

# The By-Laws of the Gem and Mineral Society of the Virginia Peninsula

## Article I – Membership

**Section 1.** Membership shall be divided into four groups: regular, associate, honorary, and junior.

- A. Regular dues paying members are entitled to vote, hold office, and receive publications of the Society.
- B. Associate members shall consist of those members who are unable or unwilling to participate regularly. Associate members pay dues but are not entitled to vote or hold office, but may receive publications of the Society.
- C. Honorary membership may be conferred to an individual whose activities or services qualify them as worthy of being so honored. Proposal for an honorary membership may be made at any regular business meeting. The Board of Directors shall make its recommendation at the next meeting, and approval of membership shall be by favorable vote of two-thirds of those regular members present. This membership is an award of merit and carries no obligations. Honorary members are not required to pay dues but are entitled to vote and receive Society publications.
- D. Junior members are family members under 18 years of age. They pay a minimum amount of dues but do not vote, do not hold office, nor receive publications.

**Section 2.** Should the attitude or conduct of any member at any time be such as to be considered detrimental to the welfare of the Society, such member may be expelled by two-thirds vote of the Board of Directors. However, before such action may be taken, a written notice shall be given by the Secretary requesting the member 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 II – Payment of Dues

**Section 1.** The amount of the annual dues to be paid shall be determined by the Board of Directors and presented to the Society for adoption.

**Section 2.** Dues shall be payable when membership is accepted. Membership will run from January to December of the same year for dues paid between 01 October & 10 December of the previous year. Dues collected will be for the full amount as

established and voted on by the Club. Dues will be accepted only if the member has complied with all provisions of the Constitution and By-Laws applicable to him or her.

**Section 3.** Renewing Members who have not paid by the 10<sup>th</sup> of December shall be notified by the Membership Chair Person. If dues are not paid by December 31st, the delinquent members shall be removed from the roll.

**Section 4.** New members coming into the society shall pay the full amount of the annual dues. Dues amounts cover 12 months of membership and must be renewed annually during the renewal period for the Year. Joining GMSVP after the month of July will be discounted at 50% of the annual dues (For Non Renewing, New Members Only).

## **Article III – Officers**

**Section 1.** Election of Officers:

- A. A nominating committee of three members shall be appointed by the President in **September**. This committee shall select one candidate for each elective office and submit this slate at the regular **October** meeting.
- B. Nominations may be made from the floor at the **October** meeting, providing the nominator has obtained prior consent of the nominee.
- C. The presiding officer will appoint three tellers at the **November** meeting.
- D. The voting shall be made by written ballot at the regular **November** meeting and a majority vote of voting members present shall be sufficient to elect any officer.
- E. Write-in votes for persons who have not been nominated shall not be considered.
- F. If there is only one candidate for an elective office, the presiding officer shall declare that the candidate is duly elected and no ballots for that office need to be cast.

**Section 2.** Officers shall be installed at the **December** meeting.

**Section 3.** Officers shall serve for a term of one year or until successors are elected. President, First Vice-President, and Second Vice-President may be reelected for successive terms, not to exceed three years.

## **Article IV – Duties of the Officers**

**Section 1.** The President shall preside at all meetings of the Society, the Executive Committee and of the Board of Directors and shall perform all duties customary to the office. He shall be a member ex officio of all committees except the Nominating Committee. He may appoint such special committees as he deems necessary. He is authorized to sign checks in the absence of the Treasurer. He shall have a vote only in the case of a tie. The President, together with the Treasurer, shall be responsible for obtaining and maintaining the Club's IRS 501(c)(3) status. The President or his designee shall be responsible for reserving the Club's meeting dates with the Sandy Bottom Nature Park staff on January 1<sup>st</sup> of each new year.

**Section 2.** The First Vice-President shall serve as Chair of the Membership Committee. He shall sign all membership cards. He shall act as aide to the President and shall perform all duties of the President in his absence or inability to serve including signing checks in the absence of the Treasurer. He shall maintain a roster of all current members and make this roster available to all club members on a regular basis or whenever updated.

