfeit," "copy," "restrrike" or reproduction" incused in the metal or printed on the paper thereof and generally accepted by numismatists and not in any way misrepresented as genuine;

I agree to represent a numismatic item to be genuine only when, to the best of my knowledge and belief, it is authentic;

I agree to fulfill all contracts made by me, either orally or written, to make prompt payments upon delivery and, to return immediately any item that is not satisfactory;

I agree to give aid to members in their quest for numismatic knowledge.

II – MEMBERS – APPLICATION, ADMISSION AND DUES

1. Applications to become Regular, Junior, Life or Family members shall be made in writing on an official application form. Such applications shall in the case of Regular members, bear the name and address of the applicant and the state that he or she is 18 years of age or over.
2. Applications to become Corporate members shall be made in writing on an official application form, signed by two of the applicant's executive officers and bearing the endorsement of the requisite sponsor. The application shall be accompanied by a copy of the Constitution and By-Laws of the applicant.
3. Applications for Regular, Junior, Family or Corporate membership, accompanied by one year membership dues, shall be sent to the Executive Secretary, who shall cause notice of the application to be published in the next issue of the official publication of the Association.

4. If no written objection to such application is received by the Executive Secretary by the end of the next succeeding month following publication, the applicant shall be admitted to membership on that date and notice to this effect shall be published in the next succeeding issue of the official publication.
5. If written and timely objection to such admission is received, the Executive Secretary shall thereupon inform the applicant of the nature of the objection and request an answer thereto not later than one month after the sending of such notice. When this has been received, the Executive Secretary shall forward all the available information to the Executive Committee for consideration and action. The Executive Committee may either accept or reject such applications and in either event, the President shall notify the Executive Secretary of the decision. If the Executive Committee accepts the application, the applicant shall be admitted and notice thereof shall be published in the official publication. If the application is rejected, the applicant shall be so informed by the Executive Secretary and the advance dues shall be returned to the applicant.
6. Honorary Members shall be relieved from the payment of membership dues.
7. The dues for Life membership, if found to be in order, shall be determined by the Executive Committee but shall be subject to approval by the members at Annual General Meeting before coming into force.
8. Applications for Life membership, if found to be in order, shall be accepted forthwith by the Executive Secretary and notice of such membership shall be published in the next succeeding issue of the official publication. The dues for Life members shall be payable either in a lump sum or in whatever other manner may be determined from time-to-time by the Executive Committee. After payment of such sum or sums, Life members shall not be required to pay any additional membership dues during their lifetime.

III – MEMBERS RESIGNATION, SUSPENSION AND EXPULSION

1. A resignation need not be accepted while the member concerned is indebted to the Association in any way or while any charge brought by the Association, or a member thereof, is pending against him.
2. Annual membership dues shall be payable to the Executive Secretary in advance of January 1st of each year. Any member who fails to pay his dues not later than February 1st in any year shall be liable to suspension, in which case, his name shall be dropped from the membership rolls and removed from the mailing list. Any member suspended for non-payment of dues or who has resigned may be reinstated upon payment of arrears provided such payment is made before the expiration of the calendar year in which suspension or resignation took effect. If a member is in arrears for more than one year, he may be reinstated on payment of one year's dues and shall be assigned a new membership number, except that if he pays all arrears shall retain his original membership number. Notwithstanding the foregoing where a lapsed member had been in good standing for at least 3 years immediately prior to the lapse in membership, the original membership number may be reassigned on payment of one and one half (1-1/2) years dues. No member shall be reinstated if there are any charges pending against him. Application for reinstatement, after a period of one year, shall be published in the official publication of the Association and be subject to the same provisions applicable to a new member.
3. Whenever notice has been received by the Executive Secretary of charges against any member for conduct prejudicial to the welfare of the Association, the Executive Secretary after due investigation, if the charges are substantiated, shall forward to the accused member the particulars of the charges. The accused member shall be afforded reasonable opportunity to enter a written defense to such charges and the matter shall then be referred to the Executive Committee for disposition. The Executive Committee shall have the power to dismiss the charges, to censure the accused member, to suspend the accused member for a period of no more than 2 years, or expel the accused member. A member who has been suspended may apply to be reinstated to good standing in the Association after the time of suspension has expired.

