

**CONSTITUTION  
of the  
ARLINGTON GEM AND MINERAL CLUB**

**ARTICLE I**

Name: The name of this organization shall be the Arlington Gem and Mineral Club.

**ARTICLE II**

Objectives: The objectives of the Arlington Gem and Mineral Club shall be to encourage the public in the study of earth sciences, lapidary arts and all related fields.

The Club shall sponsor and conduct educational classes in the related fields. It will also sponsor, hold and conduct shows, exhibitions and contests when these events further its educational goals.

The educational goals may include museum exhibits, public school programs and exhibits and educational programs in conjunction with other non-profit organizations.

The Club shall support the South Central Federation of Mineral Societies Scholarship Program on the basis of dues annually for each adult member of record as of January 1 of each calendar year. The Club shall be a non-profit organization.

**ARTICLE III**

Membership: Section I. Any adult regardless of race or creed, actively interested in rocks, minerals, gems, gem materials, and all related arts and sciences shall be eligible to apply for membership.

Eligibility: Section II. Any person 17 years of age or older is eligible for adult membership and will abide by the Constitution of the organization. Any person between the ages of **5 through 16**, who is recommended and sponsored by an adult member in good standing, is eligible for a junior membership. A junior member will not have voting rights at regular business meetings. Any number of adult and junior members (at least one adult) residing at the same address irrespective of genetic or civil relationship is eligible for family membership. Each family member will have rights, privileges, and powers of membership as defined for his/her individual membership type (adult or junior).

Exceptions to the same address requirement of this definition due to legal, medical or circumstantial reasons will be made on a case-by-case basis by the membership chairperson.

Member in Good Standing: A member who is current in dues and abides by this constitution. A member in good standing has all rights, privileges, and powers of membership as defined for the applicable membership type. A member in good standing will lose good standing status if dues are not paid by or on the date of the January member meeting, or by willfully violating this constitution as determined by the executive committee.

Member in Arrears: A member who is delinquent in membership dues. A member in arrears has no rights, privileges, or powers of membership. A member in arrears may renew good standing status by paying the appropriate late renewal dues rate. The membership will end if dues are not paid by or on March 31.

Life membership: Section III. Life membership may be granted a member who has performed outstanding services for the Club, which upon recommendation of a majority of an AdHoc Committee comprising five members appointed by the President in the month of October and followed by approval of at least a two-thirds of the Executive Committee shall be sufficient to merit the reward of a Life Membership. A Life Member shall have all rights, powers, privileges conferred by this Constitution, including the right to vote and hold office. A Life Member shall not be required to pay dues or AGMC building fees. A Life Membership may be granted by the Club upon recommendation by the Executive Committee.

Honorary Membership: Section IV. An Honorary Membership may be awarded by the Club to individuals whose activities and/or service to the Club have been outstanding, and which in the opinion of the Executive Committee, qualifies them as worthy of being so honored. An Honorary Membership may be granted by a majority vote of the Club after recommendation of the Executive Committee. This Membership is an award of merit, and carries no obligations to the recipient, does not confer the right to vote or hold office, but does make it possible to receive the literature of the Club if it is so desired.

#### **ARTICLE IV**

Dues: Dues and enrollment fees shall be determined by vote of the membership at the annual election of officers. The dues shall be payable in advance or when membership is accepted and thereafter dues will be payable on or before January 1st of each year.

To remain in good standing members must pay their dues by the January meeting or be in arrears.

Show Special Membership. A member joining at the annual show will receive membership for the remainder of that year plus the following year at the full membership rate.

Pro-rated Membership. Membership dues will be pro-rated at a \$6.00 reduction per quarter.

#### **ARTICLE V**

Officers: The officers of the Club shall be a President, First Vice President, Second Vice President, Third Vice President, Fourth Vice President, Secretary, and Treasurer.

