

SEQUOIA STAMP CLUB



Member Handbook

Meetings held
2nd and 4th Tuesdays at 7 p.m.
Community Activities Building
1400 Roosevelt Avenue
Redwood City, CA 94061

Mailing address:
P.O. Box 235
San Carlos, CA 94070

APS Chapter #687-54588
Website: www.penpex.org

Editor: Kristin Patterson, January 2019.

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2018 Sequoia Stamp Club Group Photo Back Cover

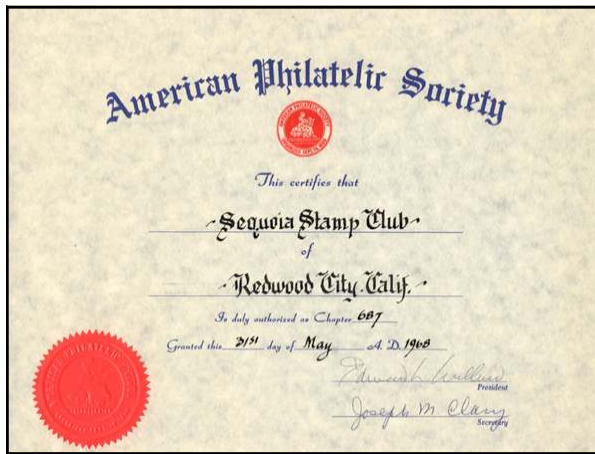
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Member handbook produced by Kristin Patterson and photos by Ken Perkins.

Front cover: USPS 2018 lenticular Art of Magic Forever stamp from Art of Magic Souvenir Sheet.



American Philatelic Society certifies that **Sequoia Stamp Club** of Redwood City, Calif. is duly authorized as Chapter 687. Granted this 31st day of May A.D. 1968.

Introduction to the Sequoia Stamp Club

Welcome to the Sequoia Stamp Club, one of the largest and most active philatelic associations in Northern California. We have a proud history of over 70 years. As of January 2019 our membership stands at 118, with a nice mixture of old timers and new members. The entire club roster is published in the club yearbook which each member receives annually. Attendance at our bi-monthly meetings average approximately 35-45 attendees per meeting. We also sponsor a youth group, Stamps R Us, which has a membership of 35 aspiring young collectors.

A key to our success has been the leadership provided by dedicated members and the active participation of everyone. All the elected officers and appointed committee chairs work hard to fulfill the responsibilities of their positions. Club members gladly step forward when needed to enhance the operation of the organization. Our club is on sound financial footing, which allows us to keep our dues at the low rate of \$3.00 per year.

We are proud of the many offerings that are available to our club members, many of which are described in detail in this New Member Handbook. Our programs, live auctions, and swap meets have been well received by members and our regular silent auctions are always a highlight of the evening. Members may check out circuit books to take home and select stamps to add to their collections at a reasonable price. Current Scott Catalogues and other reference books are available for checkout from our club library. Our quarterly newsletter, *Stamp Chatter*, along with our website, provides interesting philatelic articles and keeps members informed of club activities. Refreshments are served at every meeting and social events such as pizza night and a summer picnic are very popular.

We take pride in being a very social and friendly club and we are pleased that you have decided to join us. We hope to get to know you better and look forward to your participation and involvement in club activities. Visit our website, www.penpex.org/ssc, for more information and a current calendar listing of upcoming activities.

At right: (l to r)
Eduardo Martino &
Chris Thompson in a
major discussion
while enjoying food
at the 2018 SSC
summer picnic.



Above: Jim Giacomazzi calling out stamps for Philatelic Bingo night.



At left, (l to r) Greg Cykman, John Vogel, Jim Mosso, and Jim Sauer looking over Phillip Holck and David Abrahams' material for sale at SSC September 2016 swap meet.

History of the Sequoia Stamp Club

On September 30, 1947, a small group of enthusiastic stamp collectors met in the Recreation Craft Room at the Redwood City's Fire House #2 (now Station #10) at 2190 Jefferson Avenue on the corner of Myrtle Street, to form the Sequoia Stamp Club. They elected Mr. Louis Weiss as president and set the annual club dues at \$1. The membership voted unanimously to make Alfred "Red" Morton their first Honorary Member for his untiring and splendid efforts in promoting the formation of the club and the Junior Stamp Club. Hired in 1937, Mr. Morton was Redwood City's first recreation director. The Recreation Department graciously furnished stencils, postcards, and supplies for SSC meeting notices.

Mounting interest in philately and stimulating programs increased the membership to over 80 individuals, causing the craft room at the Fire House to bulge at its seams. In March 1950, it became necessary to transfer the club meetings and events to a larger venue: the YMCA building at 1234 Brewster Avenue in Redwood City.



May 23, 1950 Sequoia Stamp Club meeting at the YMCA. Members holding pages of stamp exhibits that they had brought to show the Sequoia High School Stamp Club led by John Dusel. Photo taken by SSC member Roy J. Ruis.

