

**Santa Rosa Mineral & Gem Society**  
**Constitution & By-Laws**  
**Revised June 15, 2016**

**ARTICLE I**

**NAME:** The name of this organization shall be: **Santa Rosa Mineral & Gem Society, Inc.**

**ARTICLE II**

**OBJECTIVES:** The purpose of this organization shall be educational.

SECTION 1. To increase the knowledge and understanding of the sciences and arts pertaining to minerals, gems, rocks and similar subjects.

SECTION 2. To increase the practical knowledge of the art of cutting and polishing of those materials, and in their use in the design and creation of jewels and other useful items.

SECTION 3. To disseminate knowledge of lapidary work, mineralogy, collection and classification of minerals and rocks, paleontology, geology and their applications in the arts and earth sciences so that greater pleasure may be derived from these pursuits. To encourage field trips, to study the science of geology in place.

SECTION 4. To encourage and assist junior members in furthering their interests in mineralogy, geology, archeology, paleontology, and other related subjects.

SECTION 5. To promote good fellowship, proper ethics, and conduct of relations as members to each other. To welcome members of other earth science societies, in pursuance of these endeavors.

SECTION 6. To strive to maintain a facility capable of use in teaching these various arts.

**ARTICLE III**

**MEMBERSHIP:**

SECTION 1. An applicant must attend one general meeting before their application will be considered. There is an ongoing expectation for all members to serve on at least one committee each calendar year.

- a) All applications and dues for new members are to be taken by the membership, turned over to the Membership Chair who will, in turn, turn the monies over to the Treasurer.
- b) A copy of the society's BY-LAWS will be available for Members to read at the shop and to read online at [www.SRMGS.org](http://www.SRMGS.org).

SECTION 2. Membership in this organization shall be open to any person interested in its objectives upon payment of dues as may be required, execution of an application for membership and attendance at a General Meeting.

- SECTION 3. There shall be three classes of membership: Regular, Life, and Junior.
- a) A Regular member shall be defined as any person 18 years or older who fulfills the requirements of ARTICLE III, SECTION 1. Regular members shall enjoy all the privileges, and voting rights of the society.
  - b) Life members shall be defined as Regular members who have made extraordinary contributions to the society. They shall enjoy all the voting rights and privileges but shall be exempt from payment of dues.
  - c) Junior members shall be defined as any person 8 through 17 years of age, being a Member, or part of a family unit belonging to the society, or sponsorship by any adult member in good standing. The application of any minor shall include a waiver and hold harmless agreement by the responsible parent or guardian of said minor.
- SECTION 4. A person may be nominated for Life Membership by any member presenting a petition signed by a majority of the Executive Board who shall study the petition and make their recommendations to the membership, who in turn, shall vote upon it, requiring a simple majority of the voting Membership to carry.
- SECTION 5. When there are three (3) or more junior members, they may form an auxiliary club to the adult membership, with an adult advisor appointed by the President. The junior members may hold office, conduct business and present suggestions within their auxiliary club.
- SECTION 6: Should the attitude or conduct of any member be such as to be considered detrimental to the welfare of the society, said member may be expelled by a majority vote of the Executive Board, only after holding a hearing before said Board, at which time the accused and the accuser are presented to show cause and answer to said cause. A written notice shall be given to said member and said accuser to appear before the Executive Board at a time and place designated. The accused shall be notified of the decision of the Executive Board by letter.

#### **ARTICLE IV**

**DUES:**

- SECTION 1. Annual dues shall be established by the Executive Board and approved by a majority vote of the membership at the January meeting, annually.
- SECTION 2. Annual dues are due and payable to the Membership Chairman on the member's anniversary month.
- SECTION 3. Life members shall pay no dues.

## ARTICLE V

### OFFICERS AND DIRECTORS:

- SECTION 1. The elected officers of this organization shall be President, Vice President, Secretary, Treasurer, Federation Director and, up to five (5) Directors at large. They shall exercise the duties assigned to them and all must be members in good standing.
- a) Elective officers, except the Secretary and Federation Director, may serve no more than two (2) years and may be re-elected after one (1) year absence from office.
  - b) The Secretary may serve up to five (5) years and may be re-elected after a two (2) year absence.
  - c) The Federation Director shall be elected for two (2) years and may be re-elected.
- SECTION 2. The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, Federation Director and the immediate Past President. The Board of Directors shall be composed of The Executive Board plus, zero to five (0-5) Members at Large.
- SECTION 3. The President shall preside over the Board of Directors at board meetings and any special meetings called by the President, and the General meetings. In his/her absence, the Vice President shall preside.
- SECTION 4. Vacancies occurring amongst the elected officers and Chairpersons shall be filled by election by the Board of Directors to serve until the next annual elections.

