

STATEMENT OF PURPOSE

The purpose of this Handbook is to furnish the membership with the rules and regulations of the Society and information about how our Society functions. Within these pages you will find the history of OMSA, general information about the various offices and services of the Society, our Constitution and By-Laws, the Society's Code of Ethics, rules governing the **OMSA** awards system, and the rules for competitive displays at our Annual Convention.

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Revised July 2017

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THE HISTORY OF THE ORDERS AND MEDALS SOCIETY OF AMERICA

In April of 1949, S. G. "Yash" Yasinitsky, our founder, issued a mimeographed sheet that he called **The Medal Collector's Cooperative**. This was a two-page appeal for other collectors to join with him and each other in sharing information about our hobby. In March 1950, the publication announced formation of the Orders and Medals Society of America. Frederick W. MacKay was the Secretary and the only elected officer. Captain K. G. Kendall was appointed President, Jimmie White Vice President, and S. G. Yasinitsky Treasurer. By August 1950, only five months later, the Society had grown to 147 members and was now publishing an eight page monthly newsletter edited by Mr. Yasinitsky.

On May 4, 1951, this new society was incorporated under the laws of the State of California as a not-for-profit corporation.

The Society was formed in order to promote and foster the educational and social relations of the members, and to ascertain, catalog, and disseminate knowledge of the orders, decorations, medals, and other honors of the world.

The Society publishes a periodical, **The Journal of the Orders and Medals Society of America (JOMSA)**, which is sent to all members at no cost above their normal dues. **JOMSA** is published bi-monthly or six (6) times a year and constitutes annually 264 pages of carefully researched, illustrated articles, covering the entire spectrum of orders and medals. It also includes notices of interest to collectors, book reviews, advertising (both sales and want-ads) and other related items.

JOMSA was first called **The Medal Collector's Cooperative**. This mimeographed 8-1/2" by 11" publication first appeared in April 1949, before **OMSA** was formally organized. In April 1950, the name of this publication was changed to **The Medal Collector**, but the format remained the same. In November 1950, the publication was issued in its first 6" by 8-3/4" format. This was (more or less!) adhered to through December 1953. In January 1954 a new format was presented, called **The Medal Collector Bulletin**. This new Journal was printed by offset and the size was increased to 7" x 9-1/2". In April 1955, the word "Bulletin" was dropped from the title. April 1956 saw the adoption of the older small-size format, which was retained until December 1997. The title of the publication was changed to **JOMSA** starting with the May 1990 issue. Today the **JOMSA** is published in the 8-1/2" by 11" format.

The Society held its first convention in Gloversville, New York in the summer of 1960. Conventions have been held every year since then.

PRESIDENTS OF THE ORDERS AND MEDALS SOCIETY OF AMERICA

1950	Captain K. G. Kendall
1950 – 1951	Frederick W. MacKay
1951 - 1953	H. Beresford Smith
1953 – 1955	Harry A. Mohler
1955 – 1957	William G. Chereos
1957 – 1959	Frederick von Allendorfer
1959 – 1961	Dr. Albert F. Goodwin
1961 – 1967	Rolfe R. Holbrook
1967 – 1971	James R. Wilkinson
1971 – 1973	Robert T. McNamara
1973 – 1975	Charles H. Bell
1975 – 1979	John H. Gross
1979 – 1981	Gene Springer
1981 – 1985	J. Robert Elliott
1985 – 1989	Lee E. Bishop, Jr.
1989 – 1995	Jeffrey B. Floyd
1995 – 1997	Charles H. McDowell
1997 – 2000	Douglas W. Boyce
2000 – 2010	Dean S. Veremakis
2010 -	Fred L. Borch

CONSTITUTION
of
THE ORDERS AND MEDALS SOCIETY OF AMERICA, INC.

ARTICLE I
NAME AND PURPOSE

SECTION 1.

The name of this Society is the **Orders and Medals Society of America, Incorporated** (referred to hereinafter as "the Society" or "**OMSA**"). The Society functions as a nonprofit corporation and is chartered under its Articles of Incorporation in conformity with the laws of the State of Delaware, USA. The purpose for which it has been formed is to foster and promote the educational development of interested parties through the research, recording and dissemination of information and knowledge of the orders, decorations, medals and other honors, past and present, military and civil, of the world community of nations. To facilitate these activities the Society publishes a scholarly Journal on a scheduled basis, as well as a continuing series of monographs, and conducts educational seminars at its annual conventions.

ARTICLE II
MEMBERSHIP

SECTION 1.

The membership of the Society consists of Active Members, Associate Members, Life Members, Distinguished Members, and Exchange Members.

SECTION 2.

Active members are those individuals of good moral character, eighteen (18) years of age or older, and residents of the United States of America, who are currently members in good standing of the Society, or who hereafter qualify for Active Membership as set forth in Article III hereof. Active members have the right to vote in Society elections, and, except for those under twenty-one (21) years of age, may hold Office in the Society. Annual dues will be as from time to time set by the Board of Directors.

SECTION 3.

Associate Members are those individuals of good moral character, eighteen (18) years of age or older, and not residents of the United States of America, who are currently members in good standing of the Society, or who hereafter qualify for membership in the manner set forth in Article III hereof. Associate Members may neither vote by mail nor hold Office in the Society. However, Associate Members personally present at, and registered for, the Annual Convention at which the Society's Annual Business Meeting is held, may vote in person at that Meeting, as well as present election ballots in person. Annual dues will be as from time to time set by the Board of Directors.

SECTION 4.

Life Members are those individuals who are currently Members in good standing of the Society, or such members in good standing in other classes, who, having been members of the Society for at least two (2) years and having attained twenty-one (21) years of age, hereafter make written application for Life Membership to the Secretary, and who accompany their application by payment to the Society lump-sum dues in an amount as set forth from time to time by the Board of Directors. Life Members will not, after payment of this lump sum, be liable for further payment of annual dues, and may or may not vote and/or hold office according to the applicable criteria of residence expressed elsewhere in this article.

SECTION 5.

Distinguished Members are those individuals who are currently Members in good standing of the Society, or such individuals who may be hereafter elected to Distinguished Membership by the Board of Directors. No individual will be elected to Distinguished Membership except for particular or noteworthy service to the Society or to the purposes of the Society. A Distinguished Member is not liable for payment of annual dues, and may or may not vote and/or hold Office according to the applicable criteria of residence expressed elsewhere in this article.

SECTION 6.

Exchange Members are those Societies, Associations or kindred organizations currently members in good standing of this Society, or any like groups that hereafter qualify for Exchange Membership in the manner set forth in Article III. Exchange Members may not vote, hold Office nor be eligible for Life, Distinguished or Student Membership in the Society, and may have only such rights and privileges as each may from time to time extend to this Society, and are approved by the Board of Directors. Exchange Members are not normally liable for payment of annual dues, at the discretion of the Board of Directors.

**ARTICLE III
QUALIFICATION OF MEMBERS**

SECTION 1.

Applications to the various classes of membership will be made in writing and directed to the Secretary of the Society in the form prescribed by the Board of Directors, together with such other information as the Board of Directors may at its discretion require. Each application will be signed by the individual applicant (or by a principal Officer of any group that may apply for Exchange Membership). All applications for membership will be accompanied by an advance payment of one (1) year's dues (as applicable to the class of membership for which application is made).

SECTION 2.

Upon receipt of the application and payment of advance dues the Secretary will cause notice of the application to be published in the official Journal of the Society.

SECTION 3.

If no proper written objection to such application is received from any member within the period specified in the By-Laws, the applicant will accordingly be admitted to membership.

SECTION 4.

If timely written objection to any application is received by the Secretary, the application, together with any objection relating thereto, will be referred to the President for action by the Board of Directors. The President and/or the Board will make such investigation as is deemed necessary under the circumstances. Any such application not accepted within the period specified in the By-Laws from its date of publication in the official Journal will be deemed rejected. Whenever any application is rejected by action of the Board or expiration of the period specified above, the advance payment of dues for such application will be returned to the applicant. Upon specific rejection of any application by the Board, no further application on behalf of that applicant will be entertained by the Secretary within the period specified in the By-Laws from the date of such specific rejection.

SECTION 5.

The Society specifically reserves the right to refuse membership to anyone at the discretion of the Board of Directors, whether any such refusal be of a new application or of an application for renewal of a current membership.

**ARTICLE IV
RESIGNATION, SUSPENSION, EXPULSION AND REINSTATEMENT OF MEMBERS**

SECTION 1.

No member will be permitted to resign from the Society while they are indebted to it in any manner, or while the subject of a disciplinary investigation. Other provisions pertaining to resignation are specified in the By-Laws.

SECTION 2.

Any member who has not paid the annual dues applicable to their class of membership on or before the last day of December in each calendar year is liable to suspension, in which event their name will be expunged from the membership rolls and mailing list. Other provisions pertaining to suspension are specified in the By-Laws.

SECTION 3.

Members who have resigned or been suspended may be reinstated only on payment of all dues as specified in the By-Laws. Members who have been expelled are not eligible for reinstatement or application for new membership except by unanimous vote of the Board of Directors.

SECTION 4.

Any member may be expelled from membership or ruled not eligible for renewal of membership (should their membership have in the meantime expired and not been renewed) for conduct prejudicial to the Society or in violation of the **OMSA** Code of Ethics by a two-thirds (2/3^{rds}) vote of the Board of Directors. Expulsion or ineligibility for renewal of membership proceedings will be initiated only on written petition directed to the President and signed by one or more members of the Society. This petition must set forth in detail the conduct allegedly prejudicial to the Society or in violation of the Code of Ethics, and accompanying documentation will be required. The Board will adopt such rules and regulations with respect to any such proceedings as may, at its discretion, seem appropriate, but will, in any event, advise the member challenged of the nature of the charges pending against them, and afford a reasonable opportunity for rebuttal. The President may act on behalf of the Board in this respect. The President may, at his/her discretion, appoint one or more members of the Board to hear any or all evidence in the matter and to report to the Board thereon. Such proceedings will be confidential, and the records thereof will in no event be communicated to persons other than the member challenged and Officers and Directors of the Society, or their successors. Should the expulsion be carried out or ineligibility for renewal of membership be determined, notice thereof will be published without further comment in one (1) issue of the official Journal.

- A. The Board of Directors, may, at its discretion, impose penalties other than expulsion per the **OMSA** Code of Ethics, including (but not limited to) suspension, probation, or warning.
- B. It is the responsibility of the Secretary to notify in writing any member who is officially expelled, declared ineligible for renewal of membership or otherwise disciplined by the Board.

SECTION 5.

Any elected or appointed Officer or Director is subject to this Article in the same manner as any other member, except, of course, that they may not conduct, or participate in the conduct of the investigation concerned, except in the normal capacity of a challenged member. Should the President be the member challenged, his/her duties under this article will be assumed by the Vice-President.

SECTION 6.

Expulsion of a member for any reason will not be construed as preventing the Society from pursuing any claim or claims it may have against the individual expelled.

ARTICLE V *ELECTED OFFICERS AND DIRECTORS*

SECTION 1.

The Officers of the Society are a President, a Vice-President, a Secretary and a Treasurer, and six (6) Directors, elected from the individual membership of the Society. Officers will be elected for a four (4) year term and Directors for a three (3) year term.

- A. No person may hold Office in the Society unless they are and have been a member in good standing for at least two years, is at least twenty-one (21) years of age, and is a citizen and resident of the United States.
- B. No person may serve as President without having first served in some capacity on the Board of Directors, except in the unlikely case of no such qualified person being willing to accept such a nomination or position.
- C. No person may hold more than one elective Office at any one time; e.g., President and Director.
- D. There is no limit to the number of terms, consecutive or not, in any Office or Offices, in which an individual may serve, either through re-election or appointment (when applicable).
- E. Should circumstances require one or more of the Officers enumerated in this Section be filled by appointment, such Offices are considered elective for purposes of definition, including that of Director.

SECTION 2.

The four (4) enumerated Officers, the six (6) Directors will together comprise the Board of Directors (herein sometimes called the Board), which will have, subject only to the Articles of Incorporation and the Constitution and By-Laws, control and management of the affairs of the Society, including the authority specified or directly implied in this Constitution to make, amend

and revoke By-Laws, rules and regulations necessary to the function and best interests of the Society, but may write nothing therein that may or will contravene either the letter or the intent of this Constitution.

- A. Should, for any reason, a devolvement of authority become necessary, it will be effective in the order the Officers are listed in Section 1 of this Article.
- B. A simple majority vote by the Board of Directors is sufficient to pass any measure put forward for consideration, unless otherwise specified in the applicable provisions of this Constitution or the By-Laws.
- C. If a dissolution of the Society should ever become necessary, it is the responsibility of the Board of Directors to see that this is properly carried out under the applicable provisions of the Articles of Incorporation.

SECTION 3.

The President is the Chief Executive Officer of the Society and Chairman of the Board of Directors. It is his/her duty to:

- A. Preside at all meetings of the Board of Directors and at Annual Conventions and any special meetings of the Society;
- B. See that all resolutions passed by the Board of Directors are carried into effect;
- C. Supervise and direct other Officers of the Society in the performance of their duties and functions;
- D. Fill unscheduled vacancies in elective Offices and/or on the Board of Directors by appointment, such appointees to serve until successors have been elected at the next election regularly scheduled to fill said vacancies;
- E. Appoint such non-elective or Appointive Officers and/or Committees as may be required for the management and direction of the affairs of the Society. Such appointive Officers may include (but are not limited to): An Editor, Ribbon Bank Manager, Publications Manager, Auditor, etc. The President may also remove such appointees and/or abolish such Offices and/or Committees at his/her option, except as noted in the By-Laws.
- F. Maintain an archival record of all major and significant incidents, resolutions and correspondence, which will be passed on to each succeeding President with copies to the Secretary.
- G. Be otherwise responsible for the proper conduct of the Society's business and other matters in its best interests, within the framework of the Constitution and By-Laws.