4. Any portion, in excess of the current year's dues, owing to a member (other than a Life Member) suspended, expelled or resigned on request, may, at the discretion of the Executive Committee be reimbursed to that member.
5. In the case of Life Members, the dues shall be forfeited to the Association. If resignation is by "request" and no charges are pending, the dues may, at the discretion of the Executive Committee, be reimbursed after deducting the amount of dues he would have paid as a Regular Member since the Life Membership was granted.

IV – ELECTED OFFICER

1. The elected officers of The Association shall be: the President, the First Vice-President, the Second Vice-President and 14 Area Directors representing Canada and the United States. The 11 Canadian Area Directors shall represent Postal Code areas as follows: Nova Scotia and Newfoundland (Postal Codes A & B), New Brunswick and Prince Edward Island (Postal Codes E & C), Montreal, Quebec and suburbs (Postal Code H), balance of the Province of Quebec (Postal Codes J & G), Ontario – North and East (Postal Codes K & P) and Ontario – Central (Postal Codes L & M) and Ontario – South-Western (Code N), Manitoba and Nunavut (Postal Codes R & X), Saskatchewan (Postal Code S), Alberta and the North West Territories (Postal Codes T & X) and British Columbia and the Yukon (Postal Codes V & Y), The United States shall be represented by 3 Area Directors, one of each being from the Eastern United States, Central United States and the Western United States. (The Central area comprises North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Missouri, Arkansas, Louisiana, Wisconsin, Michigan, Illinois, Indiana, Ohio, Kentucky, Tennessee, Mississippi and Alabama. The Eastern area comprises the states east of the above and the Western area the states west of the above.) An Area Director shall be ordinarily a resident of the area which he represents.
2. The term of office for an elected President shall be two years, in addition to any period that he may have served as President because of the death, resignation or other inability of the regularly elected President.
3. The duties of the elected officers shall be to conduct the affairs of the Association in accordance with the provisions of this Constitution and of any By-Laws enacted thereunder. The duties shall be more specifically detailed in the By-Laws of the Association.
4. The Offices of Executive Secretary and Treasurer may be combined at the discretion of the Executive Committee.
5. Any officer shall automatically cease to hold such office and to be a member of the Executive Committee:
 - a) if he shall resign his office by delivering a written resignation to the Executive Secretary of the Association;
 - b) if he is found to be a lunatic or becomes of unsound mind;
 - c) if he becomes bankrupt or suspends payment or compounds with his creditors;
 - d) if at a Special General Meeting of members, a resolution is passed by three quarters of the members present at the meeting that he be removed from office;
 - e) on death;provided that if any vacancy shall occur for any reason in this paragraph contained, the Executive Committee may, by resolution, fill the vacancy with a person who has been in good standing on the books of the Association as a member for not less than a minimum of two consecutive years.
6. The governing body of the Association shall be the Executive Committee which shall be comprised of a President, Immediate Past President, the First Vice-President, the Second Vice-President and the 14 Directors.
7. The duties of the Executive Committee shall include, but are not limited to the following:
 - a) to appoint officers, biennially or at such other times as the offices may be vacant, to fill the following offices: Executive Secretary, Treasurer, Editor, Librarian, Advertising Manager and

Historian. Assistants to these officers may be appointed at the discretion of the Executive Committee;

- b) to appoint temporary officers to fill any elective office except President, at any time that the incumbent shall become incapacitated or otherwise unable to discharge the duties of that office;
- c) to decide on the time and place for holding the Annual Convention;
- d) to prescribe the form of official membership applications and official ballots;
- e) to rule on the admission of applicants against whom objections have been raised;
- f) to rule on the disposition of formal charges brought against a member of the Association;
- g) to fix advertising rates for space in the official publication and to set rules and regulations in connection therewith;
- h) to fix the compensation for the appointed officers of the Association;
- i) to prescribe which elected and appointed officers should be bonded and to fix the amount thereof;
- j) to remove from office any elected or appointed officer who does not or cannot meet the requirements of the office;
- k) to carry on and direct the affairs of the Association generally;
- l) to fix and determine from time-to-time the dues for the various classes of membership, and present these dues to the Annual General Meeting for approval by the members.

