

TOMOKA GEM AND MINERAL SOCIETY, Inc. BYLAWS

April, 2014 APPROVED

PREAMBLE

Section 1. Purpose. These bylaws are designed to assure the Tomoka Gem and Mineral Society operates effectively in accordance with the Charter of the Club. These Bylaws are to be reviewed annually and updated as the club evolves. These bylaws are to be reviewed and changes/modifications proposed to the Executive Committee by the President at the February meeting annually. Any updated Bylaws are to be presented to the membership at the March meeting and voted upon at the April meeting annually.

ARTICLE I

DUTIES OF OFFICERS

Section 1. President. The President shall serve as the Chief Executive Officer of the Society, and the Chairman of the Board of Directors. The President shall preside at the meetings of the Society, and the Board of Directors; may call special meetings of the Society when he or she deems them necessary; shall appoint the Show, Workshop, and Donations/Auctions Chairs; shall appoint any and all temporary Committee chairs; shall appoint replacement officers due to vacancies, and shall present a budget recommendation to the Board of Directors prior to the October meeting. The President will assure the Board of Directors functions effectively to provide the leadership necessary to accomplish the goals of the Charter. The President will report Board of Directors actions to the membership at the next Membership meeting subsequent to any Board meeting.

Section 2. Vice-President. The Vice-President shall assist the President in the performance of the President's duties. In the absence of the President, the Vice-President shall preside at the meetings of the Society. In the absence of the President, the Vice-President shall preside at the Board of Directors meetings. The Vice-President shall succeed to the office of President in the case of vacancy for any cause. The Vice-President shall be a member of the Board of Directors. The Vice President shall arrange all programs for the monthly meetings. The Vice President will appoint and directly support the Chair, Field Trips Committee. The Vice President will appoint the Chair, Education and Classes committee, and serve on that committee as a representative of the Board of Directors.

Section 3. Secretary. The Secretary shall keep the minutes of all Society membership meetings and Board of Directors meetings. The Secretary shall conduct correspondence of the Society and keep a current list of all members in good standing. The Secretary shall be a member of the Board of Directors. The Secretary will appoint the Newsletter Editor, Web master and the Records Custodian. The Secretary will approve the policies by which the newsletter is published and the Society Records are maintained. The Secretary is the Club Officer responsible for the effective and timely notification of activities to the membership and is the Club Officer responsible for assuring the Society maintains effective records. The Secretary will supervise the Election of Officers annually.

Section 4. Treasurer. The Treasurer shall receive all funds of the Society, collect dues and all other monies due the Society and disburse them in accordance to Article VIII of these By-laws. The exception is the monies collected by the Workshop committee shall be received by the treasurer of the workshop committee and disbursed as approved by the formal rules of the Workshop Committee. The Treasurer shall render a written financial statement at each monthly meeting, to be filed with the Secretary. The Treasurer shall be a member of the Board of Directors. The Treasurer will appoint and support the Chair,

Sunshine/Membership Committee and serve on that committee as a representative of the Board of Directors. The Treasurer will directly support and advise the Show Committee. The Treasurer will propose an annual budget and present it to the Board of Directors at the first Board meeting after September 1 of each year.

ARTICLE II

BOARD OF DIRECTORS

Section 1. Board of Directors. The Society shall have a Board of Directors whose duty it shall be to manage the affairs of the Society in accordance with these Bylaws and the Charter. The Board of Directors will formally approve any club expenditure that exceeds \$1,000. The President may authorize expenditures below \$1,000. The Board of Directors will approve the annual budget that will set annual budgets for all Committees. All club expenditures will be made by the Treasurer and reported to the membership in each monthly Treasurer's Report. The Board of Directors will formally approve all committee operating procedures and rules.

Section 2. Number of Directors. The Board of Directors shall be composed of seven (7) members: the President, Vice-President, Secretary, Treasurer, Immediate Past President, and two members at large appointed by the President from Standing Committee Chairs. Should any be unable to serve, the President will immediately appoint a replacement for the remainder of their term. Should an individual occupy more than one of the positions that are board members, the President shall appoint a nonmember standing committee Chair to the board.