In 1956, the completion of the new Sequoia YMCA building at 1445 Hudson Street (still there in 2014) provided an even better facility which further enhanced the activities of the club. However, with the increased popularity of the YMCA, as well as continuing growth of the club membership, another move was necessary. In 1962, the club began meeting in the Friendship Room of the American Savings and Loan Association of California at 1615 Woodside Road. This was an excellent meeting place, but there was a drawback. It was on the second floor and some of the older members found climbing the stairs too difficult, so in January 1965 a move to the Veterans Memorial Building at 1455 Madison Avenue took place.

Further growth dictated another move. In January 1967, the club moved to the new RC Community Activities Building at 1400 Roosevelt Avenue, where they comfortably settled and still meet there today.

The members have always enjoyed well-rounded philatelic programs, including exhibitions, lectures, film and slide shows, speakers, sales circuits, live and silent auctions, and active discussions. Let us not forget the trading, penny boxes, spot sales, quizzes, and more.

The inherent interest and enterprise of philatelists, coupled with a demonstrated spirit of cooperation among members, has resulted in making the Sequoia Stamp Club one of the liveliest stamp clubs in the Bay Area. The club celebrated its 65th birthday with a huge party on September 25, 2012. Bill Moll (photo above), the honored guest for the festivity, was SSC's last surviving charter member.



Sequoia Stamp Club Services Available to Members

Mission: To encourage the collection and study of postage stamps and all other philatelic items.

Meeting dates are the 2nd and 4th Tuesday of each month. The doors open at 7:00 p.m. The general meeting starts at 7:30 p.m. followed by a program. Meeting location is Community Activities Building, 1400 Roosevelt Avenue, Redwood City, CA 94061. Guests of all ages are welcome. Refreshments are served at all meetings.

Programs: See our website, www.penpex.org/ssc/calendar, for a complete schedule of presentations, auctions, speakers, APS slide shows, member show and tell, fun competitions, and more.

Details of Club Offerings:

Live Auctions: Live auctions take place approximately every two months. Members can place stamps or related items on sale in the auction with a \$5 minimum bid. All members and guests can bid on auction items. If the item sells the club receives 10% of the sale price.

Silent Auctions: Member items are placed on sale in the back of the room at every meeting when there is not a live auction. Members can place stamps or related items on sale in the silent auctions with a minimum bid. Members and guests can place bids on the bid sheet with their name or member number. The auction closes approximately 10 minutes after that day's program. The person with the last and highest bid gets the item. If the item sells, the club receives 10% of the sale price.

Kiloware Sales: The club purchases stamps on paper or collections from stamp organizations. Blank books are available; please consider making up a book with your extra stamps for sale. The stamps are then offered to the club members for sale.

Circuit Books: Circuit books contain stamps for sale that are assembled by club members. Books can be checked out at meetings from Jim Mosso. Blank books are also available to sell your duplicates.

Door Prizes: At every meeting two lucky members will win a \$5 voucher valid toward the purchase of stamps from the club circuit books or the silent auction. Members must be present to win.

Reference Material: Current Scott catalogues, reference catalogs, other club newsletters, and philatelic literature can be signed out at every meeting from librarian, Eduardo Martino.

Knowledgeable Members: The club has many members with extensive philatelic experience who would be happy to share their knowledge and answer any questions that you may have.

Newsletter: The *Sequoia Stamp Chatter* is published and distributed to members every quarter.

PENPEX Stamp Show: The Sequoia Stamp Club members run the annual free PENPEX Stamp Show that is held the first weekend in December at the Community Activities Building.

Stamps R Us: The group encourages young collectors to have fun in the hobby. Monthly packets which contain stamps and worksheets are mailed to each member. Annual cost is \$5.

Summer Picnic: On a sunny summer evening, SSC has a member and family social picnic.

Pizza Party: Once a year, the club sponsors an all-you-can-eat pizza party at a nearby restaurant. A perfect opportunity to get to know other members.

Becoming a member: Membership dues are \$3 per year with a \$1 initiation fee. Pro-rated dues are \$1.50 after July 1st which covers the rest of the year. A membership form is available via a link on www.penpex.org/ssc/member.

Mailing Address: Sequoia Stamp Club,
P.O. Box 235, San Carlos, CA 94070.

General information about Sequoia Stamp Club can be found at www.penpex.org/ssc or email Sequoia Stamp Club at sequoiastampclub@yahoo.com.



Annie Wong looking through a bag of kiloware stamps to add to her collection.
Photo taken by Ken Perkins.

Circuit Book Sales – Rules and Regulations

General:

1. This Sales Department is established for the benefit of all members. To be successful, active participation of all members is a must.
2. The President appoints a Circuits Manager for a period of one year. The Circuits Manager may designate an assistant.
3. The Circuits Manager will maintain all necessary records of receipts and disbursements. These records will be available to the Treasurer for audit.