V – OFFICERS – ELECTION

1. Honorary Members, who were Regular or Life members at the time that honorary membership was conferred upon them, and any Regular, Designated Family member, or Life member in good standing, shall be eligible to hold office in the Association. A Junior member who has reached the age of 18 shall also be eligible to hold office in the Association.
2. No member shall be eligible to hold office of President until he has served one full two-year term as a member of the Executive Committee in some other capacity.
3. Elections shall be held every two years and shall take place prior to the Annual General Meeting as follows:
 - a) In the November issue of the official publication of the Association, in the year preceding an election, the President shall make a call for nominations to the elected offices of the Association.
 - b) In the same issue of the official Publication, the President shall appoint a “Nominating Committee” consisting of a Chairman and two members. The duty of this committee shall be to ensure that all elective offices have at least one valid nominee for each position.
 - c) The President shall, prior to April 1st of an election year, appoint an “Elections Committee,” consisting of a Chairman and two members. This committee will have the responsibility of opening, counting and reporting the results of such an election at the Annual General Meeting.
 - d) All nominations shall be made in writing, signed by one member in good standing and sent to the Chairman of the Nominations Committee. Both the nomination and the acceptance of the nomination by the nominee may be transmitted to the Nominating Committee by electronic mail if desired. Each nomination shall be accompanied by a written acceptance from the nominees and, if desired, a resume (275 words or less) outlining numismatic and administrative experience or any proposed platform for the betterment of the Association. This resume, subject to space and time limitations, may be published in the official publication of the Association. A photograph of the individual may also be included.
 - e) The Chairman of the Nominations Committee shall cause the names of the nominees to be published in the June issue of the official publication.
 - f) Nominations shall close 90 days prior to the opening of the Annual General Meeting.
4. In the event that an election is necessary, the following procedures shall be followed:
 - a) For the Office of President, First Vice-President or Second Vice-President, the Executive Secretary shall cause the names of the contesting nominees to be printed on the official

- ballots in alphabetical order and shall mail one official ballot to each member in good standing at least 30 days prior to the official opening of the Annual Convention.
- b) For the Office of Area Director, the Executive Secretary shall cause the names of the contesting nominees to be printed on the official ballot in alphabetical order and shall mail one official ballot to each member, in good standing, in the Postal Code Area requiring such an election only.
 - c) Separate ballots shall be printed when elections are required under both subparagraphs 4(a) and 4(b) above.
 - d) Ballots shall be accompanied by an envelope marked "Official Ballot: together with an envelope addressed to the Chairman of the Election Committee and bearing an address in the city where the Annual Convention is being held.
 - e) To be included in the official count, the unopened envelopes containing the marked ballots must be received at the address given not later than the Friday of the week prior to the Official Opening of the Annual Convention. The Chairman of the Election Committee shall then take the unopened envelopes to the Annual Convention site where they may be opened prior to the Official Opening of the Annual Convention by the Chairman in the presence of at least one other member of the Committee and the ballots counted. In the event of a tie, the matter shall be reported to the President, who shall call for a vote from the floor of the Annual General Meeting to break the tie. The results of the election shall be announced by the Chairman of the Election Committee at the first session of the Annual General Meeting. The ballots shall be held by the Chairman of the Election Committee for at least one year and then may be destroyed on the direction of the President.
5. Any office for which no nominations have been received may be filled by a vote of the Executive Committee (see Article V, paragraph 1).
 6. The Outgoing Executive Committee shall conduct the business of the Association at the Annual General Meeting. At the conclusion of all "Other" business on the Agenda, the Outgoing President shall then present to the meeting the elected members of the new Executive Committee and these officers shall assume their duties forthwith and hold office for two (2) years from that time until their successors have been duly elected and installed. Any officer who ceases to be a member in good standing at any time during his term in office shall ipso facto vacate such office.
 7. Each officer, at the expiration of his term of office, shall deliver to his successor all books, papers, money or other property of the Association in his possession. He shall not be relieved from his bond or obligation until this requirement has been fulfilled.

