

September 19, 2004

## **Calaveras Gem and Mineral Society**

### **BYLAWS**

#### **PREAMBLE**

This society is organized to promote fellowship, education and recreation by way of meetings, field trips and presentations to further our knowledge of mineralogy, lapidary and allied earth sciences.

#### **ARTICLE I NAME**

The name of the society shall be: Calaveras Gem and Mineral Society.

#### **ARTICLE II SEAL**

The seal of the corporation shall be circular in from with the words “Calaveras Gem and Mineral Society” on the outer circumference and across the face shall be the words “Incorporated February 10, 1950”.

#### **ARTICLE III POLICIES**

Section 1. This society is incorporated as a nonprofit corporation under the laws of California.

Section 2. This corporation is a nonprofit public corporation and is not organized for the private gain of any person. It is organized under the nonprofit public benefit corporation law for public and charitable purposes. This corporation elects to be governed by all of the provisions of the nonprofit corporation law of 1980 not otherwise applicable to it under Part 5 thereof.

Section 3: Upon winding up and dissolution of the corporation, its assets remaining after payment or provision for payment, of all debts and liabilities of the corporation which is organized and operated exclusively for charitable, educational and/or scientific purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

The property of this corporation is irrevocably dedicated to public and charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

Section 4: This organization shall cooperate with any other organization active in the hobby and educational fields.

Section 5: The specific purpose of this organization shall be A: to stimulate interest in the earth sciences and lapidary arts by furthering the knowledge of its members and the public in the earth sciences lapidary arts by dissemination of the knowledge, methods and procedures for study, collection and classification of rocks, minerals and fossils and B: the methods to cut, alter, fashion and convert earth sciences specimens for lapidary purposes.

## ARTICLE IV MEMBERSHIP

Section 1: Any person interested in the purpose of this organization may apply to become a member by completing an application form and having it presented to the society by a sponsoring member.

Section 2: New member applications shall be presented at the regular meeting of the society. Acceptance requires a majority vote of the members present.

Section 3: Any person accepted for membership shall, upon payment of current due, be considered a member of the society and a membership card shall be issued.

Section 4: Classes of members

A: Active members

B: Junior members (age 16 or under)

C: Honorary members (one year)

Section 5: Should the attitude or conduct of any member be such as to be considered detrimental to the society, such members may be expelled by two-thirds (2/3) vote of the Board of Directors. Before such action may be taken, a written notice shall be given to the member to appear before the Board of Directors at a time and place designated, to show why such action should not take place.

## ARTICLE V DUES

Section 1: Annual dues are due and payable at the regular January meeting.

Section 2: Dues for classes and members are as follows:

A: Active members; \$10.00 annually or as changed by the membership.

B: Junior members; one-half (1/2) of active members dues.

C: Honorary members; no charge

Section 3: Failure to pay annual dues by April 1, will result in delinquency of membership. The secretary shall send a notice to the delinquent member with an extension to May 1. The board of directors may grant an extension for a good cause.

## ARTICLE VI OFFICERS

Section 1: The elective officers of the society shall be:

President	Federation Director
Vice President	Field trip Chairman
Secretary	Bulletin Editor
Treasurer	Three Directors

Section 2: The above officers shall be elected by a majority of the members present at the November society meeting.

Section 3: If it is the wish of the society one member may hold two elective offices.

Section 4: The elected officers and the show chairman shall constitute the board of directors.

Section 5: The immediate past president, an ex-office member of the board of directors, shall assist the president and officers with his advice and counsel.

Section 6: Should any officer miss three (3) consecutive meetings without a valid reason acceptable to the board of directors; his office may be declared vacant.

Section 7: The term of office for the elective officers shall be one year except for the three directors, who shall serve for three years, with one director being elected each year.

Section 8: Any vacancies in the office, except the office of President shall be filled by vote of the members present at the next regular meeting after the vacancy occurs.

### **ARTICLE VII DUTIES OF OFFICERS**

Section 1: The President shall be the chief executive officer of the corporation and shall preside at all meetings of the organization and of the Board of Directors; shall be an ex-officio member of all committees except the nominating and auditing committee, and shall appoint chairmen and committees. He shall execute on behalf of the corporation, all contracts, certificates and other papers and documents. He shall have general powers and the usual duties vested in the office of President.

Section 2: The Vice president shall act as an aid to the President and in the absence of the President shall perform the duties of that office.

