

Federation By-Laws



By-laws of the Federation of Historical Bottle Collectors, Incorporated

Article I – Name and Mission

- A. The Federation of Historical Bottle Collectors, Incorporated (hereinafter the “Federation” or the “FOHBC”), is an organization for collectors of historical bottles, jars, and related collectible items.
- B. The Federation is a registered nonprofit IRS 501 (c) (3) educational organization.
- C. The mission of the Federation is to encourage growth and public awareness of the antique bottle hobby and enhance the enjoyment of such through collecting, dealing, and educational endeavors, and promote fair and ethical conduct within the antique bottle hobby.
- D. To affect its mission, activities of the Federation include, but are not limited to:
 - 1. Furnishing photographic slide programs, speakers, online seminars, and educational material to both individuals and bottle clubs.
 - 2. Encouraging and promoting the writing of research articles relating to antique bottles, their manufacture, origin, and history.
 - 3. Encouraging and promoting educational antique bottle displays at public libraries, schools, club meetings, antique shows, and service organizations’ meetings.
 - 4. Encouraging and promoting the establishment of antique bottle clubs as they relate to bottle collecting in general as well as to areas of specialization and research.

5. Encouraging and promoting the educational quality of antique bottle club newsletter publications.
6. Establishing mutually beneficial relationships with educational displays or programs at public museums in order to promote the antique bottle hobby.
7. Maintaining and publishing a quality periodical for the dissemination of educational information and Federation news to the Federation membership in a timely manner.
8. Honoring significant contributions or service by individuals to the antique bottle hobby by the recognition of such through induction into the Federation Hall of Fame or the Federation Honor Roll alliances.
9. Establishing and abiding by standards and ethics by which antique bottle collectors and dealers may fairly deal with one another.

Article II – Income and Assets

- A. No portion of the net income or assets shall be utilized to benefit any individual Federation member or private individual above and beyond (1) reimbursement of actual expenses incurred during the performance of Federation business and (2) payment of reasonable compensation as provided for under Article IV, Section F.
- B. The net income and assets are dedicated for educational purposes and Federation activities to affect its mission.
- C. In the event of dissolution, all remaining assets and properties shall be distributed only to such organizations as shall qualify under Section 501 (c) (3) of the Internal Revenue Code or to a federal, state, county, or local government exclusively for public purposes.

Article III – Membership

- A. Membership is open to any individual, club, group, or organization whose primary purpose is the study, research, preservation, collection, or displaying of historical bottles and related items. The Federation Board of Directors shall set the annual dues for each membership class and may deny, suspend, or revoke membership for just cause. The Board of Directors shall continuously strive to strengthen and improve the benefits of membership and shall institute such benefits in a timely manner.
- B. Membership classes are as follows:
 1. Individual Membership (or primary membership) is a single membership for one person. Membership includes a full year subscription to the bi-monthly (6 issues a year) official FOHBC periodical that is in the name of the Individual or Primary Member. Private Member Portal access to FOHBC periodicals and

membership information will be granted. Free advertising of “For Sale” and/or “Wanted” items in the FOHBC periodical. Individual Membership also includes the opportunity to obtain discounts to be used on “Early Admission” or table rental at the Federation National Conventions. Individual Members will also receive the FOHBC digital newsletter. Access to Auction Price Report and Virtual Museum. The Individual Membership includes full voting privileges.

2. Associate Membership is available to members of the immediate family of any adult holding an Individual Membership. Children of ages 21 or older must have their own Individual Membership. Associate Members enjoy all of the rights and privileges of an Individual Membership, including voting privileges. Only one copy of the official FOHBC periodical will be sent to the family, that being in the name of the Individual or Primary Member.

3. Digital Membership. The Individual Member will not receive a printed copy of the official FOHBC periodical but will receive private Member Portal access to FOHBC periodicals and membership information. Digital Members will also receive the FOHBC digital newsletter. The Membership includes full voting privileges.

4. Club Affiliations are available to any club, association, or organization that has ten (10) or more members, meets at least annually, and fosters the mission of the Federation as set forth in Article I.

5. Affiliate Membership is available to museums, libraries, and like institutions and will have all rights and privileges as a club, except voting privileges.