VI – MEETINGS

1. The ultimate authority in Association matters shall be a convened General Meeting. This will usually be the Annual General Meeting, held at the time of the Annual Convention. In cases of extreme importance, a Special General Meeting may be called by the President or by the Executive Secretary at the request, in writing, of a majority of the Executive Committee. Notice of such meeting shall be published in the official publication of the Association at least one month prior to such meeting.
2. In the period between General Meetings, the Executive Committee shall have full power to act for the Association in accordance with the terms of the Constitution.
3. A quorum at any General Meeting shall be at least six elected officers, at least one of whom shall be the President, First Vice President, or the Second Vice President and at least 10 other voting members.
4. The Executive Committee shall meet prior to all General Meetings and at such other times as called for by the President or by the Executive Secretary at the request, in writing, of a majority of the Executive Committee. In general, the meetings of the Executive Committee shall be open to members and to the public but, at the discretion of the President, to protect the interests of the Association all or any part of a meeting may be designated to be confidential. At such time only the elected officers, the Executive Secretary and such persons who may be invited by the

President to the meeting may be present. Unless otherwise specifically agreed to by the Executive Committee, a breach of confidentiality by any officer or person present may be the cause for disciplinary action as per Article III, paragraph 3.

5. A quorum at any duly called Executive Committee Meeting shall be at least six elected officers one of whom shall be the President, The First Vice President or the Second Vice President.
6. At any General Meeting of the Association, each member shall be entitled to one vote (subject to Article I, paragraphs 8, 9, 10 and 11).

VII – CONVENTIONS

1. The Association shall meet in convention once every year, at such time and place as may be decided upon by the Executive Committee. The time and place thereof shall be announced by the President in at least three issues of the official publication prior to said convention.
2. Applications for the privilege of hosting a convention may be made by any Corporate Member or group of Regular Members. Such applications should be made on the official application form, obtainable from the Executive Secretary, and sent to the President at least two (2) years in advance.
3. In the event that no applications are received for the privilege of hosting a convention in any particular year, or if the circumstances should warrant it, the convention may be held under the aegis of a committee appointed by the President for that purpose.
4. The privilege of hosting a convention will be assigned by the Executive Committee. Responsibility for the successful operation of the convention shall be assumed by the Association in cooperation with the local host organization with the guidance and under the control of the Executive Secretary or such other person designated by the President. Any financial loss which may result from the operation of the convention shall be absorbed by the Association and any financial profit will be apportioned between the Association and the host organization as agreed by the Executive Committee and the host organization prior to the award of the Convention.
5. The selection of an auctioneer to conduct the auction at the Annual Convention shall be the prerogative of the Executive Committee. The auctioneer's fees for the privilege of conducting the convention auction shall be shared between the Association and the sponsoring organization on a basis decided by the Executive Committee.

