

Maplewood Rock & Gem Club

BYLAWS

Article I. NAME AND GENERAL PURPOSE

Section 1.01 **NAME:** This club shall be known as the Maplewood Rock & Gem Club, founded in 1952, and re-established as a non-profit organization in 2008.

Section 1.02 **PURPOSE:** The purpose of this club is to foster community spirit by encouraging the lapidary arts and appreciating the earth sciences of geology, fossils, minerals, and gemstones. Members join together to enjoy each other's company as we explore new avenues of learning through field trips, lectures, seminars, craft workshops and special shows and events.

Article II. MEMBERSHIP

Section 2.01 **ELIGIBILITY:** Any person/family who is interested in upholding the purpose of the club is eligible to apply for membership.

Section 2.02 **TYPES OF MEMBERSHIP:** There are four categories of membership: Adult, Family, Student, and Charter.

- (a) **Adult** – All adults eighteen [18] years of age or older
- (b) **Family** – The combination of any adult, student and charter members residing at the same physical address.
- (c) **Student** – Junior and youth members, 5-18 years of age, who fulfill the eligibility requirements and have a parent or sponsor to accompany them to meetings and activities. In lieu of parental involvement, written permission by parent or guardian may be given for a Maplewood member to sponsor and attend activities with the child or youth. Students, age 10 or older, may use the shop with parental or sponsor guidance. Adults who are currently enrolled in college, through the age of 22, are eligible under the Student membership.
- (d) **Charter** – those members who became affiliated during the first year of the club's charter in 1952 and have maintained membership continuously from that time forward.

Article III. FISCAL YEAR

Section 3.01 **YEAR:** The fiscal year of this organization begins on the first day of January each year.

Article IV. GENERAL MEETINGS

Section 4.01 **ROBERTS RULES OF ORDER**: Roberts Rules of Order, revised, unless otherwise provided for in these By-laws, shall govern all meetings of this organization, its Executive Board, and the duties of the officers. (See Introduction to Roberts Rules of Order)

Section 4.02 **ANNUAL MEETING (ELECTIONS)**: This organization's annual meeting is the regular club meeting in November, usually the third Monday of the month.

Section 4.03 **REGULAR MEETINGS**: Regular meetings are held the Third Monday of each month at 7:00 p.m. Date and time may be changed by majority vote at a general meeting after one previous, and one succeeding, notice in the newsletter.

Section 4.04 **SPECIAL MEETINGS**: The Secretary calls special meetings upon the request of the President or Executive Board, or ten (10) members in good standing. Notice of such meeting will be mailed to all members in good standing at least five (5) working days before such meeting date.

Section 4.05 **QUORUM**: Twenty percent (20%) of membership constitutes a quorum for a general business meeting.

Article V. OFFICERS AND ELECTION

Section 5.01 **ELECTION OF OFFICERS** - Election of officers, and other Board Members, is held at the annual (election) meeting of the organization.

(a) Officers are voted in for two-year terms

(b) Board members at-large are voted in for two-year terms, at staggered intervals, (three of the six positions are up for renewal every year.)

Section 5.02 **OFFICERS**: Officers include: President, Vice President, Secretary and Treasurer.

They shall hold office from the date of installation until the next date of installation, or until their successors are elected and qualified. In case of resignation, the President appoints replacements for the remainder of the term. The Office of Secretary may be split into Corresponding Secretary and Recording Secretary, as necessary. The Office of President may be split into two co-Presidents, under extraordinary circumstances, and with simple majority vote of membership, during the election meeting.

Section 5.03 **INSTALLATION**: All elected officers and other Board Members shall be installed for their term of office at the annual installation. The installation meeting is the regular January meeting.

Section 5.04 NOMINATING COMMITTEE: The President appoints two or three members to the Nominating Committee. The Nominating Committee:

- (a) Solicits nominees for open positions;
- (b) Publishes the preliminary nominations in the October newsletter and
- (c) Announces the list of nominees at the October general meeting

Section 5.05 FLOOR NOMINATIONS: Nominations may be made from the floor at the October general meeting, with approval of the nominated person. A member may nominate his/herself.

