

BYLAWS OF THE HOUSTON GEM & MINERAL SOCIETY

ARTICLE I: MEMBERSHIP

Section 1

Each applicant for first-time membership must fill out and sign the application form furnished by the Society.

All applications shall be submitted to either the Treasurer or the Chair of the Membership Committee, accompanied by dues for the current year as specified in ARTICLE I, Section 3.

A parent or guardian must sign applications for Junior membership.

Section 2

The classes of membership in this Society and their requirements are as follows:

SENIOR MEMBERSHIP: for persons 18 years of age or more. Senior membership shall carry all privileges and the right to vote and hold office, subject to the provisions of Article II, Section 1.

JUNIOR MEMBERSHIP: for persons under 18 years of age. Junior membership shall carry all privileges except the right to vote and hold office.

HONORARY LIFETIME MEMBERSHIP: this membership may be awarded by the vote of the Board of Directors for outstanding service or meritorious achievement. Recipients shall have all rights and privileges of Senior membership including the right to make motions, vote and hold office. Honorary Lifetime Members shall pay no dues except Federation dues.

LIFETIME MEMBERSHIP: this membership can be purchased for \$500.00 and shall have all rights and privileges of Senior membership including the right to make motions, vote and hold office. Lifetime Members shall pay no further membership dues or Federation dues.

Section 3

Dues for membership shall be due on January 1 of each year. New members joining after June 30 shall pay half the annual dues for that calendar year. Members who have not paid their dues by the March General Meeting shall be considered delinquent. Their names shall be deleted from the membership list and newsletter mailing list unless the Board approves a grace period for payment. They may be reinstated by payment of full dues for the current year. The office of any

Officer or Director who is delinquent in payment of membership dues will be considered vacant and subject to replacement under ARTICLE II, Section 3.

ARTICLE II: OFFICERS

Section 1

The Officers shall consist of an Immediate Past President, President, First Vice-President, Second Vice-President, Secretary, and Treasurer, whose terms of office shall be for one year. There shall be no limit to the number of consecutive terms an Officer may hold.

All Senior Members in good standing shall be eligible for nomination and election to any office. The term "in good standing" shall refer to any member whose club dues are not in arrears and who has no suspension action current or pending against him as stated in Article XII of these Bylaws.

All nominees shall express their willingness to accept the office, if elected, and to devote such time as necessary to properly conduct the affairs of the Society.

The foregoing provisions shall not bar the election of a write-in candidate for an office provided he or she signifies willingness to accept the office if elected.

Section 2

The Nominating Committee shall consist of five senior members selected by the Board of Directors to represent all Sections of the club. Members of this Committee shall be introduced at the September General Meeting so they may have time to receive recommendations from club members. At the October General Meeting, the Committee shall present a slate of nominees for the offices of President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

If at this time either the Show Chairman position or Assistant Show Chairman position is empty, the Nominating Committee shall include those positions in their search. They shall present their nominees to the Board for approval as per Article V, Section 2.

Nominations from the floor may be made after the Committee announces its list. The names of all nominees shall be recorded on ballots and sent to each Senior Member at least three weeks before the November General Meeting.

In the event that a single slate of candidates is presented and these candidates are unopposed, no ballots will be necessary. Voting may be accomplished by a show of hands at the November General Meeting.

Section 3

If the office of President should become vacant for any reason, the First Vice-President shall fill that office. Vacancies in all other elected offices shall be filled by appointments made by the

Board of Directors as stated in Article III of these Bylaws. A vacancy in a Section's Directorship shall be filled by an appointment made by the Chair of that Section or as otherwise provided in that Section's Rules.

