

1 **ARTICLE VIII**

2 **MEETINGS**

3 **Section 1.** The meeting of the Board of Directors shall be held monthly and is open to all members. However,
4 the General Membership shall have no vote and cannot speak unless recognized. A quorum for the Board of
5 Directors meetings shall be 5 voting members.

6 **Section 2.** The General Membership meeting shall be held monthly at a time and place designated by the Board
7 of Directors. A simple majority vote of the attending voting membership carries any motion.

8 **ARTICLE IX**

9 **MEMBERSHIP**

10 **Section 1.** Membership is open to persons interested in the objectives of this club as defined under
11 OBJECTIVES.

12 **Section 2.** Only members, whose dues are up-to-date and have been members for 90 days, shall have the right
13 to vote on, create a motion or second any motion on any matter before the Club. A voting member is an adult
14 member, 18 years of age or older.

15 **Section 3.** There shall be three (3) classes of membership: Single, Family and Life Membership.

16 **A.** Single membership shall consist of a person eighteen (18) years of age or older.

17 **B.** Family membership shall consist of a married couple, domestic partnership or parent(s) with
18 children under eighteen (18) years of age. Grandparents with grandchildren in attendance must
19 obtain parental consent forms to bring them to club activities. Grandparents must have a family
20 membership listing said grandchildren.

21 **C.** Life membership is a distinguished and privileged title extended to an adult member with a minimum
22 of ten (10) years of continuous membership in the Southern Nevada Gem and Mineral Society,
23 Incorporated, or its preceding Clubs, who have held a Board position or Committee Chair; whose
24 nomination has been presented by a Club member to the Board of Directors, in a written statement
25 of qualifications and attributes, and then presented to the membership and approved by a majority
26 vote.

27 **Section 4.** Membership dues are due and payable January 1st of every calendar year with a 90 day grace
28 period. Renewal dues paid after January 1st, but before March 31st shall require a late fee. The late fees are to
29 ensure that the delinquent member can maintain continuous membership status. Any dues paid from April 1st
30 forward shall be considered a new membership.

31 **ARTICLE X**

32 **PERMANENT EXPULSION**

33 **Section 1.** All meetings pertaining to expulsion shall be held in Executive Session and all information shall be
34 strictly confidential.

35 **Section 2.** When in the course of Club events, if the attitude of any member, at any time, be considered
36 detrimental to the welfare of the Club, that member may be expelled, with cause, including but not limited to the
37 following reasons: dilatory practices, fraud, embezzlement, theft of Club property, deleterious conduct, etc.
38 Before such action may be taken, a letter of allegation shall be submitted to the Board of Directors, who shall
39 form a Board of Inquiry. A quorum vote by the Board of Directors, in Executive Session, shall be obtained, in
40 order to proceed with the expulsion action. (See Roberts Rules of Order, Revised Edition, Chapter XX)

41 **Section 3.** The Board of Inquiry shall give a written notice, via Certified Mail with Return Receipt, to the accused
42 member to appear before them, at a given time and designated place, and show cause why such action should
43 not be taken. Failure to appear or respond shall be cause for immediate expulsion. The Board of Inquiry shall
44 report its findings within sixty (60) days to the Board of Directors who shall take whatever action is deemed
45 necessary. If the Board of Inquiry does not report its findings within sixty (60) days, the Board of Directors shall

1 dismiss all charges. In the event of expulsion, the accused member shall be required to surrender the Club
2 Membership card and return all Club property immediately.

3 **Section 4.** Expulsion Notification must be made via Certified Mail with Return Receipt.

4 **Section 5.** Any expelled member may re-apply for membership, to the Board of Directors, after a thirty-six (36)
5 month waiting period. The new membership application must be approved by a majority vote of the Board of
6 Directors.

7 **ARTICLE XI**

8 **OFFICERS**

9 **Section 1.** The Board of Directors of the Corporation shall be the following elected officers:

- 10 1. President
- 11 2. Vice-President
- 12 3. Secretary
- 13 4. Treasurer
- 14 5. Parliamentarian
- 15 6. Director-Past President: If the current president is reelected, a one-year Director shall be elected.
- 16 7. Three (3) elected Directors: 1-year, 2-year and 3-year. Each year the Directors are rotated as
17 follows:
 - 18 a. 1-year Director is termed out.
 - 19 b. 2-year Director is rotated to 1-year Director.
 - 20 c. 3-year Director is rotated to 2-year Director.
 - 21 d. A new 3-year Director is elected with the rest of the Board of Directors at the November
22 elections.

23 **Section 2.** President, Vice-President, Secretary, Treasurer and Parliamentarian shall be elected by a majority
24 vote of the General Membership to a term of one (1) year and shall be eligible for three (3) consecutive years on
25 the Board; one (1) year must pass before that member is eligible to again run for any of the above named
26 positions.