Selling:

1. Only members in good standing may sell stamps through this Sales Department.
2. All stamps are entered at the owner's risk. In acting for the owner, the Circuits Manager will exercise all reasonable and proper safeguards. Neither the club nor the Circuits Manager may be held financially responsible beyond that.
3. The Circuits Manager reserves the right to refuse any submission which, in their opinion, does not conform to these rules and regulations.
4. There are two sales categories "Regular Books" and "Unit Price Books". Details are below.
5. Do NOT enter damaged stamps (torn, thin, creased, repaired, etc.), reprints, or forgeries unless so described and priced accordingly.
6. Use only whole new hinges in mounting stamps. The use of mounts or glassine envelopes is permitted if securely attached to the page.
7. The seller sets the selling price for each lot.
8. Price your stamps to sell. Overpriced material will not move.
9. Blank sales books are available from the Circuits Manager. Odd size books will not be accepted. Current costs for sales books are 35¢ each or 3 for \$1.00.
10. Mount stamps on one side of page only. Do no mount more than one stamp per space unless part of a set. Be NEAT, no one likes a messy book.
11. Do not mark the outside front or back covers of sales books. On the inside or outside of the back cover write your name, date submitted, net value per page, and total value of sales book. Also, indicate any special information you may wish to give such as year of Scott catalog used.
12. Circuit Books will be retired at owner's request (two weeks notice required) or at the Circuits Manager's option.
13. The Sales Department will retain 10% commission on total sales per book. Expenses will be paid from this commission. The balance will be turned over to the Treasurer.
14. Put your duplicates to work. Fill a book and submit it.



Circuits Manager, Jim Mosso, in front of the many circuit books available to members.

"Regular books"

1. This category is for single stamps or sets with a selling price of not less than 10¢. Total net value of a book may not exceed \$350.
2. Stamps should be arranged alphabetically by country and numerically by catalog number. Topical groupings may also be entered. Buyers prefer a narrow range or logical grouping, rather than a scattering of the whole world in one book.
3. Each stamp or set of stamps MUST be identified with the correct Scott catalogue number and value. Selling price must be stated. Use ink for all entries.
4. Blank spaces should have a large X across the space to indicate no stamp.

“Unit-priced books”

1. This category is for books where each stamp has the same selling price. For example 10¢, 25¢, etc.
2. Every space in sales book MUST contain a stamp or a large X across the space with no stamp.
3. Catalog number and value may be left blank. Do NOT enter selling price.

Circuit Book sign out procedure:

1. Members in good standing may sign out sales books and examine them at home.
2. The member assumes full financial responsibility for the remaining cash value of books while in his/her keeping.
3. All buying rules apply.
4. Assigned prices cannot be changed.
5. Circuit Books MUST be returned at either of the next two regular meetings. Failure to comply may result in a \$1 fine per book or suspension of sign-out privileges.
6. The Circuits Manager may restrict the number of books a member can sign out.
7. If owner does not want his book signed out he must so inform the Circuits Manager at time of submission.

Updated: Jan. 28, 2014.

Silent Auction Rules

1. Place lots on the silent auction table prior to the start of meeting. Sellers are required to fill out a printed form describing the lot and providing space for written bids to be entered. A minimum starting bid should be specified. The description must include catalog number (unless collection or accumulation), accurate description of condition, catalog year used for pricing, and other relevant information, such as complete or partial set, etc.
2. Sellers are limited to five (5) lots. If there is a space, the auction manager may allow sellers to add additional lots.
3. A 10% fee will be deducted from the selling price. The fee will be rounded up to the nearest nickel to eliminate the use of pennies.
4. Only members of Sequoia Stamp Club may enter material in the silent auctions. Guests and visitors may bid and buy lots, which must be paid at the close of auction.
5. The auction manager (or designated person presiding over the auction) will announce the time at which the auction will close.
6. Removing a lot from the table, blocking, or otherwise preventing other bidders from bidding by hovering over a lot when the auction approaches closing time is strictly prohibited.
7. If a lot is contested by two or more bidders at the time the auction closes, the bidders involved will be allowed to continue bidding until such time as only one bidder prevails. When the auction closing time is reached, the auction manager will ask if there are any contested lots. If so, the process previously described will begin. A bidder involved in a contested lot must have previously bid on the lot in question.
8. The auction committee will have the final judgment regarding inaccurately described lots. If the ruling is in favor of the buyer, the seller must refund the amount realized on the lot to the buyer. Any claim must be submitted no later than the next meeting following the auction.
9. Sellers will be paid after the auction closes and all purchases have been paid for.
10. Any variances to these rules or other auction issues will be at the discretion of the auction committee only.



Updated: Aug. 3, 2012.

