

# **MOHAVE COUNTY GEMSTONERS**

Constitution and By-Laws – revised June 2019

## **Constitution**

This document and those following shall constitute the system of basic rules and principles of the governance of the Mohave County Gemstoners, as stated and defined in the by-Laws, Standing Rules and appropriate appendices.

## **Mission**

Our Mission is to enlighten and inspire all those with whom we come in contact about the beauty and majesty to be discovered in the stones we find in nature's bounty.

## **Vision**

We envision a future in which our outreach efforts will have helped today's youth be educationally, ethically and morally prepared to serve as inspirational and effective leaders in their chosen pursuits and communities.

## **Values**

Our values are simply to try to better any situation we face, to leave any place we visit a better place for our having been there, to leave a pleasant memory in the mind of any person we meet and to inspire similar attitudes in others.

## **BY-LAWS**

### **Article 1: Name**

Section 1: This organization shall be known as Mohave County Gemstoners.

### **Article II: Objective / Purpose**

Section 1: To learn more about all the earth sciences: Geology, Mineralogy, Paleontology, Astronomy, Archaeology and how they apply to earth formation. To enable our Members to better identify materials we collect and how to display or further process these materials.

Section 2: To introduce to others the types of rocks, minerals, fossils and what can be done with them.

Section 3: To introduce others to Lapidary skills, to learn jewelry design, fabrication, metalsmithing, wire wrapping and other uses for cut stones.

### **Article III: Membership**

Section 1: Procedure for applying for Membership is outlined in the Standing Rules, Article 1, Sections 1 & 2. Any Member, having paid their dues, shall observe the Club's Constitution and By-Laws and Standing Rules.

Section 2: There shall be 4 classes of Membership: Single, Couple, Family and Life. Any Member over the age of 18, and is in good standing, shall be able to vote and hold office. **Single Membership**- for an individual over the age of 18. **Couple Membership**- for 2 people residing in the same household. **Family Membership**- for more than 2 people residing in the same household. Upon joining, a parent or legal guardian of any minor Member, under the age of 18, shall be responsible for their minor child and will hold the Club harmless of liability during any Club activity. **Life Membership**- A Member who has been recommended by the Membership Committee and elected to such status by a majority vote of the Membership in accordance to Article 1, Section 3 of the Standing Rules.

Section 3: All persons showing a genuine interest in rocks, minerals and club activity shall, upon submitting an application and payment of dues per Article I, Sections 1 & 2, of the Standing Rules, be considered a Member in good standing.

Section 4: Any Member, who does not abide by the Constitution and By-Laws and Standing Rules, and who does not act in an appropriate manner, such as: showing disrespect to their fellow Members and guests; becomes disruptive during a Club activity; uses aggressive or abusive language at a Club activity, shall have their Membership cancelled by a majority vote of the Executive Board after a review of such case. The offending Member will be expelled from the Club and not accepted back into the Club at a future date.

#### **Article IV: Dues**

Section 1: The Dues year will run from January 1<sup>st</sup> through December 31<sup>st</sup>. Dues become delinquent after February 28<sup>th</sup> and Members will be removed from the Membership list after that date.

Section 2: Dues and Fees may be changed by a majority vote of the Membership. Members who have 15 consecutive years of Membership are exempt from payment of dues.

Section 3: The Membership list, or any information on Members, will not be released to any commercial inquiry, nor published on our Website, nor released to Membership at large, without individual consent or Board approval.

#### **Article V: Officers**

Section 1: There will be a President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms. Each will be a Member in good standing with no criminal background or felony conviction.

Section 2: All officers shall be elected by secret ballot and must receive a simple majority of the total votes cast. When there is one candidate for office, the ballot may be dispensed with by unanimous vote and the candidate is elected by acclamation. In the case of 3 or more candidates, none receiving a clear majority, the two candidates receiving the most votes will be selected for a run off election. Elected officers will assume office at the January General Meeting and each will serve a 2-year term.

Section 3: The Nominating Committee shall consist of the Board of Directors. The Nominating Committee shall make recommendations to the Membership at the October General Meeting. Additional nominations may be made from the floor, with the nominee's consent. The voting will be at the November General Meeting.

Section 4: An individual shall hold no office for more than 2 consecutive terms. In the event no candidate is nominated for an office and the incumbent is willing to serve an additional term, this section of the Constitution and By-Laws can be suspended by a majority vote of the Membership.

In the event no candidate is nominated for an office and the incumbent is not willing to serve an additional term, the Board shall compile a list of 5 Members to be considered- draftees to office for any unfilled vacancy. The process will consist of those Members, present and available to vote, using the secret ballot, will vote 4 separate times until one candidate remains. That individual will be the selectee to fill the vacant office.

#### **Article VI: Board**

Section 1: The Board of Directors shall consist of the Executive Board- President, Vice-President, Secretary, Treasurer and Sergeant-at-Arms, and a minimum of 3 Directors at Large and the immediate past President. The Board of Directors will hereafter be called The Board.

The Board shall meet at its convenience prior to the General Meeting. The meeting location and time to be determined by the Board. Club Members are welcome to Board Meetings, but have no vote.

