

**CONSTITUTION AND BY-LAWS
OF THE
SUTTER BUTTES GEM & MINERAL SOCIETY**

ARTICLE I – NAME:

Section 1. The name of the organization shall be the Sutter Buttes Gem & Mineral Society.

Section 2. The State of California Corporate number of this Society is #1676546.

Section 3. The Federal Employer Identification number of this Society is #68-0241220.

ARTICLE II – OBJECTIVE:

The objectives of this society shall be:

1. To promote within the community the study of mineralogy, geology, and paleontology.
2. To encourage within the community the collection and preservation of minerals and gems.
3. To foster the study and practice of the lapidary arts.
4. To provide field trips to mineral, gem and fossil locations.
5. To promote good fellowship and education.

ARTICLE III – POLICIES:

Section 1. This organization is non-profit.

Section 2. This organization shall cooperate with other organizations and agencies active in the earth sciences, lapidary arts, and educational field.

Section 3. The purpose of this organization shall be educational and recreational and shall be developed through meetings, field trips and projects.

ARTICLE IV – MEMBERSHIP:

Section 1. Single person (any individual over 18) and family (husband and/or wife with children 18 or under) who are interested in the objectives of this organization and who are willing to uphold its policies, may become member(s) upon application, acceptance by the Executive Committee, and payment of dues. Persons (age 10-17) who wish to become members of this society and who are not included in a family membership must have a member of the society as a sponsor and have the consent of their parent/guardian in writing, prior to being considered for membership.

Section 2. Expulsion – Should the conduct or attitude of any member, at any time, be such as to be detrimental to the welfare of the group, such member may be expelled by a majority vote of the Executive Committee present. Before such action may be taken, a written notice shall be given, by the secretary, to the member for him/her to appear before the board, at a time and place to be designated and to show cause why such action should not be taken.

ARTICLE V – DUES:

Section 1. Dues of this organization shall be \$20.00 per year for an individual member. Dues for Junior members who are not covered in a family membership will be \$5.00 for ages 10-17.

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Section 2. Family membership shall be \$25.00 per year.

Section 3. Dues are for the calendar year, January 1st through December 31st. Dues will be prorated per quarter for the first year of membership and will be payable for the quarter in which the member joins and all other quarters remaining in the calendar year.

Section 4. To remain in good standing a member must pay his/her dues prior to March 1st of each year.

Section 5. Members who have not paid by March 1st will automatically be dropped from membership. They may be reinstated by the Executive Committee after payment of their annual dues.

Section 6. Special assessments shall be levied only in cases of pressing need and then only by a three-fourth vote of the members present at any regular meeting of the Society, providing the entire membership has been made acquainted with the need in a written statement from the Secretary, mailed at least one week before such action is contemplated.

ARTICLE VI – OFFICERS AND THEIR ELECTION:

Section 1. The elected officers of this Society shall be the President, Vice-President, Secretary, Treasurer, Field Trip Director, Bulletin Editor, Show Chair Person and Three Directors. These officers, with the immediate Past President, shall constitute the Executive Committee. Officers and Directors shall hold office until their successors are elected.

Section 2. Officers and Directors shall be elected at the annual meeting in November, be installed in December and assume their duties in January each year. Officers shall be elected for a term of one year, and a Director for a term of one, two or three years as needed. Officers and Directors may be elected to succeed themselves, but no Officer or Director may occupy more than one elected office concurrently.

Section 3. In the event of death, resignation, or removal of an elected officer or director, the Executive Committee shall fill the vacancies for the unexpired term by appointment, except that the Vice-President shall fill the next higher vacancy.

Section 4. Election:

- a. A nomination committee, consisting of three active members of the Society, shall be appointed by the President, prior to the regular September meeting and shall present a slate of one or more nominations for the Officers and Directors at the October meeting.
- b. Nominations may be made from the floor at the November meeting.
- c. No person may be nominated for an office without his/her consent.
- d. No junior member (under 18) may hold office or vote.
- c. Election shall be made by majority vote at the annual meeting in November and results shall be printed in the Bulletin.

