

# INTERNAL RULES

*The I.A.P.N. (International Association of Professional Numismatists) is a non-profit organisation established within the terms of articles 60 to 79 of the Swiss Civil Code.*

*The organs of direction of the Association are: the General Assembly of all the ordinary members, which is convened at least once a year, and the Executive Committee, which is composed of nine to fifteen persons elected by the General Assembly.*

*The members must observe a number of rules, described in the **Statutes** and the **Internal Rules** of the Association.*

*Here are the Internal Rules, as approved by the 70<sup>th</sup> General Assembly of the Association held in Mallorca in 2022.*

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## **A. GENERAL COMMERCIAL PRACTICES**

1. All descriptions given for any numismatic item offered for sale must be as accurate as possible and reflect the present state of scientific knowledge. Any defect, imperfection or alteration must be mentioned, if they are noticeably greater than those acquired by all coins in the normal course of circulation. Catalogue photographs produced by digital means must be printed without computer enhancement or retouching. An illustrated item must be the actual item for sale, and all images must be an accurate representation of the item for sale. In the event that another member notices an unmentioned defect, he should notify the organiser, who must advise all the potential buyers, by any efficient way of his choice, and this before putting the item up for sale.
2. Members guarantee the authenticity of all numismatic items which they sell. They must not offer counterfeits for sale, except contemporary forgeries and collectible published old forgeries (e.g., Cavino's, Becker's, etc.) which must be labelled as such and, if possible, offered in a clearly marked separate section.
3. It is recommended that members inform the I.B.S.C.C. about any item known to be false (with description and photos) or upload the data to the I.B.S.C.C. archive or hand over the item known to be false to the I.B.S.C.C. Every effort must be made to ensure that such items do not stay on the market.

## **B. COMMERCIAL PRACTICES BETWEEN MEMBERS**

4. Members should grant other members a discount on the retail price of the coins or books they sell, except on bullion material, or on material sold on commission.
5. Members shall in no case grant a higher discount to non-members dealers or to private collectors, than to members.
6. Members shall not require prior payment for material before the delivery has taken place.
7. Accounts between members are to be settled within 30 days of the date of invoice, unless other arrangements have been agreed upon between both parties.
8. If accounts are not settled within the required or agreed period of time, or if there has been previous abuse, the buyer loses all rights mentioned in points 4 to 6 above, as soon as he is notified by the seller.
9. Members should distribute their sales catalogues and lists to all other members free of charge upon request, including by electronic means such as email or website.

**C. THE IAPN AUCTION SALES and THE IAPN SALES CALENDAR**

10. The IAPN Sales Calendar lists only floor auctions. Internet or Mail Bid Sales might be listed on a separate calendar which will be ruled separately.
11. Notification of proposed dates to the person responsible for the Association's Sales Calendar is mandatory to all the members of the Association for every such floor auction they plan to conduct, either alone or with the co-operation of another firm or several firms, even if this or these firms are not members of the Association.
12. This obligation applies also to members who conduct auctions through a different trade name or through a third-party auctioning firm.
13. For all those auctions, members must identify themselves as such by having the Association's logo displayed on the catalogue, either printed or electronic, and should also have the motto "Auction Sale conducted according to the I.A.P.N. rules" displayed in at least one of the two official languages of the Association, plus in any other language if they want so. This must also be stated in the terms and conditions of the sale.
14. In all cases, at least one member must be clearly identified as such on the catalogue, either printed or electronic, and mentioned as being guarantor for the compliance of the sale with the Association's rules.
15. The member who requests the publication of a sale on the Sales Calendar of the Association shall proceed as follows: Members shall notify the person responsible for the Association's Sales

Calendar of the proposed dates of their sales, preferably at least 3 months in advance. These dates shall not be dates already published on the Sales Calendar as dates of other members' sales. However, if another member (who has the full right to keep his dates) has already registered the proposed date, the requesting member shall contact the member with the prior right to that date to see if a mutually satisfactory arrangement can be made. If this is not possible, the person responsible for the Sales Calendar shall make a decision, based on the following criteria: the order of notification of the dates, the type of material to be sold, the geographic distance between the sites of the auctions. If the proposed dates cannot be accepted, the requesting member will have to find other dates, as yet unreserved, with the help of the person responsible for the Sales Calendar.