SECTION 4.

The Vice-President will assist the President upon request in the discharge of any or all of the functions or duties appertaining to his/her Office; act in place of the President in the event of absence or disability; succeed to the Office of the President in the event of death, resignation or removal from office, and perform such other duties as the President or the Board of Directors may from time to time assign to him/her.

SECTION 5.

The Secretary is the Administrative Officer of the Society and will:

- A. Keep a true record of all proceedings of the Society and of the Board of Directors.
- B. Keep and preserve all records and documents pertaining to the Society, including, without being limited to, membership lists and applications, financial statements and vouchers, expulsion, disciplinary and membership refusal proceedings, Society communications, awards, legal documents and records, other documents that the President or the Board of Directors may specifically direct him to keep and preserve etc.
- C. Receive and process membership applications and dues, and remit funds received at least once each month to the Treasurer.
- D. Publish a Society Handbook and a current membership list, as specified in Article X of the By-Laws.
- E. Receive and process a warrant authorizing payment of debts of the Society. In exercising this responsibility, the Secretary will determine that the expenditure has been properly authorized and is reasonable and necessary. Disputed items should be brought to the attention of the President or the Board of Directors in accordance with the By-Laws.
- F. Receive and process annual membership renewals dues.
- G. Perform such other duties as may be assigned to him/her by the President or the Board of Directors or are additionally specified in the By-Laws.

SECTION 6.

The Treasurer is the Chief Financial Officer of the Society and will

- A. Receive and retain all funds collected from all other sources.
- B. Disburse funds in payment of debts of the Society on warrants duly executed by the Secretary.

- C. Prepare a full and final annual report as of the end of each fiscal year, such report to include an annual statement of income and disbursements and a balance sheet, and distribute the same promptly to the other elected Officers and Directors of the Society.
- D. File required financial reports with Federal and State agencies.
- E. Recommend an auditor to the President at such times as an audit of the Society's financial condition is required, as established in Article IX of the By-Laws.
- F. Perform such other duties as may be assigned to him/her by the President or the Board of Directors or are additionally specified in the By-Laws.

SECTION 7.

Board Member Emeritus

In recognition of long and distinguished service and worthy contributions to the governance of the Society, the Board of Directors may bestow the distinction and designation of Board Member Emeritus on such former officers and deserving of such distinction. At the invitation of the President, a Board Member Emeritus may attend a Board meeting and function in an advisory capacity to the President. A board Member Emeritus serves in an Ex-Officio capacity and may not vote in the deliberations of the Board of Directors.

SECTION 8.

The President, Secretary, and Treasurer are jointly responsible for the maintenance and keeping of the Articles of Incorporation current and in compliance with the regulations of the Internal Revenue Service and the laws of the State of Delaware.

SECTION 9.

The Officers and Directors (i.e., the Board of Directors) will evaluate, amend as necessary and vote upon those matters placed before the Board for their consideration by the President. They may also request the President to initiate and place before the Board any matter they deem to be of benefit to the Society. Such business may be transacted by electronic or postal mail or at regular or special meetings, as required.

- A. The Directors will collectively or individually perform such other duties as may be assigned to them by the President or the Board.

SECTION 10.

The enumeration of specific duties of Society Officers and Directors will not be construed as relieving any Officer or Director of such further duties, privileges or responsibilities as may be set forth, specifically or by implication, in any other part of the Constitution, or be normally or customarily associated with or befit their Office.

SECTION 11.

Any Officer or Director failing to meet the responsibilities of their Office or acting in violation of the provisions of this Constitution may be found to be derelict of duty, and thus subject accordingly to the application of the procedures specified in Article VII hereof.

ARTICLE VI
ELECTION OF OFFICERS AND DIRECTORS

SECTION 1.

Subject to the provisions of Article II, Active, Associate, Life, and Distinguished Members in good standing are entitled to vote for Officers and Directors, and no other members are so entitled.

SECTION 2.

During each calendar year there will be an election. To provide continuity in office, the President and Treasurer will be elected one year for a term of four (4) years, and the Vice-President and Secretary will be elected two years thereafter for a term of four (4) years, and thus will the election of the President and Treasurer and Vice-President and Secretary continue to alternate every

two years. Two (2) Directors will be elected every year for a three (3) year term so that one-third of the Board of Directors will be elected each year. All Officers and Directors will take Office following their election as specified in the By-Laws.

- A. The term "Office" as used in this Constitution will apply equally to the Office of any Officer and to the Office of Director.

SECTION 3.

Nominating procedures will be established in the By-Laws and will allow every member entitled to vote by mail to make a nomination for each Office to be filled that year.

- A. Any member in good standing entitled to vote by mail may submit to the Secretary, in writing, one or more nominations for Officers and/or Directors, provided only that no member may so nominate more than one (1) individual for each individual Office, nor more than two (2) individuals for the Office of Director.
- B. Per provisions spelled out elsewhere in this Constitution, no member should be nominated for the Office of President unless that person has first served on the Board of Directors in some capacity, except in the unlikely case of no qualified person being willing to accept the nomination, in which case such nominations will be recognized.
- C. Each candidate nominated must be at least twenty-one (21) years of age, a citizen and resident of the United States and a member in good standing of the Society.

SECTION 4.

Balloting procedures will be as established in the By-Laws and will provide every member entitled to vote by mail the opportunity to cast his ballot by mail in a timely and confidential manner.

- A. A ballot box will be made available at the Annual Convention, as established in the By-Laws, for use of members in good standing who have not voted by mail.

SECTION 5.

A Committee of Tellers will be appointed as established in the By-Laws, to assure a correct and confidential counting of votes and a proper announcement of election results.

SECTION 6.

The nominee receiving the greatest number of votes for an Office is elected to that Office. In the case of Directors, the two (2) nominees receiving the greatest number of votes are elected as Directors.

- A. No member is eligible to serve as an Officer and a Director at the same time.

SECTION 7.

Any tie vote for Officer or Director will be resolved by a floor vote then and there, with the number of members present being considered a quorum for this purpose.

ARTICLE VII REMOVAL FROM OFFICE OF OFFICERS AND DIRECTORS

SECTION 1.

Any Officer or Director failing to meet the responsibilities of their Office or acting in violation of the provisions of this Constitution may, after proper application of the procedures of this Article, be found derelict of duty and accordingly subject to appropriate disciplinary action, as determined by the Board at its discretion.

SECTION 2.

Any Officer or Director may be removed from Office either for cause, or because of physical or mental disability which renders the proper performance of their duties impossible, by means of one (1) of two (2) procedures.

- A. By action of the Board of Directors: Any Board member may initiate a petition in writing for removal, citing in full the reasons therefore, and after having the petition signed by at least two (2) other Board members, forwarding it to the Secretary, who will see that copies are sent to all other Board members. The President will conduct an investigation in the identical manner prescribed in Article IV. After conducting the investigation, the President will present the facts found to the full Board, giving the challenged Officer or Director thirty (30) days to respond. This response will be circulated to the full Board, and a vote called for by the President. A four-fifths (4/5^{ths}) vote of the Board is required for removal from Office. Frivolous or false use of this provision by any Board member will lay that Board Member open to charges under this Article and/or the **OMSA** Code of Ethics.
- B. By petition from the Membership: Such a written petition, duly executed and signed by twenty-five (25) members in good standing and forwarded to the Secretary will be handled in the identical manner set forth in Paragraph A above. Frivolous or false use of this provision by any member will lay that member open to disciplinary action under the provisions of Article IV and/or the **OMSA** Code of Ethics.

SECTION 3.

Should the Secretary be the challenged Officer, a petition under the provisions of this Article will be sent to the President. Should the President be the challenged Officer, his/her duties under the provisions of this Article will be assumed by the Vice President.

SECTION 4.

All possible steps will be taken by all concerned to attempt to work out differences and avoid the invocation of this Article if such can in any valid manner be accomplished.

SECTION 5.

Upon removal from Office of an Officer or Director, notice thereof will be published without further comment in one (1) issue of the official Journal.

SECTION 6.

An Officer or Director removed from Office for cause may be further liable to other disciplinary action or expulsion from the Society upon a two-thirds (2/3^{rds}) vote of the Board of Directors (excluding the Board member removed). Such removal and/or expulsion will not be construed as preventing the Society from pursuing any other claim or claims it may have against the individual concerned.

SECTION 7.

No Officer or Director removed from Office for cause may again seek Office in the Society, except on written petition to the Board of Directors being approved by unanimous vote of the Board. An Officer or Director removed from Office on grounds other than cause may again seek Office in the Society upon written petition to the Board of Directors being approved by a four-fifths (4/5^{ths}) majority vote of the Board.

SECTION 8.

Removal proceedings will be confidential, and the records thereof will in no event be communicated to persons other than the Officer or Director challenged, and Officers and Directors of the Society and their successors.

ARTICLE VIII MEETINGS

SECTION 1.

The Society will meet in convention once each year at such time (during June, July or August) and at such place as the Board of Directors may determine. The times and places of future Annual Conventions will be announced by the President in the official Journal as such time as prospective sites are confirmed. Procedures for convention bids and site selection are contained in Article VIII of the By-Laws and the Convention Chairman's Handbook.

- A. The Convention Chairman's Handbook will be prepared and provided as specified in Article X of the By-Laws.
- B. Should a Convention Chairman fail to honor the trust placed in him/her, or knowingly violate the provisions of the Convention Chairman's Handbook, he/she may be liable to disciplinary action at the discretion of the Board of Directors.

SECTION 2.

The Annual Convention will be conducted in accordance with the following rules and regulations in addition to those found in the Convention Chairman's Handbook:

- A. Seventy-five (75) members entitled to vote for Officers and Directors, present in person, will constitute a quorum at any meeting, unless otherwise specified in the Constitution.
- B. The President will appoint such other chairmen and/or committees as, at his/her discretion, are necessary or desirable to expedite the work of the Convention, including the Chief Judge of Exhibits.
- C. Exhibits will be judged according to rules established and approved by the Board of Directors in the Standard **OMSA** Exhibit Regulations.

SECTION 3.

The Board of Directors will meet at some time during the Annual Convention at a time and place coordinated by the President, and at such other times and places as the President may specify by notice mailed to all members of the Board not later than thirty (30) days prior to the meeting date. Alternatively, a meeting of the Board may be called by written petition of at least two-thirds (2/3^{ds}) of the members of the Board, delivered to the Secretary at least forty-five (45) days prior to the meeting date, care being taken to assure the Secretary will be available to receive the petition. Upon receipt of any such petition, the Secretary will immediately notify all Board Members not signatory thereto, of the time and place of the meeting. Six (6) Board members present in person or by proxy will constitute a quorum at any Board meeting. A proxy must be given in writing and presented to the President (or Presiding Officer) at any such meeting. A telephone "conference call" may be employed for such meetings, so long as properly conducted in all respects of this Article, including the keeping of minutes, in which case any proxies employed will have had to be forwarded far enough in advance to be received prior to such a conference, to be valid.

SECTION 4.

Roberts Rules of Order, Revised, will govern all meetings.

SECTION 5.

Accurate and complete minutes must be kept of all official meetings, and copies distributed to all members of the Board of Directors as soon as possible after such meetings have concluded.

SECTION 6.

The President may at any time call upon members of the Board for written opinions regarding the business of the Society, including any matter requiring Board approval, and may tabulate the written opinions as votes on the question(s) submitted, and rely on opinions so expressed as if, subject to the provisions of Section 3 of this Article, a vote had been taken at a meeting of the Board at which Board members were present in person or by proxy. The President will preserve all such written opinions received during his/her term of Office, and deliver them to the Secretary.

ARTICLE IX ***FINANCIAL STIPULATIONS***

SECTION 1.

No Officer, Director, Manager, Chairman, committee or member may incur any expense or debt in the name of the Society without the specific authorization or approval of the Board of Directors. The Board of Directors may delegate this authorization to various officers or functional managers as provided for in the By-Laws.

SECTION 2.

No member will be deemed to have any personal or vested interest in the assets of the Society.

SECTION 3.

All bank accounts containing Society funds will require two signatures for disbursement. The Society Treasurer may utilize electronic payment methods to pay each valid invoice presented by independent vendors, when authorized to do so in writing by the Society Secretary, and when expressly authorized in writing by the Society President or Vice President.

SECTION 4.

The fiscal year of the Society will be as established by the Board of Directors.

SECTION 5.

Audits of the Society's financial condition are required at specific intervals established by the Board of Directors.

- A. The auditor will be appointed by the President, who may, at his/her option, accept the recommendation of the Treasurer.
- B. The President may, subject to approval of the Board of Directors, call for a special audit of the Society's financial condition at any time he/she may deem it necessary.

SECTION 6.

The Board of Directors may, at its discretion, confer a financial honorarium upon individuals providing services to the Society deemed worthy of such recognition, as provided in the By-Laws.

ARTICLE X
SOCIETY PUBLICATIONS

SECTION 1.

The title and size of the official Journal of the Society will be as decided by the Board of Directors.

SECTION 2.

The official Journal will be published and distributed to all members and to others entitled thereto on such schedule as the Board of Directors, at its discretion, may determine.

SECTION 3.

Subscriptions to and advertising in the official Journal are available to the general public at such rates as the Board of Directors may, at its discretion, determine. The Board may, at its discretion, afford members reduced advertising rates, if deemed economically feasible.

- A. All advertising copy is subject to the approval of the responsible Officer, as specified in the By-Laws.

SECTION 4.

The President will, with the approval of the Board of Directors, appoint an Editor of the official Journal, and such other support staff thereof, which the President deems necessary or desirable.