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ARTICLE VII – DUTIES OF OFFICERS AND CHAIRPERSONS:

Section 1 Duties of the President are:

- a. The President shall preside at all regular meetings of the organization and of the Executive Committee.
- b. Shall be a member ex-officio of all Committees, except the Nominating Committee.
- c. With ratification of the Executive Committee shall appoint the Chairperson of each Standing Committee.
- d. Shall preserve order.
- e. Shall appoint an Auditing Committee of two at the November meeting.
- f. Shall be familiar with Robert's Rules of Order, Parliamentary Procedure, and the By-Laws of the Society.
- g. During meetings, have at hand a copy of the Society's Constitution and By-Laws, Standing Rules and Robert's Rules of Order.
- h. Shall keep the Vice-President advised at all times.
- i. Shall repeat motions/proposals and allow discussion on same prior to all voting.

Section 2. Duties of the Vice-President are:

- a. The Vice-President shall act as an aid to the President and in the absence of the President, shall perform the duties of the President/Vice-President in their order.
- b. Shall provide programs for Society meetings.
- c. Shall provide the President, Bulletin Editor and Publicity Chairperson with information of upcoming events.
- d. Shall take care of all courtesies to Speakers.

Section 3. Duties of the Secretary are:

- a. Shall keep an accurate record of the minutes of all meetings of the Society which shall become permanent records.
- b. Provide the President and the Bulletin Editor with a copy of the minutes.
- c. Shall be prepared to refer to minutes of previous meetings.
- d. Shall maintain a file of Society records, correspondence and approved minutes not assigned to the Historian or Treasurer.
- e. Shall prepare election ballots.
- f. Shall prepare and mail all correspondence and special notices.
- g. Shall re-issue new dated By-laws and/or Standing Rules when revised.

Section 4. Duties of the Treasurer are:

- a. Shall receive all funds for the Society and deposit same in Society's accounts.

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- b. All disbursements shall be by check, VISA/debit when authorized by the Executive Committee. All Society accounts are to have two (2) designated signatories. No one who is authorized to sign checks, shall sign checks to repay themselves for any purchase.
- c. Shall report to the Executive Committee at each business meeting
- d. Shall perform such other duties as may be required by Federal and State laws and pertinent to the financial status of the Society.
- e. Shall submit books for audit when requested.
- f. Shall submit California Federation of Mineralogical Society dues in the end of each year.
- g. Shall maintain an up-to-date roster of Society members including addresses, telephone numbers and membership dates.
- h. The Treasurer's monthly and annual reports will not be listed in the Society Bulletin; these reports will be given at the Executive Committee meetings.

Section 5. Duties of the Federation Director are:

- a. Shall attend, if practical, all Federation meetings presenting the views and business of this Society.
- b. Shall present pertinent Federation business to the Society for discussion and/or vote.
- c. Shall distribute all material from the Federation to proper Society officers and chairpersons.
- d. Shall supply copies of minutes of all business conducted at Federation meetings.
- e. Shall provide officers and chairpersons with names of CFMS officers and chairpersons.
- f. Shall complete all forms requested by the Federation.
- g. Shall maintain a file of Federation minutes for 1 year and a file of all operating regulations and by-laws of the Federation.
- h. Shall inform the Society of information contained in the CFMS Newsletter.
- i. Shall be a non-voting member of the Executive Committee

Section 6. Duties of the Bulletin Editor are:

- a. Shall issue the Society's monthly bulletin, Yuba Sutter Gems, providing members with news and activities of the Society and related news of interest.
- b. Shall appoint assistant editors and publishers if needed.
- c. Shall include news of individual members' activities.
- d. Shall list the names and addresses of Society officers and chairpersons.
- e. Shall publish the AFMS Code of Ethics once a year.
- f. Shall use CFMS Bulletin Editor's Manual as a guide for ideas.
- g. Shall attend, when possible, Bulletin Editors' workshops and gatherings.

