

Bylaws of Monrovia Rockhounds Inc.

ARTICLE I

Purpose

- Section 1 These Bylaws, together with the *Procedures of Monrovia Rockhounds Inc.* (Abbreviated afterwards in this document to *Procedures*) will be the governing rules of this organization.
- Section 2 The Bylaws as presented herein, as a whole or any part thereof, will not be legally binding upon any person, persons, officer, officers, or any member of the organization for any purpose whatsoever.
- Section 3 Monrovia Rockhounds Inc. is an independent organization which may join or withdraw from any organization, congress, or federation at the discretion of the members of the organization by a majority vote of the total membership.
- Section 4 The objectives and purposes of the organization are:
- a) to disseminate the knowledge of the lapidary arts, geology, mineralogy, and the earth sciences related thereto;
 - b) to encourage study of these subjects through means of exhibitions, presentations, demonstrations and like programs;
 - c) to explore mineral distribution and properties through field trips, study and collection of specimens;
 - d) to prepare publications, distribute articles and make studies of the lapidary arts, geology, mineralogy and the related earth sciences;
 - e) to promote scientific research in these fields;
 - f) to encourage interest in these subjects among its members and students;
 - g) to foster classes in the lapidary arts, geology, mineralogy and related earth sciences;
 - h) and all other means which are appropriate to the accomplishment of these objectives set forth in this section.
- Section 5 The corporation is not formed for profit, and none of its assets will be used for the pecuniary gain and /or profit of any member.
- Section 6 The fiscal year of the organization will begin on April first of each calendar year.
- Section 7 These Bylaws will not be suspended at any regular meeting or meeting of the Board of Directors.
- Section 8 In the event of the pending dissolution of this organization its assets will be transferred completely and entirely to **THE CALIFORNIA FEDERATION of MINERALOGICAL SOCIETIES ENDOWMENT FUND.**

ARTICLE II

Membership

- Section 1 Application for membership will be open to any person, age 18 years or older, as summarized below and detailed in the *Procedures* of the organization.
- a) Persons desiring membership in the organization must attend two group functions within a six month period to become eligible for membership.

- b) To become a member each eligible person must be voted on and approved by the Board of Directors.

Section 2 Dues are due and payable on the first (1st) day of April of each year.

Section 3 A member may be suspended for non-payment of dues.

Section 4 Any member can only be expelled/removed from the organization by the Board of Directors

Section 5 Honorary or Life memberships may be established by the Board of Directors. An honorary member will be exempt from dues and from member count for a quorum.

ARTICLE III

Officers

Section 1 The officers of the organization will consist of a President, one Vice President, one Auditor, one Secretary and one Treasurer. Collectively these are the Board of Directors for the organization.

Section 2. The Board of Directors will meet once a month on a date other than the regular meeting of the organization.

Section 3 A special meeting of the Board of Directors may be called at any time at the discretion of any Board member, provided a majority of Board members agree to the special meeting and provided that all Board members are notified of said special meeting.

Section 4 The officers designated in above Section will be elected as follows:

- a) All officers will be elected by a majority vote of a quorum and as stated in the *Procedures*.
- b) The term of office for all Board of Directors designated in Section 1 will be for one (1) fiscal year, and they will take office at the beginning of the fiscal year.
- c) The President will not be elected to succeed themselves in the office of President except as requested by the nominating committee and the nomination be approved by a separate majority vote of a quorum.
- d) In order to be nominated for President, the member will be a member in good standing, and will have served as an officer, representative or chairperson for a minimum of one year.

Section 5 Should a vacancy of an office occur during the elected person's term, said vacancy will be filled through nomination by the President. This nomination must be approved by a majority vote of a quorum at the first member meeting after the President's nomination request, where other nominations for that office will be accepted from the floor.

Section 6 No member may serve multiple Board of Director offices at the same time.

ARTICLE IV

Duties of Officers

Section 1 It will be the duty of all officers to perform all duties as prescribed in Bylaws and *Procedures* of the organization.

Section 2 President: It will be the duty of the president to preside at all meetings of the organization and of the Board of Directors.

- Section 3 Vice President: It will be the duty of the vice president to serve in the capacity of the President in the President's absence, arrange for the monthly programs and, assist the president as needed.
- Section 4 Secretary: It will be the duty of the secretary to keep a permanent record of all proceedings of the meetings and to handle all routine correspondence of the organization.
- Section 5 Treasurer: It will be the duty of the treasurer to receive all dues and moneys and to disburse them when authorized by the Board of Directors; to keep full and accurate account of such transactions in permanent form and to render a written report to the membership at the close of each fiscal year.
- Section 6 Auditor: It will be the duty of the auditor to annually audit the treasurer's books and to quarterly report, to the Board of Directors, the tracking of expenditures relative to the budget.
- Section 7 No officer will assume any authority unless specifically granted in the above regulations, or as specifically prescribed elsewhere in the *Procedures* and/or Bylaws of the organization unless so authorized by the Board of Directors.
- Section 8 If an officer is unable to be present at a regular meeting or a meeting of the Board of Directors, said officer will notify the president and/or vice president and arrange to have all necessary information present at the meeting which may pertain to the particular office involved.
- Section 9 The President will not assume the duties of any other officer or member of the Board of Directors except in case of deficiency in which case he may ask for the resignation of that officer or member upon approval of the Board of Directors.

