

CONSTITUTION and BY-LAWS
OF
PENDLETON DISTRICT GEM AND MINERAL SOCIETY

(Revised 3/15/994)
(Revised August 30, 2010)

CONSTITUTION

**ARTICLE I
NAME**

Section I - The name of the organization shall be **Pendleton District Gem and Mineral Society**.

**ARTICLE II
PURPOSE**

Section I - To promote the educational, scientific, and recreational aspects of the hobby in the subjects of Mineralogy, Geology, Paleontology, Lapidary Arts, and related Earth Sciences. These activities will be conducted within the rules contained under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**ARTICLE III
MEMBERSHIP**

Section I - General Provisions:

Membership in this society shall be divided into three groups.

1. Individual - Person must be at least 16 years of age.
2. Family - Children under 16 years of age must be accompanied by parent or sponsoring adult.
3. Honorary and/or Life Members - Persons with outstanding knowledge in the fields of Geology, Mineralogy, Gemology, or collecting and classification of minerals as are determined worthy of this honor.

Section II - Admission to Membership:

Membership in this society shall be open to anyone interested in the purposes and objectives of the society by meeting general provisions to membership.

**ARTICLE IV
OFFICERS AND DIRECTORS**

Section I - The Executive Officers of this society shall be President, Vice-President, Secretary, and Treasurer.

Section II - The Board of Directors shall consist of the Executive Officers, the immediate past President, and three (3) elected members.

**ARTICLE V
COMMITTEES**

Section I - The chairpersons of committees shall be appointed as soon as possible after the annual election by the Board of Directors.

Section II - The President shall be empowered to appoint such special committees as he or she deems necessary at any time, or on the majority vote of the members at any meeting, he or she shall appoint committees as they direct.

Section III - Each standing committee has basic duties as defined below:

1. **Program Committee** - To provide interesting and helpful programs for each regular meeting.
2. **Projects Committee** - To organize projects for the society, such as mineral cases for exhibits, educational lectures and maintenance of equipment or exhibits pertinent to these objectives.
3. **Publicity & Publications Committee** - To publicize all meetings and projects and to publish and mail or e-mail monthly copies of “Gem Scoops” to every single, family, and honorary and/or life member and to all visitors that attend the prior monthly meeting.
4. **Membership and Attendance Committee** - To maintain an active file on each visitor and current membership to promote attendance. Also in times of member illness or death in their family, and appropriate card or flowers should be sent.
5. **Field Trips Committee** - To arrange field trips as often as practical and announce trip plans at each society meeting and keep records of desirable locations visited in the past.
6. **Social Committee** - To maintain a monthly refreshment committee and remind volunteers of their monthly assignment.
7. **Show Committee** - To be responsible for planning and supervision of club mineral shows and to appoint committees to handle the various tasks in promoting such shows.
8. **Door Prize Committee** - To secure suitable mineral specimens, such as crystals, massive forms, slabbing material, slabs and other items that relate to the hobby, also supervise door prize drawings and annual club mineral auction.
9. **Parliamentarian** - To assist the presiding officer at meetings when a question should arise as to correct parliamentary procedure.
10. **Workshop Committee** - To plan and organize a club lapidary workshop and maintain an inventory of club workshop equipment and supplies.
11. **Website Committee** - To publicize our meetings and events on the established club website. This will include the “Gem Scoops” online newsletter, copies of minutes of meetings, and links to websites of interest to the group.

**ARTICLE VI
ELECTIONS**

Section I - The Executive Officers and Board of Directors shall be elected at the regular November meeting.

**ARTICLE VII
MEETINGS**

Section I - The regular meetings of the society shall be held on the third Tuesday of each month, at such time and place as shall be announced at the prior meeting, or as shall be set forth in a notice of such meeting.

Section II - Special meetings of the Society may be called at any time by the President or a majority of the Board of Directors.

Section III - The Board of Directors shall meet as often as deemed necessary, at the call of the President or a majority of the Board. The Board shall be notified of each meeting at least twenty-four (24) hours in advance of such meetings.

**ARTICLE VIII
AMENDMENTS**

Section I - Amendments to the Constitution or By-Laws of this Society, after being approved by the Board of Directors, must be in writing and distributed to each member in good standing at least ten (10) days prior to the next meeting date, at which time they will be voted upon. Such amendments shall become effective immediately if carried by a majority vote of members present, providing there is a quorum.