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Section 7. Duties of the Field Trip Director are:

- a. Shall maintain a record of areas available for collecting.
- b. Shall arrange or lead Society field trips.
- c. Shall search out and inspect, when possible, collecting areas.
- d. Shall list necessary equipment and tools required for all field trips.
- e. Shall inform members of any related costs and restrictions.
- f. Shall provide, when possible, maps of the collecting area and distribute these at the meetings or have them printed in the Society Bulletin.
- g. Shall urge members to take only the amount of material they can use.
- h. Shall provide, when possible, samples from proposed areas.
- I. Shall mark route to location with special Club signs.
- j. Shall assist members to selected areas for material.
- k. Shall always take along the Society First Aid Kit.
- l. When leaving, shall see that the area is left clean.
- m. Shall know the area and its restrictions.
- n. If courtesies are in order, this should be done by the Field Trip Director.

Section 8. Duties of the Three Directors are:

- a. Shall attend business meetings and conduct the business of the Society as voting members of the Executive Committee.

Section 9. Duties of the Immediate Past President are:

- a. Shall attend business meetings and conduct the business of the Society as voting member of the Executive Committee.
- b. In the event of the absence of the President and the Vice-President, the Immediate Past President shall preside at the meetings.
- c. The immediate Past President's duties are limited to one year/or until the current President's term of office is finished.

Section 10. Duties of the Librarian are:

- a. Shall maintain an orderly lending library of the Society's books and publications.
- b. Shall levy fines on members who do not return borrowed books or periodicals on time.
- c. Shall purchase books and periodicals pertaining to hobby for the Society Library.
- d. Shall give the membership information on new books published which pertain to the hobby.
- e. Shall maintain a current list of all the Society's library materials and publish once a year in the Society Bulletin.

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- f. Shall give occasional reports at meetings, of books and periodicals available in the Society Library and from the publishers, public libraries and from Federal, State, and local governments.

Section 11. Duties of the Historian are:

- a. Shall assemble and maintain a file of the Society bulletin, news clippings pertaining to the Society, and pictures of Society members and other events related to the Society.
- b. Shall document yearly events and publish these in the Society Bulletin.

Section 12. Duties of the Parliamentarian are:

- a. When called upon, shall assist the President in interpreting Society By-Laws, Standing Rules and other rules pertaining to the operation of the Society.
- b. Shall NOT be a voting member of the Executive Committee.

Section 13. Duties of the Show Chairperson are:

- a. Shall take responsibility for the Society's annual show.
- b. Shall prepare an estimated budget for the expenses of the annual show at least 6 months in advance.
- c. Shall appoint all necessary Show committee members.
- d. Shall keep the Society updated on the progress of all show committees.
- e. Shall deposit all funds derived from the annual show with the Society Treasurer.

Section 14. Duties of the Assistant Show Chairperson are:

- a. Shall act as an aid to the Show Chairperson and in the absence of the Show Chairperson shall assume the duties of the Show Chairperson.

Section 15. Duties of the Publicity Chairperson are:

- a. Shall send out notification of Society activities.
- b. Shall provide newspapers and hobby magazines with Society activities of special interest.
- c. Shall maintain a list of publications of publicity media.
- d. Shall assist the Show Chairperson with all publicity relating to the Society's annual show.
- e. Shall collect clippings for the Society Historian.

Section 16. Duties of the Sunshine Director are:

- a. Shall send notes of good wishes to members who are ill.
- b. Shall give reports at meetings to the Society of all members who are ill.
- c. In the event of a member's death, shall send notes of condolence along with any appropriate donations to the CFMS Endowment Fund.

Section 17. Duties of the Hospitality Director are:

- a. Shall greet all members and guests at meetings.
- b. Shall have all members and guests sign the register.

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c. Shall introduce all guests to the Society at meetings.

d. Shall assist the President with welcoming new members and providing them with their membership packets.