16. No member is allowed to conduct auctions during the dates of the General Assembly of the Association, including those of the possible following post-congress tour. On the other end, the organizer of an Association's General Assembly shall always try to avoid having this event planned at dates already booked by members for their auctions. If a member had previously booked a date which unfortunately becomes one chosen by the organizer of an Association's General Assembly or a possible following post-congress tour, the member will be asked to move his date, with the help of the person responsible for the Association's Sales Calendar.
17. If a member wishes to move a date he had previously booked on the Association's Sales Calendar, he shall use the same proceeding as described in point 15 of the present rule.
18. If a member wishes to remove one or all the dates he had previously booked on the Association's Sales Calendar, he must inform the person responsible for the Association's Sales

Calendar as soon as possible.

19. In all cases, changes to any booking must be made as soon as possible, in order to allow other members to use the dates which has become free.
20. Violations of these rules, which contribute to achieve the purpose of the Association as described at point 4 of the Statutes of the Association, might be regarded as an infraction to the Association's Rules, and the member might face sanctions in accordance to points 36 and 37 of the Statutes of the Association.
21. Points 13, 14 and 20 above also apply to all other types of sales than the floor auction sales, after adaptation of the wording to the type of organised sale.
22. The rules mentioned under A. and B., where relevant, are also valid for auction sales. Exceptions shall be granted to firms in countries where this is in contradiction or violation of local laws. In this case, this information must be made available to the members who want to participate in the sale, before the start of the auction sale.
23. It is strongly recommended that members do not take part in auction rings. These are unethical and illegal.
24. If an item appearing in a member's sale is suspected by another member to be a forgery, the latter will immediately notify the member. The member and if needed the I.B.S.C.C. will investigate the matter. If the coin is still considered doubtful, it has to be withdrawn from the auction. If the member who is in charge of the sale refuses, he will face sanctions from the Association, and could be suspended or even expelled from the Association. If the coin is proved genuine, the member will be

permitted to sell it later, but without any claim to any indemnity or compensation. Members will in any case avoid maligning the merchandise of any other member, either verbally or in writing.

25. Any item withdrawn from a sale must be noted as "withdrawn" (or its equivalent in other languages) in the list of prices realised. Any information about false pieces should be uploaded to the I.B.S.C.C. archive or should be sent to the I.B.S.C.C. as soon as possible.
26. Members have to distribute or make available the list of prices realised at their auctions to all other members on demand, either by mail or electronically.



## **D. FIGHT AGAINST MALPRACTICES**

27. As soon as they are notified themselves, members are required to notify the person responsible for the Early Warning System of thefts, non-paying customers and major frauds. This information will then be centralized in order to protect other members and/or to help the victim to recover his stolen goods.
28. Members are asked to notify the person responsible for collecting this information of the names and addresses of customers who are sources of difficulties (e.g. bad payers). They are then required to notify the same person of any positive change in the case they had filed.
29. Unfortunately, because of special rules protecting personal data, the information received as described in point 28 cannot anymore be circulated among the members, and must be regarded as strictly confidential. Any disclosure of that information to non-members is absolutely prohibited. If a member wants to know if somebody is already listed on the list of customers who are sources of difficulties as mentioned above, they should contact the person responsible for maintaining this list.

**E. DISCIPLINE**

30. All members are expected to maintain the highest possible levels of ethical standards and adhere to the highest levels of professionalism, even in those cases not specifically addressed or stated in the Internal Rules or Code of Ethics. In the event that a member's actions are deemed "unethical", the member may be subject to disciplinary action, even when said action is not specifically mentioned in the Internal Rules or Additional Rules or Code of Ethics. In the event of a dispute involving members of the Association, they must agree to accept arbitration by the Executive Committee of the Association, or by any person or group of persons commissioned by the Executive Committee of the Association. Members agree that all disputes between members will be resolved through mediation, and failing that, through binding arbitration. Members also agree that they will not instigate action, in a court of law in any jurisdiction, against other members, the Association, its Executive Committee or the members thereof, either jointly or severally, for any incident occurring during their period of membership in the Association.

**F. I.A.P.N. PUBLICATIONS**

31. Members are entitled to prior subscription on books due to be published by the Association. After the publication of these books, members will be granted a special discount rate, settled as foreseen by these Rules in point 33, and are entitled to request one free copy from the distributor appointed by the Association (see point 36 of the present Rules).

## **G. SUB-COMMITTEES AND SPECIAL FUNCTIONS**

32. The General Assembly, on proposal of the Executive Committee, can decide to create any new sub-committee that seems necessary for the good working of the Association, as foreseen by the Statutes in point 21. Members of the Executive Committee and of the various sub-committees are appointed as foreseen by the Statutes in points 24 to 29.

