

MOHAVE COUNTY GEMSTONERS

CONSTITUTION AND BY-LAWS

REVISED September 2016

**CONSTITUTION**

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

**MISSION**

Our Mission is to MOHAVE COUNTY GEMSTONERS 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 I: 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 teach children, youth and adults about rocks, minerals, fossils and what can be done with them.

Section 3: To teach individuals cutting/trimming, lapidary, polishing, wire wrapping and faceting of stones. To learn jewelry design, fabrication, metalsmithing and other uses for cut rocks and stones.

### **ARTICLE III: MEMBERSHIP**

Section 1: Procedure for applying for membership is outlined in the Standing Rules, Article I, Sections 1 and 2.

(a) Anyone who joined and paid dues prior to January 1, 1964, will be considered a Charter Member of the Mohave County Gemstoners.

(b) Any member, having paid their dues, shall observe the Club's Constitution and By-Laws and Standing Rules.

Section 2: There shall be five classes of membership: Single, Couple, Family, Junior and Life. Any member over the age of 18, having paid their dues as outlined in the Standing Rules, Article I, Sections 1 and 2, shall be able to vote and hold office.

(a) Single Membership – for an individual who is over the age of 18.

(b) Couple Membership – for two (2) members residing in the same household.

(c) Family Membership – for more than two (2) members residing in the same household.

(d) Junior Member – an individual under the age of 18, who is sponsored by a member in good standing, who is responsible for their dues, safety and conduct at all times. A parent or legal guardian must sign an indemnity waiver for that minor child releasing the Mohave County Gemstoners and holding the Club harmless from any liability whatsoever if said minor accompanies the Club on any outing or field trip. Junior Members must be accompanied at all times by a responsible adult.

(e) Life Member – 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 I, 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, Section 1 and 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, shall have their membership cancelled by a majority vote of the Executive Board, after a suitable review and consideration of the individual case on its merits.

## **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, when deemed to be necessary. Members who have 15 years of membership are exempt from payment of dues.

Section 3: The membership list will not be released to any commercial inquiry, nor will it be printed in the newsletter, nor published to the web site.

## ARTICLE V: OFFICERS

Section 1: There will be a President, Vice President, Secretary, Treasurer and Sergeant At Arms. Each must be a member in good standing.

Section 2: Election – All officers shall be elected by secret ballot and must receive a simple majority of the total votes cast. A quorum shall consist of 2/3 of the membership in good standing, present and voting for elections to be deemed valid. When there is one (1) candidate for office, the ballot may be dispensed with by unanimous vote and the candidate is elected by acclamation.

In the case of three (3) or more candidates, none receiving a clear majority, the two candidates with the most votes shall be selected for a run off election. Elected Officers will assume office on January 1<sup>st</sup> and will be seated at the January meeting and will serve for a one year term.

Section 3: Nominating Committee – shall be made up of three (3) members appointed by the Board at or before the September meeting. The Nominating Committee shall propose one (1) or more candidates, who have agreed to serve, for each office to be filled.

The recommendations of the Nominating Committee shall be submitted to the membership at the October meeting. Additional nominations may be made from the floor. These nominees must agree to serve, before being added to the ballot to be voted on at the November meeting.

Section 4: An individual shall hold no office for more than two (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 2/3 majority of the membership in good standing, present and voting at the election.

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 five (5) members to be considered

“draftees to office” for any unfilled vacancy. The process will consist of those members in good standing, present and available to vote, using the secret ballot, will vote four (4) separate times, eliminating names from the list until one candidate remains. That individual will be the selectee to fill the vacant office.

## **ARTICLE VI: BOARD**

Section 1 (a): The Board of Directors shall consist of the Executive Board and a minimum of three (3) Directors at Large and the Immediate Past President, who is the last full term President prior to the incumbent.

- (b) The Executive Board shall consist of the elected officers: President, Vice President, Secretary, Treasurer and Sergeant at Arms.
- (c) The Board of Directors will hereafter be referred to as the “Board.”
- (d) The Board will meet one week before the regular Club meeting. The meeting place will be determined by the Board. Club members are welcome at Board meetings, but they have no vote.

Section 2: Term of Directors at Large.

Each Director at Large shall serve for three (3) years, with one (1) being elected each year.