- A. The Editor will provide or select appropriate material, within the purposes of the Society, for publication in the official Journal, and has general responsibility for all material appearing therein. It is his/her responsibility to see that all matters pertaining to the publication, such as deadlines, printing, advertising, etc., are coordinated so the publication may be mailed to the membership within such reasonable limits as are set forth by the President and/or the Board of Directors.
- B. The Business Manager has general responsibility for the printing and distribution of the official Journal, which through coordination with the Editor, is to be accomplished in a timely manner and at minimum expense to the Society.

SECTION 5.

The Society will from time to time as its financial condition allows and suitable material becomes available, publish monographs or other works on medallion subjects considered suitable by the Board of Directors.

- A. The President will appoint a Publications Manager to undertake the publication of such material as is recommended to him/her by the Board of Directors. The Publications Manager will furnish the Board with advance cost estimates for all contemplated publications, prior to their approval. The Publications Manager will coordinate his/her activities and expenses with the President, who will keep the Board advised of pertinent details.

SECTION 6.

Other publications and separate documents germane to the Society's function and purpose will be prepared and maintained at the direction of the President as specified in this Constitution, or in the By-Laws, as applicable.

ARTICLE XI
MISCELLANEOUS PROVISIONS

SECTION 1.

The Society Insignia is as established by the Board.

- A. The Society Insignia may be used for other than official purposes only upon prior approval by the Board of Directors, who are responsible for the enforcement of this clause.

SECTION 2.

The Society mailing list (membership roll) may be used for other than official purposes only upon prior approval by the Board, who are responsible for the enforcement of this clause.

SECTION 3.

Society Awards will be as established by the Board.

SECTION 4.

The use in this Constitution of words in the masculine gender is inclusive of both the masculine and feminine genders and vice-versa.

ARTICLE XII
AMENDMENTS

SECTION 1.

This Constitution in every part is binding on the Board of Directors and the Membership. While the Board has full authority to make, change and abolish portions of the By-Laws, they may write no provision or amendment therein that may or will in any way contravene either the letter or the intent of this Constitution.

SECTION 2.

The provisions of this Constitution may be altered or amended only by one (1) of the following two (2) methods:

- A. By affirmative mail vote of a simple majority of the members entitled to vote for Officers and Directors, and who complete and return ballots.
- B. By affirmative vote of two-thirds (2/3rds) of the members entitled to vote for Officers and Directors and personally present at the Annual Convention Business Meeting.

SECTION 3.

Amendment in accordance with the provisions of this Article may be initiated by a majority resolution of the Board of Directors, or by written petition signed by twenty-five (25) members entitled to vote for Officers and Directors by mail, submitted to the Secretary not later than ninety (90) days prior to the first (1st) day of the Annual Convention. At the option of the President, any such petition may be presented to the membership for vote as soon as possible by way of a special mail ballot, or be placed on the agenda of the Business Meeting at the next Annual Convention. A petition received less than ninety (90) days prior to the first (1st) day of the Annual Convention, may, at the option of the President, be presented to the membership for vote as soon as possible by way of a special mail ballot, or be placed on the agenda of the Business Meeting at the next Annual Convention or that of the year following. In any case, the President will promptly advise the initiator of the petition of his/her decision on the scheduling of the vote, and of its result when completed.

- A. When a mail ballot is decided upon, it will be conducted as specified in the By-Laws. Any mail ballot on an amendment will require a quorum return of at least twenty percent (20%) from those to whom ballots were sent for its result to be binding.

SECTION 4.

At any time that this Constitution is duly amended, it is the responsibility of the President to see that the proper provision is made in the corresponding portion of the By-Laws as necessary, and passed by the Board of Directors, to properly implement the change.

SECTION 5.

Cross-referencing: When any portion of this Constitution is amended that is referenced by another portion, and such change would, due to renumbering or deletion of any Article and/or Section, cause the said reference(s) to thereby be incorrect, any and all such applicable references will automatically be changed accordingly, without further separate action being necessary, so that all references to other portions of this document will remain current and correct.

BY-LAWS
of
THE ORDERS AND MEDALS SOCIETY OF AMERICA, INC.

ARTICLE I
NAME AND PURPOSE

SECTION 1.

The name and purpose of this Society are as set forth in the Constitution.

ARTICLE II
DUES

SECTION 1.

The annual dues for Active Members will be determined by Board of Directors.

SECTION 2.

The annual dues for Associate Members, for residents of Canada and Mexico, and all other countries will be determined by the Board of Directors.

SECTION 3.

Applications for Life Membership must be accompanied by a lump-sum dues payment to the Society by Active or Associate (as applicable) Members in the amount of: twenty-one (21) times the annual dues currently payable for those members age 21 to 39; seventeen (17) times + \$5.00 for those members age 40 to 64; or twelve (12) times for those members age 65 and over.

SECTION 4.

Nominations for Distinguished Membership require approval by a three-fourths (3/4th) majority of the Board of Directors. As this is the highest honor that can be conferred upon a living individual by this Society, such nominations should be carefully considered by the Board.

SECTION 5.

Any application by an Exchange Member for rights and/or privileges beyond the simple exchange of regularly published Journals requires approval of the Board of Directors on an individual basis. Exchange members are not normally liable for the payment of annual dues, unless so required by vote of the Board on a case-by-case basis.

ARTICLE III
QUALIFICATION OF MEMBERS

SECTION 1.

Applications for the various classes of membership will include the name, home and business (if applicable) address(es) of the applicant (or the name, form of organization, membership list, name and address of each Officer, and statement of purpose of any group that may apply for Exchange Membership), together with such other information as the Board of Directors may at its discretion require.

- A. Upon receipt of membership dues and application, the prospective member's name will be published in the official Journal and forwarded to the distributor of the official Journal. If no objection to that membership is received, the name will remain for the dues-paying period. If for any reason the prospective member is not accepted by the Society, his/her name will be removed from the mailing list.

SECTION 2.

If no proper written objection to such application is received from any member in good standing within sixty (60) days from publication, the applicant will accordingly be admitted to membership.

SECTION 3.

Any timely written objection to an application for membership will be forwarded by the Secretary for investigation by the President, who may call upon other Officers and/or Directors for assistance with this task, should he require it. In the event this investigation reveals admittance of the applicant may not be in the best interests of the Society, the President will submit the facts to the Board of Directors and request a vote on acceptance. A simple majority for or against acceptance will decide the issue.

- A. Upon specific rejection of any application by the Board, no further application on behalf of that applicant will be entertained within three (3) years from their date of specific rejection.
- B. If the investigation fails to reveal possible grounds for rejection, the membership in question will be processed normally without further action by the Board.

SECTION 4.

When an application is accepted, it will be effective for the full calendar year of the current year. Any issues of the official Journal published during the current calendar year prior to acceptance of such an application will be forwarded to the new member as soon as possible and insofar as the supply on hand allows.

- A. An application received near the end of the current calendar year may be entered effective January first (1st) of the new year, at the option of the Secretary and/or applicant.

SECTION 5.

The Board of Directors may, at its discretion, refuse membership to anyone, whether such refusal be of a new application or the renewal of a current membership, by means of a simple majority vote.

SECTION 6.

Applications for annual membership renewals for the new year of Active, Associate and Student Memberships must contain the proper remittance of dues in U. S. Dollars, and be postmarked by December thirty-first (31st).

ARTICLE IV

RESIGNATION, SUSPENSION, EXPULSION AND REINSTATEMENT OF MEMBERS

SECTION 1.

A former member, whose membership was terminated by resignation or suspension for failure to pay dues, may be reinstated into the Society by payment of current dues plus back dues as applicable. If back dues are not paid, the Individual will be issued a new membership number. If the former member wants to retain his/her original Society Membership Number, he/she must pay back-dues for whatever period the membership was not in effect. Back-issues of the official Journal will be provided for the lapsed period insofar as stocks on hand will allow.

SECTION 2.

The Board of Directors may adopt such rules and regulations with respect to any disciplinary, expulsion or ineligibility for renewal of membership proceeding as may seem appropriate to the case at hand, pursuant to the Constitution.

- A. Any member against whom disciplinary, expulsion or ineligibility for renewal of membership proceedings are brought will be given ample time to present his/her rebuttal. Except under extraordinary circumstances, however, this period should not exceed thirty (30) days. In any event, emphasis will be placed upon a satisfactory resolution of the problem that brought about the complaint, with expulsion or ineligibility for renewal as a last resort.
- B. As provided in the Constitution and the **OMSA** Code of Ethics, the Board may impose penalties other than expulsion, at its discretion.

SECTION 3.

Should the timing of a disciplinary or expulsion proceeding and the time required to investigate and conduct it properly cause the proceeding to carry on past the end of the calendar year, the membership of the person concerned will not terminate, but will be considered suspended until the conclusion of the proceeding, at which time, dependent upon the findings of the Board, the member will either be expelled, disciplined or acquitted accordingly.

- A. Should the membership of the member in question have expired before any such proceeding could be taken up due to the end of the calendar year having passed, whether or not an application for renewal of membership has been received from that member, the proceeding will be conducted on the basis of a determination of the eligibility or ineligibility of that member to be accepted for renewal of membership in the Society, should he/she so reapply.

ARTICLE V
ELECTED OFFICERS AND DIRECTORS

SECTION 1.

No replacement for a Past-President unable to serve on the Board of Directors need be appointed.

SECTION 2.

The powers of the Board of Directors (sometimes herein called the Board) are those specified in the Articles of Incorporation and the Constitution, including the power to make, amend and revoke By-Laws, rules and regulations and appointments as necessary for the proper governing and best interests of the Society, but nothing may be written herein that may or will contravene either the letter or the intent of the Constitution.

- A. A simple majority vote by the Board of Directors is sufficient to pass any measure put forward for consideration, unless otherwise specified in the applicable provisions of the Constitution or these By-Laws.
- B. If a dissolution of the Society should ever become necessary, it is the responsibility of the Board of Directors to see that this is properly carried out under the applicable provisions of the Articles of Incorporation. In the event of dissolution, it is explicitly noted that the just debts of the Society be settle from the existing assets, and any remaining funds shall be used for purposes identical to those of the Society. In no event will any distribution of surplus funds be made to any Officer, Director, or Member.

SECTION 3.

Should any Officer appointed per the provisions of Article V, Section 3E of the Constitution feel he/she has been unjustly removed from Office, he/she may petition the Board to that effect. Upon receipt of such a petition, the President will put the matter to a Board vote in a timely manner. A vote for reinstatement by four-fifths (4/5^{ths}) of the Board (excluding the President) will cancel the removal and/or abolition of the Office. Any such petition will be submitted to the Secretary, who will forward it to the President for action.

SECTION 4.

The President and/or the Board of Directors may from time to time assign various herein unspecified duties to the Vice-President, Secretary, Treasurer and/or Directors, as provided in the Constitution.

SECTION 5.

The Board of Directors, under the direction of the President, is responsible for assuring the proper conduct of the Society's business and other affairs in the Society's best interest, within the framework of the Constitution and these By-Laws. The enumeration of specific duties of the Society Officers and Directors will not be construed as relieving any Officer or Director of such further duties or responsibilities not specifically included or implied in these By-Laws or the Constitution.

ARTICLE VI
ELECTION OF OFFICERS AND DIRECTORS

SECTION 1.

All elected Officers and Directors will take Office on the fifteenth (15th) day of September following their election.

- A. The term "Office" as used in these By-Laws will apply equally to the Office of any Officer and to the Office of Director.

SECTION 2.

Nomination procedures are as follows:

- A. The Secretary will, by notice to appear in the November-December issue of the official Journal, call for nominations of Officers and/or Directors to be elected annually.
- B. Thereafter, from the date of call by the Secretary until a specific date determined by the Secretary prior to the first day of the Annual Convention, any member in good standing entitled to vote by mail may submit to the Secretary, in writing, one or more nominations of Officers and Directors, provided only that no member may so nominate more than one (1) individual for any individual Office, nor more than two (2) individuals for the Office of Director. Per provisions spelled out in the Constitution, no individual SHOULD be nominated for the Office of President, unless that person has first served on the Board of Directors, except in the unlikely case of no such qualified person being willing to accept said nomination. Hence, nominations for President of individuals not thusly qualified MAY be made, but will be disqualified by the Secretary, unless no duly qualified person is nominated for President. Each candidate nominated must be a member of the Society in good standing, at least twenty-one (21) years of age, and a citizen and resident of the United States. Nominations received after the date specified in this paragraph will not be processed. Any nominee for office must be nominated by another OMSA member. Any member for office must be nominated by another OMSA member.
- C. Upon receipt of any nomination, the Secretary will immediately, in writing, advise the nominee of such nomination, requesting acceptance in writing. If no timely answer to this request is received, the nomination will be treated as declined. No member may accept nomination for more than one position in any one election. Nominees who accept will be given the option of submitting a brief "campaign statement" (subject to the limitations of length imposed by the Secretary), which will be included with other election materials sent to the voting membership.
- D. Thereafter, as promptly as practicable, the Secretary will cause each nomination received to be published in the official Journal, together with the nominee's action thereon, if any. Publication in the Journal will consist of the names of the nominee and nominator. Where there is more than one nominator, only the first received by the Secretary need be listed, and the phrase "and others" may be used to indicate multiple nominations.

SECTION 3.

All timely nominations having been received, the Secretary will have official ballots prepared, listing each accepted nomination, and mail one ballot to each member entitled to vote by mail, together with an enclosure envelope marked "Official Ballot," a return address envelope with space provided for the signature of the member, and appropriate instructions concerning the use of the ballot. These materials may be distributed in the next mailing of the official Journal if desired.

SECTION 4.

