

The Perfins Club -- Operational Procedures

A Supplement to the Bylaws of The Perfins Club

approved: August 23, 2024

This document does not amend or alter the Bylaws of The Perfins Club. Rather, it documents the operational procedures used by the Executive Board to fulfill the governance of the Bylaws.

1. Voting Eligibility

- a.** Members eligible to vote on matters during a fiscal year are those in Good Standing as of the beginning of the fiscal year (July 1). *adopted 1/26/2019*
- b.** Members who have not paid their annual dues as of July 1 are technically delinquent. Per the Bylaws, they have 90 days to cure the delinquency. If fully paid within 90 days, they are reinstated and eligible to vote during that fiscal year.
- c.** “Members” listed as “comp”, such as libraries, are ineligible to vote.
- d.** First Year Members joining during a fiscal year are ineligible to vote during that fiscal year. *adopted 1/26/2019*

2. Annual Dues

- a.** First year membership is free for new members in the fiscal year during which they joined. *adopted 1/12/2017*
- b.** Notifications *adopted 1/26/2019*
 - i.** Reminders will be posted in *The Bulletin*: May/June and July/August issues.
 - ii.** Secretary will send an “email blast” on June 15 to all members owing Dues for whom we have email addresses.
 - iii.** Secretary or Publisher will mail Dues Statements on July 15 to all members still owing Dues. The Printer could handle the printing and mailing for us under the direction of the Publisher.
 - 1.** The one-page Dues Statement will have lines for Dues, for multiple year payments, for Delivery options (including postage expense), for Contributions and for the Life membership option. The Statement will state that the delivery default (periodical mail to U.S. addresses and IFCA to foreign addresses) is included in the Dues. The Dues statement will also indicate that payments can be sent to the Club Paypal account, perfin@charter.net, or by mailing a check to the Club Secretary made payable to The Perfins Club.
 - 2.** The Dues Statement will be “generic”: Members will write in their name and address, with options to enter their phone number and email address.

3. The Dues envelope mailed will include a return envelope addressed to the Club Secretary. Return postage will be provided by the member.

- c. Drop for non-payment of Dues

adopted 1/26/2019

- i. Members will be dropped for non-payment on October 15 and listed in the Jan/Feb issue of *The Bulletin* as being dropped for non-payment of Dues.

3. **Membership Roster (will no longer be printed in *The Bulletin*)** *adopted 8/7/2019*

- a. The Membership Roster as of July 1 will be the official roster for the fiscal year.
- b. The Secretary or the Publisher will modify the Club's roster to a roster suitable for distribution. It will include member's name, mailing address and email address, but no other information.
- c. The Secretary will have published each year in the March/April issue of *The Bulletin* an option for members to opt out of including some or all of their information in the published roster.
- d. Members may request a copy of the published Membership Roster from the Secretary or the Publisher any time during the fiscal year. The Roster will be made available electronically or via USPS mail.
- e. Members listed as "comp" are ineligible to receive the Roster.
- f. The Leadership Team (Officers, Directors and Managers) may request a full copy of the membership roster (including phone numbers, etc) at any time.

4. **Delivery of *The Bulletin***

adopted 3/2023

- a. Regular Members

- i. The default is via 1st Class mail AND via email (both) for members with U.S. addresses.
- ii. The default is email delivery to other Countries. Members may request International First Class Air (IFCA) delivery by paying the postage in addition to annual dues.

- b. Life Members

- i. The default is delivery via 1st Class mail AND via email for life members with U.S. addresses in the U.S. with no postage charge for IFCA delivery.
- ii. The default for delivery to Life Members with addresses not in the U.S. is via IFCA and via email (when life membership was established prior to 2023?). Life members may opt for only one type of delivery. IFCA delivery is included at NO additional charge.

iii. The default for delivery to Life Members with addresses not in the U.S. is via email (when life membership was established after 2022?). Life members in this category may add delivery via IFCA by paying the annual postage charge.

iv. Postage expense are the rates set by USPS *set by USPS 3/2023*

1. Canada IFCA - \$15 per year
2. Other countries IFCA - \$20 per year

5. General Club Referendums, Bylaw Revisions and Officer or Director Contested Elections

a. Ballot Preparation

- i. Ballot text will be approved by the Executive Board.
- ii. Ballots will include an instruction that the member's name and return address must be written by the member on the outside of the ballot envelope.
- iii. Ballots will be produced and mailed by the Printer under the guidance of the Publisher.

b. Mail Ballots

adopted 1/26/2019

- i. Ballots will be mailed to eligible members with an enclosed return envelope preprinted "For Ballot ONLY". Return postage will be provided by the member.
- ii. Ballots must be sent by USPS mail and must be received by the Secretary (not just postmarked) by the day that the election closes.

c. Ballot Tally Process

adopted 8/2017

- i. The Secretary will tally submitted ballots per the following procedure:
 1. The Secretary will work with a vote tally assistant.
 2. They will separate the sealed ballot envelopes into two piles:
 - a. Those eligible to vote: They will check eligibility against the official July 1st Membership Roster. The only adjustment is to exclude members who owed dues on July 1 and did not fully pay on or before September 30. (The Secretary will use the membership roster dated October 1st to identify members still delinquent, The Secretary will draw a line through their names on the July 1st roster, indicating that they are ineligible to vote.)
 - b. The Secretary and assistant will check the member's name and address as written on the outside of the envelope for a

reasonable match to the Club's official Membership Roster and record the receipt of the sealed ballot on the official Membership Roster.