ARTICLE III: BOARD OF DIRECTORS

Section 1

The Board of Directors, hereinafter called "Board," is the legal representative of the Society and shall consist of thirteen senior members: the President, First Vice-President, Second Vice-President, Secretary, Treasurer, the Immediate Past President, and seven Directors, who shall be elected, one each, from the following HGMS Sections: Archaeology, Beading, Day Light, Faceting, Lapidary & Silversmithing, Mineral, and Paleontology, by the Sections at their annual Section elections, as the term of their Director comes up for reelection. The term for elected Directors shall be two years, with terms staggered so that the Directors for the Beading, Day Light, Mineral, and Paleontology Sections are elected by those Sections to have their terms start in even-numbered years, and the Directors for the Archaeology, Faceting, and Lapidary & Silversmithing Sections are elected to have their terms start in odd-numbered years. There shall be no limit to the number of terms a Director may serve, but no Section shall elect a Director who has not been a member of HGMS for at least three consecutive years.

The Immediate Past President shall be defined as the President in the most recent past year. Should the President serve more than one year, there shall be no Immediate Past President. In that case, the Board shall consist of 10 members.

Section 2

The Board shall meet at such time and place as they decide. Seven Board members shall constitute a quorum unless there is no serving Immediate Past President, in which case six Board members shall constitute a quorum. Meetings may be held at the call of the President or at the request of any Board member.

All business coming before the Board shall be decided by a majority vote of the Board members present. Only the Board members shall have the right to vote at a Board meeting. Proxy voting will not be allowed.

Section 3

The Board shall make recommendations for changes, if any, of the annual dues. After notice in the newsletter, the changes in the dues will be voted on at the October General Meeting. If approved, the changes will take effect for the following year.

Section 4

The Board shall have the power to decide upon and transact all Society business with the following exceptions:

1. No one may bid on behalf of the Society for a regional or national Federation show without prior notice being given to and a vote obtained from the senior members present at a General Meeting of the Society.
2. Expenditures of Society funds in the amount of \$1000.00 or more must be approved by a majority vote of the senior members present at a General Meeting, unless the expenditure is provided for in an approved and published budget.
3. A clubhouse lease or purchase shall not be made or renewed without a vote of approval from a majority of the senior members present at a General Meeting.

All Board members shall be required to bring before the Board any topic of business requested of them by a member of the Society, and reply as soon as possible to that member on the Board's decision.

ARTICLE IV: DUTIES OF OFFICERS

Section 1

The President shall preside over all General Meetings and shall be the Chair of the Board. The President shall be responsible for the annual budget and for submitting it to the Board for approval in the March Board meeting. The President shall have the power to appoint Chairs of Committees not otherwise provided for in these Bylaws. The President shall also have the power to set up special committees as needed. The President shall see that all rules and laws of the Society are upheld, shall sign documents and papers that require The President's signature, and shall perform such other duties as the rules and usages of the Society require, including the installation of new Officers.

Section 2

The First Vice-President shall be a member of the Board, and shall assist the President in the discharge of presidential duties. In the event of the absence, disability, death, or resignation of the President, the First Vice-President shall automatically advance to the office of President.

The First Vice-President shall act as Chair of the Program Committee, having the authority to appoint members to that Committee.

Section 3

The Second Vice-President shall be a member of the Board and shall act as Chair of the Membership Committee, having the authority to appoint members to that Committee. The Second Vice-President shall keep and compile information on membership applications and shall forward that information to the appropriate Section or Committee Chair. The Second

Vice-President shall keep an accurate and complete roster of the members and shall publish a new roster once each year by May 31.

Section 4

The Secretary shall be a member of the Board and shall send out notices and attend to all correspondence pertaining to the Society. The Secretary shall keep a record of the proceedings of all meetings of the Board as well as record and file all documents pertaining to the Society and its business.

Section 5

The Treasurer shall be a member of the Board. The Treasurer shall collect all dues and monies payable to the Society and shall make all disbursements authorized by the Society. The Treasurer shall be responsible for all incoming funds, and whenever requested by the President, render a true and faithful account of the monies received and paid out. The Treasurer shall send a monthly list of new members to the Second Vice-President and the newsletter editor.