**Section 3.** The Second Vice-President shall serve as Chair of the Program Committee. He shall perform such other duties as the Board of Directors shall direct. He shall act as aide to the President and shall perform all duties of the President in the absence of the President and First Vice-President.

**Section 4.** The Treasurer shall receive all monies paid to the Society. He shall make disbursements when authorized by the Budget, by the direction of the Board of Directors, or by vote of the Society. He shall keep an accurate record of all receipts, disbursements, and financial obligations and shall give a statement of account at each meeting. He shall present a complete written report and have an audit performed at the end of the calendar year. All checks shall be signed by the Treasurer or the President or the First Vice-President. In the absence of the Membership Chair the Treasurer is authorized to sign membership cards. The Treasurer will also be responsible for the maintenance of the Club's post office box.

**Section 5.** The Secretary shall keep an accurate record of the proceedings of all meetings of the Society, the Executive Committee and The Board of Directors and shall keep such records available during meeting so that accurate information as to past actions and intentions may be obtained. The Secretary shall handle the routine and special correspondence of the Society, Executive Committee, and Board of Directors.

**Section 6.** Each officer and each chair of a committee upon vacating his or her office or chair shall turn over to his or her successor without delay (within 15 calendar days) all records, books, correspondence, funds, or other material pertaining to the position being vacated. Signature cards for all accounts shall be changed to the new officers. If an Office will be vacant, all items mentioned above will turned over to the President.

## **Article V – Executive Committee Duties**

The Executive committee shall transact necessary business between regular meetings and such other business as may be referred to it by the Society. It shall be subject to the order of the Society and none of its acts shall conflict with actions taken by the Society.

The Executive Committee shall handle routine business requiring action between regularly scheduled meetings of the Society. None of its acts shall conflict with the action taken by the Society.

## **Article VI – Board of Directors Duties**

**Section 1.** The Board of Directors is responsible for the overall operation of the Society, including financial concerns and Program. It may constitute such additional standing committees as are deemed necessary. It may authorize expenditures of monies, and fill all vacancies in office occurring during the calendar year, including the office of President. It shall be subject to order of the Society and none of its acts shall conflict with actions taken by the Society.

**Section 2.** When it becomes evident that an elected office holder is unable or unwilling to perform the duties assigned to them, the Board shall be empowered to declare the office vacant and shall by a majority vote, appoint a successor for the remainder of the term.

**Section 3.** The Board of Directors shall act as mediator on cases of conflict.

**Section 4.** Meetings of the Board are normally held quarterly or as called by the president and must be called upon written request of one-third of the members of the Board. Matters on which a vote is to be taken by the Society shall be presented at the next regular meeting.

**Section 5.** A majority of the membership of the Board shall constitute a quorum for the transaction of business.

## **Article VII – Meetings**

**Section 1.** This Society shall operate on the basis of a calendar year, and regular meetings shall be held monthly.

**Section 2.** Special meetings may be called by the President.

**Section 3.** A Picnic during one of the summer months may replace the regular meeting of that month.

**Section 4.** The regular meeting in November shall be the election meeting, at which all elective offices for the following year shall be filled.

**Section 5.** The December Meeting shall be a Christmas dinner and shall take the place of that month's regular meeting. Installation of newly elected officers shall be conducted at this meeting.

**Section 6.** Field trips shall be held at such time and places as the proper committees of the Society shall direct.

# Article VIII – Standing Committees and Special Interest Groups

**Section 1.** There shall be such Standing Committees and Special Interest Groups created by the Board of Directors as may be required to carry on the work of the Society. The Board shall stipulate the duties of such committees. Standing Committees shall include the following: Education, Field Trips, Historical Records, Hospitality, Lapidary Workshop, Library, Membership, Property, Publication, Parliamentary Procedure, Program, Publicity, Show and Special Events, Youth Program and Special Interest Groups.

