

The Southern Nevada Gem and Mineral Society, Incorporated
Las Vegas, Nevada
By-Laws

Article I - Name

The name of this Corporation shall be: Southern Nevada Gem and Mineral Society, Incorporated; and may be referred to as: SNGMS or The Club.

Article II - Non-Profit Character

The Corporation shall operate as a non-profit organization and no part of the assets or earning shall be used for the benefit of any one person so long as the Corporation functions.

Article III – Objectives

The objective of this Corporation shall be to promote an active interest in geology, gemology, and education; and to facilitate and improve knowledge in the art of cutting, polishing, collecting, and displaying gems.

Article IV - Dissolution

In the event of dissolution of the Corporation, a committee shall be formed, consisting of: one chairperson and nine members to present three options to the members as to how the funds and property shall be disposed of.

Article V - Parliamentary Authority

“Robert’s Rules of Order, Newly Revised: Shall be the parliamentary authority of the Corporation for all matters, subject to the special by-laws adopted by the Southern Nevada Gem and Mineral Society, Incorporated.

Article VI – Fiscal Year

The Corporation fiscal year shall be from January 1 through December 31.

Article VII - Newsletter Bulletin

A newsletter or bulletin shall be mailed or electronically sent to members monthly.

Article VIII - Meetings

Section I The meetings of the Corporation shall be as follows:

- A.** The general business meeting - which shall be held on a monthly basis at a time and place so designated by the President and Board of Directors. Such determination must be sanctioned by a majority vote of the membership attending the general business meeting at the time of presentation.
- B.** The Board of Directors meeting - which shall be held monthly on the day of the preference by the President. The Board of Directors Meeting is open to all members.

Section II Quorums:

- A.** At general business meetings a quorum shall consist of fifteen members.
- B.** At the Board of Directors meetings a quorum shall consist of five members of the Board of Directors.
- C.** At special meetings a quorum shall consist of fifteen members.

Article IX - Membership

Section I Membership in this club is open to persons interested in the aims and purposes of this club as defined in Article III.

Section II Only eligible members shall have the right to vote on any matter before the club or to hold office herein. An eligible member shall have his dues paid in advance before any voting date and must be a member for ninety (90) days or more.

Section III There shall be three classes of membership: regular, family, and life membership.

- A.** Regular membership consists of a person eighteen years of age or older.

- B.** Family membership consists of a couple or parent with children under the age of eighteen.
- C.** Life membership is a distinguished and privileged title extended to an adult member with a minimum of ten years membership in the Southern Nevada Gem and Mineral Society, or it's preceding clubs who has held office as President, Vice-President, Secretary, Treasurer, Director, Show Chairman, or Editor and has held three committee chairs; whose nomination has been presented by an SNGMS member to the Board of Directors in a written statement of qualifications and attributes, and whose application has been approved by the Board of Directors and presented with previous notice to the membership and approved by a majority vote.

Article X - Officers

Section I The elected officers of the Corporation shall be:

- A.** President
- B.** Vice-President
- C.** Secretary
- D.** Treasurer
- E.** Field Trip Chairman
- F.** Directors

Section II There shall be Four directors:

- A.** One three-year director.
- B.** One two-year director.
- C.** One one-year director.
- D.** The outgoing President. The outgoing President shall serve his next term as a one-year director or, if the outgoing President cannot fulfill the duties as director, or there is no outgoing President: a one-year director shall be elected.

Section III The Board of Directors shall consist of all elected officers.

Section IV Should an officer not be able to attend a meeting: That officer must notify the President as far in advance as possible.

Section V Officers shall be elected by a majority vote for a term of one year and are eligible for three consecutive terms only.

Section VI A nominating committee will announce candidates at the October general meeting and nominations will be taken from the floor. Candidates will be announced again at the November general meeting with nominations from the floor; followed by an election by secret ballot.

Section VII The new officers shall be installed at the December meeting.

Section VIII Any officer failing to discharge the duties of his office, unless a satisfactory reason is given to the Board of Directors, shall have said office declared vacant by the Board of Directors and the President shall appoint someone to fill the vacancy until the next election.

Section IX In the event a vacancy is created on the Board of Directors, such vacancy shall be filled for the balance of the term by appointment by the President with approval of the Board of Directors.

