

Procedures of Monrovia Rockhounds Inc.

ARTICLE I

General

- Section 1 The **Bylaws of Monrovia Rockhounds Inc.** (Abbreviated afterwards in this document to *Bylaws*) may be amended only by a two-thirds (2/3) majority of a quorum with a secret ballot. The vote will be conducted at a regular meeting not less than twenty (20) days after such amendments have been proposed to the members. Proposed amendments will be published in the next bulletin with the time set for the vote.
- Section 2 No business will be brought before an open meeting in the form of a motion without first being referred to the Board of Directors for a recommendation. In an emergency, this rule may be set aside with the consent of the President.
- a) Any member may request or present a request to the Board through a board member or in open meeting.
 - b) The Board must consider every request by members.
 - c) In case the board is unfavorable to a suggestion, the member must be contacted by the President or Vice President and, if the member wishes, the board must present the problem to the membership.
 - d) If no action is taken by the Board within three months, the requesting member may force a vote on the matter, other than the *Bylaws* change, in open meeting by the membership present.
- Section 3 Regular meetings will be held monthly on the third Thursday. Any change in meeting date must be presented to the membership at least one month in advance, except in emergency, and be approved by a majority of the members present. Notification must be given in the bulletin.

ARTICLE II

Membership

- Section 1 New Members
- a) All persons desiring to become a member of the organization will be sponsored:
 - 1 If a person is sponsored by a regular member of the organization, the requirements for membership will be the attendance of two (2) regular functions of the organization and acceptance of the membership application by the Board of Directors.
 - 2 If a person has no sponsor, the Fellowship Chair will act as sponsor.
 - b) The Fellowship Chair will maintain a "Visitors' Register" and will ask that all visitors, guests, and/or prospective members sign the register at each meeting they attend. Complete information as to name, address and telephone number, and sponsor (if applicable) is required.
 - c) The Fellowship Chair will send notices of the next regular meeting to all guests, visitors and/or prospective members for a period of three (3) months, unless the person is initiated before that time.
 - d) A sponsor of a prospective member will inform the Fellowship Chair as to the interest and intention of a guest or visitor, in becoming a prospective member of the organization.
 - e) At the second attendance, the Fellowship Chair will upon knowledge of a guest's or visitor's interest in becoming a member, furnish them with a membership application. The Fellowship Chair will then present the completed application to the Board of Directors at

the next board meeting.

- f) It will be the duty of the Fellowship Chair to acquaint any person who does not have a sponsor with the requirements for membership as stated in Article IV Section 1. a. The application may not be acted upon by the Board of Directors until the requirements are completed.
- g) The Bulletin Editor will publish the name of each guest, visitor and/or prospective member at any regular meeting in the bulletin immediately following the meeting.
- h) Any regular member in good standing who has any objection to any person whose name has been published as a prospective member, guest or visitor, insofar as the person becoming a member of the organization, will inform the Board of Directors in writing of his objections, and the reason for same.
- i) In case four (4) or more objections are received by the Board of Directors, and if the objections are sound, the application is automatically rejected and may not be resubmitted for one (1) ensuing year.
- j) After a prospective member becomes eligible to join he will be formally initiated at the meeting after payment of dues and initiation fees.
- k) At the time of initiation, the new member will be given a complete set of *Bylaws*, Procedures and a membership roster.
- l) After the new member has been initiated, the Fellowship Chair will deliver the application information to the Bulletin Editor.
- m) The Bulletin Editor will publish the name, address, phone number, etc. of the new member in the next bulletin.
- n) Applicants will pay an initiation/badge fee of \$10.00 per person and an annual dues in advance as follows: \$15.00 per year for an individual and \$20.00 per year for a family membership (all residing at the same address).
- o) Annual dues for new members will be the full amount as stated above for less than one fiscal year but more than one-half (½) fiscal year.
- p) Initial dues of members for one-half (½) fiscal year or less may be prorated at the discretion of the Board of Directors.

Section 2 Delinquent Members

- a) The Treasurer will read the names of delinquent members (who have not paid their annual dues) at the May Board of Directors meeting along with any information he may have as to why they are delinquent. The Board may recommend they be contacted. If dues are not paid in full by the July Board of Directors meeting, the member will be dropped from the organization in accordance with the *Bylaws* unless otherwise authorized by the Board of Directors.
- b) When a member is dropped because of delinquent dues, he or she will be required to apply to the organization as a new prospective member in order to re-join.

Section 3 Member removal

- a) A member who violates the rules and/or regulations of the organization and whose conduct is considered improper and/or detrimental to the welfare and/or objectives and purposes of the organization may be expelled/removed from the organization by the Board of Directors.

- b) Before any regular member can be expelled, as stated above, a written notice will be given by the Secretary to the member at fault. That person will have the right to appear at a meeting of the Board of Directors, as designated in the written notice, to show cause why such action should not be taken.

ARTICLE III

Election of Officers and Appointment of Chairs

- Section 1 Officers will be nominated and elected in the following manner:
- a) The Nominating Committee, as outlined in Article IX, Sect. 1 of the *Bylaws*, will be required to contact all members under consideration to determine if the member will consent to serve.
 - b) Any member in good standing will have the privilege to submit names for consideration by the Nominating Committee.
 - c) The Nominating Committee will present its nomination of each candidate for office at the regular meeting in January. Additional nominations may be made from the floor at this time (including the nominee's consent).
 - d) Election of officers will be held at the regular meeting in February and by secret ballot when more than one candidate is to be selected for any office.
 - e) When only one (1) candidate is nominated for an office, ballot may be dispensed with and election made by acclamation.
- Section 2 The March meeting of the Board of Directors will also be attended by the incoming officers and proposed representatives and chairs.
- a) The incoming President will be called upon to present his appointments for representatives and chairs (*Bylaws* Article V).
 - b) The Board of Directors will approve, or approve as amended, the incoming President's appointments.
- Section 3 All new officers, representatives and chairs will be installed at the March meeting.
- Section 4 It will be the duty of the incoming officers and chairs to arrange for the transfer of the organization's assets and properties as pertaining to their respective offices prior to the board meeting in April.
- The April meeting of the Board of Directors will also be attended by the outgoing Officers and Chairpersons.