6. Life Memberships are available in three (3) levels. Level 1: \$1,000, Includes all benefits of an Individual Membership. No promise of a FOHBC periodical for life. Level 2: \$500, Includes all benefits of an Individual Membership but you will not receive a FOHBC periodical, but rather a digital subscription. Note: In the future, a Level 1 could become a Level 2. Level 3: Earned or Honoree. The Board would have the option of bestowing an Honorary Life Membership. This person would continue to join the FOHBC at the regular membership rate. How this honor is earned will be determined by the Board. Existing Life Memberships will continue to be “grandfathered” (i.e., they will continue to be honored as long as the Life Member wishes to remain a member of the Federation). The spouse of the primary Life Member is also a Life Member, and both have voting privileges. Life Members shall be encouraged to financially support the Federation, as deemed appropriate by the Board of Directors.

C. All dues are subject to change by a majority vote of the membership and may be done under policies and procedures without an amendment to the bylaws.

D. Members of the Federation are not personally liable for the acts, debts, liabilities, or obligations of the organization.

E. Any use of the Federation name (or logo) in any form for personal commercial purposes (including endorsements), of any type, must be approved in advance by the Federation Board of Directors. Approval for the commercial use of the Federation name and/or logo may include an appropriate agreement for compensation to the Federation for such use.

Article IV – Governing Body

A. The governing body of the Federation is its Board of Directors (the “Board”), and this executive body also referred to as the Board, shall be charged with making policy decisions and implementing all current bylaws and programs, as well as the day-to-day operations of the Federation. Although the Board may poll the full membership to determine membership opinion before taking any action, a full membership vote is required only for the following: (1) the election of officers, (2) changes in dues amounts, and (3) bylaws changes other than provided for under Article IX.

B. The Board of Directors shall consist of a President, Vice President, a Secretary, a Treasurer, a Business Manager, a Membership Director, a Marketing Director and a Special Projects Director, three Directors-at-Large, and four Region Directors. (*See* Governing Body Organizational Chart attached as Appendix A). Each of the above Directors will have one vote on the Board. The Business Manager shall not vote on matters concerning his or her compensation. At the request of the President, each of the above Directors shall be responsible for preparing a summary of their annual activities and accomplishments for dissemination to the Board at the annual national convention meeting. If a person holds more than one Board position, they are limited to one vote.

C. A Director’s duties, including duties as a member of a committee, shall be executed (1) in good faith, (2) with the care that an ordinarily prudent person in a like position would exercise under similar circumstances, and (3) in a manner the Director reasonably believes to be in the best interests of the Federation.

D. A Director is not liable for any action taken, or for any failure to take action.

E. A Director shall not be deemed to be a trustee with respect to the organization or with respect to any property held or administered by the organization, including property that may be subject to restrictions imposed by the donor or transferor of that property.

F. The Board of Directors may fix reasonable compensation for the FOHBC Business Manager, committee chairpersons, national convention officials and contractors utilized under the auspices of the Special Projects Director.

G. The Officers and Directors of the Federation are as follows:

1. President

- a. The President shall take such actions as will promote the mission of the Federation.
- b. The President shall preside over all Federation and Board of Director meetings, serve as an *ex-officio* member of all committees, and conduct and oversee all Federation business.
- c. With Board approval, the President may appoint or contract with individuals and/or establish committees to foster the mission of the Federation and to affect the business activities and operation of the Federation. The President shall appoint all committee chairpersons and these committees shall be directly accountable to the President.
- d. The President is required to attend and direct the annual national convention, board and membership meetings and is encouraged to attend as many antique bottle and glass shows and club meetings as possible.
- e. The President shall form a conventions committee consisting of all Regional Directors and shall appoint one Regional Director as the Convention Committee Chairperson. The committee will be known as the Convention and National Event Committee. The Committee will be responsible for such tasks as defining standards and guidelines for hosts, evaluating bids, coordinating services and activities, etc.
- f. In the event the President is unable to fulfill the obligation for the full tenure of office, he or she shall submit a letter of resignation to Vice President with copies to all Board members. The Vice President will then assume the duties of the President. After resigning, the President shall turn over all Federation records and materials to the Vice President within 30 days of resignation.

2. Vice President

- a. It shall be the duty of the Vice President to preside at all functions in the absence of the President.
- b. The Vice President shall assist the President in the carrying out of the business of the Federation as delegated by the President.

