

## **BY-LAWS**

### **ARTICLE I: Duties of Officers:**

#### **Section 1: The President:**

- a. **President shall preside over all meetings of the Society and the Board, and be Ex-Officio, a member of all committees except the nominating committee. He shall appoint heads of chairs and an Insurance Liaison Officer within 30 days following his election.**
- b. **The President shall appoint, in September, from the general membership, a nominating committee consisting of at least 3 members, whose duty shall be to prepare a slate of at least one candidate for each office to be filled: such slate to be presented to the membership, in writing, at least 10 days prior to the date of the election.**

#### **Section 2: The Vice President:**

- a. **Shall be vested with all the power, and shall perform the duties of the President in the absence or disability of the President.**
- b. **Shall act as Program Chairperson, and in such capacity, shall solicit members or guests to present monthly programs in the lapidary arts.**

**Section 3: The Secretary shall keep the minutes of all meetings of the Society and Board, conduct the correspondence, maintain the records of the Society, and be prepared to furnish information on all rulings of the Society and perform such other tasks as may be assigned by the Board.**

#### **Section 4: The Treasurer:**

- a. **Shall keep records of all the club assets, to include dues and all other monies, and shall deposit said monies in a financial institution designated by the Board, and shall pay any and**

all bills accrued by the Society, as approved by the Board or by the committee chairpersons who were responsible for them.

- b. Shall keep current the Society's membership in the appropriate Federation(s), and maintain the Society's insurance premiums.
- c. Shall send flowers, or a gift, to any member admitted to a hospital, or to send, on behalf of the Society, flowers to the family of any club member in case of bereavement.
- d. Shall maintain a petty cash fund, not in excess of \$35.00 dollars to defray incidental expenses.
- e. Shall present to the Board, when requested, and at each business meeting, a written report of the receipts and disbursements of the Society since the last report, with such written report to be read orally at the meeting and voted into record. Such records and reports to be audited. At the end of each fiscal year by a qualified person not serving as an officer or member of the board at the time of the audit.
- f. Shall be responsible for filling out, and filing, any corporation Federal, State, or Local tax report, required of the Society. Such report to be signed by the Treasurer and the President.

**Section 5:** The Editor shall accumulate information relative to the Society activities, programs, committees, accomplishments, meetings, and other data of importance and interest to the members, and shall disseminate this information through the Society's News Letter and other media. The Editor shall maintain a mailing list to facilitate distribution of Society data in a timely manner.

**Section 6:** Any officers derelict in their duties, and any member whose conduct is such that it is considered detrimental to the welfare or reputation of the Society, may be removed from office or denied membership, on recommendation of the Board, by a two-thirds affirmative vote of the membership, provided they are afforded the opportunity to defend themselves before the Board.

## **ARTICLE II: Duties of Committees:**

**Section 1:** The Sergeant-at-Arms:

- a. Shall be responsible for seeing that members are seated and orderly during the conduct of the business meeting, and that all members are assembled in the main meeting room at the call of the President.
- b. Shall be responsible for insuring that a meeting place is available, and that such place shall be open in time for each meeting.
- c. Shall be responsible for greeting visitors and new members.

**Section 2:** The Refreshment Committee Chairperson shall, with the aid of the general membership, be responsible for hosting the annual Christmas party. The committee head shall compile a list of the volunteers, to serve as host for each regularly scheduled meeting of the Society, and will turn in the list to the President before the next meeting. Such list will also be made available to the Editor for inclusion in the monthly Newsletter.

**Section 3:** The Field Trip Chairperson shall be responsible for selection of a collection site, and for providing sufficient information to the general membership so that each member shall have an equal opportunity to participate. The committee head shall notify the Editor, sufficiently in advance of the next regular meeting, of the time and place of the field trip, so that notice of same may be announced in the News Letter.

**Section 4:** The Education Chairperson shall act a liaison with the local schools and libraries and shall coordinate the display of the monthly "Show-and-Tell" showcase.

**ARTICLE III: Dues and Monies:**

**Section 1:** The amount of all dues and fees shall be determined, regulated, or altered by a two-thirds vote of those present at a regular business meeting of the Society.

**Section 2:** Dues will be payable in January, to insure that sufficient monies are in the treasury for payment of annual membership fees to the parent Federation(s). Any member whose dues are in arrears for 3 months, shall forfeit membership.

**Section 3:** All dues shall be come due and payable upon membership. Dues shall be prorated semi-annually, i.e. persons joining the Society after June 30 of any year shall only pay one half of the annual fee then in effect. The rates of current dues shall be published monthly in the Newsletter.

**Section 4:** At the call of the Board, to enhance the treasury, an auction may be held. Items for such an auction shall be solicited from the general membership. Members shall have the option of an outright donation to the Society, or of placing a minimum bid on any donated item.

**ARTICLE IV: Quorum:**

**Section 1:** A quorum for general business meetings shall consist of the eligible members present.

**Section 2:** A full quorum shall be required for any changes to the Constitution or by-laws, and for any disciplinary action recommended by the Board.

**Section 3:** A full quorum shall consist of those members responding by absentee ballot, or in person, at the time of the call for a vote.

**ARTICLE V: Awards:**

**Section 1:** All members participating in the Society's official field trip shall be encouraged to present their best specimen, at the first meeting following the field trip, to compete with others members for Collector of the Month.

**Section 2:** Should there be only one person presenting a specimen for competition, that individual shall be awarded the collector of the month, unless they decline at the meeting at which the selection was made.

**Section 3:** No specimen may be altered to enhance the specimen, with the exception that excess material may be removed to make the specimen easier to handle or present.

**Section 4:** Specimens shall be limited to one of each species per collector, except for those specimens normally occurring in sizes of less than one inch in each dimension, in which case the collector has the option of displaying up to five pieces of that specimen.

**Section 5:** Collectors being selected as Collector of the Month shall be encouraged to maintain their specimens, in their natural state, to be used in competition for Collector of the Year.

End of By-Laws