The Secretary will assemble all signed, return address reply envelopes received by him, make and preserve an accurate count thereof, list the members whose signatures appear thereon, and cause these envelopes and his list to be delivered, unopened, on or before the first day of the Annual Convention, to the President or the Chairman of the Committee of Official Tellers appointed by the President, as specified below. The Secretary has no obligation to deliver any return address envelopes received by him on or after the fifteenth (15th) day prior to the first day of the Annual Convention.

- A. The Secretary will provide a ballot box at the Annual Convention for use only by those who have not voted by mail. In the event the Secretary is unable to attend the Annual Convention, this provision will devolve upon the President, who will appoint another individual to accomplish the task.

SECTION 5.

The President, at the Annual Convention, will appoint a Chairman of the Official Committee of Tellers. This Chairman, with the assistance of the President, if required, will appoint two (2) others to act as members of the Committee.

SECTION 6.

After the first day of the Annual Convention and prior to the Convention Banquet, the Committee of Tellers will:

- A. Open all of the return address envelopes delivered to them (together with those cast in person at the convention) as provided in this Article, remove all of the enclosed "Official Ballot" envelopes, and proceeding in such a manner that no member of the Committee can know the identity of the member submitting any particular ballot, open and tally the election returns from the ballots (eliminating from the tally any ballot, which in their opinion, does not comply with the instructions of the Secretary), and reconcile the total number of valid and invalid ballots with the tally sheet.
- B. Certify the total election returns from mailed ballots and ballots cast in person at the convention.

SECTION 7.

The Chairman of the Teller Committee will read the Committee's report in full at the Annual Convention Banquet, and will announce the election of Officers and/or Directors as follows:

- A. For each Office to be filled, he/she will announce the election results.

SECTION 8.

The nominees receiving the greatest number of votes for an individual Office are elected to that Office. In the case of Directors, the two (2) nominees receiving the greatest number of votes are elected to those Offices.

- A. Any tie vote for Officer or Director will be resolved by a floor vote then and there, with the number of members present at the Banquet being considered a quorum for this purpose.

SECTION 9.

In cases where there are no timely nominations or timely acceptance of nominations, or but one person is nominated for a particular Office, it is the President's prerogative to waive the mail ballot procedure of this Article. In the event that any member is the sole nominee for a particular Office, the President will direct the Secretary to cast one (1) ballot for his/her election to that Office. In the event that there is no nominee for a particular Office, the President will fill that Office by appointment. Any other term or provision of these regulations to the contrary notwithstanding, no member may accept nomination for more than one position in any one election. No member is eligible to serve as an elected Officer and a Director at the same time.

ARTICLE VII
REMOVAL FROM OFFICE OF OFFICERS AND DIRECTORS

SECTION 1.

The removal of an Officer or Director elected by the full membership of the Society or appointed by the President is a serious matter. All members of the Board of Directors will be circumspect in their conduct of procedures in this regard, as set forth by the provisions of the Constitution.

SECTION 2.

The Board of Directors, at its option and discretion, may consider further disciplinary action against any Officer or Director removed from Office for cause.

ARTICLE VIII
MEETINGS

SECTION 1.

The annual convention will be held in June, July or August, with the second (2nd) weekend in August being customary.

SECTION 2.

Any person wishing to serve as a Convention Chairman will submit a written bid to that effect to the President. Said bid will include (as a minimum) the year requested, the city site, the name(s) of the person or persons to be Chairman or Cochairman, a statement that the convention will be conducted according to the current Convention Chairman's Handbook, the name of the person to be responsible for submitting the before-year-end financial report, the names of as many Committee members as possible, and any other advance information that can be furnished, especially in regard to planned hotel accommodations, rates, activities, etc.

- A. Failure of a Convention Chairman to honor the trust placed in him/her, or one who knowingly violates the provisions of the Convention Chairman's Handbook, may be liable to disciplinary action at the discretion of the Board of Directors.

SECTION 3.

Approval of all prospective convention sites by a simple majority vote of the Board of Directors is required. Prospective sites will not be presented by the President for Board vote until he/she is sure that the bid is in order. The Board will do all possible to see that convention sites vary in their geographical areas as much as possible from year to year.

SECTION 4.

In the absence of the Secretary from the Annual Convention, the President will appoint an Acting Secretary at the convention for each function normally provided by the Secretary, including the keeping of the minutes at the Board of Directors Meeting. All records, etc., kept by such personnel will be turned over to the President by the end of the convention (unless other arrangements are specifically made), for forwarding to the Secretary. A similar procedure will be employed in the absence of the Secretary from any other official meeting, as provided in the Constitution.

SECTION 5.

Exhibits at the Annual Convention will be judged according to the regulations set forth in the Standard **OMSA** Exhibit Regulations, as approved by the Board of Directors.

ARTICLE IX
FINANCIAL STIPULATIONS

SECTION 1.

Officers and Directors of the Society, as well as Chairmen and Managers and other individuals charged with conducting the Society's business will normally be reimbursed for expenses incurred during the routine discharge of the duties of their Offices and responsibilities. Should any such reimbursements be denied, the individual concerned may petition the Board for reconsideration. Said petition will be submitted to the Secretary, who will forward it to the President for action. The President will submit the petition, together with the reason for denial of the expense, to the Board for a vote as soon as possible. A simple majority vote of the Board will decide the issue, and the expense will be allowed or denied accordingly.

- A. Claims for expenses should be submitted to the Secretary, together with appropriate supporting documentation.

SECTION 2.

The fiscal year of the Society will begin on the first (1st) day of January and end on the thirty-first (31st) day of December of each year.

SECTION 3.

Reports on the Society’s financial condition will be provided to the Board of Directors as follows:

- A. The Treasurer will provide regular reports to the Board regarding assets, liabilities, revenues and expenditures of the Society on a schedule and in a format approved by the Board.
- B. Annually a report of the Society’s financial condition will be provided to the Board produced by a Certified Public Accountant in accordance with generally accepted accounting standards/practices.
- C. The president, with approval of a simple majority of the Board, may order an audit to be performed by a CPA in accordance with generally accepted accounting standards/practices.
- D. The results of any and all CPA reports and audits will be made available in full at no charge to all Officers and Directors of the Society, as well as to any member in good standing, who so requests in writing.

SECTION 4.

A simple majority vote of the Board of Directors is required for the bestowal of a financial honorarium upon any individual deemed worthy thereof.

SECTION 5.

The Board of Directors, by its review and approval of the Annual Operating Budget, delegates its authorization and approval for incurring expense or debt to the President for the day-to-day operations of the Society with the following exceptions:

- 1. Any extended travel by a member incurring costs for transportation, hotel, meals, and related expenses.
- 2. Capital expenditures on equipment in excess of \$1000.00.
- 3. Publications, including Medal Notes and Monographs. The procedure will be as outlined in the Board approved “Publication Handbook.”

SECTION 6.

The Board of Directors, by its approval of the Convention Handbook and the appointment of a convention chairman for a future convention, hereby delegates to that chairman its authorization for incurring expense or debt for convention related expenses.

SECTION 7.

The Board of Directors hereby delegates its approval for incurring expense or debt to the following functional managers for expenses directly related to their activities. Appropriate financial reporting is required and will be at the direction of the Treasurer.

- A.
 - 1. The Ribbon Bank Manager for ribbon purchases and shipping.
 - 2. The Publications Associate for Book Service restocking and shipping.
 - 3. The Secretary
- B. The Ribbon Bank Manager, the Publications Manager, and the Secretary shall use discrete checking accounts, in lieu of petty cash accounts or advances for expenses, for the operations of their respective functions to include deposit of cash receipts, payment of expenses incurred, and transfer of funds to the General Fund checking account. Monthly reports shall be submitted to the Treasurer. The Treasurer shall establish policy for management of funds by functional managers.

ARTICLE X
SOCIETY PUBLICATIONS

SECTION 1.

The official Journal of the Society is entitled **THE JOURNAL OF THE ORDERS AND MEDALS SOCIETY OF AMERICA.**

- A. The official Journal consists of a minimum of forty-four (44) pages. Page size is eight and one half (8 ½) by eleven (11) inches. The opinion of the Editor will be seriously considered in establishing both parameters.
- B. Subscriptions to the Society Journal are available to the public and institutions at the rate determined by the Board of Directors.

SECTION 2.

The official Journal will be printed and distributed bi-monthly or six (6) times per calendar year. Any change in this schedule will be made by simple majority vote of the Board of Directors only after serious consultation with the Editor.

- A. To facilitate timely distribution, it is incumbent upon all members to promptly notify the Secretary of any change of mailing address.

SECTION 3.

Advertising rates in U. S. Funds are as follows:

- A. The cost of classified advertising per each 6-line unit or fraction thereof, the cost of display advertising, and ad deadlines can be obtained from the *JOMSA* Ad Sales Manager.

SECTION 4.

OMSA advertising policy, procedures and restrictions will be as specified by the Ad Sales Manager (who is responsible for the content of all copy), subject to approval of the Board of Directors, and is available from the Ad Sales manager.

SECTION 5.

A simple majority of the Board of Directors is required to confirm appointment of the Editor of the official Journal, and such other support staff for the publication and distribution of the official Journal as the President may appoint.

SECTION 6.

A simple majority of the Board of Directors is required for approval and publication of monographs or other works, including the financial aspects thereof

- A. The President will keep the Board advised of the status of any proposed monographs, including any changes in costs previously estimated, which will require a simple majority approval by the Board for increase.

SECTION 7.

The Society's Membership Handbook may be requested by members from the Secretary and will be provided free of charge. The handbook will also be posted on the website.

SECTION 8.

The President will see that a Convention Chairman's Handbook is prepared and kept current. This handbook will set forth insofar as is possible the precepts by which the Annual Convention is to be conducted, and prospective Convention Chairmen agree as a condition of submitting a Convention Bid that its provisions will govern their plans and procedures.

SECTION 9.

The President will see that such other separate documents such as the Code of Ethics, Standard Judging Rules, Awards Statutes and any other documents pertaining to Society affairs but not part of the Constitution and/or By-Laws, will be properly prepared and kept current. Copies of such documents will be contained in the Membership Handbook, as appropriate.

ARTICLE XI
MISCELLANEOUS PROVISIONS

SECTION 1.

The Society Insignia is as follows: A breast star formation with the motto "THE ORDERS AND MEDALS SOCIETY OF AMERICA" and four (4) medals represented thereon.

- A. A majority vote of the Board of Directors is required to authorize use of the Society's insignia by any Officer, Director, Committee, member or other entity or individual for other than official Society business. Unauthorized use will call for appropriate disciplinary action.

SECTION 2.

A majority vote of the Board of Directors is required to authorize use of the Society mailing list (membership roll) by any Officer, Director, Committee, member or other entity or individual, except as a source of addresses for correspondence between individual members. Unauthorized use will call for appropriate disciplinary action by the Board.

SECTION 3.

Society Awards are as established in the **OMSA** Awards Statutes. All changes thereto require a simple majority vote of the Board of Directors for approval.

SECTION 4.

The use in these By-Laws of words in the masculine gender is inclusive of both the masculine and feminine genders and vice-versa.

**ARTICLE XII
AMENDMENTS**

SECTION 1.

The Board of Directors has full authority to make, amend and abolish portions of these By-Laws in the best interests of the Society, but may write no provision or amendment herein that may or will contravene the letter or the intent of the Constitution.

SECTION 2.

The Board may, by a majority resolution, propose a change or amendment to the Constitution, which will be carried forward according to the applicable provisions of that document.

SECTION 3.

The general membership may petition the Board for a change in these By-Laws by submission of a written petition signed by twenty-five (25) members in good standing, to the Secretary, who will forward said petition to the President for action. The President may submit the petition to the Board for a vote thereon as soon as possible, or schedule such vote for the agenda of the next Convention Board Meeting, at his/her discretion. If the petition is to be taken up at the Board Meeting at the next Annual Convention, it must be received by the Secretary not less than ninety (90) days prior to the first (1st) day of that Convention; otherwise it may be held over to the Board Meeting at the Convention the following year, at the discretion of the President. In any case the President will inform the initiator of the petition of his/her decision on the timing of the vote at the time the petition is received, and the result of the Board's vote thereon as soon as it has taken place.

SECTION 4.

In the case of an amendment to the Constitution, when a mail ballot is decided upon, the Secretary will prepare ballots together with instructions for their use, and see to their distribution. The materials may be distributed in the next mailing of the official Journal, if desired. All steps in the process of preparing, distributing, verifying, etc., the ballots will be accomplished in the same manner as set forth in the provisions for election of Officers and Directors contained in Article VI of these By-Laws. Sixty (60) days will be allowed for the return of completed ballots, counted from the day they are mailed. At the termination of this period the Secretary will transmit the completed ballots received, together with his count and list of those voting, to the Chairman of a Committee of Tellers appointed by the President. This Chairman, who will appoint two (2) other members to his/her Committee, will be responsible for the tallying of votes exactly as prescribed under the procedures for election of Officers and Directors. When the count is complete, the Chairman of the Teller Committee will prepare a report containing the result, together with a reconciliation of the total number of valid and invalid ballots with their tally sheet. Copies of this report will be sent to the President and to the Secretary. The President will be responsible for announcing the result of the vote, which may be accomplished in the next issue of the official Journal, at his/her discretion.

SECTION 5.

Due to the expense and labor involved, a special mail ballot will be employed only under exceptional and/or emergency conditions. Such a vote may, at the option of the President, be combined with a regular election of Officers and/or Directors, if time constraints can be reasonably met.

- A. Any mail ballot on an amendment will require a quorum return of at least twenty percent (20%) from those to whom ballots were sent for its result to be binding.

SECTION 6.

At any time, the Constitution is duly amended, it is the responsibility of the President to see that provision is made in the corresponding portion of these By-Laws as necessary, and passed by the Board of Directors, in order to promptly implement the change.