3. Secretary

a. The Secretary shall keep a full and complete permanent record of all Federation Board and general membership meetings, except regional ones, along with records of all actions taken, and shall forward a typed copy of the same to all Board members. The meeting notes shall be published on the Federation website for dissemination to the general membership.

b. The Secretary shall maintain copies of (1) the Federation Bylaws and all amendments currently in effect, (2) the Federation's Articles of Incorporation and all amendments to them currently in effect, and (3) the most recent copy of any reports that are required by law to be filed for income tax status purposes.

c. In the absence of the Secretary, the President shall appoint someone in attendance to assume this responsibility.

4. Treasurer

a. The Treasurer shall be responsible for record-keeping of the finances, investments and securities of the Federation with the exception of other Board of Directors designated funds.

b. The Treasurer shall be responsible for payment of all debts of the Federation upon presentation of all normal bills and receipts and for any expenditure approved by the Board or membership.

c. The Treasurer shall be empowered to write checks, along with the Business Manager, for the disbursement of amounts of money and shall be bonded annually in an amount determined by the Board. The fee for this bonding shall be paid for by the Federation. The President shall be empowered to sign checks in the absence of the Treasurer and Business Manager and shall be bonded accordingly.

d. The Treasurer shall present an annual report to the President and the Board. An Audit Committee, appointed by the President, shall conduct an audit of the report and report its findings to the President and the Board. The report, once approved, shall be distributed at the annual national convention membership meeting. The report shall be published in the official FOHBC periodical or the Federation website following the convention.

e. The Treasurer shall be responsible for ensuring the timely filing of all financial reports and forms that are required by law for income tax status purposes and purposes of incorporation.

5. Business Manager

a. The Business Manager shall be responsible for the collection of new and renewal Federation membership applications and dues payments and shall maintain appropriate records for such. The Business Manager shall provide secure access to these lists and information when directed by the President.

b. The Business Manager shall maintain a record of all Federation members and officers of affiliated clubs in a form that permits the preparation of a list of the names and addresses of such and sorting of members by geographical region.

c. He or she shall perform any other appropriate duties as directed by the President or by the Board to institute and/or affect business-related Federation activities in an efficient and timely manner.

d. The Business Manager shall oversee the FOHBC insurance and FOHBC member club insurance program. Upon request, insurance documents shall be provided to member clubs.

e. The Business Manager shall collect all funds sent to the Federation for dues, purchases, and other payments and deposit them into a local financial institution and report all transactions to the Treasurer. The Business Manager shall also pay all bills approved by committee chairpersons or Directors in accordance with directives. All payments shall be reported to the Treasurer for budgetary records.

6. Membership Director

a. The Membership Director shall be responsible for promoting membership in the Federation and shall coordinate the Federation's membership services with the President, Treasurer, Business Manager, and the Board, as appropriate. The Membership Director will not only solicit individual memberships but will coordinate activities toward the establishment of more clubs to better serve the bottle hobby. All special requests by new or rejoining members shall be addressed by the Membership Director.

b. The Membership Director shall be responsible for the upkeep of the online FOHBC Membership Directory List within the Members Portal.

c. The Membership Director shall be responsible for the annual FOHBC Club and Member contests.

d. The Membership Director shall be responsible for any Honor Roll and Hall of Fame applications, review, dissemination to Board and presentation of material and awards.

e. The Membership Director shall be responsible for the bi-annual slate, voting and election of FOHBC officers.

7. Marketing Director

a. The Marketing Director shall be responsible for promoting a positive image of the Federation and shall coordinate activities to this end with other Federation officers under the direction of the President.

b. The Marketing Director shall work closely with the Membership Director and Business Manager in promoting the bottle hobby and Federation membership and in educating the public, using both written and electronic media.

c. In order to achieve the Federation's mission, the Marketing Director shall work closely with the editor of the official FOHBC periodical and shall also be active in maintaining and supplying information for the Federation's internet website.

d. The Marketing Director shall oversee the production and distribution of the monthly FOHBC digital newsletter.

e. The Marketing Director shall be responsible for ensuring that FOHBC promotional and membership material is available at member club antique bottle show community tables.

f. The Marketing Director shall foster a positive relationship with related antique journals, national clubs, organizations, and museums.

g. The Marketing Director shall work with our antique bottle and glass collecting counterparts outside the United States.

h. The Marketing Director shall be developing, promoting and marketing all types of Federation-endorsed merchandise, such as special bottles, buttons, patches, name tags and other items as approved by the membership or Board. This shall be done under the direction of the President for coordinating purposes.