Section 3. Meetings. The Board of Directors shall transact the business of the Society at regular and special meetings, upon call of the Board President. A quorum of the Board shall be four members. All actions may be taken by a majority vote of the Board members present. No board meeting will be held without a quorum present. The board shall meet at least quarterly.

ARTICLE III

DUTIES OF APPOINTEES

Section 1. Editor of the "Tomoka Coquina". The Editor produces the monthly newsletter of the Society as requested and under the guidance of the Secretary.

Section 2. Director, Coquina Kids. The Coquina Kids is the organization of children ages 7 -15 sponsored by the TGMS. The purpose is to provide education and experiences to the children that will foster an interest in gems and minerals. The Director will plan and supervise the monthly Coquina Kids meetings and foster a supportive environment within the TGMS for the educational efforts of the Coquina Kids. Up to ten percent of the annual TGMS budget will be used to support Coquina Kids activities as provided in the approved annual budget.

ARTICLE IV

DUTIES OF STANDING COMMITTEES

Section 1. Workshop Committee. The Workshop Committee will maintain and operate the Society's workshop. The Workshop will be operated according to a set of rules approved annually by the Executive Committee, and presented to the membership at the February meeting annually. The Workshop Committee shall have not less than 5 members. The Chair of the Workshop Committee will be appointed by the President and serve a one year term from October of each year. The Chair shall appoint others members for one-year terms beginning in October of each year.

Section 2. Field Trip Committee. The Field Trip Committee shall make arrangements for the field trips sponsored by the Society. The Chairman of the Field Trip Committee shall be the Safety Officer on any and all field trips sponsored by the Society. The Field Trip committee will be operated according to a set of rules approved annually by the Executive Committee. The Chair of the Field Trip Committee will be appointed by the President and serve a one-year term from October of each year. The Chair shall appoint others members for one-year terms beginning in October of each year.

Section 3. Show Committee. The Show Committee shall plan and supervise all Society sponsored gem and mineral shows that the Board of Directors approve. The Show Committee shall propose a budget and recommend rules for sales to the Board of Directors for their approval. The Show Committee Chair will be appointed by the President at the February meeting annually and serve for a one-year term. The Show Chair will appoint all other committee members as necessary for one-year terms that are from February to January annually. The Show committee will be operated according to a set of rules approved annually by the Executive Committee.

Section 4. Education and Classes Committee: The Education and Classes committee will plan and supervise Society classes and education programs. The Educations and Classes committee, in coordination with Society Workshop committee, will assure a balanced use of the workshop for both member use and Society sponsored classes and education. The Chair of the Education and Classes Committee will be appointed by the President and serve a one-year term from October of each year. The Chair shall appoint others members for one-year terms beginning in October of each year. The Committee will be operated according to a set of rules approved annually by the Executive Committee, and presented to the membership at the February meeting annually.

Section 5. Sunshine/Membership Committee. The Sunshine/Membership Committee shall accept the application form of any applicant and make recommendations to membership for approval or disapproval. The Committee will welcome new guests and members and make recommendations to the Board for appropriate recognition of members. This committee will have three members. This Committee will develop, maintain, and update the New Members Booklet. The Chair will appoint committee members for one-year terms beginning in October of each year. The Sunshine/Membership committee will be operated according to a set of rules approved annually by the Executive Committee, and presented to the membership at the February meeting annually.

Section 6: Donations/Auctions Committee. The D/A committee will accept/store/and dispose of all donations to the TGMS. All donations to the club are the property of the D/A committee and will be inventoried, stored, managed, and sold/disposed of by the Committee. The Chair, D/A committee will be appointed annually by the President at the October meeting. The committee shall be at least 3 members. The Chair will appoint the other members for one-year terms. The Committee shall organize and conduct all Club auctions including the auctions at member meetings and the annual Show. The Donations/Auction Committee will manage the club storage facility to provide secure storage for donations, auction items, club equipment, and show supplies. The budget for the storage facility will be promulgated by the D/A committee and included in the annual Society budget. The D/A committee will be operated according to a set of rules approved annually by the Executive Committee, and presented to the membership at the February meeting annually.