Article VI. EXECUTIVE BOARD

Section 6.01 CONSTITUENCY: All of the affairs, properties and assets of the corporation shall be managed by the Executive Board, unless otherwise noted here. The Board consists of:

- (a) Four officers,
- (b) The immediate past president (or co-president, when one exists)
- (c) Should the immediate past president be unable to serve, an alternate board-member at-large shall be appointed to serve the remainder of the term, and
- (d) Six [6] Board Members-member-at-large

Section 6.02 These eleven (11) board members are to be elected at the November general membership meeting and affirmed at the installation meeting.

Section 6.03 BOARD MEETINGS – The Executive Board meets monthly, on the first Thursday of each month.

The January board meeting shall include both incoming and out-going Board Members, for their annual planning session, in which they turn over information relating to offices and duties.

Section 6.04 QUORUM FOR BOARD MEETINGS: Seven (7) board members constitute a quorum of the executive board.

Section 6.05 MEMBERS WELCOME: All members and committee chairs are welcome at any board meeting. They shall enjoy all privileges of the floor, and make recommendations, but shall not exercise the right to vote within the Executive Board.

Section 6.06 DISPOSAL OF PROPERTY: None of the property of the corporation, real or personal, shall be sold, pledged, mortgaged, or otherwise disposed of, except by two thirds (2/3) majority vote of the members voting at any regular or special membership meeting. Notice of

such voting or meeting will be published in one (1) prior issue of the club newsletter. Exceptions to this is the disposal of essentially worthless items, at the direction of the Executive Board or lapidary items donated to the club, which are under the control of the Ways and Means Committee, the Shop, or the subgroup, like the Juniors.

Article VII. COMMITTEES

Section 7.01 APPOINTMENT: The President, with the approval of the Executive Board, establishes and appoints committees deemed necessary and proper.

- (a) The names of the committee chairs will be printed in the first issue of the newsletter after the elections, or the annual report, with any vacancies noted.
- (b) The membership chair, and all board members, actively encourages new members to sit on the committee of their choice.
- (c) The Standing Rules provide further guidelines on the function and constitution of committees.

Article VIII. DUTIES OF OFFICERS

Section 8.01 PRESIDENT: The President

- (a) Presides over all regular and special meetings. She/he shall preside at all Executive Board meetings. Casts tie-breaking vote
- (b) Appoints all committee chairs, who in turn appoint their committees and alternates. All members are encouraged to join a committee
- (c) Brings before the membership all matters that come to attention, which may have a bearing upon operations or functions of the club
- (d) Makes appointments to fill any vacancy occurring on the Executive Board or committee chair. (A vacancy may occur when a person is unable to fulfill requirements of the position for two consecutive months, unless otherwise excused)
- (e) Appoints an auditing committee to audit financial records, annually
- (f) Signs checks in the absence of the Treasurer
- (g) Signs all legal documents and fund withdrawals (except checks) in conjunction with the Vice President or Treasurer, as needed

Section 8.02 VICE PRESIDENT: The Vice President

- (a) Assists the President in her/his duties

- (b) Signs checks in the absence of the Treasurer and President
- (c) Assumes all presidential duties in the absence of the President
- (d) Signs all legal documents and fund withdrawals (except checks) in conjunction with the President or Treasurer, as needed

Section 8.03 SECRETARY: The Secretary

- (a) Assists the President at all times
- (b) Takes minutes of all meetings, both regular and board
- (c) Reports minutes to the editor of the newsletter
- (d) These functions may be split into recording and corresponding secretaries, as needed

Section 8.04 TREASURER: The Treasurer:

- (a) Acts as the legal representative for club interests in dealing with the public and government
- (b) Receives all moneys, (except for shop/workshop fees and materials: for lapidary, crafts or special workshops)
- (c) Pays operating expenses less than \$500.00. Prepares all expenditures above \$500.00 for board approval prior to payment
- (d) Keeps adequate records of expenditures and receipts
- (e) Makes all records available to the auditing committee
- (f) Signs all legal documents and fund withdrawals (except checks in conjunction with both the Vice President and President, as needed
- (g) Oversees the safety of the safe or safe deposit box, containing the legal documents of the club
- (h) Disbursement of funds, except petty cash, shall be by check. The check shall require the signatures of the Treasurer. In the absence of the Treasurer, either the President or Vice President may sign checks
- (i) The Treasurer represents the legal face of the club to the community. All legal documents and fund withdrawals (except checks) require the signature of two authorized persons

Article IX. NOTICES

Section 9.01 RECORDS OF MEMBERSHIP: All member families or households shall enter in the records of the Membership Chairperson, their mailing addresses to which all notices will be

sent. The mailing of notices to the last address of record shall be deemed good, sufficient, and valid service of such notice upon the members.