8. Special Projects Director

- a. The Special Projects Director shall be responsible for the editing and publication of the *Antique Bottle & Glass Collector* magazine, the creation and maintenance of the Federation website, the curation of the Virtual Museum and the compilation, updating and publication of the Auction Price Report.
- b. The Special Projects Director may appoint a paid editor for *Antique Bottle & Glass Collector* magazine or assume the paid editor position.
- c. The Special Projects Director may also hire a paid webmaster for the Federation website or serve as the webmaster.
- d. The Special Projects Director shall serve as the Chairperson of the Virtual Museum Board of Directors.
- e. Compensation for any hired or assumed position (*e.g.* Editor, webmaster) shall be determined by the Board.
- f. The Special Projects Director shall undertake such other projects as may be directed by the President and the Board as are necessary to promote the activities and goals of the Federation.
- g. The President may appoint, with Board approval, an individual to serve as the Advertising Manager for the official FOHBC periodical to assist with and coordinate the advertising services offered by the magazine. The Advertising Manager shall work under the supervision of the Special Projects Director.

9. Directors-at-Large (3)

- a. There shall be three (3) Directors-at-Large who shall serve in advisory capacities to the Board, as well as assuming duties as assigned by the President.
- b. Only past officers of the Federation shall be eligible for the three Director-at-Large positions. They shall be elected in the same manner as all other Federation officers.
- c. In the event that there is no one available to fill these positions, the positions shall remain vacant until the next regularly scheduled elections.
- d. One of these positions shall be filled by the immediate past President automatically without election for one full term, unless that person resigns, is removed from office, or does not desire to serve. If not automatically

filled, a position shall be filled by the election process, or by presidential appointment, if deemed to be in the best interest of the Federation, for that term.

10. Regional Directors (4)

a. There shall be a Regional Director for each of the four (4) geographical regions of the Federation.

b. Each Regional Director shall take such action as will promote the mission of the Federation within his or her region, as well as nationally, and shall represent his or her region on the Board.

c. The Regional Director will promote individual and club memberships within his or her region and shall participate in as many regional bottle hobby-related functions as possible.

d. He or she, acting as a liaison between the region and the Board, shall actively seek ideas and suggestions from Federation members within his or her region that pertain to the betterment of the hobby and/or the Federation. Member's concerns and issues shall be conveyed to the Board or to the President by the Regional Director in a timely manner.

e. The Regional Director may contact new Federation members within his or her region concerning the hobby, the Federation, and publications.

f. He or she endeavors to see that Federation literature is available to promoters of bottle collecting or of bottle hobby-related shows within the region.

g. The Regional Directors shall seek out and solicit national convention show bids, when necessary, and shall provide assistance to potential show hosts within the region. As decided by the Regional Directors, one Regional Director shall serve as Convention Committee Chairperson. The Committee shall report to the Board the selection of the National Convention proposal best suited to the Federation. The selection shall take into consideration rotation of the National Convention around the nation to promote participation from each region. If no Convention Committee Chairperson is selected by the Regional Directors, the President may appoint a Committee and select a Chairperson.

h. He or she shall keep the general membership informed of happenings within the region via submission of written articles or reports to Federation publications.

i. He or she serves on task forces and works on projects as requested by the President.

j. Each Regional Director shall prepare a summary annual report of his or her activities for dissemination to the Board at the annual national convention meeting. The President shall define the content and due date for such a report.

k. In the absence of the Regional Director, an Assistant Regional Director or other designated Federation member will represent the region at pertinent meetings and/or functions.

Article V – Committees and Contracted Activities

A. A Committee shall not (1) authorize distributions, (2) approve or recommend any action to the general membership, (3) adopt, amend, or repeal bylaws or (4) fix compensation for any committee member.

B. A Committee Chairperson shall be appointed by the President and shall serve until released by the President. The chairperson can appoint members to his or her committee.

C. A Committee Chairperson or any individual contracted for service to the Federation cannot vote on matters brought before the Board, unless he or she simultaneously serves on the Board or is approved by the Board to have voting privileges.

D. The President may form, with approval of the Special Projects Director and the Board, a committee, known as the Editorial Committee, to develop, improve or enhance the official Federation periodicals, as well as any other publication or literature deemed appropriate in the future.