ARTICLE V

MEETINGS

Section 1. Regular Meetings. The regular meetings of the Society shall be on the First Thursday of each month. The meetings are set by contract with the City of Holly Hill. Regular meetings will not be held in July and August.

Section 2. Purpose. The regular meetings of the Society are held:

- A. To keep the membership informed as to the business of Executive Committee and other Committees.
- B. For informal discussion by the membership; special talks by guest speakers; and any other instructive or entertaining program.
- C. For fund raising activities for various committees.
- D. For individual sale tables to foster interaction of club members

ARTICLE VI

ELECTION OF OFFICERS AND DIRECTORS

Section 1. Time and Place. The election of officers shall take place annually at the meeting in June. Nominations will be made from the floor.

Section 2. Officers' Terms of Office. The President, Vice-President, Secretary and Treasurer shall be elected for a term of one year beginning September 1st.

Section 3. Eligibility. Any member in good standing is eligible to hold an office, but no person shall hold more than one elective office.

Section 4. Club Year. The Club Fiscal year shall be from January 1st to December 31st.

ARTICLE VII

MEMBERSHIP

Section 1. Eligibility.

- A. Any person, sixteen years of age or older, interested in rocks, minerals, Lapidary arts, jewelry crafts, artifacts, etc., may become a member of the Tomoka Gem and Mineral Society by submitting an official application form, properly filled in and signed by the applicant and countersigned by a member in good standing.

- B. The Sunshine/Membership Committee will review the application and forward it, with their recommendations, to the Board of Directors for their approval.
- C. Persons under sixteen years of age are considered Junior Members with the privilege of attending meetings without a vote.

Section 2. Requirements. All members shall abide by the Charter and Bylaws of the Society, copies to be made available to all members by the Secretary.

Section 3. Member in Good Standing. A member in good standing is one who is current in dues, and who is not delinquent in any account to the Society.

ARTICLE VIII

FINANCES

Section 1. Dues.

- A. The dues of all members of the Society shall be as follows:
 - 1. The club has both individual, and family memberships.
 - 2. Persons under the age of sixteen are considered junior members and shall pay no dues.
- B. The amount of annual dues shall be set by member vote at the October meeting.
- C. Dues are to be paid annually as of the first of January, with ninety day grace period.
- D. If persons join after July 1st, dues are one half the annual fee.

Section 2. Accounts. The Financial Accounts of the Society will be reviewed by an outside, qualified auditor annually in May unless this is formally waived by a vote of the Club membership at the February or March Membership meeting. All committee chairs will provide full accounting of funds collected/dispensed to the Treasurer on a monthly basis for inclusion in the Treasurer's Report.

Section 3. Debts. Receipts for authorized expenditures shall be presented for reimbursement within sixty (60) days.

Section 4. Authorization. All checks for a sum greater than \$50 shall be signed by the Treasurer, and countersigned by an initial of another officer.

Section 5. Honorariums/Social. The Executive Committee shall determine any and all honorariums or social (illness, etc.) expenditures on behalf of the club for guest speakers/members/instructors as deemed appropriate. There are no precedents; all activities will be determined on a case-by-case basis by the Executive Committee and reported to the membership at a subsequent meeting.

ARTICLE IX

SHOWS and PUBLIC PRESENTATIONS,

Section 1. Purpose. The Society shall assume an active interest in Hobby shows and other functions that tend to promote the Society's aims and purposes.

ARTICLE X

MEETINGS

Section 1. Quorum. A quorum at any membership meeting shall be twenty-five (25%) percent of members in good standing. A quorum is not required for the election of Officers. Election of officers will be made by a majority of members present at the June meeting.

Section 2. Membership Meetings.

A. Purpose: Membership meetings are for exchanging information, fund raising, education, providing members with information, for fellowship, and for reporting on club business by the officers and committee chairs. The club meetings are not for transacting Club business except for electing officers, approving dues, updating bylaws by member vote, and determining audit requirements.