Section 3: The Secretary shall keep an accurate record of all meetings of the organization and Board of Directors; shall be prepared to refer to the minutes of previous meetings, handle the correspondence. Maintain a roster of all members; preserve a permanent file of all records and letters of value to the society. The Secretary shall also be responsible for affixing to the current bylaws and amendments to the same that have been adopted by the membership. The Secretary shall also keep a list of the Operating Regulations and shall keep this list current by updating and changes made by the membership.

Section 4: The Treasurer shall receive all moneys and deposit them in the name of the organization in a bank approved by the Board of Directors; shall pay all bills authorized; such disbursements to be paid by check; forward California Federation dues and insurance premiums at the proper time; keep an accurate record of receipts and disbursements; present a statement of account at each business meeting; complete necessary state and federal forms. All checks shall be signed by two officers. (The Treasurer, the Secretary, and the President are designed officers for this).

Section 5: The Federation Director shall be the liaison officer between the society and the California Federation of Mineralogical Societies and shall represent the society at the meetings of CFMS Board of Directors.

Section 6: The Field Trip Chairman shall plan and arrange field trips. (No child shall be taken on field trips unless taken by parent or guardian).

Section 7: The Bulletin Editor shall publish a monthly bulletin, except July and August.

Section 8: The Board of Directors shall transact any business of the society in the interim between meetings, and shall report thereon at the next business meeting.

### **ARTICLE VIII NOMINATION AND ELECTIONS**

Section 1: The President shall appoint a nominating committee the October meeting.

Section 2: The nominating committee shall report their list of candidates at the November meeting. Additional nominations shall call from the floor. A majority vote by members present is required for each elective office.

Section 3: Such newly elected officers shall be installed and take office at the regular January meeting.

### **ARTICLE IX MEETINGS**

Section 1: Regular meetings shall be the third Sunday of each month, with the exception of July and August when no meeting will be held. Meeting dates may be changed by majority vote of membership present at a regular meeting. In an emergency the President may change the date of a meeting. Notice of such meetings shall be given each member by written or printed notice, in person, or by phone stating time and place of such meetings at least five (5) days before the time of said meeting.

Section 2: A quorum of all society meetings shall be two (2) officers and five (5) members.

Section 3: Special meetings may be called by the President who shall designate the time and place and give adequate notice prior.

Section 4: The Board of Directors shall meet when business dictates. No business can be finalized without the consent of membership in session. Any three (3) society members may call for a meeting of the Board by presenting a written request stating the nature and the urgency for a meeting.

Section 5: A quorum for the Board of Directors shall consist of a majority of the Board members.

### **ARTICLE X FINANCES**

Section 1: The fiscal year of the society shall begin the first day of January and shall end with the 31<sup>st</sup> day of each year.

Section 2: No contributions shall be solicited at any meeting of the society unless authorized by the Board of Directors.

Section 3: No individual or member is to sell any merchandise at a meeting of the society or on society property for his profit unless authorized by the Board of Directors.

Section 4: The President shall appoint an auditing committee at a November meeting. Society members who are entrusted to sign society check may not serve on the audit committee.

Section 5: The audit committee may invite the outgoing in incoming treasurers to the audit meetings. The committee members will sign the audit report and present it to the membership at the regular February meeting.

Section 6: The Treasurer may issue a check for not more than \$25.00 without authorization from the membership or the Board of Directors if the Treasurer deems it imperative.

Section 7: The Board of Directors may incur indebtedness in the name of the society but that indebtedness is limited to \$200.00.

### **ARTICLE XI**

Before any merger or withdrawal of the society with any other society of federation is effective, there must be an affirmative vote by two-thirds (2/3) of the members of the society by secret ballot.

## **ARTICLE XII**

In all cases, not otherwise provided for in these bylaws, Roberts Rules of Order, Revised, shall be the parliamentary authority for proceedings of this society.

## **ARTICLE XIII OPERATING REGULATIONS**

At any regular meeting of the society, the members present, by an affirmative vote, may establish, revised, or revoke operating regulations for the conduct of business of the society. These regulations shall not be in conflict with the bylaws.

## **ARTICLE XIV AMENDMENTS**

Section 1: Any proposed amendment or revision to the bylaws may be presented in writing at a regular meeting of the society.

Section 2: The proposed amendment or revision shall then be studied by a bylaws committee for the correct wording, intent, and manner before it would be written into the bylaws.

Section 3: The written proposal shall be read, if it has not been received by each member previously in the mail or bulletin, at the next regular meeting. An affirmative vote of two-thirds (2/3) of the members present shall be required to adopt the amendment or revision.

These Bylaws reflect the amendments approved by membership on September 19, 2004.

*Thomas Reeves*

President: Thomas Reeves

*Rachel Slate*

Secretary: Rachel Slate