

Revision of the
Santa Rosa Mineral & Gem Society
Constitution & By-Laws

Revised Dec 7, 2024

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, and 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 activated.

a) All applications and dues for new members are to be taken by the membership, turned over to the Membership Director 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.

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. DUES

- a) Annual dues shall be established by the Board of Directors and approved by a majority vote of the membership at the January meeting, annually.
- b) Annual dues are due and payable to the Membership Director on the member's anniversary month.

SECTION 4. Delinquency

- a) Members are delinquent if their dues are in arrears for three months.
- b) During those three months, members will be notified. If payment is not received, they will be dropped from the membership roster.
- c) Voting rights are only maintained with a current membership.
- d) Any member, who has been dropped from the membership roll, other than for disciplinary action, may be reinstated as a member by the same procedure as application for new membership.

SECTION 5. 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. He/She is eligible for membership only when sponsored by a parent or legal guardian who is a regular member in good standing. The application of any minor shall include a waiver and a hold harmless agreement by the responsible parent or guardian of said minor. Junior members shall not have the right to vote nor to hold office but shall have the rights and privileges deemed prudent by the Board. Junior members shall pay dues as set for by the Board.

SECTION 6. A person may be nominated for Life Membership by any member presenting a petition signed by a majority of the Board of Directors 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 7. When there are three (3) or more junior members, they may form an auxiliary club to the adult membership, with an adult Junior Director/Chairperson elected or appointed by the President. The junior members may hold office, conduct business and present suggestions within their auxiliary club.

SECTION 8. 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 Committee only after holding a hearing before said Committee 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 Committee at a time and place designated. The accused shall be notified of the decision of the Board of Directors by letter.

ARTICLE IV

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) The President, Vice President and Treasurer 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.
- d) Directors at Large shall be elected for one (1) year and may be re-elected.

SECTION 2. The Executive Committee shall be composed of the President, Vice President, Secretary, Treasurer, Federation Director

The Board of Directors shall be composed of The Executive Committee plus, zero to five (0-5) Directors at Large.

SECTION 3. The President shall preside over the Board of Directors meetings and any special meeting called by the President (see Article V, Section 6) 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.

SECTION 5. The duties of the officers shall be as prescribed by the parliamentary authority accepted by the Society in a document entitled "Board Positions and Duties Revision 2024"

ARTICLE V

MEETINGS:

SECTION 1. All meetings of the society shall be conducted according to "Robert's Rules of Order, 12th Edition, 2020.

SECTION 2. A parliamentarian may be appointed by the President to serve on matters of procedure.

SECTION 3. The Board of Directors shall meet once a month. Five (5) Board members, of whom three are Executive officers, shall constitute a quorum. The day and place of these meetings shall be decided by the Board and may be conducted via Zoom or other electronic meeting platform.

SECTION 4. The Executive Committee may meet in a special session called by the President. A quorum of the Executive Committee shall be three (3) elected Executive Committee members present. Any recommendation or required action of the special session must be ratified by a simple majority of the Board of Directors.

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 25% of the voting membership.

SECTION 6. Special meetings, in place of, or in addition to, the general meetings may be called by the President for specific reasons at such time and place necessary to conduct special purposes. Prior notice shall be given in writing, or in person, to all members. Agenda items shall only be acted upon.

Special meetings may also be called by 10% of the membership or by three (3) Board members with requirements as stated in Section 4.

SECTION 7. 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 1st the following year

ARTICLE VI

COMMITTEES:

SECTION 1: A nominating committee consisting of three (3) members in good standing shall be appointed by the Board of Directors 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 newsletter (Gem-N-I). In addition to the proposed slate, the President may ask for nominations from the floor. A written copy of duties (see Section IV, Article 5) 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, consisting of 2 – 3 members in good standing, shall be appointed by the Board of Directors 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 one thousand (\$1000) dollars must be approved by the Board of Directors. All expenditures over one thousand (\$1000) and up to five thousand (\$5000) must be approved by the general membership, 25% quorum being present at a general meeting or other special membership meeting. Approval shall be by majority vote. Any proposed expenditures totaling over \$5000, or any new workshop space purchase or lease agreement proposed by the Board, must be authorized by a majority of the entire voting membership in good standing. Notice of any such vote shall be given, in writing, to their last known address, to each member so entitled, not less than seven (7) days prior to such vote.

SECTION 4: In addition to any appointive officers heretofore mentioned, the President, with the consent of the Board of Directors, 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: Newsletter (Gem-N-I), Activities, Programs, Membership, Website, Marketing/Publicity/Social Media, Juniors, Shop Foreman, Annual Show, Field Trips (see Duty Descriptions referral as stated in Section IV, Article 5).

ARTICLE VII

AMENDMENTS:

SECTION 1: Any amendments or revisions 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. Absentee ballots will be printed in the Gem-N-I and accepted by email, submitted to the Secretary.

ARTICLE VIII

DISSOLUTION:

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

a) As an incorporated society, the State provides requirements for dissolution.

b) "An attorney should be consulted to draw up the necessary papers and advise the society as to the procedures to follow." (Roberts Rules 55:5)

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 12/7/2024

Secretary_____Date_____

President_____Date_____

VicePresident_____Date_____

Treasurer_____Date_____

CFMS Director _____Date_____