

# St. Lawrence Co. Rock & Mineral Club

## Constitutional Bylaws

Adopted \_\_\_\_\_

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### **Article I, *Name:***

Section 1. The name of this organization shall be the St. Lawrence Co. Rock & Mineral Club (hereinafter the "Club"); a Not-for-Profit Organization.

### **Article II, *Objectives:***

Section 1. The object of this Club shall be: "To stimulate interest in the collection of minerals.

To disseminate knowledge of mineralogy, collecting and classification of minerals for greater pleasure. To foster the cultural aspects of, and the comradeship engendered by the study of these subjects. To hold meetings, exhibits, field trips, auctions, etc. for the encouragement of interest of members and the public in this recreation and educational hobby. To invite guests and prospective members to monthly meetings."

Section 2. The organization shall be non-political, non-commercial.

Section 3. To conduct its affairs without profit and to refrain from using its assets for financial benefit of any individual, business, or company.

Section 4. To devote all the assets, property, and funds of the organization to furtherance of the primary objectives and purposes of the organization, and geological education. Its works, purposes, and objects are primarily educational, recreational, and social, and solely in the interests of the advancement of the members and of the public along scientific and educational lines.

Section 5. To encourage and assist in the development of junior members by initiating and promoting projects whose goals are to promote participation by younger people in the activities of the Club.

Section 6. To affiliate with similar organizations.

Section 7: Scholarships shall be awarded on a yearly basis (budget permitting) to outstanding students of Mineralogy in local colleges and universities in furtherance of their geological education.

### **Article III, *Membership:***

Section 1. Membership in this Club shall be divided into three classes.

1. **Regular membership:** All men and women over 18, interested in the hobby of gems, minerals, fossils, as recreation or education. Family membership to include all children under 18.
2. **Juniors:** Persons younger than 18 who wish to join on their own. Juniors shall be adult sponsored. Junior members cannot be an Executive Officer or Director.
3. **Honorary Membership:** shall be given to a person who has offered distinguished service to the Club, or military service, shall not pay dues.

## **Article IV, Dues:**

Section 1. The fiscal year shall begin at the end of each annual show (i.e. approximately the end of August) and continue through to the same time the following year. Current dues shall be \$10.00 per year for single membership, \$20.00 for family membership and Juniors (whose parents are not in the Club) shall be \$5.00 per year. Every five years the Executive Committee should look at the dues for updates. Dues shall be collected for the purposes of funding the Club's activities including Club-sponsored field trips, purchases of rock samples for stocking "Mineral Kits for Kids", the "Kids Fluorescent Mineral Hunt", UV Lights and batteries as needed for the Kids' Fluorescent Hunt, Club newsletter mailings, to fund Eastern Federation of Mineralogical and Lapidary Societies, Inc. (EFMLS) insurance premiums, door prizes at Club monthly meetings, meeting place rental costs, and other purchases of supplies, materials, specimens, collections and sundries as deemed appropriate by the board.

## **Article V, Executive Officers and Directors:**

Section 1. The Executive Officers of the Club shall be the President; Vice-President, Secretary, and Treasurer, defined as "the Board".

Section 2. The Executive Committee shall be composed of the Executive Officers, and the immediate past- President.

Section 3. The duties of the Executive Officers shall be:

**President:** shall preside over all regular, Executive Committee and special meetings, select committee chairpersons, and perform all the usual duties of the presidential office. Shall be a member of all committees except the nominating committee. Shall coordinate the duties of other Executive Officers and committee Chairpersons. Preside over annual show.

**Vice-President:** shall preside over meetings in the absence of the President. Help preside over our annual show.

**Secretary:** shall keep records of all Club and Director meetings, and Club activities. Shall read the minutes of each preceding meeting, and shall be custodian of Club records, keeping an accurate list of paid members. Shall send all notices to members. Help preside over the annual show.

**Treasurer:** shall collect dues, distribute Federation and Club membership cards to paid members, receive all money due the Club and pay all bills when expenditures are approved by the majority of the Executive Committee. Shall present monthly and annual report (including profit and loss statement from show) to membership. Shall be available to collect and account for all money taken in at the annual show.

Section 4. All Executive Officers shall be active members whose interest is primarily hobby-oriented.

Section 5. The Executive Officers shall meet in making or suggesting plans, ideas, or projects of the Club and voting on all actions brought before the Board.

Section 6. The Executive Committee shall vote on the following actions:

- A. Filling Executive Officer vacancies.
- B. New Memberships.
- C. Removing members for detrimental conduct. Dues will be forfeited.

- D. Payment of routine expenditures up to \$200. Any expenditures over \$200.00, routine or otherwise, shall be voted on by the general membership.
- E. Any matter that can't be delayed until the next general membership meeting.
- F. Yearly, approval of descriptions of the duties of all chairpersons and committees.
- G. Modifications of duties and task of all chairpersons and committees.
- H. Yearly, approval of President's choice of committees and chairpersons, except the nomination committee.
- I. Any matter that is in accord with the Constitutional Bylaws.

### **Article VI, *Committees and Chairpersons:***

Section 1. The following positions and committees will be selected by the President and voted on by the Board by the December meeting: Field Trip Chairperson, Show Chairperson, Club Newsletter Editor, Advertising Chairperson, Club Liaison, Webmaster and any others deemed necessary.

