



CLEAR LAKE GEM AND MINERAL SOCIETY, INC.

Post Office Box 58072, Houston, Texas 77258

CONSTITUTION, BYLAWS, AND OPERATING PROCEDURES

Revised June 6, 2016

CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Clear Lake Gem and Mineral Society, Inc., herein after referred to as the Society.

This Society is created solely and exclusively for educational and scientific purposes, limited to the Earth Sciences. Its net income shall not inure, in whole or in part to the benefit of any individual, and no distribution of its property or income shall be made to any individual or individuals. Upon dissolution, all money and property belonging to the Society shall be given to one or more of the following: the Armand Bayou Nature Center or its successors; local schools; or distributed as scholarships.

ARTICLE II – OBJECTIVES AND GENERAL PURPOSES

Section 1:

The Society shall promote education and popular interest in the various earth sciences, in particular those hobbies dealing with the art of lapidaries and the science of minerals, fossils, as well as their associated fields.

Section 2:

The Society shall cooperate with educational and scientific institutions or other groups engaged in increasing knowledge in the earth sciences.

Section 3:

The Society shall cooperate with other similar societies in the United States and elsewhere.

Section 4:

This non-profit Society shall be non-political and non-commercial and none of its assets shall be used for the pecuniary gain or profit of any individual who is or may become a member.

Section 5:

All of the assets, property and funds of the Society shall be devoted to the furtherance of the primary objectives and purposes of the Society. Its works, purposes, and objectives are primarily educational and are solely in the interests of the advancement of its members and the public along educational and scientific lines.

Section 6:

The Society shall not attempt to influence legislation by propaganda or otherwise, for the pecuniary benefit of the Society.

American Federation of Mineralogical Societies South Central Federation of Mineral Societies.

ARTICLE III – MEMBERSHIP

Membership in this Society shall be open to all individuals having interest in the earth sciences, lapidary, and related arts.

ARTICLE IV – OFFICERS

The Officers of this Society shall be the President, Vice President, Secretary, Treasurer and Program Director. These officers shall be elected at the December meeting and shall serve without remuneration. The term of office shall be for one year.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors of this Society shall be the President, the Vice President, the Secretary, the Treasurer, the Immediate Past President, the Program Director, the Newsletter Editor and four to six elected Directors. The term of office for the elected directors shall be for two years.

ARTICLE VI – MONTHLY MEETING

The Society shall hold monthly meetings for the transaction of its business.

ARTICLE VII – AMENDMENTS

Any article or provision hereof may be altered, amended, supplemented or repealed by the affirmative vote of two-thirds (2/3) of the voting power of the members present, provided that notice of any proposed change herein shall be proposed in writing to the members prior to the meeting preceding the voting meeting.

Proposals for changes in the Constitution may be originated by any interested member, but must be formally proposed to the Constitution and Bylaws Committee of the Society. All proposals must be presented in writing to the Constitution and Bylaws Committee 30 days prior to the notification to the membership. All proposals will be studied by the Constitution and Bylaws Committee and should be presented at the next monthly meeting along with the recommendations of the Constitution and Bylaws Committee.

All changes made in this Constitution shall be effective immediately upon passage by the members of this Society.

ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order shall govern all the meetings of this Society.

BYLAWS

ARTICLE I – MEMBERSHIP

Section 1:

Membership in this Society shall be open to all individuals having interest in the earth sciences, lapidary, and related arts. Membership shall not be constrained by race, color, religion, sex, age or national origin.

Section 2:

Honorary membership in the Society will be awarded for a period of one year to those persons who have in the eyes of the Society made an outstanding contribution and merit honorary membership. The Board of Directors must cast a unanimous affirmative vote to award an Honorary Membership.

Section 3:

Junior members shall be those persons under the age of eighteen (18) and shall not be eligible to vote or hold office in the Society.

Section 4:

Any person desiring admission to the Society shall apply in writing to the Membership Chairperson, giving name, address, and field of interest.

ARTICLE II – DUES

Section 1:

The dues of the Society members shall be as enumerated in Addendum A. Changes to Membership dues rates require Board of Directors approval.