B. Timing. Membership meetings are held monthly the first Thursday of each month. The normal schedule is to alternate educational programs and events. A nominal schedule is September: Club donations auction; October: Annual Budget presentation, Approval of Dues by Member Vote, Appointment of Committee Chairs, Guest speaker; November: Club Silent Auction; December: Christmas Party, Member sale tables; Jan: Show planning; Feb: Club 50/50 Auction; March: Draft Bylaw updates reading, Guest Speaker; April: Members sale tables, Bylaws vote; May: Guest Speaker; June: Election of Officers, Member demo/instruction exhibits/sale tables; July: no meeting; August: no meeting.

C. Annual Silent Auction. All members are expected to contribute to the annual silent auction. Items are to be lapidary/jewelry arts related and of an expected retail value of at least \$25. All items will have a \$5 minimum bid. The clear intention is for member-made items in so far as practical. Coquina Kids are specifically requested to participate. 50% of all funds raised will be used to support Coquina Kids activities, 50% will be used for the Annual Christmas party. This is a fundraiser; all members are encouraged to participate to support the Club's activities. Items that receive no bids will be used as silent auction items at the Club Show.

D. Annual 50/50 auction. This activity is a member/club fundraiser. Items are restricted to lapidary/jewelry related items including equipment, supplies, finished goods, etc. Fifty percent of all proceeds will be used for the Club's general fund. Consigner sets minimum bids. Unsold items remain the property of the consignor.

E. Member sale tables. Member sale tables are restricted to lapidary/jewelry related items. This is a Gem and Mineral Club. Sales will be conducted within the provisions of these Bylaws.

F. Private Sales: No private sales will be permitted at Club meetings except at those designated as Member Sale Tables. This is to allow the Donations/Auction Committee and Guest Speakers to present without distraction. There are no restrictions on member sales tables once any formal member meeting is adjourned.

G. Christmas Party. The December meeting will be the annual Christmas party. This activity will be financed by the annual silent auction held in November and by a nominal \$5 ticket charge. Coquina Kids and their families are welcomed non-paying guests at the Christmas Party.

H. Refreshments. Refreshments will be available at all member meetings. The President will appoint a temporary committee every few months to provide refreshments. The annual budget will include necessary funds to provide the refreshments. Members are encouraged to support this effort on a pot-luck basis to supplement the committee budget.

I. Guest Speakers. The Vice President will arrange for three guest speakers per year. Each will be provided a \$50 honorarium unless the Executive Committee approves a higher amount in advance. This expense will be included in the annual budget. Guest Speakers are welcomed guests, and normally begin presentations within 30 minutes of the meeting commencing.

ARTICLE XI

FACILITIES

The Club will maintain a lapidary/jewelry arts workshop and a storage room consistent with the needs of the members and the Charter.

A. The workshop shall be operated according to rules promulgated by the Workshop Committee, and approved by the Board of Directors. Any Committee or member will not use it as storage.

B. The storage facility will be operated according to rules promulgated by the Donations/Auction Committee and approved by the Board of Directors. It will be used for all TGMS storage needs.

C. Access to TGMS Facilities. Keys to Facilities will be managed according to the Workshop Committee and Donations/Auction Committee Rules as approved by the Board of Directors annually.

ADDITIONS and AMENDMENTS

Section 1. Currency and Completeness. The Charter, this document, and any written Committee Rules formally approved by the Executive Committee within any preceding twelve-month period will constitute ALL Club operating guidelines without exceptions. There will not be any unwritten rules or policies promulgated by any officer, committee, or member. This document supersedes all previous Bylaws, unwritten rules, operating procedures, policies, understandings, committee appointments or formal rules.

Section 2. Amendments. These bylaws may be amended by a majority of member in good standing at any Society meeting subsequent to one in which a formal reading of the proposed changes is formally accomplished and documented in approved minutes.

BOARD OF DIRECTORS APPROVAL YES NO

Signature: _____

Chairman of the Board of Directors

Date: _____

TOMOKA GEM AND MINERAL SOCIETY, Inc.

MEMBERSHIP APPROVAL YES NO

Signature: _____

President

Date: _____