#### **ARTICLE VI**

**Election of Officers: Officers shall be elected for a term of one year at the regular meeting in November. Officers shall be elected by a plurality vote of the members present at the meeting. New Officers shall take office January following election.**

**The President shall appoint a Nominating Committee of three members before the September meeting. The committee shall make its report at the October monthly meeting.**

**Additional nominations for officers may be made from the floor at the October meeting only. All nominees must be members in good standing.**

**At the October meeting all candidates will be given time not to exceed ten (10) minutes to present their platform.**

**All uncontested positions will be voted on by a yea/nay vote at the November meeting.**

**There will be no campaigning at the November meeting.**

**All contested positions will be voted by paper ballot. The ballots will be prepared prior to the November meeting by the nomination committee chairperson. The ballots will be numbered to maintain control of the ballots. The ballots will be given to members at sign in after verification of being a member in good standing. Ballots will be issued in random order so as not to associate a ballot number with a particular member.**

**Ballots will be counted by three tellers appointed prior to the election by the nominating committee. The tellers will count and verify the vote and submit a vote report to the parliamentarian.**

**A ballot box will be provided to deposit ballots. There will be a call to declare the voting ended. The ballot counters will sort ballots by candidate. Each counter will count all sorted ballots. Validity of any contested ballot will be verified by the nominating chair. Any ballot not clearly marked for either candidate will be thrown out as invalid. Results will be given to the Parliamentarian and winner will be disclosed. The disclosure will be given as the winner only; no numbers will be associated with the announcement.**

## **ARTICLE VII**

Executive Committee: There shall be an Executive Committee comprising the seven elected officers (Article V), the immediate Past President, **Financial Chairperson**, the current Show Chairperson, the Bulletin Editor, Membership Chairperson, Lapidary Chairperson and an additional At Large member elected from the floor at the time of the election of officers who shall all be voting members of the board. In case there is no immediate Past President, there shall be two At Large members elected from the floor, making a total of **fourteen** members of the Executive Committee. In the event that a person occupies two positions on the Executive Committee, there shall be another At Large member elected from the floor. There may be one junior member appointed as a representative of the junior members to be present at the Executive Committee meetings, but without voting privileges. **All appointed positions will be approved by the Executive committee.**

## **ARTICLE VIII**

When it becomes evident that an office holder is unable to take care of the duties of that office, the Executive Committee shall be empowered to declare the office vacant and shall by a majority vote appoint a successor to carry on for the balance of the term.

## **ARTICLE IX**

The President shall preside at all meetings of the Club, appoint ad hoc committees, direct and coordinate all Club activities, conduct all official correspondence pertinent to club activities, counter-sign checks in excess of \$5,000, liaison with other Clubs and perform all other duties as usually pertain to the office of President.

First Vice President: The First Vice President shall assist the President in all official duties and substitute for the President in the event of the President's absence. The First Vice President shall assume the Presidency in the event the office of the President becomes vacant during the current term. In the event this action becomes necessary, an adult member in good standing shall be elected from the floor to fill the office of the First Vice President for the remainder of the term. This election shall take place at the first regular business meeting following the succession to the Presidential vacancy. The First Vice President and shall be in charge of all training classes, Club case showings, and other special event duties as assigned by the President or the Executive Committee.

Second Vice President: The Second Vice President shall be in charge of programs and entertainment at the regular monthly meetings. The Second Vice President shall also perform the duties of the Chairman of Special Events, and other duties as assigned by the President or Executive Committee.

Third Vice President: The Third Vice President shall perform the duties of Chairman of the Field Trip Committee, and other duties as assigned by the President or Executive Committee.

Fourth Vice President: The Fourth Vice President shall be in charge of all the youth activities of the Club and shall head up a committee appointed by the President each year to formulate the Youth Programs and policies of the Club. These policies and programs shall be presented to the Executive Committee, published in the Club newspaper and voted upon by the Club membership at the monthly meeting following their publishing in the Club paper. The Fourth Vice President shall also be in charge of all educational activities not previously assigned.

Secretary: The Secretary shall keep the minutes of all meetings and a record of all Club business and correspondence.

Treasurer: The Treasurer shall accept all dues, have charge of all funds of the Club, keep account of same and keep books up-to-date. The Treasurer shall be responsible for all funds on hand and monies received. The Treasurer shall be responsible for filing all government documents by the prescribed deadlines. The Treasurer shall be authorized to withdraw all funds by check, signed by the Treasurer and counter-signed by the President, as indicated by necessary expenditures which have been approved by a quorum of the Executive Committee. The books of the Treasurer shall be audited annually by a committee of three appointed by the President.