Section 2:

All members' dues shall be payable prior to the January meeting. All members who have not paid their dues by the March meeting shall be considered delinquent and dropped from membership in the Society. If a new member pays dues prior to the monthly meeting, that member shall be given the right to vote at that meeting. Dues of new members who join in November or December will be valid for the following year also.

Section 3:

Annual dues to the South Central Federation of Mineral Societies, Inc. shall be paid by this Society by December 31, based on the total membership of this Society as of October 31.

ARTICLE III – DUTIES OF OFFICERS

Section 1: President

It shall be the duty of the President to preside at all meetings of the Society and its Board of Directors, appoint Chairpersons of all committees and perform such other duties as are needed for the office.

Section 2: Vice President

It shall be the duty of the Vice President to preside at meetings and perform all the duties of the President in the event of the President's absence or inability to serve. The Vice President shall perform such other duties from time to time as directed by the President.

Section 3: Secretary

It shall be the duty of the Secretary to keep an accurate record of the proceedings of all meetings of the Society and any other duties as outlined in the Operating Procedures.

Section 4: Treasurer

It shall be the duty of the Treasurer to receive all dues and other monies and disburse them in a timely fashion, to keep full and accurate accounts of transactions, to post a written itemized report at the monthly meeting, to close the books two weeks prior to the December meeting at which time all accounts and bank pass books

must be presented to the Auditing Committee Chairperson, and any other duties as outlined in the Operating Procedures.

Section 5: Program Director

It shall be the duty of the Program Director to arrange and schedule programs for each monthly meeting.

Section 6: Board of Directors

The Board of Directors, as the legal representative of the Society, shall convene at the call of the President, or any other officer, to conduct regular affairs of the Society and to consider such other matters as may be brought to the attention of the Board. The minutes of each Board of Directors' meeting shall be available to the General Membership at the next monthly meeting. An outline of significant items shall be printed in the monthly newsletter.

Whenever the Board of Directors is convened, a quorum shall consist of a minimum of four Board members. The President shall only vote in case of a tie vote and does not count towards the quorum.

The Board shall have the power to decide upon and transact business with the following exception:

- Shall not incur debt without a majority vote of members present at a regular Monthly Meeting.

Any Society member may attend any meeting of the Board of Directors, but only members of the Board itself shall have a vote in its proceedings.

ARTICLE IV – NOMINATIONS OF OFFICERS

The President shall appoint a chairperson and two (2) members to act as a Nominating Committee. These members are to be appointed no later than September 1 of the current year, and the Society members so notified.

The Nominating Committee shall solicit and poll members with regards to possible or desirable nominees. The Nominating Committee shall name one or more eligible candidates each for President, Vice President, Secretary, Treasurer, Program Director, and two Directors, for the ensuing term. The Nominating Committee shall determine from least thirty (30) days prior to the December meeting, the name of at least one candidate for each office to be filled. All members shall be notified of the names selected by the Nominating Committee via the newsletter prior to election of officers at the December meeting. Nominations from the floor will be accepted if the candidate has expressed a willingness to serve.

ARTICLE V – VOTING POWER

Each adult member, with dues paid to date, shall have the right to vote. The vote for all elected officers shall be held at the December meeting by voice if there is no contested position on the ballot. Otherwise any contested position will be voted by secret ballot at the December meeting. Absentee ballots submitted to the President by December 1 of the election year will be accepted. The President shall appoint two (2) tellers from the members present. The candidate receiving the greatest number of votes for a specific office shall become the holder of that office for the next calendar year. Newly elected officers will assume their duties at this Annual Meeting.

ARTICLE VI – SUCCESSION OF OFFICERS

If the office of the President shall be vacated, the Vice President will assume the office of the President for the unexpired term. Any other vacancy, including the Vice President if the Vice President steps up to President, shall be filled through an election by a majority vote of the remaining members of the Board of Directors.

ARTICLE VII – MONTHLY MEETING

The monthly meeting shall be conducted by the Current Presiding Officer and shall include:

1. Call to order.
2. Pledge of Allegiance to the United States Flag.
3. Approval of the Minutes of the previous monthly meeting as published in the newsletter.