### **I) PUBLICATION COMMITTEE**

33. This committee is responsible for the evaluation of manuscripts of numismatic works submitted for possible publication by the Association. They should be of general and practical interest for collectors. This committee will nominate an appropriate reader for each manuscript, who will write a report. On this basis, this committee will decide to recommend whether it should be published or not, and, if the decision is positive, will also estimate the extent of editing required, and will recommend an editor. This committee will also propose a selling price, considering the usual discount to members (if possible, at least 40% for those who subscribe before publication, and 30% after that) as foreseen in point 31. Finally, this committee will make a report to the Executive Committee, who will take the final decision.
34. This committee may also propose that the Executive Committee grant a subsidy for works to be published elsewhere which seem to be of numismatic interest and importance. Application for a grant must be submitted to this committee by the author or publisher, together with the manuscript and an estimate of the printing cost.
35. This committee is required to present to the General Assembly a

number of books as candidates for the annual Book Prize of the Association. The Prize consists of a diploma, a medal and a monetary award for the First Prize, and a diploma for the Second and Third Prize. All outstanding numismatic publications, published during the current year, or the year before, are eligible for nomination. Works edited by the Association, and books that have already been proposed are not eligible. This committee is solely responsible for the organisation of the Book Prize contest, and decides which books are eligible. Books suitable for the Prize should be submitted to the Chairman of the Publication committee at least 30 days before the General Assembly of the Association. If fewer than 3 books are in competition, a prize will not be awarded for the current year. The General Assembly will select the prize by secret vote. Proxies can be used. The ballot forms will list all the candidates. Each voting member has a maximum of 6 points to distribute: 3 to the one he thinks is the best work, 2 to his second favourite, and 1 to his third. It is not allowed to give two candidates the same number of points. All ballot forms not correctly filled in will be cancelled. The book receiving the most cumulative points will be named "Winner of the I.A.P.N. Book-Prize" for the current year. In the event that 2 books attain the same total number of votes for the first place, the winner will be the one which receives the highest number of first preference votes, and, if necessary, the highest number of second preference votes. After voting for the Prize, all the volumes will be donated to an institution of the country in which the General Assembly takes place (if practical). The First Prize will be awarded to the author, preferably during a public numismatic event.

## II) DISTRIBUTOR OF THE I.A.P.N. PUBLICATIONS

36. From among the members, the Executive Committee may designate an official distributor of the books published by the Association. This person will be in charge of the stock control, and of the selling of the books. This person will provide the Treasurer with a report upon demand, but at least once a year, in sufficient time to allow its inclusion into the report to be presented to the General Assembly.

## III) ANTI-FORGERY COMMITTEE AND THE I.B.S.C.C.

37. This committee will co-ordinate the campaign of the Association against numismatic counterfeiting, particularly with a view to collecting and circulating information on counterfeits to all members.
38. This committee will act as the Board of Management of the I.B.S.C.C. (International Bureau for the Suppression of Counterfeit Coins), created on June 7th, 1976 by decision of the 25th General Assembly of the Association. For the I.B.S.C.C., rules have been created and are the basis for its work.
39. The accounts of the I.B.S.C.C. will be included in the financial accounts report presented annually by the Treasurer to the General Assembly and, as such, will be verified by the appointed auditors.

#### IV) DISPUTE RESOLUTION COMMITTEE

40. This committee will investigate any breaches or alleged breaches of the Statutes and/or of the rules of the Association, and will report its findings to the Executive Committee.
41. In the event of any unresolved dispute between members, this committee will endeavour to secure conciliation or arbitration, which must be accepted by the parties, as mentioned in point 30. Special rules are also mentioned in the “Arbitration Rules”.
42. This committee is entitled to take any action which it judges pertinent and useful in resolving the dispute.

#### V) PUBLIC RELATIONS COMMITTEE

43. This committee is in charge of promoting the image of the Association. It will report to the Executive Committee on the actions it suggests should be taken to reach this goal, and will carry out the decisions that have been taken.

#### VI) MEMBERSHIP COMMITTEE

44. This Committee is in charge of applications for membership to the Association, and of the changes in the membership of members. Special rules are also mentioned in the “Application Rules”.
45. The General Secretary of the Association will send interested persons all necessary documents. The official application form has to be returned to the Chairman of the Committee, who will verify that those documents have been completely filled in by the candidate, and that covering letters and other useful documents to

support the application are joined to it. When the Chairman of the Committee will consider the file to be in good order, he will circulate it to the other members of the committee. This committee will carefully examine the validity of each application, and its conformity to points 9 and 10 of the Statutes. This includes the proof of numismatic knowledge by submitting publications, catalogues, price lists or articles.