## **ARTICLE X**

The following committees/positions shall be appointed by the President: **Financial**, Auditing, Building and Equipment, Bulletin Editor, Constitution, Historian, Hospitality, Lapidary, Librarian, Membership, Nominating, Parliamentary Procedure, and Show Chairperson. **All appointees shall be approved by the Executive Committee.**

Appointment of the Long Range Planning Committee will be done by nominations and voting by the board. Any member in good standing with the club is eligible to serve on the long range planning committee. Committee shall be representative of the demographics of the Arlington Gem and Mineral Club.

## **ARTICLE XI**

Meetings: Regular meeting shall be held once each month. The suggested day and place being the first Tuesday at 7:30 P. M. at the building on the property owned by Arlington Gem & Mineral Club. Special meetings may be held at the discretion of the Executive Committee.

Meetings will come to order promptly at 7:30 P. M. or as soon thereafter as a quorum is present.

## **ARTICLE XII**

Quorum:Section I. Thirty members of the Club present and in good standing shall constitute a quorum with at least two of those present being elected officers of the Arlington Gem and Mineral Club.

## **ARTICLE XIII**

Order of Business: Section I. The order of business at regular and special meetings shall be: Call to Order – Presentation of program -Minutes - Treasurer's Report - Report of the Committees - Special Announcements - Unfinished and New Business - Adjournment. All business shall be brief and concise at the regular meetings. The larger volume of business shall be carried on and conducted by the Executive Committee. Issues of major importance in policy, excluding normal maintenance, replacement, and repair, involving sums of money in excess of \$500.00 shall come before the Club for vote.

The order of business at regular and special meeting can be adjusted to accommodate the program presenter's arrival. The business meeting can proceed until the arrival of the presenter at which time the meeting will be suspended and resumed after the program is completed. The order of business at regular and special meetings can be adjusted when the program consists of strictly club business i.e. club auction, safety meeting, show meeting, etc.

No final action may be taken on any motion involving expenditure in excess of \$500.00 during the meeting in which the motion is initially made. Any such motion shall be forwarded to the Executive Committee for Investigation and Recommendation.

Section II. Robert's Rules of Parliamentary Procedure shall be the governing rule except where inconsistent with the constitution set out by this organization.

#### **ARTICLE XIV**

Sales of Material: Section I. There shall be no buying, selling or trading taking place during the business session.

Section II. Club members may sell to each other without fee. Group purchases from sources outside the Club are allowed without fee. Non-members must obtain permission to sell at the Club by receiving prior approval by a majority of the Executive Committee. The Executive Committee will determine excessive abuse of selling privileges and take appropriate action.

#### **ARTICLE XV**

Voting Privileges: Section I. Regular members in good standing have full voting privileges.

Section II. The majority needed to carry a properly made motion shall be a simple majority of those members present at a regular meeting.

- a. An exception to the above shall be in the case of amendments to this constitution for which a two-thirds majority of those present at a regular business meeting shall vote in the affirmative in order to pass a motion.

#### **ARTICLE XVI**

Club Property: In the event the Arlington Gem and Mineral Club, for any reason, shall be permanently disbanded, the disposition of all physical and real property shall be as follows:

- (a) All monies realized from the sale of such property, real and physical, shall be donated to the Scholarship Fund of the American Federation of Mineral Societies or an equivalent type organization that endows an earth science chair or scholarship.

#### **ARTICLE XVII**

All of the assets of the Club are pledged for use in performing the Club's educational and charitable functions. Incidental costs for ceremonial award observances shall fall within the meaning of this definition.

#### **ARTICLE XVIII**

Amendments: The Constitution may be amended by a two-thirds vote of the members in good standing present, provided the amendment has been read at the previous general membership meeting.

#### **ARTICLE XIX**

Standard Operating Procedures: These procedures are to be adhered to in conducting business for the Arlington Gem and Mineral Club.