Section 2: Each Director at Large shall serve for 3 years with 1 being elected each year.

Section 3: Minutes will be kept of all Board, General, Special and Executive Session meetings. All Minutes, with the exception of the Executive Session, shall be available to the Membership upon request.

Section 4: All Chairs of Standing Committees are encouraged to attend Board Meetings to keep the Board informed on committee activities.

## **Article VII: Duties of Officers & Directors**

Section 1: President- will conduct all meetings of the Board and General Membership. The President will perform all normal duties of this office and other duties prescribed by the Board, as well as appoint committee chairs with the concurrence of the Board. No President shall serve more than 2 consecutive terms. The President shall serve as an ex-officio Member of all Standing Committees.

Section 2: Vice-President- shall assume all duties of the President in an absence or inability of the President to act. The Vice-President shall perform such duties as may be prescribed by the President and the Board, including arranging programs for the General Meetings.

Section 3: Secretary- is the official custodian of all Club records and shall keep a complete record of all Meetings. Shall maintain an up-to-date Membership roster that includes: home address, e-mail address and phone numbers as provided by the Membership Chair. Shall maintain an up-to-date copy of the Constitution and By-Laws and Standing Rules. Shall maintain a current inventory of all Club property. Shall be the only one to send all correspondence. Any outgoing correspondence will be at the direction of the Board, and shall be signed as Secretary. Shall be responsible for the agendas for the Board and General Meetings with input from the Board or Membership.

Section 4: Treasurer- shall be responsible for the keeping and maintaining of financial records and reports of the Club in proper order. Shall be responsible for the paying of bills or invoices for expenses incurred in the running of the Club. Shall deposit receipts, assessments, fines, dues, funds collected by any Chair and other monies due. Shall furnish a written financial report to the Board at each meeting, as directed by the Board and these reports may be audited at the pleasure of the Board. A mandatory audit will be conducted within 30 days prior to the installation of the new Treasurer. An annual operating budget shall be prepared by the outgoing Treasurer with the assistance of the incoming Treasurer. This budget shall be approved, and may be amended by the Board. Shall be prohibited from providing any reimbursement to any committee or person who has not received prior approval of expenditures by the Board-there will be no exceptions.

Section 5: Sargent-at-Arms- Shall lead the Pledge of Allegiance to the Flag before each meeting or event and shall maintain order at the Board and General meetings. The Sergeant-at-Arms shall collect an assessment of twenty-five (25) cents from Members not wearing their Club badges, as required at all Club functions.

Section 6: The Board is subject to the Constitution and By-Laws and Standing Rules of the Club. It shall be the duty of the Board to formulate policies and to act in an advisory capacity to the President, who shall be bound to act according to the majority decision of the Board.

## **Article VIII: Vacancies**

Section 1: Resignations- Any officer resigning office, shall do so by submitting their resignation in writing to the Board.

Section 2: Any vacancy on the Board shall be filled by an appointment of the Board for the unexpired term of the position. Exception-whether by resignation or death, the office of the President shall be filled by the Vice-President. The Vice-President's position shall then be appointed by the Board.

Section 3: Any officer who shall absent themselves, unexcused, from 3 consecutive meetings, General or Board, shall be subject to removal and replacement by the Board.

## **Article IX: Committees**

Section 1: The President shall have the authority to appoint all Standing and Special Committee Chairs, with the concurrence of the Board

Section 2: The Chairperson is responsible for the overall actions of the committee and Members of that committee to which they have been appointed. The Chair has no authority to commit funds, or state that donations are to be reimbursed, or to grant discounts, or to make purchases not expressly agreed upon by the Board.

## **Article X: Order of Business**

Section 1: Any dispute pertaining to the operation of the Club will be handled in accordance with Robert's Rules of Order

Revised.

Section 2: Agenda items will be submitted to the Secretary no later than 1 week prior to the next meeting to be included on the agenda for the Board Meeting.

Section 3: There will be no selling or trading by commercial dealers or non-Members during the General Meeting.

Section 4: Buying, selling, or trading by and for Members is permissible before and after the General Meeting.

#### **Article XI: Fiscal Year**

Section 1: The fiscal year shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup>. Upon completion of the fiscal year, there shall be an inventory of the Club's property, an operating budget prepared and an audit of the Treasurer's books.

#### **Article XII: Authority**

Section 1: The rules contained in Robert's Rules of Order Revised shall govern this Club in all cases where they are applicable and in which they are consistent with the Constitution and By-Laws and Standing Rules of this Club, or any group with which our Club may become affiliated.

#### **Article XIII: Amendments**

Section 1: Proposed amendments to the Constitution and By-Laws and Standing Rules must be submitted to the secretary in writing. It will be placed on the Board agenda as New Business. After being read and ratified by the Board, it will be presented to the Membership.

Section 2: Proposed amendments will be made available in writing for those without computers, and published to our website.

Section 3: Once the Membership has had sufficient time to read the proposals, a vote will be taken to adopt the new amendments.