46. This committee will make initial enquiries, through the General Secretary of the Association from all the members of the Association as to their knowledge and opinion of the candidate.
47. This committee is entitled to arrange for any of its members to visit the applicant, or to make such further enquiries as may be considered necessary. The committee will report to the Executive Committee as soon as its examination of the application is completed.
48. If the Executive Committee endorses the candidature, it will submit it to the next General Assembly, which will take its decision following the Statutes of the Association. If, on the contrary, the Executive Committee decides that the application is inopportune or lacks the necessary support of the membership, it will request the committee to contact the candidate to let him know of this decision, and, perhaps, in order to help him to better prepare a possible re-application.
49. The General Assembly will decide on the submitted application in accordance with point 10 of the Statutes.

## VII) ACCOUNT AUDITORS

50. Each year, the General Assembly will appoint two auditors, who will be charged with the examination of the statement of accounts submitted by the Treasurer. They will report to the General Assembly which will decide whether the accounts should be approved.

## VIII) FREE TRADE COMMITTEE

51. This Committee is in charge of coordinating efforts to advocate for free trade around the world of numismatic dealing, particularly in terms of export and import restrictions. Activities include but are not limited to: corresponding with cultural property attorneys, lobbyists and government officials; controlling expenditures for promoting free trade; reporting changes in export and import rules to the Association.

## IX) WEBSITE AND SOCIAL MEDIA COMMITTEE

52. This Committee maintains the Association's website and social media presence and is in charge of postings and updates. Upon approval by the Executive Committee, the Website and Social Media Committee may engage the paid services of a professional web designer and/or webmaster.



## **H. PROCEDURES FOR THE GENERAL ASSEMBLIES**

### **I) VOTING**

53. Counting of the votes will be limited to the number of valid votes; additions or alterations will invalidate a ballot form. The votes are taken as foreseen in points 20 and 22 of the Statutes.
54. Abstentions are valid votes. For votes where a two-third majority is required, only the submitted votes will be taken into consideration for determining the number of needed votes.
55. Proxies must be validated by the General Secretary at the very beginning of the working sessions of the General Assembly, and in any case before their first vote. Their use must be in accordance with point 22a of the Statutes.
56. The only two valid ways to vote are: the secret vote and the show of hands. All decisions are normally taken by secret vote. However, for decisions not concerning membership, expulsions or general elections, and for which no more than 3 options are possible, the President of the General Assembly may propose to use a show of hands. Votes will then be made this way, unless at least two members present ask for a secret vote.

### **II) GENERAL ELECTIONS**

57. These consist of the election of the new Executive Committee, in accordance with point 24 of the Statutes. These elections are normally held every two years.
58. The Executive Committee will decide how many seats, always an uneven number, are on the new Executive Committee, and will

send all members of the Association a list of names of proposed candidates at least one month before the beginning of the General Assembly. There should be at least as many proposed names on the list as the number of seats. Additions to this list can be made by any member, provided that this application is signed by the added candidate and has been sent to the General Secretary at least 15 days before the beginning of the General Assembly. In such a case, the complete list should be distributed to the members at least 7 days before the beginning of the General Assembly.

59. At the end of this election, the Executive Committee will consist of the President, who is elected directly in this function, and, to the number of members mentioned at point 58 less one (the President), of those candidates receiving the highest number of votes. In case of an indecisive tie for the election of one or several seats, a new vote will be taken only between the names to be decided.

### III) CHANGING OF THE STATUTES AND OF THE INTERNAL RULES OR ADDITIONAL RULES AND OF THE CODE OF ETHICS

60. Changes to the Statutes and to the Internal Rules have to be decided upon by the General Assembly. The proposed wording will be sent to all members no later than one month before the beginning of the General Assembly which will decide upon it.
61. Changes to the Statutes require a two-thirds majority, in accordance with point 20 of the Statutes, whereas the Internal Rules may be changed by a simple majority vote. Additional Rules and the Code of Ethics may be changed by decision of the Executive Committee.

#### IV) REPORTS TO THE GENERAL ASSEMBLY

62. The reports of the sub-committees, any members with a special function, the Treasurer and the General Secretary, will be distributed at the General Assembly.