Regular (Live) Auction Rules

1. Submit all material to the auction chairperson prior to the start of the meeting on the date of the auction. Each seller is required to fill out the club's pre-printed form describing the lot and submit the form with the material. The description must include catalog number (unless a collection or accumulation), accurate description of condition, catalog year used for pricing, and other relevant information, such as complete or partial set, etc.
2. Each lot will be assigned an auction lot number by the auction chairperson. Entries without a lot number will not be entered into the auction.
3. The auctions will be limited to 50 lots maximum on a "first come first served" basis. Sellers will be limited to five (5) lots unless there are less than 50 lots.
4. Each lot submitted must have a minimum value of \$5.00 and this will be the lowest starting bid. Lots of lesser value should only be entered in the club's silent auctions.
5. Only members of the Sequoia Stamp Club may enter material in auctions. Members, guests, and visitors may bid and buy lots.
6. A 10% fee will be deducted from the selling price with a minimum fee of 50¢. The 10% fee will be rounded up to the nearest nickel to eliminate the use of pennies.
7. Sellers may NOT specify a starting or minimum bid. Sellers are allowed one free bid to protect their lots. Additional bids by the seller are permitted but the lot will be treated as "sold" and subject to the 10% commission.
8. Bidding increments will be:
 - .50 cents for \$5.00 up to \$10.00;
 - 1.00 dollar for \$10.00 up to \$20.00;
 - 20.00 dollars & up at the discretion of the auctioneer.
9. Buyers may choose to "pay as you go" or "pay at the end". Prior to start of the auction, "pay at the end" buyers will inform "Credit Manager" that they prefer this option.
 1. Credit Manager keeps track of the lots won and money owed by the "pay at the end" buyers. Auctioneer will identify "pay at the end" buyers when they win a lot to make it easier for the Credit Manager to keep track.
 2. At the time of the auction, the Collectors deliver lots and collect money from "pay as you go" buyers as they win items in the auction. When a "pay at the end" buyer wins a lot, it will be delivered to the Credit Manager and s/he will not pay at that time; the item won and hammer price will be documented by the Credit Manager.
 3. At the close of the auction, "pay at the end" buyers will visit the Credit Manager, pay with cash or check the total amount that they owe, and receive lots. Credit Manager will turn in all cash, checks, and the total amount received to the Auction Accountant.
10. The auction committee will have the final judgment regarding inaccurately described lots. If the ruling is in favor of the buyer, the seller must refund the amount realized on the lot to the buyer. Any claim must be submitted no later than the next meeting following the auction.
11. Any variances to these rules or other auction issues will be at the discretion of the auction committee only.

Live Auction Committee: Jim Giacomazzi, Chair
Wally Jolliff, Auctioneer
Eduardo Martino, Auction Accountant
Chris Palmero, Credit Manager

Wally Jolliff in action at a
live auction while Eduardo
Martino records winning bids.



Updated: January 11, 2019.

Sequoia Stamp Club Library Holdings

The below list is just a sampling of the material that SSC makes available to members. In addition to the items listed below, We also receive several Bay Area stamp clubs newsletters. These are available from the librarian for review at any regular club meeting. To check out library material contact librarian, Eduardo Martino. Catalogs must be returned to the librarian at the next meeting after they are checked out. They may be renewed if no other member requests them.

2019 – *Scott Catalogues*, Vols. I-VI

2019 – *Scott U.S. Specialized Catalogue*

2017 – *Scott Classic Specialized Catalogue*, 1840-1940

2011 – *Brookman U.S. Stamps, U.N. Stamps, Canada Stamps, First Day Covers, Autographs, and Postal Collectibles*

1998 – Durland, *Standard Plate Number Catalog*

2006 – *Encyclopedia United States Stamps and Stamp Collecting*

1990 – *Fundamentals of Philately* by L.N. Williams

2014 – *History of America in 36 Postage Stamps* by Chris West

2013 – *History of Britain in 36 Postage Stamps* by Chris West

2018 – Unitrade, *Specialized Catalog of Canadian Stamps*

2017 – *The Canadian Revenue Stamp Catalogue* by E.S.J. van Dam

1999 – Minkus, *Catalog of Canadian and UN Stamps*

1997 – *Canadian and United Nations Stamps* by Krause

1996 – *Standard Catalogue of Canadian Booklet Stamps*, 3rd Edition

1968 – *First Decimal Issue of Canada* by Whitworth

2015 – *U.S. Airmail Special Delivery Issue of 1934-36 Exhibit* by Hideo R. Yokota (160 pages)

1966 – *American Air Mail Catalog* by American Air Mail Society, Vols. I – IV

2010 – *WESTPEX – The First 50 Years* by Kristin Patterson

2008 – *The American Revenuer*, Vol. 62, #4, S.D. Hastings, Wisconsin Civil War Checks by Kristin Patterson

2006 – *It's a Wrap! U.S. Revenue Stamps Used on Playing Cards, 1862-83* by Kristin Patterson

1981 – *The World of Stamps & Stamp Collecting* by David Lidmon

1978 – *Identify Your Stamps* by Ervin J. Felix

1977 – *How to Prepare Stamp Exhibits* by C. Foster

1969 – *Philatelic Workshop: stamp identification, perforations, judging, precancels & running a show.*

2012 – *The Great Texas Stamp Collection* by Charles W. Deaton

1998 – Interim Report of the North Carolina Postal History Commission

1990 – Linn's *The World's Greatest Stamp Collectors* by Stanley M. Bierman

1990 – Linn's *More of the World's Greatest Stamp Collectors* by Stanley M. Bierman