- c. Those ineligible to vote: These envelopes will be placed in a separate pile and will not be counted.
- d. Multiple ballots from one member will all be rejected.

3. The Secretary and assistant will then open the eligible ballot envelopes and record the vote(s).

d. Ballot Retention

adopted 11/12/2017

- i. Ballots will be retained for one year by the Secretary in three separate piles:
 - 1. Ballot envelopes for those ballots where voting was eligible.
 - 2. Eligible ballots that were counted.
 - 3. Ineligible/Invalid ballots.

e. Ballot Inspection

adopted 11/12/2017

- i. Inspection of non-specific member ballot information may be requested from the Secretary during the fiscal year of the election. Such requests must be made in writing. A response to the request will then be considered and approved or denied by the Executive Board.

6. Library

adopted 6/17/2017

- a. Club publications will be sent to the American Philatelic Research Library (APRL). Club publications may also be sent to other philatelic libraries at the discretion of the Club Librarian, such as the Library of Congress, the Rocky Mountain Philatelic Library in Denver, CO and the Western Philatelic Library in San Jose, CA.

7. Sunshine Manager

Presidential decision 10/12/2019

- a. The Sunshine Manager will send Get Well Cards to members that the Manager learns are ill and would appreciate a Card. The Manager will send Sympathy Cards to families of members who passed away. The Manager will send Sympathy Cards to the member in the event the member's spouse or children pass away. The Manager will decide if it is appropriate to send a card, depending on the timeliness of learning of the situation.

8. Perfin Club Treasury Review

adopted August 2023

- a. **Overview:** The Perfins Club Executive Board plans to have management of the treasury operation reviewed periodically. The review will be performed by an

independent review team which will review the financial records of the Perfins Club as described below.

- b. Plan:** Conduct an independent peer review of the Perfins Club “financial records” for the most recently completed fiscal year. The peer review frequency shall be once every three years, unless otherwise directed by the Perfins Club Executive Board. The final review report will be presented at the Executive Board meeting during the Perfins Club annual convention.
- c. Peer Reviewers:** The Perfins Club President shall assign two to three peer reviewers and designate a leader. Peer reviewers shall be Perfins Club members in good standing. There shall be no more than one Perfins Club Officer, Director or Program Manager assigned to the team.
- d. Actions:**
 - i.** The items listed below shall be reviewed by the peer review team. Additional items may be included as deemed necessary by the Treasurer or the peer review leader.
 - Treasurer Duties per The Perfins Club Bylaws Section 5.4
 - Club operational procedures
 - Club checking account statements
 - CD statements
 - Treasurers Excel files
 - Nonprofit status with the state and IRS
 - ii.** The Treasurer will provide additional information and answer questions as requested by the peer reviewers.
 - iii.** Prior to the Perfins Club Annual Board meeting, the Peer Review Leader and the Perfins Club Treasurer shall review findings and provide an opportunity for questions and clarifications as needed.
 - iv.** At the Perfins Club Annual meetings:
 - The Peer Review Leader, or designee, if not present, will present the final peer review to the Executive Board and summarize the report at the Annual Business meeting.
 - The final peer review will be submitted to the Secretary and included in the *Perfins Bulletin*.

- a. Corrections, changes and updates to the Perfins Club Catalogs shall be submitted to the U.S. Catalog Chair, the Foreign Catalog Chair and the Revenue Catalog Chair.
- b. It is the responsibility of the proponent of submittals as defined in #1 above to ensure that all new images or verbiage submitted is not copyright protected.
- c. The Catalog Chair shall review the submitted information and document(s). A review team may be formed, if deemed necessary by the Catalog Chair.
- d. Minor editorial changes or corrections may be approved by the Catalog Chair.
- e. Any significant change and/or update to the Perfins Club Catalogs shall be approved by the Catalog Chair and submitted to the Executive Board for approval. A significant change includes, but is not limited to, any updates that would propagate a new printing or version number of the Catalog.
- f. After all reviews and comments have been incorporated, the final documents shall be submitted to the appropriate Catalog Chair for a final review and editing as deemed necessary.
- g. It is the responsibility of the Catalog Chair, with approval from the Executive Board, to create, update and launch the Catalog publications, including paper editions, electronic editions, and publication links via the Club website.
- h. Ongoing maintenance of the Catalogs, including the preparation for new editions are the responsibility of the Catalog Chairs.