VIII – AMENDMENTS TO THE CONSTITUTION

1. The Constitution may be altered or amended by a two-thirds majority vote of the members present and exercising their vote at any General Meeting. Proposed changes shall be submitted to the Executive Secretary of the Association no later than 1 March annually. The proposed changes shall then be presented to the Executive Committee by the Executive Secretary so that the proposed amendments may be scrutinized by them to ensure their constitutional validity. To be considered a valid constitutional amendment, the proposed change must be directed towards a change in the operation of the Association and must not be directed against any particular member or members or infringe on their rights and privileges.
2. The Executive Committee shall not have the right to suppress, censor or change the wording of any proposed amendment, other than in accordance with paragraph 1 above without the consent, in writing, of the member submitting the proposed amendment. After approval, the proposed amendment shall be circulated to all members at least thirty (30) days before the date of such meeting.
3. In accordance with usual procedure, any proposed amendment must have a mover and seconder present at such General Meeting to enable it to be discussed or brought to a vote.

IX – BY-LAWS

1. The Executive Committee is empowered to enact or amend, within the terms of this Constitution, such further By-Laws as it may deem advisable. Such By-Laws shall be subject to the approval of a majority vote of the members at the next General Meeting provided that the enactment, repeal or amendment of such By-Laws shall not be enforced or enacted or acted upon until approval of the Minister of Consumer and Corporate Affairs has been obtained.
2. **Financial Liability**
Except as hereinafter set forth, no officer, committee or member of the Association shall incur any expense in the name of the Association except with the Authorization or approval of the Executive Committee.
3. **Association Seal**
Reproductions of the Association's seal shall be used for no purpose other than official stationery and official publications of the Association except with the authorization or approval of the Executive Committee.
4. **Official Publication**
The official publication shall be "The Canadian Numismatic Journal" which shall be published monthly, insofar as it is possible to do so. It shall be the Association's official means of communication with its members. A notice published in the Canadian Numismatic Journal shall be deemed to be personal notice to each individual member of the Association.
5. **Duties of Officers**
 - a. The **President** shall have general supervision over the affairs of the Association. His duties shall include, but not limited to, the following:
 - i) to preside at all General Meetings of the Association;
 - ii) to call meetings of the Executive Committee and preside thereat;
 - iii) to appoint whatever committees may be necessary and to remove them at will; and to be a member ex officio of any committee so appointed;
 - iv) to require the Executive Secretary, the Treasurer or any appointed officer to submit an annual statement and such other interim reports as he may deem necessary;
 - v) to appoint auditors at the Annual General Meeting for the ensuing year.
 - b. The duties of the **First Vice-President** shall be;
 - i) to assist the President, upon his request, in the discharge of his duties;
 - ii) to act in the place of the President, in case of his absence or disability;
 - iii) to succeed to the office of the President for the remainder of his term, in the event that the office becomes vacant.
 - c. The duties of the **Second Vice-President** shall be:
 - i) to assist the President, upon his request in the discharge of his duties;
 - ii) to act in place of the President or First Vice-President in case of both being absent or disabled.
 - d. The duties of the **Executive Secretary** shall be:
 - i) to keep a true and accurate record of all transactions of the Association;
 - ii) to preserve all documents pertaining to the office and such other documents as may be committed to its custody;
 - iii) to act as Secretary at General Meetings and to the Executive Committee and to keep a true record of all proceedings;
 - iv) to receive all funds paid to the Association, except those collected by the Advertising Manager, and to remit such receipts to the Treasurer at least once a month;
 - vi) to prepare and sign all proper warrants on the Treasurer and forward them to the President for signature, or to the First Vice-President if so directed by the President;
 - vii) to receive all applications for membership, and if properly prepared and accompanied by the required advance dues, publish notice of such applications in the official publication; forward objections and applications to the President; and make monthly revisions of membership rolls and the mailing list of the official publication;