2009 – *On the Road, The Quest for Stamps* by Stephen R. Datz

1998 – *Political Campaign Stamps* by Mark Warda

1984 – *From the Winged Heels of Mercury* by Zaven M. Seron

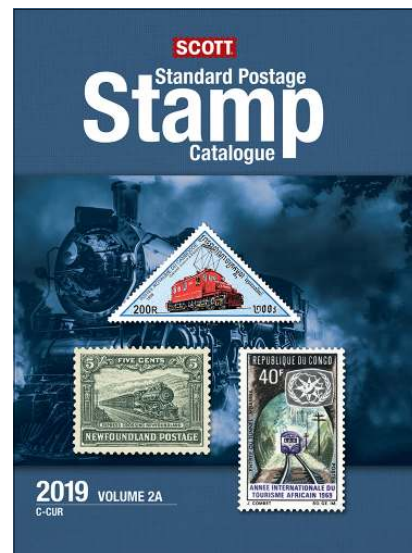
Also, many non-fictional and fictional books about stamps or stamp collecting.

Equipment:

Short and Long Wave Length UV Lamps

Signoscope Watermark Detector T2

Updated: January 11, 2019.



As new Scott catalogues are issued, SSC gets them.

Material that is not checked out, is available at each meeting to look at during the meeting or for check out. There is more material than is listed here.

Stamps R Us (Youth)

In the year 2000, the Sequoia Stamp Club, under the leadership of Darlene Hickok, organized a group of volunteers to facilitate the involvement of youth in the hobby of stamp collecting. They began by meeting once every two months at a local library with young people interested in learning about stamps, but it was soon discovered that youth in this area were busy with sports and school activities, and had difficulty attending meetings on a regular basis. So in 2007, the program switched to a mail based operation.

The Sequoia Stamps R Us volunteers meet regularly to assemble stamp packets which are mailed out monthly plus two instructional, individualized mailings per year. The packets contain stamps and activities that are both fun and educational. This learn-by-mail program through Stamps R Us is open to all kids age 4 to 17 as well as adult beginners. Below is a brief description of the programs:

- What is philately? – Explains where stamps come from and where to find them. A free sample album will be available along with free stamps.
- Soaking stamps – No one knew you could have so much fun with some paper and water. Members will learn to soak stamps from envelopes.
- Mounting stamps – Examples of different ways to safely mount stamps will be shown. Also hinges will be supplied so that members can mount their stamps.
- Books on stamps – Tour your library to find books about rare stamps, famous stamp collectors, stamp catalogs, and other stamp related topics.
- Stamp Games – A variety of stamp games to play with family and friends are included in the mailings.
- Stamp Hunting – Large boxes of unsorted stamps are available for all kids to search thru at the PENPEX show in December. Packets with interesting topical stamps are also be mailed out on a regular basis.
- Treasure chest – The treasure chest has games, books, stamp albums, and stamps to choose from to encourage local members to attend the annual PENPEX stamp show, participate in activities, and meet other collectors.



Stamps R Us members, Grace and her brother, having fun with stamps at PENPEX 2016.

Membership fees for the Stamps R Us youth group are only \$5 annually. For more information contact Preston Chiappa at chiappap@aol.com. Membership applications are available at the PENPEX Stamp Show or send an email to SequoiaStampClub@yahoo.com with your name and address. The application and forms and forms are available on the website, www.penpex.org/ssc/stamps-r-us-youth-group, and can be printed and mailed along with the membership fee to: SSC Youth Membership, P.O. Box 235, San Carlos, CA 94070.

Since the future of philately lies in our youth, members of the Sequoia Stamp Club need to actively support our youth group and encourage interested young people to participate in the fun and educational opportunities offered by the Stamps R Us program. We plan on recruiting more youth but need help in getting the word out to the public. We need topical stamps (Disney, scouts, maps on stamps) and supplies such as hinges, treasure chest items, and tongs. Volunteers are always welcome to help any way they would like.

Updated: January 11, 2019.

PENPEX

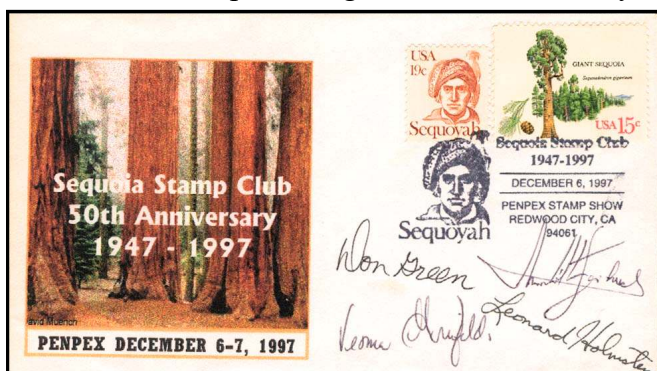
The Peninsula Philatelic Exhibition (PENPEX) is held in the heart of the San Francisco peninsula. The first show was held over 60 years ago in Burlingame in 1951, then in the 1960s it moved to the Veterans Memorial Building in Redwood City, and starting in 1975 with the cooperation of the Peninsula Chapter-Society of Israel Philatelists, the show settled at its current site, the Community Activities Building (CAB), which has been PENPEX's home for 30 consecutive years.