Section 2. An announcement for members wishing to become an Executive Officer for the following year will be announced in our November Club Newsletter with a contact name and number to get in touch with.

Section 3. Chairpersons are expected to attend a minimum of four meetings a year in order to retain their chair; the Secretary will track attendance.

### **Article VII, *Elections:***

Section 1. The nominating committee shall present to the membership at the December meeting a list of nominees, with their approval. Additional names may be nominated from the floor subject to prior approval of nominees. Election of Executive Officers shall take place at this time. The December meeting is held during the annual Christmas Dinner party.

Section 2. Voting shall be by secret ballot at the annual Christmas Dinner in December. At the close of nominations for each office, if there is only one nominee, the president shall declare that person elected. Only those with paid up dues may vote or hold office. A majority of votes cast shall constitute election of any new offices.

Section 3. New Executive Officers shall take office on the first day of January following their election and end on the last day of December of the appropriate year.

Section 4. All offices will be a term of two consecutive years unless otherwise voted on by active Club members to extend their terms of office.

Section 5. The President shall have the authority to fill any vacancy that might occur in any office until the vacancy for the unexpired term can be filled by election at the next election.

### **Article VIII, *Meetings:***

Section 1. The regular meeting of the Club shall be the first Wednesday of the month

at 6:00 PM in the basement of the Canton, New York library unless otherwise notified by the President.

Section 2. Special meetings and/or meeting places may be called by the President or the Executive Committee.

Section 3. The Executive Committee shall meet as often as deemed necessary at the call of the President.

Section 4. Quorum:

A. A quorum for meetings of the general membership shall be a minimum of six Club members or all who are present at the meeting.

Section 5. General membership voting:

A. Two (2) votes per family membership.

B. Voting, other than elections, maybe done by attending a meeting or by mail-in ballots to the official Club mailing address.

C. Email for all voting, except elections, is allowed by the Board as instructions in the Club Newsletter.

D. Voting shall be on:

1. Election of Executive Officers by attending December meeting only.
2. Routine expenditures over \$200 and non-routine expenditures.
3. Amendments of the Constitutional Bylaws.
4. Anything not covered in the Constitutional Bylaws or comes before the membership that has been published in the Club Newsletter that is not time sensitive.
5. Dissolution of the Club.

### **Article IX, *Amendments:***

Section 1. Any Bylaws may be amended by a 2/3 vote of total membership, after publicizing changes in the Club Newsletter. Voting for amendment changes can be done at any regularly scheduled meeting; ballots may also be received at the secretary's email address up to the regularly scheduled meeting date. Ballots may also be received by U.S. Postal Service mail up to the same date at the secretary's address.

### **Article X, *Advisory Council:***

Section 1. Past Presidents of this Club shall constitute an Executive Committee, with no regular meetings, and shall act in the role of elder statesperson.

### **Article XI, *Parliamentary Authority:***

Section 1. Unless stated in these Constitutional Bylaws, "Roberts Rules of Order" shall govern the Club.

## **Article XII, *Personal Conduct of Members:***

Section 1. Members shall conduct themselves befitting an educational organization, upholding hobby standards at all Club affairs and at any other event pertaining to the hobby in general. The American Federation "Code of Ethics" shall be in effect at all times, with members knowing and abiding by it. Anyone guilty of detrimental conduct shall be removed from the Club by a majority vote of the Executive Committee. If suspended from the Club, there will be no reimbursement of Club fees. A letter will be sent to the former Club member.

## **Article XIII, *Field Trips:***

Section 1. Members shall not use any explosives of any kind, or use power tools, at all collecting areas, except where allowed when permission is granted. Members should use extra precaution when using power tools.

Section 2. Property rights on collecting areas shall be respected. (See Art. XII, Sec.1) Always ask for permission and thank the owner for use. And, always leave collecting areas cleaner than you found them.

Section 3. Field Trip Leader shall be in charge of enforcing Club and quarry safety rules and the collecting "Code of Ethics", and shall report to the Executive Committee, all infringements.

Section 4. Official field trips:

A. To be an official Club field trip, any one or more of the following has to take place:

1. Club field trip has to be published in the Club Newsletter.
- 2.. Club field trip must be announced in advance at a regular Club meeting by field trip Chairperson or Club President.
3. Guests may be allowed as long as they are voted on and approved by the Field Trip Leader and they have Eastern Federation insurance cards through another Club.

## **Article XIV, *Official Events:***

A. To be an official Club event, any one or more of the following has to take place:

1. The event has to be published in the Club Newsletter.
2. The event has to be announced in advance at a regular Club meeting.
3. Any event that the Club is invited to that is voted on and approved by the Executive Committee.

## **Article XV, *History of Club:***

Section 1. The St. Lawrence Co. Rock & Mineral Club Executive Officers shall do all archival storage of historical records and information.

**Article XVI, *Dissolution of Club:***

Section 1. In the event of dissolution of this Club by the membership, all remaining funds and Club property shall be turned over to the Eastern or American Federation Fund, or to other hobby groups or Clubs with similar aims and purposes.

Section 2. All records/ documents/ archives shall be given to the St. Lawrence County Historian's office for archival storage and care. Future curation shall be considered under the exclusive domain of the St. Lawrence County Historian. The last Secretary shall be responsible for handing the material over to the St. Lawrence County Historian at the completion of dissolution.