**Section 2.** The chair of standing committees with the exception of Program and Membership, shall be appointed by the President. The term of office of the chair shall be for the Society's calendar year or until their successor is appointed. The coordinator for each Special Interest Group is selected by the group. Term of office is determined by that group.

## Standing Committees and Duties:

**A. Education:** The Education Committee shall further the knowledge and skills of the Society members in the areas set forth in the by-laws by promoting teaching, projects, demonstrations of crafts, and special studies of topics related to the hobby. The opportunity for education shall also be extended to the community through shows and through appearances at schools, churches, scouting groups, and civic organizations.

**B. Field Trips:** This committee will plan and organize trips to suitable sites for the purpose of collecting gem and mineral specimens, cutting material, and fossils. Responsibilities shall include obtaining approval from site owners, and providing adequate information on safety requirements and travel instructions. The committee activity may also include visits to mineral and fossil museums.

**C. Historical Records:** The Chair of this committee shall be known as the Historian. Because of the nature of its task the committee may function as a committee of one. The duty of the Historian is to collect and preserve all documents of the Society of historical value. These include: copies of 'The Virginia Pen', written documents on the History of the Society, photographs, newspaper and magazine articles. The Historian is responsible for scrapbooks.

**D. Hospitality:** The Chair of this committee is Hostess or Host. The committee shall be responsible for refreshments at the regular Society meetings by enlisting volunteers to participate. The committee plans and implements the Christmas Party, the summer picnic, and is in charge of the door prize drawing and supplies.

**E. Lapidary Workshop:** This committee shall coordinate the “one-on-one” teaching program of lapidary skills and techniques. The program works on the basis of experienced craft persons offering limited help to Society members to improve their knowledge of lapidary skills and equipment needs for their own shop.

**F. Library:** The Chair of this committee is called the Librarian. The duties involve maintaining and arranging for the housing of the Society’s library that includes books, magazines, pamphlets, and other materials related to all areas of interest stipulated in Article II of the Constitution. A listing of library materials shall be available to Society members. A system for checkout of books and materials shall be maintained. Late return penalties will be assessed

**G. Membership:** The First Vice-President shall serve as Chair for this committee. The committee duties include promoting the enlistment of new members, maintaining the membership roll, signing the membership cards, and updating the name badges. This committee shall submit a membership list for publication by May and November.

**H. Publication:** This committee shall be responsible for publishing The Virginia Pen and other documents and pamphlets relating to the program of the Society. The editor of The Virginia Pen may serve as chair of this committee. The committee is responsible for the maintenance of equipment required for publication purposes. The Virginia Pen is ordinarily published on a monthly schedule and contains the minutes of the Society’s business meetings, notices of upcoming meetings, shows and field trips.

**I. Parliamentary Procedure.** The Chair of this committee shall be known as the Parliamentarian. The Parliamentarian shall settle by use of “The New Robert’s Rules of Order”, latest edition, any dispute or confusion over proper parliamentary order that is not covered in the Constitution, by-laws, or standing rules of the Society. The committee shall advise the Executive Committee and Board of Directors of any changes that should be made in the Constitution, By-Laws, or Standing Rules.

**J. Program:** The Second Vice-President shall serve as chair of this committee. It shall plan and implement the presentation of a program at each regular meeting that supports the purpose of the Society. The Chair shall ordinarily introduce the speaker, write, on behalf of the Society, a note of thanks to guest speakers, and present an honorarium when appropriate.

**K. Property:** This committee shall keep a record of all property owned by the Society and where it is located. To keep records current, coordination and cooperation with other committees is expected. The chair shall be appraised of all major acquisitions in advance. The committee shall establish property values when required for sale.

**L. Publicity:** This committee shall handle the publishing of information of the Society’s activities in the media. Copies of any article in print should be given to the Historian.