Both Peninsula and Sequoia Stamp Clubs were formed in 1947 to promote stamp collecting in the San Francisco peninsula area. They assisted and encouraged members to exhibit and were active in the creation and support of PENPEX. Now extinct, the Foothill Stamp Club, Palo Alto Philatelic Society, and Palo-Menlo Stamp Society had members who volunteered to support past PENPEX shows. Because of multiple contributors, PENPEX was set up as its own non-profit organization. Each year when profits were realized, donations were shared with the sponsoring clubs and the facility.

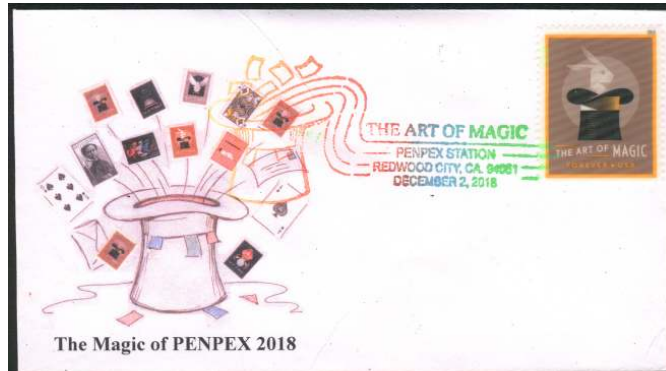


Outdoor ribbon cutting performed by PENPEX 1960 Chair Cy Thompson. To the left is Juliette Stauffer.

The four at far right are Robert Stauffer, Harold Schlotthauer (holding the ribbon), Bror Youngstrom, and Josephine Thompson.



PENPEX '97 cachet designed by Leonard Holmsten and autographed by the PENPEX '97 judges.



PENPEX 2018 show cachet designed by Miriam Thurston celebrates the Magic of PENPEX.

Thanks to the efforts of hundreds of dedicated volunteers, the now annual mid-peninsula stamp show held in December is free to all interested in attending. The show regularly attracts up to 20 dealers, 66 frames of philatelic exhibits, a 500-lot silent auction, a club-operated snack bar, a youth area, and free parking. The show is enjoyed by area collectors as a place to see and find excellent philatelic material and have fun interactions with friends.

The CAB was built in 1966 as a gathering place for local groups. In January 1967, it became the permanent home of the Sequoia Stamp Club which holds meetings every 2nd and 4th Tuesday evenings. The Sequoia Stamp Club has been involved with PENPEX since the second show in 1960. As one of the largest clubs in the area, club members have held all PENPEX positions.

If you have any ideas or would like to get involved, please visit the website, www.penpex.org or contact PENPEX Chair Kristin Patterson at penpexredwoodcity@yahoo.com.



PENPEX 2018 dealers: Ed Dimmick (front) and Bob Chang (sitting in back.)

Sequoia Stamp Club Constitution and By-laws

ARTICLE I TITLE, LOCATION AND PURPOSES:

Section I Title: This Club is incorporated in the State of California and shall be known as the "Sequoia Stamp Club".

Section II Location: The headquarters of the Club shall be in Redwood City, San Mateo County, California.

Section III Purposes: The purposes of the Club are as follows:

To encourage the collection and study of postage stamps and other philatelic items among members and the community at large.

To procure and spread knowledge in relation thereto.

To provide a forum for the purchase, sale, and exchange of philatelic items among members.

To cultivate friendships among members.

To encourage, promote and provide helpful leadership for junior collectors.

Section IV In keeping with the intention of the Club founders, the life of the Sequoia Stamp Club shall be in perpetuity.

ARTICLE II MEMBERSHIP:

Section I Membership shall consist of the following categories:

1. Regular members 2. Youth members 3. Life members.

Section II Membership Categories:

Regular members shall be persons of good character, 18 years of age or over.

Youth members shall be persons of good character, under age 18, who are properly endorsed by a regular/life member and endorsed by parent or guardian as guarantor.

Life members shall be those considered by the Governing Board and membership as deserving of special distinction.

Only regular and life members will have voting privileges.

Section III Election of Members:

Persons desiring to become a member must submit an application in writing on the form provided by the Club. Such application should be sponsored by one regular/life member in good standing. A majority vote of the members present at a regular meeting shall be sufficient for election. A person failing election shall not again be proposed for membership until at least six months have elapsed.

Proposal for life membership may be made in writing by any regular/life member in good standing. Such proposal shall be referred to the Governing Board for action. Upon report of the Governing Board, a majority vote by secret ballot of members present at a regular meeting shall be sufficient to elect.

Section IV Suspension and Expulsion:

1. A member shall be dropped without notice for non-payment of dues when nine (9) months in arrears. While in arrears he/she will be considered a non-member for voting purposes.