**ARTICLE IX
LIMITATIONS**

This club is formed as a non-profit, non-commercial, and non-political organization.

Section I - **Inurement:** This club shall conduct its affairs without profit of any individual and no assets shall be used for any pecuniary benefit of any group or organization outside the club with the exception of responsibilities fulfilling our purpose.

Section II - **Dissolution:** In the event of dissolution of the club, the assets of the organization will be turned over to one or more organizations with interests similar to those of this club, which themselves are exempt as organizations described in Section 501(c)(3) of the Internal Revenue Code or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public use.

Section III - **Lobbying & Political Activity:** No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section IV - **Notwithstanding:** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

BY-LAWS

**ARTICLE I
PARLIAMENTARY AUTHORITY**

Section I - The rules contained in "Roberts Rules of Order" shall govern this Society in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws.

**ARTICLE II
DUTIES OF OFFICERS**

Section I - The President shall preside over all meetings of the Society and the Board of Directors. He or She shall be an ex-officio member of all committees except the Nominating Committee.

Section II - The Vice-President shall be vested with all the powers and shall perform all duties of the President in the absence or disability of the latter.

Section III - The Secretary shall keep the minutes of all meetings of the Society and the Board of Directors, conduct the correspondence and maintenance of records as designated by the Board of Directors, be ready at all times to furnish information on all rulings of the club, and perform such duties as assigned by the Board.

Section IV - The Treasurer shall keep all records of dues received as well as all other money. The Treasurer shall deposit all Society funds in a banking institution designated by the Board of Directors, and shall pay all bills after they have been approved by the Board or by the Officer or Committee Chairman responsible for same. The Treasurer shall present to the Board when requested, and at each of its called business meetings a written report of receipts and disbursements of the Society since the last reporting. The Treasurer's books shall be audited at the end of each calendar year by a committee of two or more members appointed by the Board of Directors.

- Section V - The Board of Directors shall constitute the governing body of this Society.
- Section VI - The immediate Past President of the Society shall automatically become a member of the Board of Directors to serve for one year after their retirement as President.
- Section VII - Any officer derelict in their duties, and any member whose conduct is such that it is considered detrimental to the welfare of the Society may be removed from office or membership by a two-thirds affirmative vote of the Board of Directors.
- Section VIII - The Board of Directors shall appoint a Nominating Committee comprised of five (5) members from the membership at the regular October club meeting. These five members will select their chairperson and prepare a slate of at least one candidate for each office to be filled. This slate must be presented to the membership to be voted upon at the club's November meeting. Nominations from the floor are in order.

**ARTICLE III
VOTING**

- Section I - Each active member in good standing shall be entitled to one vote and the privilege of holding office. Family members listed as living in the same household and over the age of 16 are eligible to vote. The President shall vote only in the case of ties, but shall have the privilege of voting in the general election of officers and directors held in November.
- Section II - Election of all officers shall be by ballot, unless there are no nominations from the floor and the slate as presented by the nominating committee is not contested, in which case it is permissible to have a motion made, seconded and passed by a unanimous vote to have the club Secretary cast the ballot in favor of the slate as presented.
- Section III - No elected Officers, except the Secretary and Treasurer, shall be permitted to hold office for more than two consecutive terms for the same office.

**ARTICLE IV
DUES AND FEES**

- Section I - The amount of all dues and fees shall be determined, regulated, or altered by a two-thirds vote of those members present at a regular business session of the Society, provided there is a quorum.
- Section II - Dues shall be payable in December. Member dues not paid by January 31st shall forfeit membership and his or her name removed from the membership rolls of this Society.
- Section III - Annual dues of the Society shall be \$15.00 for an individual membership and \$20.00 for a family membership. There are no dues for Honorary and/or Life Members.
- Section IV - All dues shall become due and payable upon acceptance of membership. After May 31st, new member dues shall be pro-rated accordingly.

**ARTICLE V
QUORUM**

- Section I - A Quorum for a business meeting of the Society shall consist of those active members present at a regularly scheduled meeting of the Society.
- Section II - A Quorum for a meeting of the Board of Directors shall be two-thirds of its membership.
- Section III - The President will vote at Board of Directors' meetings only in the event of a tie vote.

Revision adoption date: August 30, 2010

Signed by Fred R. Sias, Jr., President
Linda Rakey, Secretary.