4. Treasurer's report.
5. Report any significant items discussed at the Board of Directors meeting.
6. Report of committees.
7. Unfinished Business.
8. New Business.
9. Announcements.
10. Program.
11. Adjournment.

ARTICLE VIII– FISCAL YEAR

The fiscal year of the Society shall be January 1, to December 31, of each year.

ARTICLE IX – AFFILIATIONS

Section 1:

This Society is a member of the South Central Federation of Mineral Societies, Inc. and the American Federation of Mineralogical Societies.

Section 2:

The President may serve as Delegate to the South Central Federation of Mineral Societies, Inc. annual meeting. If the President is unable to attend, it shall be the duty of the Board of Directors to appoint a voting delegate and alternate if the board decides to send a delegate to the meeting.

Section 3:

The Society shall annually pay to the South Central Federation of Mineral Societies, Inc., dues for each member in good standing of the Society as assessed by the South Central Federation of Mineral Societies, Inc.

ARTICLE X – AMENDMENTS

Any article or provision hereof may be altered, amended, supplemented or repealed by the affirmative vote of two-thirds (2/3) of the voting power of the members present, provided notice of any change herein shall be proposed in writing to the members prior to the meeting preceding the voting meeting.

Proposals for changes in the Bylaws may be originated by any interested member, but must be formally proposed to the Constitution and Bylaws Committee of the Society. All proposals must be presented in writing to the Constitution and Bylaws committee 30 days prior to the notification to the membership. All proposals will be reviewed by the Constitution and Bylaws Committee. If found to have merit, the proposal will be presented at the next monthly meeting along with the recommendations of the Constitution and Bylaws Committee.

All changes made in these Bylaws shall be effective immediately upon passage by the members of this Society.

OPERATING PROCEDURES

PRESIDENT

The President shall prepare an agenda and preside at the monthly meetings and all meetings of the Board of Directors.

The President shall serve as ex-officio of all committees. The President shall serve as the Society's Delegate to the South Central Federation of Mineral Societies, Inc., Annual Meeting, if a delegate from the Society is sent.

The President shall complete all correspondence promptly and shall maintain a complete file of all correspondence to pass on to the next President.

The President and Treasurer shall coordinate on all expenditures. The President shall appoint a two-member Auditing Committee to complete the audit of the Treasurer's books before the December meeting and shall request a written report from this Committee. The President shall assure that the Treasurer has maintained the Society's non-profit status with the IRS and other government entities.

In the event of the hospitalization of a member or of a death in a member's family the President shall be responsible to see that a gift or card is sent from the Society. In the event of hospitalization of someone in a member's family (a non-member) the President may arrange for a card to be sent from the Society. (Members in turn must be responsible to see that the President is kept informed of these situations.)

The President is a leader who encourages committee people to do the work; and guides the committee. The President should:

1. Know how a meeting should be conducted.
2. Open meetings on time.
3. Know the business to be discussed.

VICE PRESIDENT

The Vice President shall perform all duties of the President in the event of the President's absence or inability to serve the office. The Vice President shall work closely with and assist the President upon request. The Vice President shall be responsible for the purchase and engraving, at the Society's expense, of a suitable plaque to be presented to the retiring President in recognition of his term of office.

SECRETARY

The Secretary shall attend monthly meetings and meetings of the Board of Directors, and shall be responsible for recording the minutes of these meetings. The Secretary shall prepare a copy of the minutes to be published in the newsletter.

The Secretary shall conduct general correspondence of the Society and shall be custodian of the Society minutes.

TREASURER

The Treasurer shall receive all income and write receipts. The Treasurer shall coordinate with the Membership Chairperson on paid-up Society membership. The Treasurer shall deposit all income and pay by check, debit or credit card all regular expenses as well as additional expenses approved by the Board. If it is desired by the current administration, a petty cash fund may be utilized by the Secretary to handle small day-to-day expenses. This fund shall be reimbursed when necessary upon submission of vouchers by the Secretary.