2. The Governing Board may suspend or expel a member for conduct deemed inconsistent with the best interests of the Club. Said member is entitled to a hearing by the Governing Board. Notice of such a hearing shall be mailed to the member at his/her last known place of residence as it appears on the books of the Club, at least five days prior to the hearing. At the hearing said member shall be entitled to introduce evidence on his/her behalf. Written accusation shall be required and the Governing Board shall not be limited by any rules of evidence. It shall require a majority vote of the Governing Board to suspend or expel a member.

ARTICLE III OFFICERS AND COMMITTEES:

Section I Elective Officers:

The elective officers of the Club shall be a president, vice-president, secretary, treasurer, and three (3) directors at large. These seven (7) elected officers shall comprise the Governing Board.

They shall be elected by the Club from its regular/life members and shall hold office for a period of one year or until their successors are elected or appointed. They must have been a Club member for at least one year.

Section II Appointed Positions and Chairs of Standing Committees:

The president with the approval of the Governing Board shall appoint members to fill the following positions: a librarian, a sales manager, an auditor, a chair of the Program Committee, a chair of the Membership Committee, and a chair of the Youth Committee. The same individual can hold more than one of these positions.

Section III Duties of the President:

The president shall perform the duties usually associated with this office, shall preside at all meetings of the Club and the Governing Board, appoint such committees for carrying out the work of the Club as necessary and shall require regular reports from the various committee chairmen at designated intervals. The president shall guide, direct and have general supervision of the affairs of the Club and ensure that the constitution and by-laws are properly enforced.

Section IV Duties of the Vice-President:

In the absence of the president, the vice-president shall have the powers and shall perform the duties of the president and such other duties as the Governing Board may prescribe.

Section V Duties of the Secretary:

The secretary shall keep a record of the proceedings of the Club and Governing Board meetings. These records shall be open to the inspection of the members of the Club given reasonable notice. He/she shall issue all notices required by or on behalf of the Club, conduct correspondence and shall perform such other duties as may be prescribed by the Governing Board.

Section VI Duties of the Treasurer:

The treasurer shall receive and take charge of all moneys and securities of the Club and make a monthly report to the Club of receipts and disbursements. He/she shall expend no money except as authorized by the Club or Governing Board and then only on a voucher signed by the president or in his absence by the vice-president. He/she shall make a written annual report prior to relinquishing office.

The treasurer shall submit all reports and fees due to the IRS, Secretary of State, and the Franchise Tax Board of the State of California, in order to maintain the tax-exempt status of the Club as a California not-for-profit corporation.

Section VIII Duties of Directors-at-large:

The directors-at-large serve on the Governing Board and serve the president where and when needed. With the approval of the membership they may also serve as an interim pro-tem officer in the event a vacancy occurs among the elective officers, until such time as the vacancy is filled.

Section VII Duties of the Librarian:

The librarian shall have custody of all catalogs, books, magazines and manuscripts that are the property of the Club. He/she shall draw up an annual report of the Club's activities to be submitted to the membership at the first meeting in January of each year.

Section IX Duties of the Sales Manager:

The sales manager shall have charge of and supervision of all matters pertaining to the sales of stamps and other philatelic matters submitted by members, in accordance with the rules and regulations established under the direction of the president and the Governing Board.

Section X Term of Office:

The term of office for all elective and appointed offices shall expire on the date of the first regular meeting in January.

ARTICLE IV ELECTION OF OFFICERS:**Section I Nominating Committee:**

The president shall appoint a three member Nominating Committee at the second regular meeting in September.

Section II Nominations:

Nominations for elective officers shall be made at the first regular meeting in November of each year. Nominations may be made from the floor in addition to those presented by the Nominating Committee.

Section III Time of Election:

The annual election of officers shall be held at the second regular meeting in November of each year.

Section IV Balloting

The election of officers shall be made by secret ballot conducted by the Nominating Committee. A plurality of votes shall elect. In the vote for Directors at Large, the top three (3) vote getters shall be elected. In case of a tie, ballots shall be taken until a decision is reached. If a candidate is unopposed for office, then a motion can be made from the floor to dispense with the secret ballot procedure.

Section V Induction into Office:

The new officers shall be formally inducted into office at the first regular meeting in January by the retiring President or the Chair of the Nominating Committee immediately after the annual reports of the retiring officers and Committees have been made to the membership.

Section VI Replacement of Officers:

1. Replacement of the office of the president if same is vacated due to resignation, expulsion or death in mid-term:
 - a. The elected vice-president shall assume the office of the president with all its duties and responsibilities of that office for the remainder of that term.
 - b. In the rare event that both the offices of the president and vice-president become vacant simultaneously, then the Governing Board shall meet in special session to determine and recommend a course of action to be voted on by the membership at a regular scheduled meeting.
 - c. The new president may appoint a new vice-president subject to the approval of the Governing Board.
 - d. The new president may appoint new or re-appoint existing appointed positions and committees.
2. Replacement of any office other than that of the president vacated due to resignation, expulsion or death in mid-term shall be appointed by the president with the approval of the Governing Board.