Article X. AMENDMENT OF BY-LAWS

Section 10.01 VOTE: These By-laws may be amended at any regular or special membership meeting by two thirds (2/3) vote of members voting, in a meeting validated by quorum. Notice of such meeting shall be made in a previous general meeting and one announcement in the newsletter or other mailing to all members prior to the vote.

Maplewood Rock & Gem Club

STANDING RULES

Approved by the board on xx/xx/xxxx

1. Banking

- a. All banking shall be done in one bank, in one account unless specifically allocated to savings or certificate.
- b. Revolving petty cash fund shall be established for the following committees.
 - i. Building superintendent - \$60.00
 - ii. Ways and Means - \$50.00
 - iii. Newsletter - \$50.00
 - iv. Sunshine- \$15.00
 - v. Lapidary workshop - \$50.00
 - vi. Kitchen - \$30.00
 - vii. Membership - \$40.00
- c. Each committee chairman is responsible for keeping up the petty cash fund accounting. Funds are replenished upon submitting receipts to the club Treasurer.

2. Executive Board

- a. The Board shall meet monthly, on the first Thursday of each month at the Maplewood Clubhouse.
- b. Seven (7) board members constitute a quorum of the executive board.
- c. The January board meeting shall include both incoming and out-going Board Members, for their annual planning session, in which they turn over information relating to offices and duties.
- d. Past President's, Treasurer's and Secretary's pins shall be given to the President, Treasurer and Secretary at the termination of their terms of office, at the January general membership meeting. A past Vice President's pin shall also be given to a Vice President who does not ascend to the Presidency.
- e. A roll call shall be taken of the Board Members at each meeting and the names published in the meeting minutes.
- f. A Board Member should notify the President or another Board Member if unable to attend.
- g. All members and committee chairs are welcome at any board meeting. They shall enjoy all privileges of the floor, and make recommendations, but shall not exercise the right to vote within the Executive Board.

3. Disposal of Property

- a. Any and all withdrawals, or pledging, or mortgaging, or disposing of more than 50 percent of the principal of the savings or investment certificates, requires a two thirds (2/3) majority vote of

members voting at any regular, or special, membership meeting, and after publishing in one issue of the club newsletter prior to such meeting.

- b. The Executive Board, at its own discretion, and with a unanimous vote, may order the use of savings or certificates – up to 50 percent of available funds – to meet emergency repairs or to come into compliance with insurance, legal, or governmental regulations.
- c. The interest earned by any savings certificate or investment shall be deposited to the club passbook savings account for use as needed and determined by the Executive Board.
- d. The club checking and savings accounts are specifically exempt from any restrictions of preceding paragraphs, and are to be used by the board for club operating expenses.

4. Standing Committees and Other Appointments

- a. The incoming President shall make the following appointments and present the names for approval by the Board at the January Board meeting.
 - i. Building Superintendent
 - ii. WA Mineral Council / Field Trip
 - iii. Kitchen
 - iv. Librarian
 - v. Maplewood News Editor
 - vi. Membership
 - vii. Club Recorder/Parliamentarian
 - viii. Publicity
 - ix. Rental Agent
 - x. Summer Gem & Mineral Sale
 - xi. Fall Annual Show
 - xii. Sunshine
 - xiii. Ways and Means
 - xiv. Lapidary Workshop
 - xv. Juniors Chairman
 - xvi. Bulletin Boards
 - xvii. Showcases
- b. The President may make any other appointments she/he deems necessary, with approval of the Board.

5. Membership

- a. Dues shall be paid to the Membership Chairman, who will sign and issue receipts. The money shall be turned over to the Treasurer and a current membership list shall be given to the Secretary and Treasurer.

- b. The Membership Chairman will have the responsibility to update this list and shall publish such changes in the Maplewood News as they occur.
- c. The Memberships Chairman shall introduce all new members to the membership and present them with a membership packet, which includes: welcome letter, workshop rules, show flyers, Treasurer's reimbursement form, website information for club By Laws and Standing Rules, copies of the application form letter, rental agreement.
- d. The Membership Chairman shall be responsible for obtaining the club Name Badges.