The Treasurer's books shall be audited whenever the Board so directs.

Section 6

In the absence of both the President and First Vice-President, any other member of the Board may chair any Board meeting.

ARTICLE V: COMMITTEES

Section 1

The President shall appoint Chairs of all Standing Committees except the Show Committee. The President shall also appoint Special Committees as needed and shall designate their duties.

Section 2

Each "show year" (as defined by Article V, Section 4, item 10) the existing Show Chair and Assistant Show Chair must be reconfirmed by majority vote of the Board, should they wish to continue to serve in the same capacity. There shall be no limit to the number of terms they may serve.

Should the Show Chair or the Assistant Show Chair choose to relinquish their position(s) following the end of the show year or should the Board choose not to reconfirm one or both Chairs, or if for any reason the Show Chair or Assistant Show Chair is unable to fulfill his or her duties during their terms, the President either shall nominate suitable replacement(s) within one month of the position(s) becoming vacant or shall assemble and empower a nominating committee within one month of being notified that the position(s) are vacant. If a nominating

committee is chosen, that committee has one month from its inception to present one or more nominees who have agreed to fill the position(s) to the Board. These replacement(s) become official when confirmed by majority vote of the Board.

Section 3

The Standing Committees shall be as follows:

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|-------------------------|---------------------------|
| 1. Clubhouse Committee | 7. Nominating Committee |
| 2. Field Trip Committee | 8. Program Committee |
| 3. History Committee | 9. Refreshments Committee |
| 4. Library Committee | 10. Show Committee |
| 5. Membership Committee | 11. Education Committee |
| 6. Newsletter Committee | |

Section 4

The duties of the Standing Committees shall be as follows:

1. **Clubhouse Committee** shall be in charge of the Society clubhouse and its upkeep.
2. **Field Trip Committee** shall arrange rock, mineral, and fossil hunts for the members, secure permission to enter property, if required, ascertain any rules the property owner may wish to have enforced, and report to the membership the date, location, and rules governing each field trip.
3. **History Committee** shall compile and record the history of the Club.
4. **Library Committee** shall have custody of all books and journals belonging to the Society and shall be in charge of checking them out to members and ensuring that they are duly returned.
5. **Membership Committee** shall have the Second Vice-President as its Chair and shall handle all applications for membership as provided in Article I, Section 1 of these Bylaws. The Membership Committee shall be the official greeter of the Society, welcoming new members and orienting them by introducing them to other members who have similar interests.
6. **Newsletter Committee** shall be in charge of editing and publishing the Society newsletter and shall deliver a copy of the newsletter to each member or family in the Society and to other societies in the Federation who desire a copy.
7. **Nominating Committee** each year shall select a list of candidates for Society Officers as provided in Article II, Section 2 of these Bylaws.

8. **Program Committee** shall have the First Vice-President as its Chair and shall arrange the program for Society General Meetings, secure appropriate speakers, and ensure that presentation equipment is available as requested by the speaker.
9. **Refreshments Committee** shall be in charge of providing refreshments for all Society General Meetings.
10. **Show Committee** each year shall be in charge of arranging, publicizing, and presenting the Houston Gem and Mineral Show. This Committee shall be responsible for securing an exhibit hall, printing and selling tickets, soliciting exhibits, arranging for dealers, securing judges, presenting awards, publicizing the show via all available news media, and any other tasks necessary for successful presentation of the show.

The Show Committee shall operate within an annual period called the “Show Year.” The Show Year starts the beginning of the month following the annual show and ends at the end of the month in which the next annual show is held. Show Committee members serve for a period defined by the Show Year.

The Show Committee’s annual budget must be approved each year by the Board prior to the expenditure of any funds. The Show Chair or Assistant Show Chair may come before the Board to request approval of an annual budget or modifications to an approved budget at any time during the Show Year or calendar year.