ARTICLE VIII – EXECUTIVE COMMITTEE:

Section 1. The Executive Committee shall consist of the elected officers, directors, and immediate past president. The Federation Director shall be a non-voting member of the Executive Committee.

Section 2. The Executive Committee shall transact all necessary business between regular meetings and any business referred to it by the organization and any member in good standing. It is subject to orders of the Society and none of its acts shall conflict with action taken by the organization and the majority of its members.

Section 3. The Executive Committee shall conduct the business of the Society and shall have general management and control of all property belonging to the organization and shall possess such other powers and perform such other duties as the Society shall proscribe under the Standing Rules.

Section 4. The Executive Committee shall meet monthly. Special meetings may be called by the President and must be called upon the written or verbal request of six voting members.

Section 5. Six voting members shall constitute a quorum.

Section 6. Those decisions of the Executive Committee governing function of the Society not in conflict with the By-Laws and supplementary to them, shall be designated as Standing Rules and bear numbers and dates for easy reference. They may be established, revised or revoked by a majority vote at any meeting of the Executive Committee and with approval by vote of the general membership.

ARTICLE IX – AUDITING COMMITTEE:

The Auditing Committee shall consist of the Society President and two Society members. This committee shall be responsible for auditing the financial operation of the Society for the year in which the Committee is formed. Committee shall report their findings to the Executive Committee. The two members of this committee shall be appointed by the Society President with ratification by the Executive Committee.

ARTICLE X – NOMINATING COMMITTEE:

The Nominating Committee shall consist of three active members of the Society and shall be appointed by the President with ratification by the Executive Committee, prior to the general membership meeting in August and shall provide a slate of one or more nominations for the Officers and Directors at the general membership meeting in October. The Nominating Committee shall be responsible for contacting **all** members of the Society and determining if they would consider holding an elected office. The Nominating Committee will assist the Secretary in preparing the election ballots for the annual meeting in October and will be responsible for assisting the President with the election by providing all eligible members with ballots and writing all names of members nominated from the floor on the blackboard during the annual meeting. The

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Nominating Committee will also be responsible for counting all votes and for providing the President and bulleting editor with the results of the annual election.

ARTICLE XI – MEETINGS:

Section 1. Regular meetings of the organization shall be held monthly. Special meetings may be called by the Executive Committee.

Section 2. The regular meeting in November shall be the annual meeting at which time officers shall be elected.

Section 3. For voting purposes (other than the election of officers), a majority of the Society members must be present.

Article XII – STANDING COMMITTEES:

Section 1. There shall be such standing committees created by the Executive Committee as may be required to carry on the work of the organization.

Section 2. The chairperson of standing committees shall be appointed by the President subject to the approval of the Executive Committee.

Section 3. The term of office of those chairpersons shall be for the current year, or until their successors are appointed.

Section 4. Annual reports may be made by the chairperson and filed with the Secretary.

ARTICLE XIII – AMENDMENTS:

These by-laws may be amended by a two-thirds vote at any regular meeting provided written notice has been given in the Society Bulletin, or by special mailing and post marked at least five days prior to the regular meeting.

ARTICLE XIV – RULES OF ORDER:

In all cases, except as herein provided for in these by-laws, Roberts' Rules of Order shall be used as a guide for the parliamentary proceedings of the body.

ARTICLE XV – DISSOLUTION:

In the event of dissolution, the assets of this corporation shall be distributed to its then existing Executive Committee to one or several non-profit organizations qualified for the tax exemption as defined by the United States Government.

ARTICLE XVI – CANCELLATION CLAUSE:

On the adoption of these by-laws, all previously existing by-laws and amendments therein, of this Society are automatically cancelled.

*Membership Dues are subject to change by enactment of the Executive Committee and approval by a majority vote of the general membership.

Approved by the Executive Committee on 22 February 2018

Approved by a majority vote of the Society membership at the Society Meeting on 22 February 2018