ARTICLE V

Duties of the Board of Directors

- Section 1 The Board of Directors will assume the specific duties outlined herein and will be granted the authority to act on all organization matters except those hereafter prohibited.
- a) The Board of Directors will guard, protect and further the desires and needs of the membership of the organization.
 - b) The Board of Directors will present an annual budget to the membership for approval, and may authorize expenditures in excess of the budget total by 10% but no more without the consent of the membership.
 - c) The Board of Directors may not change or suspend the Bylaws, *Procedures*, Definitions or Articles of Incorporation. If changes are deemed necessary by the Board of Directors, such changes may be recommended to the membership.
 - d) The Board of Directors will approve all appointments made by the President or any officer acting in behalf of the president.
 - e) The Board of Directors will approve or reject the applications for new membership and expel existing members in the organization according to the *Procedures*.
 - f) The Board of Directors will assist the president in all possible ways.
 - g) The Board of Directors will be required to study and report their recommendations on every problem and/or suggestion made by the regular members in good standing, according to the *Procedures*.
- Section 2 Any member of the Board of Directors who fails to attend three (3) consecutive meetings of the Board may be removed from their office by action of the Board and that office declared vacant.

ARTICLE VI

Chairs and Representatives

- Section 1 Chairs of the organization may consist of: Fellowship chair, Field Trip chair, Show chair, Federation chair, Bulletin Editor, Custodian, Lapidary chair, Historian, and such other chairpersons as needed.
- Section 2 Chairs will be appointed for one year at a time will serve in the same position for no more than four (4) consecutive years, except with the approval of the Board and ratification by 2/3 of the general membership at the next regular meeting.
- Section 3 Representatives will be appointed for one year at a time and serve for no more than three (3) consecutive terms. The President will nominate one Representative for each 15 members in the organization or fraction thereof.
- Section 4 All chairs and representatives are appointed by the President in accordance to the *Procedures*.

ARTICLE VII

Duties of Chairs and Representatives

- Section 1 It will be the duty of all chairpersons to perform all duties as prescribed in the Bylaws and *Procedures* of the organization.
- Section 2 Fellowship chair: It will be the duty of the Fellowship chair to be the official host or hostess, to be responsible for processing of new members and guests, and to remember, in the name of the organization, those members who may be ill or in distress.
- Section 3 Field Trip chair: It will be the duty of the field trip chair to plan and prepare the field trips.
- Section 4 Show chair: It will be the duty of the show chair to promote participation in all shows sponsored by the organization and to be in charge of show plans, show committees, displays and all other subjects pertinent to the planning and execution of such shows.
- Section 5 Federation chair: It will be the duty of the federation chair to attend the regular semi-annual meetings of the California Federation of Mineralogical Societies, Inc. and to inform the membership of all activities and proceedings in said society.
- Section 6 Bulletin Editor: It will be the duty of the bulletin editor, preferably with contributions from the membership, to edit, print, and distribute a monthly bulletin. The bulletin will be sent in time to reach members before the monthly meetings.
- Section 7 Custodian: It will be the duty of the custodian to be in charge of all physical assets of the organization not normally retained by other officers or chairs.
- Section 8 Lapidary chair: It will be the duty of the lapidary chair to instruct members in the basic lapidary arts, when requested to do so.
- Section 9 Historian: It will be the duty of the Historian to accumulate and to keep permanent records of the history and activities of the organization and its members.
- Section 10 Representatives: It will be the duty of the representatives to coordinate with the regular membership, to present their needs and desires to the Board of Directors, to communicate the answers back to the members and to serve on special committees as requested by the President.

ARTICLE IX

Election and Quorum

- Section 1. For the purpose of electing new officers for the organization there will be a nominating committee composed of a chairman, appointed by the president, and two (2) members in good standing. The two (2) members will be elected by a majority of a quorum at the regular meeting in November.
- Section 2. The nominating committee as specified above will report their recommendations to the regular membership as specified in the *Procedures*.
- Section 3. A quorum for the transaction of any business pertaining to the organization will be forty (40) percent or more of the regular members in good standing assembled in a regular meeting. The total number of eligible members present will be the basis for vote tabulation.

Revised Draft November 19, 2011

Reviewed by the Bylaws revision committee (Cal Matthews, chair; Janie Duncan; Ralph Fregoso; Becky Fregoso; and Ray Ritchey) and approved on January 5, 2012

Approved at general meeting on February 16, 2012