### **Mohave County Gemstoners Standing Rules**

revised June 2019

#### **Article 1: Application for Membership and Dues**

Section 1: Application shall be made by completing and signing an application form, approved by the Board, and submitted to the Membership Chair with the dues and badge fee. The Membership Chair shall review the application and submit same to the Board with a recommendation for approval or denial. The Membership Chair shall report to the Board the number of new applicants. At the General Meeting the new Members will be introduced to Club.

Section 2: The Membership Chair shall present the new Members with a copy of the Constitution and By-Laws and Standing Rules, badges, Membership cards and our web address.

Section 3: Dues and Badges are payable at time of making application. A new Member joining after July 1<sup>st</sup> will pay half of the annual dues, and after October 1<sup>st</sup> will pay \$2 a month to end of year and the full amount for the following year. Name badges are required for all Members and must be worn at all Club functions.

Section 4: Life Membership shall not be conferred lightly, but shall be reserved for those who have held at least one or more offices, worked or headed 2 or more committees, or have made a significant contribution to the Mohave County Gemstoners in terms of service as opposed to monetary donation, and has been a consistent Member for 15 years. Process: 1- Name of nominee will be submitted to the Membership Chair for consideration and determination if the nominee meets the qualifications. 2- After a review by the Board, the qualified nominee will be voted on by the Membership.

#### **Article II: Committees and Chairs**

Section 1: Standing Committees are: Field Trip Coordinator, Membership, Show, Refreshments, Web Master and Property Manager. Vacancies in any of these Committees will be appointed by the President.

**Field Trip Coordinator-** shall have at least 1 field trip monthly. Field Trip planning meetings should include trips for a 3-month period and should be held quarterly. Scheduled trips are to be published on website and announced at both Board & General Meetings.

**Membership-** shall be responsible for collecting Membership and badge fees. Shall maintain a Membership roster that is timely and accurate. New Members are introduced and given a Membership packet which shall include the Constitution and By-Laws and Standing Rules, a Membership card, a badge, the website address. Shall make monthly deposits to the Treasurer and maintain records of all receipts. Club Members are responsible to keep Chair informed of any changes of addresses or phone numbers.

**Show-** shall be responsible for the overall coordination of the Annual Show. Chair has no authority to commit Club monies without Board approval. Exhibitors in the Show are to be non-competitive and no appropriate exhibitor can be excluded. Member Dealers shall pay the same fees as non-Member dealers. Refunds are per signed contract. All show correspondence shall be approved by the Board prior to mailing. Contracts for the Show venue will be negotiated with at least 1 Board Member being present. All Show Meetings are open to the Membership, transparent, with the names of the vendors available. A detailed schedule of events prior, during, and after the Show is essential. Monies from each Club Booth shall be turned over to Treasurer at end of each day. Final accounting for Show monies will be by Treasurer.

**Refreshments-** When applicable- shall be responsible for the operation of the kitchen for the General Meetings. A running total of monies collected and inventory will be kept on a monthly basis and available to the Board. During each meeting where refreshments are to be served, the Chair shall be in attendance. Prior to serving refreshments an area will be setup, maintained, and when finished, will be thoroughly cleaned.

**Webmaster-** shall be responsible for overall management of the Club website. The Treasurer shall pay host with a credit card as to have account kept current.

**Property Manager-** Shall be selected by the Board to conduct the annual inventory and trailer inventory prior to and following the Annual Show.

**Budget-** Board shall work with the Treasurer in accomplishing a realistic budget. During the budget process, Standing Committee Chairs and outgoing Treasurer shall aid in submitting expense information that would be vital to an accurate budget.

**Audit-** shall consist of at least 2 Board Members and the incoming Treasurer, and will audit the current Treasurer's books before being passed on to the incoming Treasurer.

Section 3: Ad Hoc Committees shall be formed by the Board when the need arises to serve a specific purpose and one completed, shall be abandoned.

### **Article III: Meetings**

Section 1: General Meetings shall be held during the second week of each month. The time and day will be determined by the Membership. A motion for a day change must have confirmation of availability of a meeting room before it can be voted on by the Membership.

Section 2: Board Meetings shall be held prior to the General Meeting, at a location, time and day as determined by the Board.

Special Board Meetings/Executive Board Meetings- may be called by the President or 2 Board Members. The Meeting should be held within 48 hours.

### **Article IV: Expenditures**

Section 1: At the end of the fiscal year, an inventory of the Club's property and a valuation shall be taken.

Section 2: As determined by the Board a petty cash fund will be available to the Treasurer for miscellaneous expenses. All expenses not covered by the budget shall require Board approval. The Board's spending limit shall be up to \$500, above this limit must have approval of Membership. The Treasurer and 1 Board Member shall have access to the Check account and Debit card.

#### **Article V: Claim**

Section 1: The Pick-N-Shovel Claim (Honey Onyx) is solely owned by the Mohave County Gemstoners. The filing fees, administration and paperwork will be accomplished by the Claim Administrator of the Club. Any use by other clubs or individuals will be at the pleasure of the Board, and if granted, will be in writing and for a specific date.

#### **Article VI: Prohibitions**

Section 1: The Club shall not sanction, participate in, or be part of any political activity which is not related to Earth Sciences, Bureau of Land Management, Federal or State land closures.