The Treasurer shall be responsible for securing officers' signatures and returning signed signature cards to the bank of the Board of Directors' choice.

The Treasurer shall maintain accurate and up-to-date records and shall furnish a monthly financial report of receipts and disbursements at the monthly meeting, and shall be responsible for preparing and submitting any required governmental forms. The Treasurer will maintain the Society's non-profit status with the IRS and other government entities.

The Treasurer should:

1. Keep all financial records; cash received, and cash disbursed by date.
2. Keep a permanent file of bills paid and payable and all cancelled checks.
3. Submit books for audit to the Auditing Committee two weeks prior to the December meeting.

PROGRAM DIRECTOR

The Program Director shall plan and schedule speakers, activities, etc. for each monthly meeting, and set up any audio/visual equipment needed for the program.

DELEGATES TO THE SOUTH CENTRAL FEDERATION CONVENTION

If the board approves to send a delegate from the Society, the President shall serve as the delegate to the SCFMS convention. An Alternate Delegate may be appointed. The Society may pay the Delegate, Alternate Delegate, and Newsletter Editor a nominal cash assistance.

EDITOR OF NEWSLETTER

The Editor shall be appointed by the President and shall:

1. Be responsible for preparation and editing the Society Newsletter and seeing that it is published monthly.
2. Work with the South Central Federation of Mineral Societies, Inc. Publications Chairperson.
3. Keep a file of bulletin editors' names and addresses and any changes that are made, and communicate these to the Publisher of the Society Newsletter.

PUBLISHER OF NEWSLETTER

The Publisher shall be appointed by the President and shall:

1. Be responsible for printing and distributing the newsletter to all members.
2. Be responsible for distributing the newsletter to the President, and Bulletin Editors of the South Central Federation of Mineral Societies, Inc., and the American Federation of Mineralogical Societies, and other exchange newsletter editors.

HISTORIAN

The Historian, appointed by the President, shall be responsible for photographing, compiling and recording all Society activities, which may be of historical importance and interest.

CONSTITUTION AND BYLAWS COMMITTEE

The President may appoint a Chairperson of the Constitution and Bylaws Committee. This Chairperson will appoint two other members to serve on the Committee. This Committee shall receive amendments, supplements, alterations to the Constitution and Bylaws of the Society for further study and make recommendations regarding proposed modifications.

LIBRARY CHAIRPERSON

The President may appoint a Library Chairperson who shall:

1. Maintain the library of books, tapes, etc. belonging to the Society.
2. Make recommendations on new books and their acquisition.
3. Inform members of books and pamphlets available from the Society's library and handle distribution and scheduling of this material.

COMMUNITY BENEFITS COMMITTEE

The President may appoint a Community Benefits Chairperson who shall:

1. Establish guidelines for a continuing method of supporting the community (schools, churches, other societies, etc.). This may include scholarships, school gifts, etc.
2. Work with Armand Bayou, public libraries, and other educational projects in a mutually supportive role.
3. Encourage members to offer programs to schools, museums, churches, social groups and young people's clubs.
4. Encourage and assist in educational exhibits.

EDUCATION COMMITTEE

The President may appoint an Education Chairperson who shall:

1. Educate Society members by selective educational programs, Field Trips, Etc.
2. Encourage members to give 5-minute talks on a mineral, fossil, or a current geologic event, etc.

AUDITING COMMITTEE

The President shall appoint an Auditing Committee of two members. The books of the Society shall be closed for auditing two weeks prior to the December meeting and auditing completed by the December meeting. The Committee will give their written report to the incoming President at the December meeting, who will then turn the books over to the incoming Treasurer.

BUDGET COMMITTEE

The President shall appoint a Budget Committee of at least two members. This committee shall prepare an annual budget for the calendar year that meets the needs of the club and maintains the club's 501c3 status. If approved by the Board, the club officers shall use this budget as a guide in making expenditures.

