

Maplewood Rock and Gem Club

Bylaws

Article 1 — 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 2 — 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 five categories of membership: Adult, Family, Student, Charter, and Lifetime.

- (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.
- (e) Lifetime – Those members who have maintained continuous and good standing for a period of 20 years may be proclaimed life time members with the benefit of having their member dues waved by a majority vote of the board of directors during the December general meeting.

Article 3 — Fiscal Year

Section 3.01 — Year

The fiscal year of this organization begins on the first day of January each year.

Article 4 — 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 a majority vote at a general meeting after one previous, and one succeeding, notice in the newsletter.

Section 4.04 — Special Meeting

The Secretary calls special meetings upon 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 general business meeting.

Article 5 — 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.

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 successor 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, during the election 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 nominations 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 him/herself.

Article 6 — 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) Four Board Members-at Large

Section 6.02 — Election and Installation

These board members are to be elected at the November or December General Member meeting and installed at the January General Member meeting.

Section 6.03 — Board Meetings

The Executive Board meets monthly.

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 officers and duties.

Section 6.04 — Quorum for Board Meetings

A quorum is 2/3 of the current number of board members .

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 7 — 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 8 — 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 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 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) Updates the Bylaws and Standing Rules after votes have passed to amend them.
- (e) 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 9 — 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 notice upon the members.

Article 10 — Amendment of Bylaws

Section 10.01 — Vote

- (a) These By-laws may be amended at and 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.
- (b) The Executive Board, at its own discretion, and with unanimous vote, may order the use of savings or certificates – up to 50 percent of available funds – to meet emergency repairs or 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 restriction of preceding paragraphs and are to be used by the board for club operating expenses.