E. The President may form, with Board approval, a committee, known as the Bylaws Committee, to review, update, revise or edit the Federation Bylaws, as necessary.

F. The President may form, with Board approval, committees, known as the Nominating Committee and the Election Committee, to oversee and conduct the Federation elections process as described in Article VIII. The Nominating Committee shall be composed of at least one member from each geographical region.

G. The President may form, with Board approval, a committee, known as the Membership Committee, to assist the Business Manager and Membership Director in the coordination and implementation of the Federation's membership services.

H. The President may form, with Board approval, a committee, known as the Convention and National Event Committee, to assist the Conventions Committee Chairperson in such

tasks as defining standards and guidelines for hosts, evaluating bids, coordinating services and activities, etc.

I. The President may appoint, with Board approval, a liaison(s) between the Federation and museums or other institutions to coordinate public awareness and/or promotional activities with such institutions.

J. The President may form, with Board approval, committees to work with the Membership Director to implement recognition activities, such as the Federation Hall of Fame, the Federation Honor Role, and the acknowledgment of outstanding club newsletters or individual published articles.

K. The President may appoint, with Board approval, individuals from each geographical region to serve as the Regional Editors for the “Regional News” sections of the official FOHBC periodical if such sections are incorporated within the periodical. These reports may be disseminated via the Federation website in lieu of published form.

Article VI Geographic Regional Officers and Structure

A. The Federation shall consist of four (4) geographical regions – Midwest, Northeast, Southern, and Western, and the states and other regions within these geographical regions are as follows:

1. Midwest Region

Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

2. Northeast Region

Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia, Washington D.C., Eastern Canada

3. Southern Region

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas

4. Western Region

Arizona, Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, Western Canada

B. There shall be a Regional Director for each of the four (4) geographical regions. It shall be the duty of the Regional Director to preside over and coordinate all region meetings and to establish any committees deemed necessary within his or her region.

1. He or she may be responsible for arranging an annual regional meeting for the purpose of meeting with the Federation members residing within his or her region and with representatives from clubs located within his or her region. Meeting agenda items may include a discussion of Federation activities, mission and organizational structure, the planning of regional shows, coordinating shows within his or her region, and soliciting input from members and clubs as to their opinions on and concerns about Federation and bottle hobby matters in order to make these known to the Federation general membership and to the Board of Directors, as appropriate.

2. The Regional Director shall be a member of the Board of Directors and have the same voting privileges as all other Board members but shall be elected by a majority vote of the Federation members and clubs only within his or her region. He or she shall be required to attend all Board meetings, as well as other meetings as deemed appropriate. If unable to attend, he or she shall appoint a regional Federation member to represent the region in his or her absence.

3. The Regional Director, once elected, may elect to appoint an Assistant Regional Director and a Secretary/Treasurer for the region from the membership within his or her region.

C. The nomination and election of Regional Directors shall be done in concert with all other Federation officers and their two-year terms shall coincide with the election and terms of all other Federation officers as outlined in Article VIII.

D. In the event of the resignation of the Regional Director, the President shall appoint an interim Regional Director to serve out his or her term.

Article VII – Meetings and Conduct

A. All Federation membership meetings shall be conducted in accordance with the latest edition of Roberts' Rules of Order and in a professional manner. All meetings, including Board meetings, are open to any Federation member or club representative in good standing.

B. Board of Directors Meetings

1. The Board shall meet at least once annually as a collective body. One meeting of the Board shall be held in conjunction with the annual national convention, at which the annual general membership meeting is also held.

2. In the event the Board is unable to meet collectively to conduct business, the President shall be empowered to conduct business that requires Board action by polling the Board members by mail, electronic mail, or telephone (e.g., holding a formal conference call). An agenda for a conference call meeting shall be disseminated to all parties involved prior to the scheduled time of the conference call. The President will keep a record of all votes as a permanent record as will the Secretary.

3. A simple majority vote of the Board shall be required for passage of any business before the Board. In the event a mail or telephone vote is taken by the President, the full Board will be made aware of the results of the vote as soon as possible by the President.

4. The Board shall approve all major or unusual expenditures of the Federation, if not previously approved by the general membership at an annual meeting.

5. The President shall preside at all Board meetings and shall be responsible for the distribution of information relating to all actions taken at Board meetings to all Board members not present and to the general membership.

6. The President shall coordinate with the editor of the official FOHBC periodical the dissemination to the general membership information concerning any Board actions.