SECTION 7.

Cross-referencing: When any portion of these By-Laws is amended that is referenced by another portion, and such change would, due to renumbering or deletion of an Article and/or Section, cause the said reference(s) to thereby be incorrect, any such applicable references will automatically be changed accordingly, without further separate action being required, so that all references to other portions of this document will remain current and correct.

GENERAL INFORMATION

OFFICER'S and DIRECTOR'S names appear inside the front cover (page 2) of every issue of **The Journal of the Orders and Medals Society of America (JOMSA)**. These names change from time to time. Always be sure to check a current issue of **JOMSA** before writing any Officer or Director to be sure your material, information, or request reaches the right Office.

ANNUAL CONVENTIONS of the Orders and Medals Society of America are held in various locations during the month of August. Notices are published in early issues of **JOMSA** each year, giving the date, location, and other necessary information for members planning to attend. Those groups interested in submitting a proposal to host a convention should contact the President.

MEMBERSHIP in the Orders and Medals Society of America is available on application and should be sent to the Secretary. If accepted, the applicant will remain a member for the dues-paying period, January 1st through December 31st, of the current year. Dues include a subscription to **JOMSA**, published bi-monthly (6 issues a year). Back issues of **JOMSA** for the current year will be mailed together to new members, and a subscription entered for the remainder of the year. If for any reason, the applicant is not accepted for membership, all money for dues is returned and the applicant's name is removed from the mailing list.

ANNUAL DUES AND MEMBERSHIP RENEWAL should be sent to the Secretary prior to December 31st of the preceding year to insure uninterrupted delivery of **JOMSA**. If for any reason dues are not postmarked on or before this date, the member's name is removed from the mailing list.

RESIGNATION of membership should be sent to the Secretary.

CHANGE OF ADDRESS should be sent to the Secretary as soon as possible to insure uninterrupted delivery of **JOMSA**. Issues sent to an old or invalid address will **NOT** be forwarded by the Post Office.

THE JOURNAL OF THE ORDERS AND MEDALS SOCIETY OF AMERICA (JOMSA) is mailed Third Class. Allow three to four weeks for delivery. If your copy is damaged or not received, notify the Secretary or the Back Issue Manager for replacement.

- A. **ADVERTISEMENT** copy and fees should be sent to the Advertising manager. Advertising rates are available upon request from the Advertising manager.
- B. **MANUSCRIPTS** and items to be published in **JOMSA** (except for advertising and items to appear in the Secretary's Report) should be sent to the Editor. Volunteer contributions of articles of general interest and of any length on orders, decorations, medals, and related subjects are solicited for **JOMSA**. We are especially interested in illustrated articles, and photographs or drawings are welcome. Contact the Editor for the JOMSA "Author's guide". A copy is also available on the website, www.omsa.org. Articles for submission should be submitted on a computer diskette or sent by E-mail to the Editor. If this cannot be done, they should be typed and double-spaced, but script, if clear and legible, is acceptable. Please check foreign words, names, places, and titles for typographical errors and spelling. Featured are: book reviews, clippings about orders, decorations, and medals taken from newspapers and other publications, and articles. Every consideration will be given to all material submitted for publication.
- C. **MONOGRAPH AND MEDAL NOTES** manuscripts should be submitted directly to the Publications Manager. Prospective authors are encouraged to obtain a copy of "Guidelines for Authors" from the Publications Manager early in development of a manuscript.
- D. **BOOKS** to be reviewed in **JOMSA** and donations to the Library should be sent to the Librarian. The Librarian will review such donated material. Reviews printed in **JOMSA** reflect the opinions of the reviewer only, and a position of strict neutrality is observed by the Librarian and Editor. Any members wanting their names placed on a list of reviewers for exclusive and/or various subjects should contact the Librarian.
- E. **BACK ISSUES OF JOMSA** are available for purchase from the Back Issue Manager (see page 2 of a current issue of **JOMSA**). A limited inventory of older, original back issues are in stock, and periodically certain of these are sold at discount prices, these sales being announced in **JOMSA**. For more complete information, contact the Back Issue Manager.

OMSA LIBRARY

Several years ago, the OMSA Board of Directors approved a plan to merge the OMSA Library into the American Numismatic Association Library located at Colorado Springs, CO. The ANA Library has the world's largest circulating numismatic library with more than 40,000 references, auction catalogs and videotape programs. OMSA has been a group member of the ANA for many years and has had a long-time relationship dating back to the 1950's when joint conventions were held.

The responsibility for maintaining the merged library has been assumed by ANA Librarian Nancy Green and her staff. In exchange for their handling of the library, all OMSA material will be made available to ANA members. Conversely, the ANA material will now be available to OMSA members.

Contact the American Numismatic Association by mail at 818 Cascade Avenue, Colorado Springs, CO 80903-3279. The general telephone number is 719 632-2646 and the fax number is 719 634-4085. ANA office hours are M-F 8:30am to 4:30pm. The Museum/Library is open M-F from 8:30am to 4:00pm

The following information will assist you in accessing the library and utilizing its services:

1. In contacting the ANA Library, OMSA members must identify themselves as a member of OMSA and provide their membership number to the staff when requesting assistance or ordering a book.
2. Access the ANA website at www.money.org, point to "Explore the World of Money" and click on "Library" on the drop-down menu. On the library page click either on the "Browse the library catalog" in the middle of the page or on "Library catalog" at the bottom. Major changes have been made in the library classification system with Medal having a prefix of "RA - RX" and Orders and Decorations having "SA - SK."
3. The classification system provides catalog numbers that members can use to access a specific subject area. Once an OMSA or ANA member finds a desired reference, he or she can call 719-482-9867 or 719 -632-2646 or E-mail the library at <library@money.org> to check out the title.
4. OMSA members may borrow books or documents through the mail. The books are loaned for a period of six weeks. The cost of both outgoing and incoming postage and insurance is the responsibility of the member borrowing the materials. Insurance fees are based on the replacement value of the materials, assuring adequate coverage if the shipment is lost. Unless otherwise requested, materials will be mailed USPS Library Rate.
5. OMSA members who do not have internet access may call the ANA at 719-482-9867 for assistance.
6. A valid credit-card number is required before a library loan can be processed. Unpaid postage charges, the replacement cost of any materials not returned to the Library and a processing fee will be charged to this card.
7. The Library can provide research and photocopy services for a fee and will provide an estimate of the time needed to complete a project. Photocopy fees will be determined. A large photocopy order may also incur a research fee in addition to the per page charge. Mailing costs will be added.

OMSA PUBLICATIONS are monographs published by The Society on subjects of medallion interest as part of its chartered purpose and in fulfillment of its role as a not-for-profit organization. These publications are available to members at a nominal cost and are provided for free to selected institutions in the public interest. The Society also purchases publications dealing with orders, decorations and medals and likewise makes them available to members at a reasonable cost. In addition, monographs may be sold at wholesale rates to dealers.

THE OMSA PUBLICATIONS LIST is maintained by the Publications Manager. It is a ready reference outlining the books and monographs currently available and their prices. The Publications Manager will:

- A. Maintain an up-to-date descriptive price list of all monographs and books currently offered for sale by the Society. This list is known as the **OMSA PUBLICATIONS LIST**.
- B. Update the **OMSA PUBLICATIONS LIST** each November and May and announce its contents in the January/February and July/August issues of **JOMSA**.
- C. Send a copy of the **OMSA PUBLICATIONS LIST** to all new members.
- D. The publications list is also available on the website.

OMSA PUBLICATIONS AT THE ANNUAL CONVENTION will be available for sale to members attending. It is expected that the Publications Manager (or a Publications Associate) will attend the Convention. If for any reason neither the Publications Manager nor a Publications Associate is able to attend, the Publications Manager will attempt to find a stand-in for that purpose.

NEW PUBLICATIONS will be added to the **OMSA PUBLICATIONS LIST** by the Publications Manager who will solicit recommendations for new books and monographs. These recommendations may be solicited from members via notice in **JOMSA**, through direct contact with the Publication Committee, from Officers of **OMSA** or other appropriate means.

Members who desire to contribute material for a monograph should contact the Publications Manager who will provide guidelines and assistance on the procedures.

THE INQUIRIES AND IDENTIFICATION SERVICE will attempt to resolve puzzles that present themselves to members. This section will publish questions and answers hopefully at the same time. When our panel of experts itself is stymied, the inquiry will be presented to our members for solution. All members are urged to send in comments. All mail regarding inquiries and identification requests must be addressed to the Identification and Inquiries Service (see page 2 of a current issue of **JOMSA**).

RULES FOR SUBMITTING INQUIRIES

- A. Type or write legibly the complete description of the item(s) in question, listing metal(s), exact inscriptions, descriptions of other designs, size, and precise color(s) of ribbon and enamel.
- B. Send the best possible picture. If you have more than one, send them and the Manager will choose what he needs.
- C. Give all pertinent information about the item(s) in question, including origin.
- D. Enclose a stamped, self-addressed envelope if you wish a personal reply. All matter submitted for identification or inquiry becomes the property of **OMSA** and will be edited for publication, filed, or disposed of according to the Society's requirements.

OMSA RIBBON BANK was founded by S. G. "Yash" Yasinitzky in 1950. The Ribbon Bank flourished through new sources of supply and donations of ribbon by dealers and members. In the mid-50's, the Ribbon Bank List contained approximately 150 different ribbons from 16 countries and states. By the mid-60s the number of items in the list rose to almost 700 from 81 countries and states. As we approach the year 2018, the Ribbon Bank List contains over 5000 different ribbons, devices, and ribbon related items covering 184 countries and all 50 US states and US territories.

The Ribbon Bank has participated in several private, community, and government activities to heighten the awareness of OMSA. The Ribbon Bank provided ribbon or material for the movie "**Red Dawn**", Michael Jackson's "**Victory Tour**", the Smithsonian Institution, the Institute of Heraldry, the Department of Defense, and a variety of museum displays and community related projects. Ribbon and expertise were provided for the publication of several books, including **Awards & Decorations of U.S. State Military Forces**, by Gregory W. Ogletree, and **US Military Medals, 1939 to 1994**, by Col. Frank Foster and Lawrence Borts.

The Ribbon Bank is a service for members of OMSA and offers a large selection of ribbons, devices, and related items. A list of current ribbon stock is now available on our OMSA website.

Ribbon is sold to OMSA members at the lowest possible price and most ribbon may be purchased at two dollars for a standard five to six-inch length. Ribbon is also sold in cuts of sizes specified by the member, and in longer pieces when available. Some ribbon is always available in quantities much too small to be put on the list, and stock varies from time to time. Members should email the **Ribbon Bank Manager** before ordering to confirm the availability of the desired ribbon.

The **Ribbon Bank** is operated as a volunteer function of the Society and your orders will be answered as quickly as possible. The **Ribbon Bank** operates on a "self-sufficient" basis. All money received is re-invested in the **Ribbon Bank** and enables it to grow in quality, quantity, and variety. Donations of ribbon, devices, reference materials, or ribbon related items, by dealers or the general membership, are heartily welcomed.

Ordering Ribbon

1. **If requesting information:** Please email me at: joseph.hardman@msn.com.
2. **How to order:** Emailing is the best way to place an order. Send your email requests to me at: joseph.hardman@msn.com. For those without email, you can mail a request to me, my current address is published in the **OMSA Journal**. Please state which ribbon you need, by Country, type, width, what length, and how many. Try to be as specific as possible in describing what you need as there can be variations of type, shade, style, etc. Do not reference page numbers as they change when the list is reissued.
3. **Payment:** Payment is due on receipt of your ribbons in the mail, not when ordering. I will send you an invoice with your ribbon order. Payment can be cash, check or PayPal. Let me know in your email order if you want to pay by PayPal. If paying by check, please make it payable to "**OMSA**". Checks must be in U.S. dollars only. Due to high banking charges, foreign checks cannot be accepted. We now accept PayPal and is easier to use for Foreign customers. Cash is also accepted, however is sent at the buyer's risk.
4. **Insurance:** Generally, insurance is not required. If you wish to have insurance for your order, please let me know.

5. **Postage:** As a general rule, postage is included in the price depending on the weight and size of your order. Heavier orders and international require more postage and cost. Your invoice will always include the total cost of your order that includes postage.

Order online!! My email address is: joseph.hardman@msn.com

CODE OF ETHICS

Of the ORDERS AND MEDALS SOCIETY OF AMERICA

To promote the objectives of the Society and the interests of its members, this Code of Ethics has been approved by the Board of Directors:

STATEMENT OF PRINCIPLES

Orders, decorations and medals are a unique art form that embodies culture, tradition, and history. The Orders and Medals Society of America (**OMSA**) is a private, not-for-profit organization whose members share a diverse but common interest in this area. This interest may be numismatic (collecting specific orders, decorations or medals); academic (studying them); historical (researching recipients, units, or events); or it may combine all three. We understand and accept the fact that orders, decorations and medals may have great (or little) intrinsic, economic or historic value and that they fundamentally relate to people as well as events. Our efforts must therefore respect the rights and property of others, and it is toward that end that this statement of principles is endorsed by the **OMSA** Board of Directors and made part of the Society's Code of Ethics.