**M. Shows and Special Events:** The duty of this committee is to initiate, plan, and promote the participation in gem and mineral shows. Proposed shows along with a plan of organization shall be submitted to the Board of Directors for approval. A subcommittee may be set up for a specific show as required.

**N. Youth Program:** This standing committee shall be responsible for implementing the “Pebble Pups” and “Rock Stars” programs for the junior members of the Society. This committee will plan and present age appropriate educational programs on rocks, minerals, earth science and lapidary arts to the junior members of the Society. It shall receive funding from the Society through the annual budget process to implement these programs. When the junior members are present there will always be two unrelated adults present. At no time will an adult be alone with a junior member.

**O. Special Interest Groups:** May be organized to provide a forum to discuss topics relative to a specialized area of the hobby in greater depth than is possible in time allocated to programs at the regular Society meetings. There shall be a coordinator, having the status of a chair of a standing committee, elected by the group. All members of the Society and invited guests are invited to attend. No dues are assessed but needed resources may be received through the Society budget. Three groups are active at this time: Silversmithing, Gem cutting and Mineralogy.

## **Article IX – Affiliations**

This Society shall maintain membership in the Eastern Federation of Mineralogical and Lapidary Societies and South Eastern Federation of Mineralogical Societies, which are members of the American Federation of Mineralogical Societies.

## **Article X – Amendments**

The By-Laws may be amended at any regular meeting by vote of two-thirds of the voting members present – provided that notice of the proposed amendment has been given at the previous meeting and has been read or copies of it distributed to Society members for their consideration at the previous meeting.

## **Article XI – Quorum**

A quorum shall be not less than 33 percent of the voting membership.

## **Article XII – Parliamentary Authority**

The Rules contained on the current addition of "The New Robert's Rules of Order" shall govern all meetings of the Society in matters not covered by in the By-Laws.

Adopted 1958, amended 1961, corrected 1962, reprinted 1970, amended 1977 and reprinted, amended 1981 and reprinted, amended 1988 and reprinted, reprinted 1993, amended 1994, amended 2002 , reprinted. 2009 and edited and reprinted 2010. Amended and reprinted 2012 Amended and reprinted 06 Jan. 2014

## Standing Rules

The Standing Rules of the Society, may be changed or suspended at any regular or called meeting of the Society without prior notice.

1. The regular meetings of the Society shall be held at Sandy Bottom Nature Park, 1255 Big Bethel Road, Hampton, Virginia (S.B.N.P. (757) 825-4657).
2. The mailing address of the Society shall be P.O. Box 6424 Hidenwood Station, Warwick Boulevard, Newport News, Virginia 23606.
3. The regular meetings shall be held on the first Thursday of each month at 7:00 p.m. and be convened at 7:15 p.m. The meeting room must vacate at 9:00 p.m. Fellowship may commence at 6:00pm until the meeting at 7:00 pm.
4. The general order for regular meetings shall be:
  - Call to Order
  - Introduction of guests
  - Approval of Minutes
  - Treasurers Report
  - Presidents recap of Board meeting
  - Committee reports
  - Old business
  - New Business
  - Announcements
  - Drawing for Door Prizes
  - Adjournment for program and refreshments

5. Called/Special meetings of the Society will be held upon receipt of a written petition signed by at least 33 percent of the current membership. The President shall establish the time and place of the meeting.
6. The Society may levy upon each member such dues and assessments as it deems necessary for the transaction of business and attainment of its purposes. The amount of the dues shall be published monthly in 'The Virginia Pen'.
7. The Board of Directors shall prepare the annual operating budget and present it to the Society at its January meeting for adoption.
8. Standing and special committee chairs shall be appointed by the President assisted by the Board of Directors.
9. When the President appoints a special committee, the first person named shall serve as Chair.
10. At the end of their tenure in office, all officers and committee chairs shall turn over all records and properties of the Society to the successor.

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