ARTICLE V MEETINGS:

Section I Regular Meetings:

Regular meetings of the Club shall be held on the second and fourth Tuesdays of every month. If a meeting falls on or close to a holiday, the Governing Board may cause the meeting to be cancelled or called on some other date.

Section II Special Meetings:

A special meeting of the members may be called any time by the president with the consent of two-thirds of the Governing Board or may be called upon written request of six members in good standing of the Club.

Section III Voting:

At any regular or special meeting each regular/life member in good standing shall be entitled to vote in person only.

Section IV Quorum:

Twelve members shall constitute a quorum for a regular or special meeting to be official.

Section V Expenditures:

Expenditures of more than \$100.00 that have not been approved in the budget or reserve accounts at the start of the fiscal year must have the written approval of the Governing Board.

ARTICLE VI GOVERNING BOARD AND COMMITTEES:

Section I Governing Board:

The Governing Board shall consist of the elected officers (Article III, Section I). This Governing Board shall be charged with the transaction of all special business necessary or proper to be done by the Club or on its behalf, to authorize any expenditures in excess of \$100.00 that have not been approved in the budget or reserve accounts at the start of the fiscal year, to make rules for the conduct of the business of the Club and to generally promote the interest and well-being of the Club. Four (4) members will constitute a quorum. The Governing Board shall meet at least once every four months. Special meetings of this Board may be called by the President or upon the request in writing by six regular/life members. The Governing Board shall not incur any indebtedness in excess of funds in the hands of the treasurer, or which will regularly be in his hands during the current year from the collection of dues.

Section II Temporary committees shall be appointed and/or dissolved by the president with the approval of the Governing Board as the occasion demands.

ARTICLE VII DUES AND FEES:

Section I Dues:

Annual dues will be due and payable by all regular and associate members of the Club on the first day of the year.

The amount of the annual dues for regular members shall be determined by the Governing Board and approved by 2/3 of the members present at a regular meeting. Life members are exempt from annual dues.

Youth member dues shall be one half of regular member dues.

Dues shall be pro-rated for new members: January 1 thru June 30, 100%; July 1 thru December 31, 50%.

The President may grant the equivalent of one year's free dues to a member as a reward for performing some exceptional task such as a program requiring considerable work. If the President wishes to

make such an award to a non-member, he/she must obtain a membership application from the individual and have the new membership approved in the normal manner.

Section II Initiation Fees:

An applicant for membership or re-instatement shall pay an initiation fee of one dollar (\$1.00) when submitting application.

ARTICLE VIII RULES AND PROCEDURES:

Section I Order of Business:

- Call to Order.
- Roll Call of Officers
- Reading of minutes from previous meeting and that of Governing Board. (Note: If reading of the minutes is waived, they will be available from the Secretary.)
- Correspondence.
- Reading of application for membership.
- Election of Officers (second meeting in November only).
- Committee reports.
- Unfinished business.
- New business.
- Announcements for the good of philately, the good of the club, and philatelic discussion.

Section II Procedures:

Robert's Rules of Order shall govern all meetings.

Section III Membership Rights:

- Any action of any officer or the Governing Board or any committee may be repealed by a two-thirds vote of the members present at any regular meeting provided that a quorum is present where such proposed action is to be taken.
- Any officer may be removed from office for cause by a two-thirds vote of the members present at a regular meeting after being given the right of presenting a defense and only after thirty days notice by sealed letter being mailed to all regular/life members in good standing.
- Any member in good standing has the right to attend any and all meetings of the Governing Board.

ARTICLE IX AMENDMENTS:

- Any part of the constitution and by-laws may be repealed, modified, amended, or altered, or a new constitution adopted at any regular meeting provided that:
 - At least thirty days written notice has been given to all regular/life members stating proposed change(s) and date of meeting.
 - A quorum is present at the designated meeting.
 - Proposed change(s) is passed by a two-thirds vote of members present at the designated meeting.

END OF CONSTITUTION AND BY-LAWS

This Constitution and by-laws were revised and approved by the membership February 28, 2012.



Sequoia Stamp Club membership pin was created by Kristin Patterson and was first given out at the SSC 65th Anniversary celebration which was held on September 25, 2012.

Sequoia Stamp Club members at the February 13, 2018 club meeting



Back row (l-r): Kristin Patterson, Ed Rodriguez, Richard Griffone, Chris Thompson, Mike O'Brien, Gerry Fields, Kjell Enander, Ken Lewetzow, Milo Drussai, and Michael Serdy.

Front row standing: Ken Perkins, Mike McGee, Stephen Sexton, Louis Lang, David Gilman, Herb Huber, John Corwin, Stanley Flowerdew, Jose Lopez, and Peter Adams.

Seated: Marvin Ray, Alain Ridard, Miriam Thurston, Richard Coleman, John Vogel, Greg Cykman, Jim Mosso, and Steve Morger.

On floor: Preston Chiappa, Jim Giacomazzi, Ed Bierman, Mike Forster, Craig Butterworth, Eduardo Martino, Jim Southward, and Patrick Ford.

Photo taken by Ken Perkins, 2018.

**Sequoia Stamp Club
Member Handbook**

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