Section 3: Minutes will be kept of all Board, Regular, Special and Executive Session meetings. All minutes, with the exception of the Executive Session minutes, will be available to members 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 AND DIRECTORS**

Section 1: President – will conduct all meetings of the Board and regular Club meetings. The President shall perform all of the usual duties of the office of the President 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 two (2) consecutive terms in accordance with Article V, Section 4 of the Constitution and By-Laws. 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 his/her absence or inability of the President to act. The Vice President shall perform such duties as may be prescribed by the President including arranging programs for the regular meetings.

Section 3: Secretary – is the official custodian of all Club records and shall keep a complete record of all meetings. The Secretary shall maintain an up-to-date membership roster that includes: home address, e-mail address and phone numbers as provided by the Membership Chair. The Secretary shall maintain an up-to-date copy of the Constitution and By-Laws and Standing Rules. The Secretary shall maintain a copy of the current inventory of all Club property. The Secretary shall be the only person in the Club to send and/or collect all correspondence.

The Secretary shall send any and all outbound correspondence as “at the direction of the Board” or “acting for the President,” and shall sign as Secretary. The Secretary shall be responsible to make the agenda for both the Board and General Business meetings with input from the Board members.

Section 4: Treasurer – shall be responsible for the keeping and maintaining of financial records and reports of the Club in proper order. The Treasurer shall be responsible for the paying of bills or invoices for expenses incurred in the running of the Club. The Treasurer shall deposit receipts, assessments, fines, dues, funds collected by any Chair and other monies due.

The Treasurer shall furnish a written financial report to the Board, at each meeting of the Board, as directed by the Board and these reports may be audited at the pleasure of the Board.

A mandatory audit will be conducted within thirty (30) days prior [December] 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.

The Treasurer is 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: Sergeant-at-Arms – is to 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 of the Club 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 his/her office, shall do so by submitting their resignation in writing to the Board.

(a) Letters of resignations will only be submitted during the Board meeting. Submittal of letters of resignation during the General meeting is prohibited.

Section 2: Any vacancy on the Board shall be filled by an appointment of the Board for the unexpired term of the vacant position. Exception – that of the office of the President. Whether by resignation or death, the office of the President, shall be filled by the Vice President, assuming the duties of President. The Vice President position shall be filled by appointment of the Board.

Section 3: Any officer, who shall absent themselves, unexcused, from three (3) consecutive meetings, regular or Board, shall be subject to removal and replacement by action of the Board.

## **ARTICLE IX: COMMITTEES**

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

(REF: Article VI, Section 1 of the Constitution and By-Laws.)

Section 2: 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, expressed or implied, to commit funds, or to state that donations are to be reimbursed, or to grant discounts, or to make purchases exceeding spending limits set 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 one week prior to the next meeting to be included on the agenda for the next Board meeting.

Section 3: There will be no selling or trading by commercial dealers or non-members during the Club meeting.

Section 4: The buying, selling or trading of rocks, gems and related items by and for the Club members is permissible before and after Club meetings.

## **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> of each year. 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 per Article VII, Section 4 of the Constitution and By-Laws.

## **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 then will be placed on the agenda as “New Business” for the next Board meeting. After being read and ratified by the Board, proposed amendments will be placed on the agenda for the next regular meeting of, and consideration by, the Club membership.

Section 2: Printing of Amendments – proposed amendments shall be made available in writing to all Club members. Printing of said amendments in the “Little Gems” newsletter shall suffice.

Section 3: Voting – will be held at the following regular meeting of the Club members. An affirmative vote, representative of a quorum, will be required for adoption of the proposed amendment.

Section 4: Quorum – shall be 2/3 of the Club members in Good Standing, present, and voting.

## **MOHAVE COUNTY GEMSTONERS STANDING RULES**

Revised July 2010

## **ARTICLE I: APPLICATION FOR MEMBERSHIP and DUES**

Section 1: Applications – shall be made by completing 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 next regular meeting, the Membership Chair shall introduce the new members to the Club.

(a) The Membership Chair shall then present the new members with a copy of the Constitution and By-Laws and Standing Rules. The Membership Chair shall also present the new members with their membership cards, badges and a copy of the newsletter.