Article XI - Duties of Officers

Section I It shall be the duty of the President:

- A.** To preside at all general business meetings of the club.
- B.** To preside at all Board of Directors meetings.
- C.** To appoint all committee chairmen and be an ex-officio member of all committees except the nominating committee.
- D.** To appoint special committees.
- E.** To be familiar with the By-Laws of the Corporation and Roberts Rules of Order Newly Revised.

Section II It shall be the duty of the Vice President:

- A. To preside at all meetings in the absence of the President.
- B. To be responsible for knowledge of all club business.
- C. To perform all other duties as directed by the President.

Section III It shall be the duty of the Secretary:

- A. To record and present the minutes at every general business meeting, every Board of Directors meeting, and at any other special meeting.
- B. To notify the Secretary, editor, and membership chairman of the California federation of mineralogical societies of all newly elected officers immediately after the elections.
- C. To preside at all meetings in the absence of the President and Vice-President.
- D. To bring to all meetings the up-to-date recordings of business and copies of the by-laws, and standing rules.
- E. To perform all normal duties of a Secretary: mail, letter mailing, and correspondence.

Section IV It shall be the duty of the Treasurer:

- A. To receive all moneys of the Corporation.
- B. To hold all funds of the Corporation in a banking institution approved by the Board of Directors and to disburse such funds under the direction of the membership or the Board of Directors.
- C. To maintain accounts of receipts and disbursements so as to indicate the financial condition of the Corporation at all times.
- D. To prepare itemized monthly reports which include: Income amounts and source, Expense amounts and purpose, for presentation at the monthly General Meeting and provide a copy for each Board member at Board of Director's meetings.
- E. To prepare an annual written report for presentation at the Board of Directors December meeting.
- F. To write all checks for the Corporation. All checks must be signed by two of the four authorized signers. In the Treasurers absence, two of the other officers whose signatures are on file with the bank, may draw any check that requires immediate payment.
- G. To close the books prior to them being turned over to the incoming Treasurer.
- H. To promptly deliver to his successor, at the expiration of the term of office, all funds of the Corporation.
- I. To submit all records for the mandatory end-of-the-year audit to be done by a special committee of three qualified individuals appointed by the President.
- J. To preside at all meetings in the absence of the President, Vice-President, and Secretary.
- K. To be able to operate financial tracking software, have a personal computer to operate the software, and have a valid email account.

Section V Field Trip Chairman

- A. Plans and conducts field trips by informing members at the meetings and sending reports to the bulletin.

Section VI It shall be the duty of the Board of Directors:

- A. To attend all board and general business meetings.
- B. To be the governing body of the Corporation.
- C. To act on all matter of policy.
- D. To refer appropriate matters to the membership for discussion and vote.
- E. To meet once a month to transact business and formulate plans.
- F. To act as a trial board, hear all charges in cases of violation of the By-Laws, and to refer their findings to the membership for a final decision.

Article XII - Standing Committees

Section I Editor

- A.** Responsible for acquiring, preparing, drafting, and publishing the bulletin of the club.
- B.** Appoints an editorial staff to carry out the duties of his office.
- C.** Promptly delivers to his successor all effects of the office with a complete inventory of materials necessary and incidental to the office.
- D.** Performs all other duties of the office.
- E.** Gives a copy of the monthly bulletin to the historian.

Section II Program

- A.** Plans and conducts the monthly program.
- B.** Provides a gift for a visiting speaker.
- C.** Gets program information to the bulletin editor and publicity chairman.
- D.** Keeps records for the future program chairman.

Section III Hospitality

- A.** Greets members and guests.
- B.** Maintains member and guest register.
- C.** Directs potential new members to the membership chairman.

Section IV Historian

- A.** Keeps the SNGMS history up to date; to include copies of the bulletins, pictures and news Articles.
- B.** Displays SNGMS history at meetings.

Section V Publicity

- A.** Puts Articles in newspapers and bulletin to include: meetings, guest speakers, and special events.

Section VI Raffle

- A.** Conducts drawings, replenishes stockpile of prizes and reports to the Treasurer.

Section VII Refreshments

- A.** Insures that refreshments are provided at the general business meetings and reports to the Treasurer.