7. Any Board actions and any other business items may be disseminated to the membership via posting on the Federation website in lieu of publishing in the Federation periodical.

C. In the event there is misconduct in office by any Federation officer, his or her removal may be implemented by the following steps:

1. A written letter by any Federation member or club shall be submitted to the President, giving specific charges as to misconduct.

2. All Board members shall be notified via a copy of the letter of complaint.

3. The accused officer shall be entitled to submit a letter of reply to the charges to all Board members prior to the vote on his or her removal, but shall not be entitled to vote on his removal.

4. In the event the President is the accused officer, the First Vice President shall carry out the responsibility of conducting the inquiry and vote.

5. A three-fourths (3/4) majority vote of all Board members must be enacted to have the officer removed. A copy of the results shall be made available as soon as the vote is tallied by all Board members.

6. In the event that an office is not filled, that position shall be filled by appointment by the President for the unexpired term of office. If the President is removed from office, the First Vice President will assume the duties of the President for the unexpired term of office.

7. In the event of misconduct by any member or member club the above procedure shall be followed in the same manner as a charge against an officer of the Federation. If a charge of conduct unbecoming a member of the Federation is sustained by the Federation Board the member or member club's membership will be canceled along with their rights and privileges. After a two (2) year period, the removed member or member club may request a reinstatement of membership. After applying to the Board for the reinstatement the Board will discuss the reinstatement, and the member or member club may be reinstated if a majority vote is for reinstatement.

D. In the event that the resignation of any officer or a vacancy in any manner occurs, the President shall appoint someone to fill the unexpired term of office with the approval of the Board.

E. National Convention and Associated Meetings

1. There shall be a national convention held annually during the summer unless otherwise voted on by the Federation membership. Typical convention activities may include sales tables, educational seminars or programs, educational displays, a banquet, recognition of Hall of Fame and Honor Roll members, an auction, a judged bottle competition event, a general Federation membership meeting, a Board of Directors meeting and other functions and events as approved by the Board.

2. If possible, the convention shall be held in a different geographical region each year, on a rotational basis from the Midwest to the Southern to the Western to the Northeast region.

3. As each region becomes eligible to host a national convention, the Board shall assess all available proposals and bids, which have been deemed appropriate by the Conventions Director and/or by the Show Committee, and shall decide where and when the convention shall be held within the eligible region. Ideally, this should be done two years prior to the year in which an eligible region is to be the host.

4. In the event that a region is unable to host the national convention, the next region in rotation shall be given the opportunity to become the host region, and the region that was unable to host the convention will move to the bottom of the rotation order. Swapping of host years between regions is prohibited.

5. Agendas for general membership and Board meetings being held in conjunction with an annual convention shall be published in the official FOHBC periodical and/or on the Federation website prior to the convention date. Items to be placed on an agenda should be submitted to the Federation President sufficiently in advance to allow them to be placed on the Federation website one month prior to the meeting. Due to the lead time for the periodical, full agenda items may or may not be included in the periodical prior to the meeting. The published agenda in the periodical shall include the statement that the membership should review the website agenda for a full list of items to be on the official agenda at the meeting. Items may be placed on an agenda by any Federation member or member club.

6. Items may be added to a meeting agenda from the floor at a meeting if approved by a 2/3 majority vote of those in attendance.

7. Any item may be brought up for discussion at a meeting, but only agenda items may be voted on.

8. During a meeting, the Federation officer presiding over the meeting shall use his or her discretion as to when debate on an issue should be terminated, and then he or she may elect to call for a motion/vote.

Article VIII – Terms and Elections

A. The nomination and election of all Federation officers including President, Vice President, Secretary, Treasurer, Business Manager, Membership Director, Marketing Director, Special Projects Director, Directors-at-Large (3), and Regional Directors (4) shall be held every two years. Any officer may run for successive terms.

B. For the purpose of nominations, the President shall appoint a three (3) to five (5) member Nominating Committee at the annual convention meeting the year prior to the election year. This committee shall prepare a slate of nominations for each office, listed in this Article, and these shall be published in the March/April issue of the official FOHBC periodical of the following year. Also, any member desiring to run for any office in the Federation may file a nomination form with the Election Committee (in accordance with procedures approved by the membership and instituted by the Election Committee) indicating the office they desire to run for. The deadline for filing this is April 1st of the year that the elections are held unless otherwise stipulated and approved by the full membership of the Federation.