6. Annual Dues

- a. All members shall pay annual dues, which give them the rights and privileges of membership. Dues are:
 - i. Family – \$45
 - ii. Adults – \$20
 - iii. Student – \$15
 - iv. Charter – no charge
- b. Membership renewal of dues is due on January 1. Non-payment of dues by January 31 will incur a \$10 late payment penalty and suspension of club benefits. If the dues plus the late fee are not received by the end of February, the member will be dropped from the club roster.

7. Annual Show

- a. An annual show shall be held the second weekend in November featuring displays of the membership.
- b. The past President shall act as show chair for the November show.

8. Club Affiliations

- a. Membership shall be maintained in the, Washington State Mineral Council.
- b. The President shall make the following annual appointments with consent of the Board:
 - i. One representative to the Mineral Council

9. Maplewood News

- a. Editorship of the Maplewood News is limited to two years.
- b. Any special notice concerning club business shall be in **BOLD PRINT** in the Maplewood News.
- c. The Editor may sell commercial advertising space in the News at the rate of \$10.00 per page; the page may be divided and pro-rated. There is no charge for non-commercial ads by Club members, qualifications for such ads being at the discretion of the Editor.
- d. An extra copy of the News must be given each month to the Club Recorder.
- e. Committee vacancies will be printed in the Maplewood News, with a request for volunteers to fill these areas.

10. Kitchen

- a. Income from sales of food at the shows or special projects shall be turned over to the Treasurer.
- b. Refreshment volunteer for the general meetings may be reimbursed \$20 per month.

11. Sunshine

- a. The Sunshine Chairman may send an appropriate card for a member's illness or in case of a death a gift or donation to a memorial fund not to exceed \$50.00.

12. Workshop

- a. The committee chairman will designate workshop hours.
- b. Participants in the workshop shall help with the cleanup.
- c. Use of the equipment must be rotated so that all can have equal time in learning, and shall be used by club members only, including juniors with supervision.
- d. The Workshop Chairman or any designated instructor shall supervise all equipment in the Workshop, and shall have authority to stop any misuse.
- e. The Workshop shall be kept locked at all times when not in use for Workshop or Club functions.
- f. Workshop Chairman or designated instructor shall be responsible to see that all safety precautions are followed.
- g. In order to use equipment in the Workshop, junior members must be at least ten years old and accompanied by a parent or legal guardian.

13. Library

- a. A 25-cent fine shall be charged to members not wearing name pins at a general meeting. Pin fine money is to be used for the purchase of library books.
- b. Library rules to be posted inside the library cupboard door, are as follows:
- c. The Library will be open every meeting night by 7:30 p.m.
- d. Books checked out are due back the next regular meeting. They may be renewed if no one else is waiting for them.
- e. Borrowers returning late books are requested to make a donation to the library book fund.

14. Use of Club House

- a. Rentals shall be made only to groups that have approval of the Rental Agent.
- b. "Rules and Regulations for Tenants" of the Clubhouse shall be approved by the Executive Board and included as a part of the Rental Agreement signed by each tenant.
- c. Rentals shall be made to Club members at one-half of non-member rate per use. Rental to non-members shall be \$250.00 plus a \$250.00 clean up deposit.
- d. No intoxicating beverages may be consumed upon the Club premises, except as specifically authorized by the Board or Rental Agent.
- e. Rental fees shall be reviewed by executive board as needed.

15. Registered Agent

- a. The Registered Agent shall be the duly elected Club Treasurer, and it shall be his/her responsibility to comply with all State Laws.

16. Club Recorder

- a. The Club Recorder shall maintain an up-to-date and official copy of the By-Laws and Standing Rules at all times.
- b. The By-Laws and Standing Rules shall be reprinted and made available in the yearly annual.

17. Safe or Safe Deposit Box

- a. The club safe or bank safe deposit box, contains all the legal documents of the club, including savings or investment certificates, a spare set of keys for the buildings, rooms and lockers, Articles of Incorporation, or other legal papers. The President and Treasurer shall have access to this box and hold the keys for it.
- b. Current custom is that specified Board Member shall hold the spare set of keys, and have an annually updated sign out sheet of who holds keys to various cabinets and doors.

18. These Standing Rules may be modified, rescinded or suspended by a majority vote of the Executive Board, or by a majority vote of the membership present at a regular or special meeting.