Section 2: Dues and Badges – are payable at time of making application. (SEE APPENDIX “A” for fees.) Dues are due and payable January 1<sup>st</sup> and are delinquent after February 28<sup>th</sup>. Any new member joining after July 1<sup>st</sup> will pay 50% of the annual dues. Any new member joining after October 30<sup>th</sup>, dues paid will include the balance of the current year and in full for following year.

Name badges are required for all members and are to be worn at all Club functions.

Dues coincide with the calendar year. Dues are exempt with fifteen (15) or more years of membership. For a schedule of fees, please refer to Appendix “A.”

Section 3: Life Membership – shall not be conferred lightly, but shall be reserved for those members who have held at least one or more offices, worked or headed two or more committees, or have made a significant contribution to the Mohave County Gemstoners in terms of service as opposed to purely monetary contribution and has been a consistent member for at least fifteen (15) years. Process for determining the honor of receiving a Life Membership is as follows:

1. Name of nominee will be submitted to the Membership Chair for consideration and determination if the nominee meets the qualifications.

2. A qualified nominee will be submitted to the Club membership, after a review of the Board, to determine if a Life Membership shall be bestowed by a vote of the membership.

## **ARTICLE II: COMMITTEES AND CHAIRS**

Section 1: Standing Committees – Editor, Field Trip Coordinator, Membership, Show, Refreshments, Web Master and Property Manager. Vacancies in any of these committees will be filled by a Board member.

(a) **Editor** – shall insure the Little Gems Newsletter is published by the 1<sup>st</sup> of the month. Editor has “license” to alter any submission to conform to size restrictions or content. New members are provided with one (1) copy of the newsletter. Members without computers shall be provided a copy of the newsletter by either mailing or at the meeting. Those members with computers may be provided a copy of the newsletter for a nominal fee.

(SEE Appendix A.)

In no case will financial reports or member’s addresses be published in the newsletter. Financial reports are available by appointment with the Treasurer for inspection upon request by any member.

(b) **Field Trip Coordinator** – shall have at least one (1) field trip monthly. Planning meetings should include trips for a three (3) month period and should be held quarterly. Scheduled trips are to be published in the Little Gems Newsletter and announced at both the Board and General meetings.

(c) **Membership** – shall be responsible for collecting membership and badge fees. Responsible to maintain a membership roster that is timely and accurate. New members are introduced and given a membership packet which shall include a copy of the Little Gems Newsletter, Constitution, By-Laws, Standing Rules and Appendixes. The Chair will insure timely deposits to the Treasurer and maintain a record of all receipts. Club members are

responsible to keep the Chair informed of any changes of address, e-mail address and phone numbers.

(d) **Show** – shall be responsible for the overall coordination of the Annual Show. Chair has no authority to commit Club monies without Board approval. Solicitation of any donations cannot be guaranteed reimbursement. Show date is to be in the month of April. 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. Contracts shall be approved by the Board prior to any contract being sent out. Contracts for the Show venue will be negotiated with at least one (1) Board member being present. The obtaining of food items will be coordinated between the Show and Refreshments Chairs. Food items bought or donated will be placed on the Refreshments Chair's inventory.

All Show Meetings are open to the membership, transparent, with the names of the vendors, table space required, status of each account as to payments made and floor plan present at each meeting. A detailed schedule of events prior to the Show, during and after the Show will be essential to the overall success of the Show. Monies from each of the five (5) booths belonging to the Club will be only transferred from that booth to the Treasurer by the Security Team only. Final accounting for the Show will be by the Treasurer and the Security Team.

Layout of the tables will be conducted by the Operations Team. Overall layout will be supervised by the Security Team to insure as much of the possibility of theft is minimized as possible.

(e) **Refreshments** – shall be responsible for the operation of the kitchen for General and potluck dinner meetings. A running total of monies collected and inventory will be kept on a monthly basis and available

to the Treasurer and Board at all times. Inventory of sale items during the Show will be coordinated with, but is totally separate, with the Show Chair. At the Show, consumable inventory will be monitored, showing what was deducted and an accurate accounting can be made for both the committee and the Treasurer. A copy will be submitted to the Secretary for archiving.