NOMINATING COMMITTEE

The President shall appoint a Chairperson and two members no later than September 1st. The duties of this Committee are:

1. The Committee shall make every effort to select as candidates for office those persons who have proven themselves effective. Agreement by all candidates to run must be obtained by the Committee before its slate is announced.
2. The Committee shall report its slate of officers to the Society President by October 31. Members shall be notified of the proposed slate in the November issue of the Society newsletter.

PUBLICITY

The President may appoint a member who shall obtain media coverage of our monthly meetings, programs, workshops, field trips, etc. Timely communications are required with the Program Chairperson, President and Newsletter Editor. (Show publicity is the responsibility of the Show Committee).

EQUIPMENT COMMITTEE

The President may appoint members to be responsible for Society owned equipment. They shall ensure that the equipment is properly maintained and loaned out to members, who have been trained to its use, on a fair and equitable basis. They shall be responsible for the collection of the equipment rental fees, if any, which shall be turned over to the Treasurer, and keep track of who has each piece of equipment.

LONG RANGE PLANNING COMMITTEE

This Committee shall consist of the Present and Past-Presidents. A Chairperson shall be appointed from this group. This Committee shall study subjects referred to it and make recommendations about these subjects to the President. This Committee may also initiate a study of any subject which it thinks has long-range significance to the Society and make specific recommendations to the President and Board of Directors if said study, in their opinion, warrants action.

MEMBERSHIP CHAIRPERSON

This Chairperson, appointed by the President, shall assist applicants to become members of the Society. The Chairperson shall:

1. Work closely with the President, Treasurer and Newsletter Publisher regarding applications of membership.
2. Maintain an up to date list of names and addresses of all current members.
3. Maintain custody of the available door prizes.
4. Maintain the sign-in register and drawing for door prizes at the monthly meeting.

SHOW CHAIRPERSON

This Chairperson shall be appointed by the President and shall be responsible for appointing all committee chairpersons needed for the Annual Show. The Show Committee shall set all show policies for the Society Show. (A separate operating procedure defines the duties of the Show Committee).

R.O.L.E. CHAIRPERSON

The President may appoint a R.O.L.E. (Recognition Of Lapidary Excellence) Program Chairperson who shall administer the program and encourage members to take part in this program.

REFRESHMENTS CHAIRPERSON

The President may appoint a Refreshments Chairperson who shall ensure that refreshments are provided by the Society at each monthly meeting. The Refreshments Chairperson shall submit request for reimbursement for the purchase of the refreshments in a timely manner.

UNIFORM RULES

The President may appoint a Uniform Rules representative to interface between the Society and the SCFMS and the AFMS in the event of a polling of the clubs regarding a change in the Uniform Rules or a need to interpret the rules during a competition.

INCORPORATION

In accordance with the minutes of the Corporate Board of Directors meeting dated October 11, 1979, the annual meeting of the corporation shall be in March of each year, concurrent with the regular meeting of the Society. The Presiding officer shall announce that the meeting is the Annual meeting of the Corporation and

shall ask for a motion that the present officers of the Society be elected the officers of the Corporation as well. Any other items of Corporate business may be conducted at this time.

NOTE:

Operating Procedures of the Clear Lake Gem and Mineral Society cover the details of operations not covered by the Constitution and Bylaws. The Operating Procedures shall not conflict with the Constitution and Bylaws. The Operating Procedures are not to stifle initiative but will cover the minimum duties of officers and committees.

Operating Procedures may be submitted by any member in good standing to the President and Board of Directors for consideration at any monthly meeting. Operating Procedures may be adopted or suspended at the monthly meeting by a majority vote of those present and entitled to vote.

Transition of Office: Each elected officer and each appointed Committee Chairperson should maintain a file. This file should include copies of the Constitution and Bylaws and Operating Procedures, along with the important correspondence and suggestions for succeeding administrations and a list of do's and don'ts. This will promote continuity and eliminate duplication. The file should be turned over to the incoming officers and Chairpersons at the December meeting.

Addendum A – Membership Dues

Effective 1/1/2015, Annual Membership dues are as follows:

1. \$15.00 for adults
2. \$5.00 for Junior members (under 18)
3. \$20.00 for families