- A. Orders, decorations, and medals identifiable with specific recipients are the rightful property of those individuals unless or until they make an informed decision to convey them to another party.
 1. It is unethical to obtain, or an effort to obtain, an order, decoration, or medal by theft or fraud from its rightful owner.
 2. Because theft or fraud of any order, decoration, or medal from its rightful owner is a criminal act as well as unethical behavior, members and officers of **OMSA** will give their full and complete support to any criminal justice agency investigating or prosecuting the theft or fraud of any order, decoration, or medal. The failure to do so is unethical.
 3. For the purposes of this code of ethics, the following terms have the meanings shown below:
 - a. Fraud: an intentional perversion of the truth, or by concealing that which should have been disclosed, for the purpose of inducing another to part with some valuable thing belonging to him. Includes false suggestions, suppression of truth, surprise, trick, cunning, dissembling, and any unfair way by which another is cheated.
 - b. Theft: the taking of property without the owner's consent, with the intent to deprive the owner permanently of the possession, use or benefit of the property.
- B. Orders, decorations and medals represent achievement, sacrifice, and heroism and must be treated with the respect they properly deserve.
 1. The improper wearing of an order, decoration or medal with the expectation that others will incorrectly believe the wearer is a bona fide recipient is unethical.
 2. The display of any order, decoration or medal in a fashion intended to inappropriately defame or disgrace a recipient, the award itself, or the nation to which the award belongs is unethical.

REPRODUCTIONS, COPIES AND FAKES

It is unethical to reproduce or knowingly sell or trade reproductions, copies, or fakes of orders, decorations, or medals (or associated collectable material) unless such reproductions, copies or fakes are clearly identified and permanently marked as such, and, in the case of United States decorations or medals, such reproductions are not forbidden by any law, statute or regulation (see for example 18 USC 704).

ALTERING MEDALS OR GROUPS FOR COMMERCIAL GAIN

- A. Individual Medals: It is unethical to alter any order, decoration or medal, or to knowingly offer for sale an altered order, decoration or medal, unless the alteration is made known to all prospective purchasers or trading partners. "Alteration" means the removal, addition or modification of names, numbers, or attachments.
- B. Groups: It is unethical to knowingly offer for sale or trade any group of orders, decorations, or medals which contain a medal (s) added to make the group "complete" or otherwise more desirable without first informing all potential buyers or trading partners that the group has been thus altered. This includes the addition of otherwise legitimate medals in which the original was missing from the group, but does not include the addition of original medals named to the recipient of an incomplete group.

SPECIAL RESPONSIBILITIES OF OMSA MEMBERS WHO SELL ORDERS, DECORATIONS AND MEDALS

Many members of **OMSA** sell orders, decorations and medals. Doing so is essential to the vitality of the hobby and is the principal means by which collectors to acquire items for their collections. Because of this, the Society encourages an open and honest commerce among its members. In general, the Society does not (and will not) involve itself in private commercial transactions among members, including those who are dealers. Thus, complaints of a purely commercial nature are outside the scope of these ethics. However, the right to engage in such commerce also entails certain responsibilities, particularly if it involves advertising in *Journal of the Orders and Medals Society of America (JOMSA)* or transactions made at **OMSA** sponsored functions, such as our annual convention. Every member who offers orders, decorations, or medals for sale or trade (whether as a formal dealer or as an individual) agrees to the following obligations as a condition of membership in the Society:

- A. **Advertising in JOMSA:** Any person who purchases an order, decoration or medal in response to an advertisement in **JOMSA** may return it for a full refund within forty-five (45) days from the date of purchase upon presentation of a reasonable claim that the order, decoration or medal was not as stated in the advertisement. Note, however, that the failure to return the item in the condition in which it was sent nullifies this right of return.
- B. **Altered or Fake Medals:** Any person who purchases an order, decoration or medal at an **OMSA**-sponsored event or as a result of an advertisement appearing in **The JOMSA** may return it within forty-five (45) days for a full refund upon presentation of a reasonable claim that it is not genuine (i.e., that it is a fake or that it has been improperly altered in any way).
- C. **Convention Sales:** **OMSA** Convention Chairmen may establish more stringent rules pertaining to the sale or barter of orders, medals and decorations at the annual convention, but may not abrogate anything contained in this Code of Ethics. NOTE: Rules for the sale of orders, medals and decorations at an **OMSA** convention must be made available to the membership either prior to the Convention or at the time of registration.

"STANDARD" DEFINITIONS

The following definitions have been adopted by the Orders and Medals Society of America as the standard and accepted definition for each term.

"Original" - means medals authorized by, or produced under contract to, the issuing entity during the period for which the award was authorized or awarded to the recipients of the medal.

"Restrike" - means medals authorized by, or produced under contract to, the issuing entity after the period for which the award was authorized, and produced using the original dies or molds used to produce the original medals.

"Re-Production" - means medals authorized by, or produced under contract to, the issuing entity after the period for which the award was authorized, and produced using new dies or molds.

"Copy" - means a substantially identical duplicate of an authorized medal not authorized by, or under contract to, the issuing entity, which is marked or identified as a copy to prevent confusion with the authorized medal, or otherwise clearly distinguishable from an original, restrike, or re-production. Copies may include contemporary wearing copies, private purchase medals, and collector copies.

"Counterfeit" & "Repro" - means a substantially identical duplicate of an authorized medal not produced by, or under contract to, the issuing entity, which is not marked as a copy or otherwise easily distinguishable from an original, restrike, or re-production and which a reasonable person could confuse with the authorized medal.

"Forgery" - means a medal which has been altered for the purpose of fraudulently increasing its value, for example, by spuriously numbering, naming or renaming a medal, fitting a medal with bars to which the recipient was not entitled, or altering the class of the medal by adding parts, gilding, plating, etcetera.

"Specimen" - means original, restrike, or re-production medals originally produced for display, exhibition, or presentation rather than award, and clearly distinguishable from original, restrike, or re-production medals, for example, by being marked "SPECIMEN", "COLLECTOR COPY", or "FOR EXHIBIT ONLY".

"Novelty item" - means a medal like object which incorporates some design elements of an authorized medal, but which differs substantially in size, shape, color, composition, and/or weight from the authorized medal so that a novice collector would not confuse the novelty item with the authorized medal. Objects that fall into this category can include jewelry, paperweights, coasters, and the like.

"Issuing Entity" - will usually mean a government, which authorizes and awards the medal. In some cases, however, the issuing entity may be an organization or an individual who has produced and awarded a medal authorized for wear by recipients in uniform by their government.

OMSA Conflict of Interest Policy

The standard of behavior in the Orders and Medals Society of America (OMSA) is that all directors, corporate officers, and society officials will scrupulously avoid conflicts of interest between the interests of OMSA on one hand, and personal, professional and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. A conflict of interest would be, but not limited to, a situation wherein a director, corporate officer or society official could derive any personal profit or gain, directly or indirectly, by reason of his position with OMSA.

I understand that the purposes of this policy are to protect the integrity of OMSA's decision-making process, to enable our members to have confidence in our integrity, and to protect the integrity and reputations of directors, corporate officers and society officials. Upon election or appointment, and at least once annually thereafter, I will make a full, written disclosure of interests, relationships and holdings that could potentially result in conflict of interest, on the space provided below and on any continuation pages necessary.

This written disclosure will be kept on file by the OMSA Secretary, and I will update it as appropriate. In the course of meetings or activities, I will disclose any interests in any transaction or decision where I (including my business and other nonprofit affiliations), my family and/or my significant other, employer or close associates may receive a benefit or gain, and I will refrain from participation in any decision on such matter.

Signed _____

Printed Name _____

Date _____

Disclosure Statement: _____

OMSA Whistleblower Policy

The Orders and Medals Society of America (OMSA) expects its directors, corporate officers and society officials to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, to practice honesty and integrity in fulfilling their responsibilities, and to comply with all applicable laws and regulations. It is the responsibility of all directors, corporate officers, society officials and members to report wrongful conduct in accordance with this policy.

“Wrongful conduct” is defined in this policy to include: a serious violation of OMSA policy; a violation of applicable law; or the use of OMSA property, resources, or authority for personal gain or other non-organization-related purpose. This definition is not intended to be an exclusive listing of the illegal or improper activity encompassed by this policy. Rather, the policy is intended to serve as a means of reporting all serious improprieties that potentially impact the integrity and effective operation of OMSA.

Any director, corporate officer, society official or member may report wrongful conduct to the President of the Society. If the wrongful conduct implicates the President, or if the reporting individual is not comfortable speaking with, or is not satisfied with the response of the President, then the issue may be reported to any director. The President, or any director, to whom a report of wrongful conduct is made is required to immediately advise the full board of directors of such report.

No director, corporate officer, or society official or member who in good faith reports wrongful conduct will suffer harassment, retaliation or adverse consequence. Any director, corporate officer or society official who retaliates against anyone who has reported wrongful conduct in good faith is subject to discipline up to and including termination of membership without refund. This policy is intended to encourage and enable officials and others to raise serious concerns within OMSA prior to seeking resolution outside OMSA.

Anyone filing a complaint of wrongful conduct must be acting in good faith and have reasonable grounds for believing the information disclosed does indicate wrongful conduct. Any reports of wrongful conduct which prove not to be substantiated or which prove to have been made maliciously, or knowingly to be false, will be viewed as a serious disciplinary offense.

Reports of wrongful conduct will be submitted on a confidential basis by the complainant, and signed and dated by the complainant. Reports will be kept confidential by the Board of Directors to the extent possible, consistent with the need to conduct an adequate investigation and to allow due process. A representative of the Board of Directors will acknowledge receipt to the complainant within fifteen (15) business days. All reports will be investigated promptly and appropriate corrective action and/or disciplinary action will be taken if warranted, within forty-five (45) days of completion of the investigation.

OMSA Document Retention Policy

The Orders and Medals Society of America (OMSA) is required to retain certain types of corporate records, usually for a specified period . Failure to retain these records could subject OMSA to penalties and cause the loss of charitable status. OMSA expects all corporate officers and society officials to comply fully with any published records retention policies and schedules.

<u>Class of Documents</u>	<u>Retention Location</u>	<u>Period of Time</u>
1. Incorporation documents including articles of incorporation, charter, bylaws and related documents.	Office of the Secretary	Permanent
2. Tax-exemption documents including application for tax exemption (IRS Form 1023), IRS Determination Letter, And related documents.	Office of the Secretary	Permanent
3. Meeting/board documents including agendas, minutes and related documents.	Office of the Secretary	Permanent
4. Year-end Treasurer’s financial statement (report), audit reports.	Office of the Treasurer	Permanent
5. Contracts, deeds, mortgages, insurance records, accident reports, claims	Office of the Treasurer	Permanent
6. Treasurer’s periodic reports	Office of the Treasurer	Three Years
7. Bank statements, cancelled checks, check registers, investment statements, inventories, invoices	Office of the Treasurer & Functional Managers	Seven Years
8. Annual Information Returns (IRS Forms 990, CA Forms 199)	Office of the Treasurer	Seven Years
9. Trademark registrations and copyrights	Office of the Secretary	Permanent
10. Conflict of Interest statements	Office of the Secretary	One Year

THE OMSA AWARDS PROGRAM

INTRODUCTION

The objective of the **OMSA** awards program is to recognize and reward individuals for an act or achievement or services rendered to the Society or its purposes. The act or achievement or service must generally represent an effort beyond that normally expected of a member and may extend over a period of time.

Any **OMSA** member may nominate another member or individual for an **OMSA** award. A reminder notice will be published in the **JOURNAL** usually in the January-February issue.

Some general information:

- For the most part, there are no “annual awards.” In a year there may be several awards conferred and in other years there may be no awards. The exception to this is exhibit awards.
- The conclusion of an individual term of office or tenure alone is not sufficient to normally justify an award. To qualify for this type of an award, the service to the Society must have been exemplary during the entire period.
- Non-members of **OMSA** are eligible for and may receive awards under certain circumstances.
- Members or ex-members, who are not in good standing with the Society, or prospective members denied membership, are not eligible for **OMSA** awards.
- There is no restriction on the number of awards an individual may receive however one medal will be provided for the first award and subsequent awards will be recognized by an appropriate device to be worn on the ribbon of the medal.

AWARDS COMMITTEE

The **OMSA** President appoints the awards committee and chairman. Its purpose is to compile and present the nominations for Society awards to the Board of Directors of **OMSA**.

The Awards Committee has the following responsibilities:

1. Screen all nominations to ensure they are properly submitted.
2. Review previous awards to the nominee to avoid duplication.
3. Contact the nominator to obtain additional information if necessary.
4. Inform nominators of receipt of nominations.
5. Maintain record of **OMSA** awards including award recommendations, recipients, citations, and other data important to the award process. The Secretary will keep a duplicate record.
6. Maintain and update the Awards Program in the OMSA Handbook and on the OMSA web site as required.
7. Submit nominations to the Board of Directors.

AWARDS BOARD

The OMSA Board of Directors is the sole governing body to determine final award recipients and the level or type of award to be granted. The Board may be called upon to select recipients of awards at the annual Board meeting or at such other time as the President may direct.

NOMINATION PROCESS

A recommendation for an award must be in writing and must be forwarded to the Chairman of the Awards Committee either directly or through the OMSA Secretary. Do not submit nominations to Society officers, excepting the Secretary, or directors.

The recommendation must include specific examples of acts or services and their results, benefits or impact on the Society. Avoid use of generalities and excessive superlatives in describing the acts or performance. Such nominations will be returned to the nominator for revision. Once the award nomination is received, the awards chairman will acknowledge receipt to the nominator.

An individual cannot write his/her own nomination.

Nominations should be kept confidential. A specific nomination may not be approved and confidentiality will avoid unnecessary embarrassment to all parties.

OMSA AWARDS

The name of the award, description and current criteria for each of the **OMSA** awards in order of precedence is as follows:

HONORARY MEMBER – This is the highest honor that can be bestowed on an individual who would not normally become a member, but has rendered noteworthy services to the Society or contributed significantly to the objectives and purposes of the Society. This is now obsolete and was replaced by the Distinguished Member.

DISTINGUISHED MEMBER – This is the highest honor that can be bestowed upon a member by the Society, and it is only awarded for the most exemplary service over a lengthy period. The Awards Committee and the Awards Board will closely scrutinize nominations. Approval requires a three-fourth-majority vote of the Board.