C. For the purpose of elections, the President shall appoint a five (5) person Election Committee to oversee and conduct the elections, and these shall be conducted in the following manner:

1. A ballot shall be prepared by the Election Committee with the nominated slate of officers, including those received on a nomination form, and this ballot shall bear the Federation seal so that it may not be duplicated. These ballots shall then

be disseminated to FOHBC members and affiliated clubs in good standing (dues current as of May 1st of that year). As outlined in Article III, each Individual Membership, Associate Membership, Digital Membership, new and existing Life Membership shall have one vote, (for example, for a husband, wife, and two children, ages 16 and 18, possessing one Individual Membership and three Associate Memberships, that family shall be entitled to four votes).

2. In such a case, whereas there is no opposition to any elected position, a motion shall be made and seconded for the FOHBC Secretary to cast one ballot for the nominated unopposed slate of officers. This will eliminate the need to conduct the election process described in Section VII (C)(1) above. Any contested officer positions shall be conducted by the election process described above in this Article.

3. Each Federation-affiliated club shall be entitled to one vote per club, which is to be cast by a Federation representative of the club at the direction of that representative's club.

4. These ballots shall then be returned to the Election Committee by a designated date and shall remain unopened until the annual convention meeting. The membership may, upon majority vote, make other arrangements for the return of the votes, if deemed necessary, at some future time.

5. The Election Committee shall open the ballots and tally them at a time stipulated at the convention. Any Federation member and/or candidate may view this process. Once the votes have been counted the Election Committee chairperson will then announce the results at the general membership meeting at a time designated by the presiding President, the results having been previously certified by the Election Committee as true and correct. The newly elected officers will take office at the conclusion of the annual convention at which they have been elected.

6. All nominees on the ballot shall be voted on by the entire membership and club representatives with the exception of the Regional Directors, who shall be elected by a majority vote of only the members and clubs within their respective regions.

7. The person receiving a majority of votes shall be elected to the position under consideration. There will be a run-off only in the event of tie votes, and this procedure, if occurring, shall be set by the Election Committee.

8. From time to time, it may be necessary to slightly alter the election procedure, and, if this is necessary, it may be done by a majority vote of the members in attendance at an annual general membership meeting. An amendment to these bylaws to do so shall not be required.

9. Appointments by the President may fill any position not filled by this process.

Article IX – Amendments

A. These Federation Bylaws may be amended by the membership at the annual general membership meeting by an affirmative vote of a majority of all votes cast by the eligible voters in attendance, provided that a copy of the proposed change is made available to each member in advance, either directly by mail or by timely notice in the Federation's official periodical or on the Federation website.

B. In the event that an amendment is needed for emergency purposes between general membership meeting dates, the Board of Directors may take necessary action in good faith and institute the amendment in the following manner:

1. The President shall send a written application and ballot regarding the amendment and the reason for this necessity to all Board members and/or conduct said business by a conference call.
2. A 3/4 majority vote of the Board shall be necessary to have the amendment passed.
3. A period of 30 days shall be given for the return of ballots from all Board members, or the vote may be conducted by a conference call.
4. All correspondence regarding these matters shall be dated and kept by the President as a matter of record. Results of any action shall be made known through the next issue of the official FOHBC periodical after the action has been completed.
5. Any amendment passed by the Board of Directors in this manner shall be ratified or modified by a majority vote of the membership in attendance at the next regularly scheduled general membership meeting. If the amendment is not so ratified or modified by the membership, it shall become null and void.

By-law Revision was approved by the membership of the FOHBC at the 2013 National Antique Bottle Show in Manchester, New Hampshire.

By-law Revision was approved by the membership of the FOHBC at the 2016 National Antique Bottle Convention in Sacramento, California.

By-law Revision was approved by the membership of the FOHBC at the 2019 Augusta National Antique Bottle Convention in Augusta, Georgia.

By-law Revision was approved by the membership of the FOHBC at the 2024 Houston National Antique Bottle Expo in Houston, Texas.

The By-laws were adopted in 1972 in Sacramento and were changed to the current set of by-laws and were first submitted to the membership on April 2, 1990, and officially approved at the National meeting on August 3, 1990. [Gene Bradberry has original documents]

APPENDIX A

[GOVERNING BODY ORGANIZATIONAL CHART]