#### **I. SANCTIONS**

63. The sanctions foreseen in cases of violation of the Statutes and/or of the Internal Rules of the Association are: warning, suspension, and expulsion.
64. A warning is decided upon by the Executive Committee, and is to be notified to the member by the President or by the General Secretary.
65. The suspension for a fixed period of time is decided by the Executive Committee, as noted in point 36 of the Statutes. The member will be notified by the President or by the General Secretary of the sanction and of its term. The suspended member loses all his rights and privileges for the term of his suspension. He still must pay his annual fee, and has no claim to any indemnity or compensation. If it applies, he will lose his membership on the Executive Committee for the rest of his term, and shall not exercise any special function for the same period of time.
66. An expulsion can only be decided, after a proposal by the Executive Committee, by the General Assembly, in conformity with point 37 of the Statutes. The expelled member will be notified by registered letter from the General Secretary. He has no claim to any indemnity, compensation, or refund, even partial, of

his annual fee if already paid, or must otherwise pay it.

**J. ACCOUNTS OF THE ASSOCIATION**

67. The Treasurer is in charge of the accounts of the Association, as noted in point 33 of the Statutes. The Treasurer will submit for approval by the General Assembly the statement of accounts of the previous financial year, and a budget for the next financial year.

**K. DUTIES OF THE OFFICERS OF THE ASSOCIATION**

68. As stated in point 59 above, the President is elected by the General Assembly, and all the Officers are appointed by the Executive Committee. All Officers must be members of the Executive Committee. These Officers are: first and second Vice-Presidents, Treasurer and General Secretary.

69. As stated in paragraph 29 in the Statutes, the President directs the meetings of the Executive Committee, and shall also direct the meetings of the General Assembly and represent the Association externally wherever possible, as mentioned in point 28 of the Statutes.

70. As stated in point 29 of the Statutes, the duties of the first Vice-President are to act in the role of President in case of the vacancy of the Presidency, in which case the second Vice-President will act as first Vice-President, and a new second Vice-President will be chosen among the other members of the Executive Committee, in accordance with point 24 of the Statutes. In addition, upon the designation of the Executive Committee, either the first or second Vice-President shall act in the role of Treasurer in case of the

vacancy of that office, and either the first or second Vice-President shall act in the role of General Secretary in case of the vacancy of that office.

71. As stated in point 67 above and point 33 in the Statutes, the duties of the Treasurer are to direct the accounts of the Association, submit statements of accounts and propose budgets to the General Assembly. In addition, the Treasurer shall disburse funds as directed by the President or the Executive Director; review, approve and make payments to any employees of the Association; receive payments, including dues, into the accounts of the Association; and provide the Executive Director with billing information as needed.
72. The General Secretary is the Officer responsible for recording and administering the activities of the Executive Committee, in collaboration with the Executive Director and President when necessary. The duties of the General Secretary are as follows:
  - A. Keeping the minutes for meetings of the Executive Committee and presenting them to the members of the Executive Committee at their next meetings
  - B. Keeping the minutes for the General Assemblies and providing them to the person responsible for inclusion in the next bulletin
  - C. Corresponding with members of the Executive Committee, including scheduling and notification of upcoming Executive Committee meetings, and coordinating any vote taking place electronically outside of meetings
  - D. Coordinating and organizing the schedule of points at General Assemblies
  - E. Directing votes at General Assemblies and Executive Committee meetings
  - F. Knowing and recalling relevant points in the Statutes and

Internal Rules as needed

- G. Compiling, formatting and publishing changes to the Statutes and Internal Rules in both French and English languages
- H. Corresponding with candidates for membership

**L. DUTIES OF THE EXECUTIVE DIRECTOR OF THE ASSOCIATION**

- 73. The Executive Director is responsible for overseeing the day-to-day operations of the Association.
- 74. The Executive Director position is separate from the Officers of the Association and typically draws a salary as determined by the Executive Committee and approved by the General Assembly.
- 75. In the event that the Executive Director is also an Officer of the Association, paragraph 34 of the Statutes applies only to the Officer position and does not apply to the position of Executive Director.
- 76. The duties of the Executive Director are as follows:
  - A. Overseeing, planning, scheduling and implementing all General Assemblies and miscellaneous activities
  - B. Working with and reporting to the Executive Committee for policy decisions, fund raising, promotion and preservation of the Association
  - C. Supervising and coordinating activities of anyone hired by the Association (e.g., webmaster, printer, publicist)
  - D. Corresponding with members of the Association in all matters, including but not limited to: scheduling and notification of upcoming General Assemblies; billing and follow-up; suspensions and sanctions

- E. Establishing and maintaining relationships with other organizations (e.g., sponsorships)
- F. Overseeing marketing and promotion
- G. Any other duties assigned by the Executive Committee