A Distinguished Member will be provided with a gold medal of the same design as the Membership Medal with a blank reverse. The medal has a gold finish, a light blue ribbon and a gold bar with the words “Distinguished Member” is worn on the ribbon.

DISTINGUISHED SERVICE MEDAL (DSM) – A gold medal with the **OMSA** emblem and laurel wreath on the reverse. The suspension ribbon is ultramarine blue with blue, white and red stripes at each end with a thin yellow stripe bordering the ultramarine blue field. Approval of this award requires a two-thirds majority vote of the Board.

The **DSM** may be awarded to a member for an extraordinary achievement or for a particularly distinguished period of service to the Society. To justify the award of the **Distinguished Service Medal**, the achievement or period of service must be far above normal expectations and have materially contributed to the success of the Society.

PAST PRESIDENTS AWARD – An individual who successfully completes a term as president of **OMSA** will be entitled to receive a gold medal of the same design as the Membership Medal with a blank reverse. The medal has a gold finish, a light blue ribbon and a gold bar with the words “Past President” and is worn on the ribbon.

MERITORIOUS SERVICE MEDAL (MSM) – A silver medal of the same design as the Distinguished Service Medal with the **OMSA** emblem and laurel wreath on the reverse. The suspension ribbon is white with blue, white, and red stripes toward each end and bordered by thin yellow stripes. Approval requires a majority vote of the Board.

The **MSM** may be awarded to a member for an exceptional achievement or outstanding period of service to the Society. To justify the award of the Meritorious Service Medal, the achievement or period of service must be above normal expectations and of sufficient merit to distinguish the member from those in similar circumstances but of a lesser degree than required for the award of the Distinguished Service Medal.

COMMENDATION MEDAL (CM) – A new award approved during August 1999. It is a bronze medal of the same design as the Distinguished Service Medal with the **OMSA** emblem and laurel wreath on the reverse. The suspension ribbon is green with blue, white and red stripes in the center bordered by thin yellow stripes with three thin white stripes centered on each side. Approval requires a majority vote of the Board.

The **CM** may be awarded to a member for an act or period of service that has significantly benefited the Society and of a nature more deserving than recognition by a Certificate of merit but less than required for the award of the Meritorious Service Medal.

LITERARY MEDAL (LM) – A bronze medal with the **OMSA** emblem and laurel wreath on the reverse. The suspension ribbon is purple with a thin red, white and blue striped pattern centered on the ribbon, bordered by white stripes and thin yellow stripes with light blue stripes centered on the purple field. A majority vote of the Board is required.

The Literary Medal Selection Committee, appointed by the President, will annually review the previous years’ **JOMSA** articles and make **LM** award recommendations for no more than three articles. In addition, the committee will review **OMSA** monographs, medal notes and other deserving publications written by **OMSA** members and make **LM** award recommendations. The articles and publications must be so thoroughly researched, comprehensive, and ground-breaking in content as to clearly set them apart from other published articles and publications.

GOLD (GEM), SILVER (SEM) and BRONZE (BEM) EXHIBIT MEDALS - Awarded for meeting specific criteria for an exhibit at the annual convention.

VICE PRESIDENT’S AWARD (VPA) - Awarded by Vice President for best exhibit under a specific dollar limit.

Medlen Award - The Virginia Medlen Napoleonic Award is for the best Napoleonic exhibit at the annual convention.

Gleim Award - The Albert F. Gleim award is for the best U.S. exhibit at the annual convention.

Yasinitsky Founder's Award - A table medal in silver of approximately 2-1/4" in diameter. Awarded in the name of S. G. "Yash" Yasinitsky annually for the best non-U.S. exhibit/display which is also non British or their Colonial Empire at the annual convention.

OMSA Table Medal - A bronze one-sided medal approximately 2-1/4" in diameter. Awarded to OMSA members who work at the annual convention, deserving guest speakers at the annual convention or others at the discretion of the OMSA President.

CERTIFICATE OF MERIT – An ornate embossed certificate that may be awarded to a member for a noteworthy act or period of service that has benefited the Society and of a nature more deserving than recognition by a letter of appreciation, but less than required for the award of the Commendation Medal. It is not a wearable award and no medal or device is authorized to denote its award. A majority vote of the Board is required.

THE TWENTY-FIVE YEAR MEMBERSHIP BAR – This is provided by the Society in recognition of 25 years continuous membership. The bar is worn on the ribbon of the Silver Membership Medal above any convention attendance date bars.

THE SILVER MEMBERSHIP MEDAL – This is a symbol of membership in the Society and may be purchased by members of the Society for wear on appropriate occasions. The medal may be obtained from the OMSA Secretary.

LIFE MEMBERSHIP BAR – This is a gold bar with the words "LIFE MEMBER" provided by the society to individuals who purchase a life membership. This bar is to be worn on the ribbon of the silver membership medal. Note: Previous criteria stated that a gold membership medal would be awarded to any individual who has a Life Membership in the Society. That has been rescinded and the bar only is authorized and is to be worn only on the silver membership medal.

CONVENTION BARS – A dated silver bar is provided to all annual convention attendees and may be worn on the ribbon of the Silver Membership Medal.

SUBSEQUENT AWARDS

There is no restriction on the number of awards that any individual may receive. The first award for an act of service will normally be the appropriate Society medal. Subsequent awards will be represented by the award of a device that may be worn on the suspension ribbon of that medal as follows:

Distinguished Service Medal – a 5/16" gold star
Meritorious Service Medal – a 5/16" silver star
Commendation Medal – a 5/16" bronze star
Literary Medal – a 3/16" bronze star or a gold star in lieu of five bronze stars

An individual who is both a Distinguished Member and Past President may wear both bars on the ribbon of the gold membership medal.

RULES GOVERNING THE SALE AND WEARING OF OMSA MINIATURE MEDALS

Miniature medals are a purchased item to be sold to those who have qualified for the various awards. There are several miniature medals and the obverse of the pendant and ribbon is identical to the regular size medal. The precedence for wear is the same as for the full-sized counterparts. When devices are worn, they should be centered or placed symmetrically on the ribbon. No bars for the miniature medals are available.

The following miniature medals are available for purchase from the OMSA Secretary:

Silver membership medal
Gold membership medal
Distinguished Service Medal
Meritorious Service Medal
Commendation Medal
Literary Medal
Exhibit Award

SUMMARY OF OMSA CONVENTIONS

The names of those chairing each convention are in parenthesis

1. 1960 Gloversville, NY (Dr. Goodwin)
2. 1961 Chicago (LaGrange Park), IL (Krug)
3. 1962 Miami (Coral Gables), FL (Holbrook)
4. 1963 Philadelphia, PA (Cancelmo/Shepherd) Warwick Hotel
5. 1964 New York, NY (Menegaux/Lockard) Henry Hudson Hotel
6. 1965 San Francisco, CA (Mohler) Sheraton-Palace Hotel
7. 1966 Chicago, IL (L. R. Smith) Pick-Congress Hotel
8. 1967 Miami, FL (Wilkinson) Americana Hotel
9. 1968 San Diego, CA (A. Weiss/Bell) U. S. Grant Hotel
10. 1969 Philadelphia, PA (Cancelmo/Lockard) Warwick Hotel
11. 1970 Cleveland, OH (McNamara) Pick-Carter Hotel
12. 1971 Chicago, IL (Dr. Podlusky) Sheraton-Blackstone Hotel
13. 1972 San Francisco, CA (Burlingame/Mohler) Airport Marina
14. 1973 Washington, DC (Silver Spring, MD) (Hickman) Sheraton
15. 1974 Miami (Bal Harbor), FL (Holbrook) Americana Hotel
16. 1975 Los Angeles, CA (Bell) Airport Marriott Hotel
17. 1976 Philadelphia, PA (Dolan) Bellevue-Stratford Hotel
18. 1977 Chicago, IL (Dr. Podlusky) O'Hare Marriott Motor Inn
19. 1978 Dallas, TX (Dr. Pirtle) Marriott Motor Inn
20. 1979 Williamsburg, VA (Ludvigsen) Williamsburg Lodge
21. 1980 San Diego, CA (A. Weiss) Mission Bay Hilton
22. 1981 Ft. Lauderdale, FL (Wilkinson) Bahia Mar Hotel
23. 1982 Palo Alto, CA (Boyce) Hyatt-Palo Alto Hotel
24. 1983 Chicago (Rosemont), IL (Weber) Hyatt-Regency O'Hare
25. 1984 Atlanta, GA (Weaver) Radisson Inn & Conference Center
26. 1985 Los Angeles, CA (Hope) Hyatt Airport International
27. 1986 Wilmington, DE (Lelle/Tyson) Radisson Hotel Wilmington
28. 1987 Cleveland, OH (McNamara/Kaparoff) Airport Marriott
29. 1988 San Diego, CA (N. Weiss) U. S. Grant Hotel
30. 1989 Chicago (Rosemont), IL (Strance/Weber) Westin O'Hare
31. 1990 Tyson's Corner, VA (Hickman) Sheraton Premier
32. 1991 Seattle, WA (Hawkes) SEATAC Red Lion Inn
33. 1992 Orlando, FL (Mueller/Pfeiffer) Stouffer Orlando Resort
34. 1993 San Jose, CA (Foster/Boyce) Red Lion Hotel
35. 1994 Chicago, IL (Strance/Weber) O'Hare Marriott
36. 1995 Houston, TX (Gill/Suchma) J. W. Marriott
37. 1996 San Diego, CA (Weiss/Wright) San Diego Marriott
38. 1997 Philadelphia, PA (Turner/Nichols) Adams Mark Hotel
39. 1998 Chicago, IL (Strance) Clarion Hotel/Quality Inn
40. 1999 San Jose, CA (Boyce/Foster) Double Tree Inn
41. 2000 Atlanta, GA (Veremakis) Crowne Plaza Ravinia
42. 2001 Ft. Mitchell, KY (Boyce/Weiss) Drawbridge Inn & Convention Center
43. 2002 Scottsdale, AZ (Notarpole/Bendyna) DoubleTree Resort
44. 2003 Philadelphia, PA (Turners) Adams Mark Hotel
45. 2004 Sacramento, CA (Reynolds) Radisson Hotel
46. 2005 Atlanta, GA (Bartholow/ Weaver) Crowne Plaza Ravinia
47. 2006 Scottsdale, AZ (Liffiton/ DoubleTree Resort
48. 2007 Houston, TX (Cawthorne), Woodlands Waterway Marriott
49. 2008 Jacksonville, FL (Veremakis/Weiss), Hyatt Riverside
50. 2009 Grand Rapids, MI (Kullgren/Weiss), Amway Grand Plaza
51. 2010 Portland, OR (Grabenhurst/Weiss), Red Lion Hotel on the River
52. 2011 Jacksonville, FL (Bartholow/Weiss) Hyatt Riverside
53. 2012 Dallas, TX (Allgood/Weiss) DFW Hyatt Regency
54. 2013 Milwaukee, WI (Harper/Weiss) Crowne Plaza Airport
55. 2014 Irvine, CA (Rohloff/Weiss) Hotel Irvine
56. 2015 Atlanta, GA (Bartholow/Weiss) Crowne Plaza Ravinia
57. 2016 Pittsburgh, PA (Schulze Ising/Weiss) Wyndham Grand Hotel
58. 2017 Grand Rapids, MI (Kullgren/Weiss) Amway Grand Plaza

59. 2018 Denver, CO (Zeller/Weiss) Crowne Plaza Denver Airport Convention Center
60. 2019 Houston, TX (Cawthorne/Weiss) The Woodlands Waterway Marriott

OMSA CONVENTION BOURSE RULES

The bourse of the annual convention represents an opportunity for members of the Society and the public to see and obtain the best possible selection of orders, medals, and decorations of the world. To reduce the potential for misunderstanding and misrepresentation, all non-original material offered for sale or trade should be properly identified in accordance with the STANDARD DEFINITIONS as published in the Membership Handbook and listed on the reverse of this document. It is important to maintain the prestige of this event by ensuring that it represents only the highest standards of authenticity, quality and identification. Under no circumstances will medals that are known to be illegal to sell be offered for sale or displayed in a manner that implies that they might be available.

The Code of Ethics of OMSA states the primary rules regarding conduct of members and applies to all activity of the convention bourse. The following rules have been adopted by the OMSA Board of Directors for the bourse and are applicable to everyone attending the annual OMSA convention.

WHAT CAN BE DISPLAYED

- The bourse is established for the sale, trade, and display of orders, medals and decorations of the world as well as directly related material. Directly related material consists of award documents, publications on awards, uniforms of recipients, honor goblets and swords presented in recognition of service or gallantry. It also includes ribbons, collecting supplies, magnifiers and storage devices related to collecting of medals.
- A small amount of historical related items may be permitted. These items may not be totally related to awarded medals, but lend prestige to the show. Included are unusual military helmets, certain uniforms, swords and other militaria that are in good taste. This type of material cannot exceed more than 25% of a member's table space.
- Items not considered related and not permitted in the bourse include jewelry, watches, cloisonné work, non-uniform clothing, political material or other items that are considered unacceptable.
- Firearms and ammunition of all types are not permitted for safety, insurance and legal reasons.
- Bulk lots of uniforms, headgear, insignia and unfinished or scrapped awards are not permitted.

NON - ORIGINAL MATERIAL – These have been categorized on the reverse and may be displayed and sold so long as they are properly identified and marked as such.

ENFORCEMENT - The Convention Chairman working with the OMSA Vice – President and the OMSA Ethics Committee, is responsible for implementation of this policy.