During each meeting where refreshments are to be served, the Chair shall be in attendance at all times. Prior to any meeting, a refreshments area will be set-up and maintained in an orderly fashion. After the meeting, all tables will be wiped down, sinks cleaned, kitchen mopped and all garbage removed from the building.

(f) **Web Master** – shall be responsible for overall management of the Club web site: [www.gemstoners.org](http://www.gemstoners.org). The web master shall provide the “Host” with a credit card number as to have the “Host” account paid for. Current arrangement is to pay for the account on an annual basis and be reimbursed by the Treasurer.

(g) **Property Manager** – shall be a member in good standing who is selected by the Board as a minimum to conduct the annual inventory and trailer inventories prior to and following the Annual Show. Without further Board authorization, the Property Manager may sign out (with a property receipt) cases, related hardware or tables to members of the Club. Members borrowing any Club property will be responsible for any damage or replacement of borrowed property.

## Section 2: Special Committees – Sunshine, Budget and Audit.

**Sunshine** – shall, when information is received, keep membership informed of any illness of members. In the event of a death of a member, shall inform the Board, who will take actions as deemed appropriate. Committee shall work with the Membership Chair for any information needed to send a card.

**Budget** – shall work with the Treasurer in accomplishing a realistic budget he/she can work with. During the budget process, Standing Committee Chairs and outgoing Treasurer shall aid in submitting expense information that would be vital to an accurate budget. The committee shall be formed immediately after the Audit has been completed and the budget completed no later than February 28th.

**Audit** – shall consist of a minimum of three members, one being the incoming Treasurer, and shall audit the Treasurer's books before they are passed on to the incoming Treasurer. This committee shall be appointed by the Board at or before December's regular meeting.

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

### **ARTICLE III: MEETINGS**

Section 1: Regular Meetings – shall be held during the second week of each month. The time and date 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 the first week of each month at a location, date and time as determined by the Board.

Section 3: Special Board Meetings – may be called by the President or by two (2) Board members. Meeting should be held within 48 hours of calling such a meeting.

### **ARTICLE IV: EXPENDITURES (Financial)**

Section 1: The fiscal year shall commence on January 1<sup>st</sup> and end December 31<sup>st</sup> of each year. Upon completion of the fiscal year, an inventory of the Club's property and a valuation shall be taken. An audit of the Treasurer's books shall be made per Article VII, Section 4 of the Constitution and By-Laws.

Section 2: A fifty dollar (\$50.00) 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 five hundred dollars (\$500.00) per expenditure without approval of the general membership. Any expenditure five hundred dollars or less (with Board approval) can be signed by the Treasurer only. Any expenditure over five hundred dollars, checks must have two (2) signatures affixed to the check.

## **ARTICLE V: CLAIM**

Section 1: The Pick-N-Shovel claim (Honey Onyx claim) is shared with the Lake Havasu Gem and Mineral Society. The Mohave County Gemstoners will share all costs and filing fees. Filing fee must be paid and received by the Phoenix, Arizona B.L.M. Office on or before 12:00 Noon, September 1<sup>st</sup> of each year.

## **ARTICLE VI: PROHIBITIONS**

Section 1: Political Participation – 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.

## **ARTICLE VII: AMMENDMENTS**

Section 1: Proposed amendments – to the Standing Rules must be presented in writing to the Secretary. It then will be placed on the agenda as “New Business” for the next Board meeting. After being read and ratified by the Board, proposed amendments will be placed on the agenda for the next regular meeting of, and consideration by, the Club membership.

Section 2: Printing of Amendments – proposed amendments shall be made available to Club members in writing. Printing of said amendments in the “Little Gems” newsletter shall suffice.

Section 3: Voting – will be held at the following regular meeting of the Club members an affirmative vote, representative of a quorum, will be required for adoption of the proposed amendment.

Section 4: Quorum – shall be 2/3 of the Club members in Good Standing, present, and voting.

## **APPENDIX “A”: FEE SCHEDULE**

Name Badges - \$8.00 (Pin Type) -or- \$9.00 (Magnetic Type)  
[Current price as of 01 JUL 2010—Price is “at cost” and may increase.]

Single Membership - \$15.00

Couple membership - \$20.00

Family Membership - \$25.00

Junior Membership - \$8.00

Life Membership are exempt from dues

Little Gems Newsletter - \$1.00 per issue.