Section VIII Inventory

- A.** Maintains a complete inventory of all Corporation property and insures proper care of stored items.

Section IX Shop General Foreman

- A.** Supervises shop operation and safety..
- B.** Appoints instructors and duty shift supervisors.
- C.** Maintains and repairs equipment.
- D.** Procures supplies and equipment as needed.

Section X Membership

- A.** Receives all membership applications and dues, including renewal fees.
- B.** Issues membership cards.
- C.** Orders and distributes club badges as necessary.
- D.** Provides a current Membership List to the: President, Vice President, Secretary, Treasurer, Editor, and Shop General Foreman.
- E.** Maintains a Perpetual Membership List which includes: name, address, telephone number, E-mail address, birthday (day/month), date first joined, and all positions held.
- F.** Provides an Officer and Committee Chair telephone list to Club Members.

Section XI Federation Director

- A.** Keeps up Corporations membership in the California Federation of Mineralogical Societies.
- B.** Attends conferences and keeps in touch with the federation.
- C.** Swears in all newly elected officers.

Section XII Parliamentarian/Sergeant-At-Arms

- A. Advises on matters of proper parliamentary procedure.
- B. Assists the President in maintaining order at all meetings.

Section XIII New Member Liaison

- A. Meets with new members at each monthly meeting.
- B. Provides each new member with a Membership Handbook
- C. Explains Shop facilities, classes offered, field trips, meeting places, etc.

Article XIII - Special Committees

Section I Show

- A. Plans and arranges the annual shows.
- B. Appoints a committee to assist in the preparation of the show.
- C. Secures a suitable place to have the show
- D. Determines date of the show with Board of Directors' approval.
- E. Provides a preliminary estimate of the cost of the show and presents it to the Board of Directors, so they can provide an allowance of moneys needed for the show fund bank account.
- F. Makes a report of progress at regular intervals to the Board of Directors.
- G. Submits a written report within two months of the closing of the show to the Board of Directors itemizing all moneys received from tickets, spaces rented, advertisers, etc., and all moneys disbursed for advertising, rent, printing, etc., with all profits put into the show account.

Section II Nominating Committee

- A. Shall consist of a committee chairman appointed by the President and two members selected by the chairman.
- B. A Chairman will be appointed in September.
- C. Shall approve a slate of candidates for the October general meeting.
- D. Duties end after election.

Section III Audit Committee

- A. Shall consist of three qualified individuals appointed by the President to perform the annual end-of-the-year audit of the Treasurer's books or any other audits ordered by the President or Board of Directors.

Article XIV - Chairman

Section I Duties

- A. Selects committee members.
- B. Keeps the President informed of committee progress.
- C. Reports to the Board of Directors the status of committee progress.

Article X - Amendment Procedures

Section I

- A. Proposed amendments to these by-laws must be submitted in writing to the Board of Directors.
- B. The Board of Directors shall approve or disapprove the proposed amendment within two months of the date it is received. Approval of the proposed amendment shall be by a majority vote of the Board of Directors present at the Board of Directors meeting.
- C. If the proposed amendment is approved by the Board of Directors, it shall be presented to the members present at the next general business meeting.
- D. At the following general business meeting, the proposed amendment shall be put on the agenda for discussion and acceptance or rejection. Acceptance shall be by two-thirds vote of the adult members present and voting.

E. After any change or amendment to the by-laws, copies of such changes or amendments, shall be made available to the membership and attached to copies of the by-laws.

SNGMS

Standing Rules

1. The location, time, and frequency of the general meetings shall be agreed upon by the membership.
2. Annual dues shall be: regular membership \$20.00; family membership \$30.00; life time membership none.
3. Dues are payable in January. Members not paid up by the March meeting shall be dropped. New members joining in October, November, or December will be paid up for the next full year.
4. The general business of the Corporation shall begin at 6:00 pm and the doors shall be open at 5:30 pm for visiting and displays.
5. Junior members are the responsibility of their parents at all club functions.
6. All records are club property and must be turned over to the new officers or committee chairpersons at the end of the year.
7. A shop supervisor shall be present when members are using "The Club Shop Facilities".
8. The Directors shall not obligate the club to more than \$1,000.00 for any project. Any amount above \$1,000.00 shall come before the general membership for a vote.

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