- viii) to keep in safe custody the seal and dies of the Association and to arrange for the preparation of such dies as may be authorized by the Executive Committee;
 - ix) to deal with correspondence as directed by the President;
 - x) to prepare and publish a directory of members when so instructed by the Executive;
 - xi) to prepare a full and final report of all matters pertaining to his office at the end of the Association year and render same at the Annual General Meeting.
- e. The duties of the **Treasurer** shall be:
- i) to have charge of all monies of the Association collected from any source;
 - ii) to pay out such monies only on warrants drawn and signed by the Executive Secretary and countersigned by the President or the First Vice-President if so delegated;
 - iii) to invest and reinvest the funds of the Association in accordance with the instructions of the Executive Committee;
 - iv) to prepare an accounting and a full and final report of all matters pertaining to the office at the end of the Association year and to render same at the Annual General Meeting;
 - v) publish a consolidation of his annual financial report in the official publication of the Association within three months after the Annual General Meeting;
- f. The duties of the **Editor** shall be:
- i) to be responsible for the publishing of the official publication of the Association, under the direction of the President;
 - ii) to publish information as to new members admitted and deaths and when directed by the Executive Committee, suspensions, expulsions and resignations;
 - iii) to publish a consolidation of the Treasurer's annual financial report in the official publication of the Association within three months after the Annual General Meeting;
 - iv) to obtain suitable material on numismatic subjects and to edit such articles, reports and notices as may be submitted directly or through the Executive Secretary.
- g. The duties of the **Advertising Manager** shall be:
- i) to solicit, receive and edit advertising for the official publication of the Association under the direction of the President and to keep records thereof;
 - ii) to transmit payments therefore to the Treasurer at least monthly.
- h. The duties of the **Librarian** shall be:
- i) to keep in safe custody and good order all library books and publications which the Association has or may acquire;
 - ii) to compile and keep an accurate catalogue of all material with the price thereof if acquired by purchase, or the name of the donor if acquired by gift;
 - iii) to afford access to such material and lend the same to members in good standing, under rules and regulations approved by the Executive Committee;
 - iv) to prepare a full and final report of all matters pertaining to the office at the end of the Association year and render the same at the Annual General Meeting.
- i. The duties of the **Historian** shall be:
- i) to collect and preserve data of historical interest concerning the Association;
 - ii) to act as curator of the coins, tokens, medals and other numismatic items belonging to the Association.

6. Membership Dues

- (a) The money accruing from Life Membership shall be invested in accordance with Section 63 of the Canadian and British Insurance Act, as amended from time to time and the income derived therefrom shall remain in the Life Membership Fund. For every active Life Member an amount, in lieu of annual dues, shall be determined by the Executive Committee and transferred to the General Accounts of the Association annually.
- (b) When a Life Member ceases to be a member, by death or otherwise, the remaining interest and capital from his original Life Membership dues shall remain in the Life Membership Fund.

7. Association Year

The Association Year for the purpose of convention, elections and annual reports (except that of the Treasurer) shall be from the time of one Annual Convention until the time of the next Annual Convention.

8. Signature and Certification of Documents

Contracts, documents or other instruments in writing requiring the signature of the Association shall be signed by the President and the Executive Secretary or by the President or the Executive Secretary and anyone of the First Vice-President, the Second Vice-President or any Director and all contracts, documents and instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The Executive Committee shall have power from time-to-time by resolution to appoint an officer or officers on behalf of the Association either to sign contracts, documents and instruments in writing. The seal of the Association when required may be affixed to contracts, documents and instruments in writing signed as aforesaid by an officer or officers appointed by resolution of the Executive Committee.

9. Fiscal Year

The fiscal year of the Association shall be from **May 1st to April 30th**.

10. Head Office

The Head Office of the Association shall be designated by the Executive Committee to be the location in which the Executive Secretary resides. The designated location shall appear in The Canadian Numismatic Journal on its cover and masthead.

11. The **Executive Committee** may prescribe such rules and regulations not inconsistent with these By-Laws relating to the management and operation of the Association as they deem expedient, provided that such rules and regulations shall have force and effect only until the next Annual Meeting of the members of the Association when they shall be confirmed and in default of the confirmation at each Annual Meeting of members shall at and from that time cease to have force and effect.

12. In the case of dissolution of the Association, and after payment of all debts and liabilities, the remaining property of the Association shall be distributed or disposed of to one or more Canadian educational non-profit organizations or the Canadian Government.