ARTICLE IV

Duties of Officers

- Section 1 The President will:
- a) Prepare an agenda before all meetings.
 - b) Make appointments for chairs and representatives as indicated in the *Bylaws*, Article VI.
 - c) Call upon each Officer and Chair to prepare an estimated budget for the duties of their office and submit said budget at the May meeting of the Board of Directors. Provide electronic version to the Auditor at that time.
 - d) Call upon the Treasurer to account for all income received and expenditures made on behalf of the organization; to report on financial balances and total membership.
 - e) Appoint a Chair of the Nominating Committee in November and call for the election of two

(2) regular members to serve on that committee. A quorum vote is needed for all members of the committee.

f) Arrange for installation of new officers and chairmen at the March meeting.

Section 2 The Vice President will:

- a) Act as Parliamentarian for the organization
- b) Keep the official *Bylaws* and Procedures of the organization up to date and make a copy available at all meetings for reference.
- c) Obtain appropriate programs for all regular meetings of the organization and submit them to the Board of Directors and the Webmaster.

Section 3 The Secretary will:

- a) Maintain in permanent form, a complete minute book of all regular meetings and Board of Directors meetings, for the tenure of his/her office. Supply the Bulletin Editor with a summary of all minutes for publication.
- b) Answer correspondence as requested by the Board of Directors or by the President.
- c) Notify the executive secretary of the California Federation of Mineralogical Societies of the names of newly elected officers.

Section 4 The Treasurer will:

- a) Collect, total and report all monies collected by the organization.
- b) Review memberships and collect unpaid dues as per the *Bylaws* of the organization. He will be authorized to notify members concerning dues. He will maintain an up to date roster of the membership of the organization.
- c) Pay all bills submitted upon authorization of the Board of Directors or budget.
- d) Submit a financial statement at the end of the fiscal year.

Section 5 The Auditor will:

- a) Will report on the accuracy of the financial records and accounts of the organization. The audit is to be performed at the end of the fiscal year and report made to the May Board of Directors meeting.
- b) Maintain a record of all budget expenditures as and report quarterly (every three months after taking office), as to the status of each budget account. Determine if expenditure forecasts will exceed annual budget and report to the Board..
- c) Submit to the Board of Directors, in the month of January, the total amount of dues payable to the California Federation of Mineralogical Societies.

Section 6 If an officer is unable to be present at a meeting of the Board of Directors, said officer will notify the president and/or vice president and arrange to have all necessary records present at the meeting which may pertain to the particular officer involved.

Section 7 The past president will act as advisor to the new president and Board of Directors if called upon.

ARTICLE V

Duties of Chairs

Section 1 If a chair is unable to be present at a regular meeting or a meeting of the Board of Directors, said chair will notify the president and/or vice president and arrange to have all necessary records present at the meeting which may pertain to the particular Chair involved.

Section 2 The Fellowship Chair will:

- a) Carry out the *Procedures* as stated in Article IV, Section 1.b through 1.f, above.
- b) Be the initiating officer and will be in charge of all initiation supplies.
- c) Remember members who are ill or in distress.

Section 3 The Field Trip Chair will:

- a) Be in charge of all field trip property
- b) Prepare field trips and present proposals to the Board of Directors for approval.
- c) Supervise all field trips and keep records of attendance.
- d) Publish safety regulations for the club trips, inform all members of them.
- e) Require all participants to an annual sign-off of these regulations.

Section 4 The Show Chair will appoint all committee chairmen as required for the annual show or exhibition of the organization, and report same to the Board of Directors at least 9 months prior to the show, unless otherwise approved by the Board of Directors.

Section 5 The Federation Chair will:

- a) Maintain a portfolio containing Federation Bylaws, minutes of all federation meetings as submitted by the federation, and all federation committee reports.
- b) Recommend nominations for federation officers to the Board of Directors of the organization, if so desired.

Section 6 The Bulletin Editor will:

- a) Publish a revised membership roster in the July bulletin
- b) Carry out the Procedures as outlined in Article 4, Sections 1.b. through 1.
- c) Mail the bulletin to interested parties, e.g. other mineralogical societies, magazines, etc.
- d) Will maintain a file on copies of all bulletins.

Section 7 The Custodian will be in charge of all physical assets not normally retained by other officers or Chairs.

Section 8 The Lapidary Chair will instruct members in the basic lapidary arts when requested to do so.

Section 9 The Historian will maintain an up to date history of the organization in permanent form including appropriate newspaper clippings and photos.

Section 10 The Webmaster will:

- a) Buy web space to provide an organization presence.
- b) Maintain the layout, coding and pictures for the web presentation.
- c) Obtain materials from the Officers and Chairs to timely update the web.

Section 11 The Representatives will:

- a) Review the *Bylaws* and *Procedures* in an effort to bring about necessary changes to improve the organization and to protect the rights of the members.
- b) Be available to assist any officer or Chair upon request.

Revised 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