11. **Education Committee** shall be in charge of (a) setting up new classes, (b) setting class schedules, (c) setting class fees, including deposit amounts if these are determined to be necessary to reserve a spot in the class, (d) advertising classes, (e) recruiting students, (f) verifying registrations for classes, (g) authorizing payment for instructors, (h) authorizing purchase of material for classes, (i) collecting money from students.

ARTICLE VI: SPECIALIZED SECTIONS

Section 1

Specialized Sections of the Society, for example, Faceting, Lapidary, Mineral, and Paleontology, may operate autonomously provided they do so in accordance with these Bylaws.

Section 2

Society members in good standing may attend or participate in as many activities of the specialized Sections as interest them with no requirement for membership to that Section above or beyond Society membership.

ARTICLE VII: MEETINGS

Section 1

Unless otherwise approved by the Board and General Membership, all General Meetings of the Society shall be held the fourth Tuesday of each month except in December, and they shall be held at the clubhouse or other location designated by the Board. The December meeting shall be held at a time and place designated by the Board.

Should the Board wish to move the date of a regularly scheduled meeting for a special event or some other purpose, they must first seek approval by a majority vote of the Senior Members present at a General Meeting.

Section 2

The Senior Members present at a meeting shall constitute a quorum for that meeting.

Section 3

Rules of order not specifically provided in these Bylaws shall be those in the current edition of Robert's Rules of Order.

ARTICLE VIII: ORDER OF BUSINESS

Section 1

The order of business for a General Meeting of the Society shall be as follows:

1. Call to order
2. Reading and approval of the minutes of the previous meeting
3. Reading and approval of the Treasurer's report
4. Introduction of visitors and new members
5. Reports of other Officers
6. Reports of Committee Chairs
7. Reports of Section Chairmen
8. Unfinished (old) business
9. New Business
10. Presentation of program
11. Adjournment

Section 2

This order of business may be modified as occasion may require.

ARTICLE IX: RESPONSIBILITY OF MEMBERS

Section 1

All members, their guests, and any other persons participating in a field trip sponsored by the Society or its Sections do so at their own risk.

Section 2

All members, their guests, and any other persons participating in a field trip sponsored by the Society shall abide by the following Code of Ethics:

WE PLEDGE OURSELVES TO ABIDE BY THE FOLLOWING RULES:

1. To leave alcoholic beverages, firearms and pets out of the collecting area
2. To have permission to enter private property
3. To close all gates and gaps
4. To put out all fires and leave no trash or rubbish
5. To endeavor to maintain cordial relations with property owners

ARTICLE X: AMENDMENTS

Section 1

Any proposed amendment to these Bylaws must first be submitted in writing to the Board. If approved by a majority of the Board, the amendment shall be presented to the Membership at a General Meeting.

Section 2

These Bylaws may be amended with the consent of a majority of the Senior Members present at a General Meeting. Notice of such proposed amendments shall be mailed to all Senior Members at least thirty days prior to the meeting at which they are to be considered.

ARTICLE XI: DISPOSITION OF SOCIETY PROPERTY

Should the Society dissolve, all Society property shall be donated to the Houston Museum of Natural Science.

ARTICLE XII: SUSPENSION OF MEMBERSHIP

Section 1

For conduct detrimental to the welfare of the Society and its members, or for violations of its Bylaws or Regulations established by action of the Board, a member may, by suspension, be temporarily deprived of all rights and privileges in the Society or of use of its property, or be permanently expelled from the Society. Charges must be preferred by at least three members in a written petition addressed to the Board.

Section 2

The member concerned shall be entitled to five days advance written notice of a meeting at which he or she shall have the privilege of appearing, in person or by proxy, before the Board to defend his or her position.

Section 3

The Board shall be the sole judge as to what shall constitute cause for suspension or expulsion and shall determine the terms and conditions of any suspension imposed. The Board's action shall be conclusive and final. The suspension or expulsion of a member shall require the vote of a majority of the members of the Board assembled in a Board meeting with a quorum in attendance.