## ARTICLE VI

### MEETINGS:

- SECTION 1. All meetings of the society shall be conducted according to "Robert's Rules of Order, Revised."
- SECTION 2. A parliamentarian shall be appointed by the President to serve on matters of procedure.
- SECTION 3. The Executive Board shall meet in a special session as called by the President. A quorum of the Executive Board shall be three (3) elected Executive Board members present. Any recommendation or required action of the special session must be ratified by a simple majority of the Executive Board.
- SECTION 4. The Board of Directors shall meet once a month. Five (5) Executive Board members, of whom three are elected officers, shall constitute a quorum.
- SECTION 5. The regular General Meetings of the society shall normally be held monthly. A quorum for the transactions of business shall be comprised of not less than twenty-five (25) percent of the voting membership. Approval shall be by majority vote.
- SECTION 6. At the November General meeting, the society shall elect officers for the following calendar year and said officers shall be installed and presented with a written copy of their duties at the December meeting. New officers shall be seated as of January 1 of the following year.
- SECTION 7. Special meetings, in place of, or in addition to, the general meetings shall be called by the President for specific reasons at such time and place as necessary to conduct special purposes. Agenda items shall only be acted upon.

## **ARTICLE VII**

### **COMMITTEES:**

- SECTION 1. A nominating committee consisting of three (3) members in good standing shall be appointed by the Executive Board at the September meeting to present a slate of proposed elective candidates at the October General Meeting, said slate to be printed in the club bulletin (Gem-N-I). In addition to the proposed slate the President may ask for nominations from the floor. A written copy of duties shall be provided for review to candidates and accepted prior to being nominated. No candidate may be presented without personal consent of the nominee.
- SECTION 2. An auditing committee shall be appointed by the Executive Board at the October meeting to examine the financial records of the society before turning them over to the incoming Treasurer. A committee to inventory all properties of the society shall also be formed at this time. A copy of the inventory shall be supplied to the Treasurer and Secretary at the December General Meeting.
- SECTION 3: Any committee controlling funds independent of the Society treasury will be held financially responsible to the Treasurer. Any expenditure up to one hundred (\$100) dollars must be approved by the President. Any expenditures over one hundred (\$100) dollars and up to eight hundred (\$800) dollars must be approved by the Executive Board. All expenditures over eight hundred (\$800) dollars must be approved by the general membership.
- SECTION 4: In addition to any appointive officers heretofore mentioned, the President, with the consent of the Executive Board, may appoint any special committees, naming the Chairman and members thereof and may dissolve any committees appointed.
- SECTION 5: All committee chairmanships shall automatically be terminated December 31, after the installation for the new year.
- SECTION 6: All Directors at large will assume the responsibilities for one of the following standing committees: Bulletin (Gem-N-I), Activities, Program, Membership, Website/Publicity, Juniors, Shop Foreman, Show Chair.

## **ARTICLE VIII**

### **AMENDMENTS:**

- SECTION 1: Any amendments to these BY-LAWS may be presented at any general meeting of the society by a motion from the floor. Such motion, upon being duly moved, seconded, and passed, shall be recorded by the Secretary and all members shall be notified in writing via the Gem-N-I. A simple majority of the membership in good standing is needed to pass an amendment. Absentee ballots will be printed in the Gem-N-I.

**ARTICLE IX**

**DISSOLUTION:**

SECTION 1. When members of the Executive Board number less than a quorum in a period of eight (8) months of the calendar year, the society shall be dissolved.

SECTION 2. In the event of dissolution of this society, all properties and possessions shall be sold. After all debts and liabilities are paid, the monies controlled by the same shall be irrevocably dedicated to the Natural Sciences Department of Santa Rosa Junior College. No portion of any asset may ever inure to the benefit of any Director, Officer or Member of the Society or any private person. The Natural Sciences Department of Santa Rosa Junior College is a member department of the California State College System.

**REVISED 06/15/2016**

**Secretary** \_\_\_\_\_ **DATE**\_\_\_\_\_

**President** \_\_\_\_\_ **DATE**\_\_\_\_\_

**Vice President** \_\_\_\_\_ **DATE**\_\_\_\_\_

**Treasurer** \_\_\_\_\_ **DATE**\_\_\_\_\_

**Director** \_\_\_\_\_ **DATE**\_\_\_\_\_