- A. The Convention Chairman will ensure that a copy of this policy statement is provided in advance to each member attending the convention. It should also be provided to new members who join OMSA at the convention and any members who register late.
- B. The OMSA Vice – President, assisted by the Convention Chairman, will appoint a knowledgeable member of the Ethics Committee or an OMSA member to survey bourse tables during set-up and during the convention. Members with improperly marked items or material will be asked to clearly mark them or to remove them from the bourse.
- C. When disputes arise that cannot be settled by the appointed individual and/or the Vice-President, he/she will present the dispute to a mediation board for settlement. The decision of the board is final.

MEDIATION BOARD – This board will consist of the President, the vice-president, the general counsel, the convention chairman, and a member of the Ethics Committee or a knowledgeable member. The board will examine the questionable material, enlisting the aid of other members as necessary, and determine whether the material is improperly marked.

MEMBER RESPONSIBILITY - Members, by their registration at the convention, acknowledge their responsibility to adhere to this policy and the rulings of the Mediation Board. Any material the board identifies as improperly marked must be clearly marked as such and will be so represented for the duration of the convention. If the member chooses not to mark or represent the material as directed, he /she will be removed from the convention without refund of table rental or registration fee.

GENERAL –

- A. This policy is applicable to everyone attending the annual **OMSA** convention.
- B. While OMSA makes every attempt to enforce these rules, it is impossible for every item in the bourse to be inspected. Therefore, any guarantee of authenticity lies solely with the seller, not with the Society.

OMSA CONVENTION EXHIBITION REGULATIONS (2016)

PURPOSE

The primary purpose of entering an exhibit at the OMSA Convention is to share information. By focusing these efforts in the form of an attractive and informative display, the exhibitors make available the fruits of their collecting and research that might otherwise never come to the attention of those who view the exhibit. Everyone is enriched by this process. Convention exhibit competition seeks to promote interest in and to share knowledge of orders, decorations, and medals, by encouraging members to exhibit high quality displays that are interesting and educational as well as attractive to the eye.

Awards given to exhibitors are a secondary but important consideration. They represent recognition by the exhibitors' peers and reward the exhibitors' efforts. The criteria for OMSA's competitive awards are comprehensive, and every effort has been made to ensure that the process is free of bias. It is in this spirit that the following regulations for exhibits, judges, and awards are promulgated.

EXHIBIT RULES

All members who enter a competitive exhibit at the OMSA Convention agree to and are bound by the following rules:

- A. The exhibitor must be an OMSA member in good standing.
- B. The exhibitor must register for the OMSA Convention.
- C. Material exhibited for competition must be orders, decorations, or medals (ODM), or material directly pertaining to ODM, all of which are the personal property of the exhibitor. Combined exhibits by two or more individuals or items that belong to institutions will not be accepted for competitive exhibition.
- D. No exhibit may contain the name of the exhibitor. Any item in the exhibit that bears the exhibitor's name must be modified so that the exhibitor's name is hidden from view. However, if an exhibitor displays an item bearing the name of a different individual of the same name, the other individual's name need not be masked.
- E. No competitive exhibitor may also serve as an Exhibition Judge or Chief Judge at the same convention.
- F. All copies, specimens, replicas, castings, and/or non-original (or questionable) material of any kind must be labeled as such. Failure to do so will disqualify the exhibit from competition.
- G. All competitive exhibits are limited to a maximum of five (5) standard exhibit cases. Competitors may provide their own custom cases. The exhibit is limited to a total length of 180 inches or two (2) tables provided by the committee, whichever is greater.
- H. When pre-registering for the convention, an exhibitor must indicate the number of cases and/or the amount of table space needed. If an exhibitor has special needs, such as wall space or proximity to an electric outlet, this should be indicated along with the registration so that the Exhibit Chairman can try to comply with the request. Exhibitors who are not pre-registered will be assigned space on an "as (and if) available" basis.
- I. All decisions of the Exhibit Chairman and Chief Judge are final.
- J. Failure to comply with any of these Exhibit Regulations will result in the entire exhibit being disqualified.

CATEGORIES OF COMPETITION

- A. **COMPETITIVE CATEGORY** – Primary competition category for OMSA members who wish to enter. There are no competitive themes within this category, such as by country or medal type.
- B. **NON-COMPETITIVE CATEGORY** – Category for OMSA members who wish to display an exhibit for the benefit of the convention attendees without having to enter the COMPETITIVE CATEGORY.
- C. **THE VICE PRESIDENT'S AWARD CATEGORY** - Intended to stimulate the imagination and encourage new collectors to compete, this award is for the best exhibit of authentic ODM, or material directly pertaining to ODM, with a monetary value of under US\$250.00 in the current market. In case of any question of eligibility, the decision of the Chief Judge will be final.

- D. **SPECIAL CONVENTION THEME CATEGORY** – Special designated award(s) given by the Convention Chairman supplementing the **COMPETITIVE CATEGORY** to stimulate more exhibits being brought to the convention.
- E. There are no limits on the number of competitive exhibits any member may enter, subject to space limitations and the conditions set forth above.

EXHIBIT IDENTIFICATION

The Exhibit Chairman will assign a unique numeric identifier for each individual exhibit that will be placed on the exhibit tables. This number will be referenced on the OMSA JUDGING FORM.

JUDGES

- A. The Chief Judge shall be selected by the President at least six (6) months prior to the convention. The individual selected should not be on the OMSA Convention Committee. No member may serve as Chief Judge who has not previously served as an Exhibition Judge.
- B. There will be three Exhibition Judges, all of whom shall be appointed by the Chief Judge before the OMSA Convention convenes.
- C. Exhibition Judges will be provided with the following information as soon as possible after their selection. This information is also available to all on the OMSA Website (omsa.org).
 - 1. A copy of the OMSA Convention Exhibition Regulations from the Membership Handbook.
 - 2. A copy of the OMSA JUDGING FORM.
- A. In selecting the Exhibition Judges, an effort should be made to choose individuals who have an in-depth knowledge and expertise in one or more areas such as United States, British/Commonwealth and world orders, medals and decorations.
- B. In order to provide expert opinion to the Chief Judge and Exhibition Judges, the Chief Judge may, as needed, recruit a *subject matter expert* to provide technical information on request to any judge requesting such information. All communications between the *subject matter expert* and the judges shall remain strictly private.
- C. Training for new candidates to become Exhibition Judges at future conventions shall be conducted as needed in conjunction with the OMSA Convention. Training shall be arranged by the Chief Judge, or his designated representative. Training may consist of a seminar, trainee accompaniment of experienced Exhibition Judges during the judging process, and/or such other methods as may be deemed appropriate by the Chief Judge.

JUDGING PROCEDURES

- A. The Chief Judge and each Exhibition Judge will judge every exhibit in accordance with the criteria set forth under the *JUDGING CRITERIA* section. Their initial results shall be recorded on the OMSA JUDGING FORM.
- B. After the Exhibition Judges complete their initial judging evaluation, they will meet in private. The Chief Judge will consolidate all the judging results into one OMSA JUDGING FORM, resolving any significant discrepancies in discussions with the Exhibition Judges. Once the results are consolidated, all four judges will rank the order of all exhibits using the *JUDGING CRITERIA* results. The Chief Judge has final discretion in determining the final overall rankings.
- C. The Best of Show exhibit will be determined by the highest ranking exhibit of all the exhibits entered in the **COMPETITIVE CATEGORY**. In the event of a tie, the Chief Judge will determine the winner.
- D. The Vice President's Award will be determined by the highest ranking exhibit in the **COMPETITIVE CATEGORY** that qualifies for the Vice President's Award. In the event of a tie, the Vice President will determine the winner.
- E. Judging will take place no earlier than 11:00 A.M. Friday and must be completed no later than Saturday afternoon.
- F. No change will be made to any competitive exhibit after 11:00 A.M. on Friday.
- G. **SPECIAL CONVENTION THEME** awards will be determined by the Convention Chairman or his designated representative and the Chief Judge who shall make sure each such award meets all OMSA exhibit rules.

H. The Chief Judge will announce the judging results of the COMPETITIVE CATEGORY at the OMSA Convention banquet. The Chief Judge will provide feedback to exhibitors in this category if so requested. The Vice President will announce the winner of his award following the COMPETITIVE CATEGORY. In his absence, the award will be given out by the Chief Judge. The winner of any SPECIAL CONVENTION THEME CATEGORY will be given by the Convention Chairman. The Chief Judge will also provide a copy of the completed award winners list to the OMSA President and the Convention Chairman.

JUDGING CRITERIA

The Chief Judge and each Exhibition Judge will judge every exhibit in accordance with the guidelines set forth in the 12 judging criteria line items below. Judgement is solely based on each exhibit meeting or exceeding all judging criteria expectations.

1. **Statement of Purpose** - The purpose of this criteria is to motivate the exhibitor to clearly convey the purpose of the exhibit to the viewer. While the *ideal flow* of the exhibit should achieve this, the title as well as a concise statement of intent placed at the beginning of the exhibit may help facilitate exceeding the criteria.
2. **General Historical Background** - The exhibit should identify the country of origin of the displayed ODM, and/or the period in which the relevant ODM was established, and/or why/how it has been awarded in subsequent years.
3. **Criteria for Award** - The exhibit should identify the requirements for the award(s) displayed and any criteria and/or process used to determine when and why an award would be made. This could include such things as eligibility requirements and dates, means of application for awards, documents required for recommendation or application, award approval methods, documents and/or general orders regarding the award as well as distinguishing awards that must be purchased by the honoree as opposed to those who receive the ODM at no charge.
4. **Specific Non-Numismatic Information** – If the recipient of the displayed ODM is the focus of the exhibit, biographical information regarding the recipient should be provided, such as details about specific incidents or circumstances that led to the award, when the award was made, to whom (the recipient, next of kin), etc. If the recipient of the displayed ODM is not the focus of the exhibit, specific historical information regarding the ODM should be provided, such as the number of awards made, typical circumstances of incidents that resulted in awards of the ODM, how awards of the ODM were perceived by the public, etc.
5. **Numismatics** - This section contains the technical information on the exhibited ODM or materials pertaining thereto. Information may include a classical numismatic description of the elements of the award, explanations of symbolism used in the design, differences in the classes of insignia shown, numismatic variations of a specific award, and other such information of a numismatic nature that may be appropriate.
6. **Supporting Materials** - Supporting materials encompass all of the elements of an exhibit, other than the exhibited ODM or materials pertaining thereto, including, for example, photographs, documents, and related memorabilia which contribute to the overall educational value of the exhibit.
7. **Rarity** - All numismatically oriented hobbyists appreciate rare material and this section rewards the exhibitor who displays rare and/or unique ODM or materials pertaining thereto. Examples of rarity are a U.S. Navy Sampson Medal to the Commanding Officer of a ship, or a U.S. Navy Distinguished Flying Cross for the Battle of Midway. Other examples abound. However, it is the exhibitor's responsibility to inform the viewer and the judge of such special and/or unique elements of their exhibit.
8. **Completeness** - This segment evaluates the extent to which the exhibitor accomplishes the **Statement of Purpose** criteria of the exhibit, including sufficient examples of ODM or materials pertaining thereto to support such purpose. For example, an exhibit featuring varieties of the British Long and Meritorious Service Medals without an example of a Queen Victoria with Veiled Head obverse could be downgraded, especially if the title of the exhibit and/or the **Statement of Purpose** implied that the exhibit was complete.
9. **Spatial Arrangement** - This section rewards an exhibitor for carefully placing items in the exhibit, both within and outside of the case, in a well-organized, harmonious manner. Good material can be enhanced by proper positioning. Be careful not to overcrowd a section of a case with too much material.
10. **Captions and Titles** - Captions and titles should concisely identify all relevant elements of an exhibit. The viewer's eye should flow naturally to an identification caption without having to search for it.

11. **Condition** – This criteria evaluates the numismatic condition of the exhibited ODM or materials pertaining thereto, and the overall condition of the other elements of the exhibit. Credit is given if the exhibited ODM or materials pertaining thereto is in very fine or better condition unless a specific specimen (single example or in a group) is rare. The age of the award or the condition imposed by the wearer may be considered.
12. **Originality** - Originality rewards the exhibitor who uses imagination and innovation in both what is displayed and how it is displayed. An innovative manner of exhibiting ODM or materials pertaining thereto, a display of material rarely exhibited, or supporting material that clearly calls attention to the exhibit, can help to meet or exceed this judging criteria.

AWARDS

Exhibit awards shall be given to reward exhibitors for their efforts based on the following criteria.

- A. All COMPETITIVE CATEGORY exhibits shall be ranked in the order of meeting or exceeding the *JUDGING CRITERIA*. The OMSA JUDGING FORM shall be used to help facilitate ranking the exhibits.
- B. The COMPETITIVE CATEGORY awards shall be the OMSA Exhibit Medals in Gold, Silver and Bronze.
- C. “Qualification Guidelines” for the COMPETITIVE CATEGORY awards are:

Gold Medal	15% of exhibits
Silver Medal.	30% of exhibits
Bronze Medal	45% of exhibits
No Medal	10% of exhibits
- D. The Chief Judge may exercise discretion in case of any tie which exceeds the medal percentages outlined in C. above. exceed the discretionary power to round up or down the total number and type of COMPETITIVE CATEGORY awards based on the number of exhibits as well as upgrading any exhibit(s) that deserves to be bumped into a higher medal bracket.
- D. The Vice President’s Award shall consist of a distinctive medal or other suitable award as may, from time to time, be determined by the Board of Directors of OMSA.
- E. Once an exhibit has won Best of Show or a Gold Medal it may not be entered competitively again for a minimum of five years, and then only if it has changed significantly in content or format.
- F. Once an exhibit has won a Silver or Bronze Medal, it may not be entered competitively again for a minimum of two years, and then only if it has changed significantly in content or format.