27 **Section 3.** Before a member can be elected President, Vice-President, Secretary, Treasurer or Parliamentarian
28 they must be a member of the Club for 24 consecutive months as of October 1st of the year of nomination.
29 Before a member can be elected as a Director, they must be a member of the Club for 12 consecutive months
30 as of October 1st of the year of nomination.

31 **Section 4.** Should an officer be unable to attend either a Board Meeting or General Membership Meeting, that
32 officer shall notify the Board of Directors as far in advance as possible.

33 **Section 5.** New officers shall be installed at the December Awards Banquet by the Federation Director and shall
34 assume office effective at the Awards Banquet swearing in ceremony.

35 **Section 6.** Any officer failing to discharge the duties of his/her office by missing three (3) consecutive Board
36 meetings, without Board approval, shall have said office declared vacant by the Board of Directors. The vacancy
37 shall be filled within forty-five (45) days (For replacement procedure see Article XII, section 6, letter K.)

38 **ARTICLE XII**

39 **DUTIES OF OFFICERS**

40

1 **Section 1. The President shall:**

- 2 A. Preside at all Board of Directors meetings.
- 3 B. Preside at all General Membership meetings.
- 4 C. Be an ex-officio member of all committees except the Nominating Committee.
- 5 D. Have a working knowledge of the By-laws of the Corporation and Roberts Rules of Order, (Newly
6 Revised) and to follow Parliamentary Law.
- 7 E. Must be courteous, prompt and decided in his/her manner.
- 8 F. Must always remember that the power in his/her hands is to be exercised for the good of the Club
9 and not as a mere exhibition of his/her own authority.
- 10 G. Must maintain order and see that the business of the Club is transacted promptly and thoroughly.
- 11 H. Must be impartial in his/her treatment of the members and see that all members have an opportunity
12 to participate in Club business either in debate, on committees or otherwise.

13 **Section 2. The Vice-President shall:**

- 14 A. Preside at all meetings in the absence of the President.
- 15 B. Be knowledgeable of all club business.
- 16 C. Perform all other duties as directed by the President.
- 17 D. Have a working knowledge of the By-laws of the Corporation and Roberts Rules of Order, (Newly
18 Revised) and to follow Parliamentary Law.

19 **Section 3. The Parliamentarian shall:**

- 20 A. Assist the President in maintaining order at all meetings.
- 21 B. Advise on matters of proper parliamentary procedures.
- 22 C. Bring copies of the current By-laws of the Corporation and Roberts Rules of Order, (Newly Revised)
23 and most current edition, and to advise on Parliamentary Law to all General Membership and Board
24 meetings.

25 **Section 4. The Secretary shall:**

- 26 A. Perform all normal duties of a Secretary: record minutes at all meetings, write letters and other
27 correspondence as required to conduct normal business of the Club, submit all Board and General
28 Membership minutes to the Newsletter Chairperson within five (5) days after the meeting.
- 29 B. Record and read the minutes at every Board of Directors meeting, every General Membership
30 meeting and any other special meeting. Upon completion of the readings the Secretary shall ask the
31 Membership if there are any changes or corrections to the minutes if no changes or corrections, the
32 Secretary shall declare the minutes are accepted and approved as read.
- 33 C. Keep a true and complete record of the transactions of the Club when in session. In keeping the
34 minutes, the Secretary shall make notes of all motions which are made and stated by the Chair.
35 Together with the names of the Members making and seconding said motions and the action of the
36 Club thereon.
- 37 D. Preside at all meetings in the absence of the President and Vice-President.
- 38 E. Bring minutes of all current meetings to be approved by the Board of Directors or General
39 Membership as appropriate.

1 F. Have a working knowledge of the By-laws of the Corporation and Roberts Rules of Order, (Newly
2 Revised) and to follow Parliamentary law.

3 **Section 5. The Treasurer shall:**

4 A. Receive all monies of the Corporation.

5 B. Hold all funds of the Corporation in a banking institution approved by the Board of Directors and to
6 disburse such funds under the direction of the Board of Directors or the General Membership.

7 C. Maintain accounts of receipts and disbursements.

8 D. Prepare itemized monthly reports which include income amounts and source, expense amounts and
9 purpose, a copy of which shall be given to each member of the Board of Directors and to make a
10 presentation at the monthly General Membership Meeting.

11 E. Prepare an annual report for presentation at the December meeting of the Board of Directors.

12 F. Write checks for the Corporation and all checks must be signed by two (2) of the four (4) authorized
13 signers. In the absence of the Treasurer, two (2) of the other officers whose signatures are on file
14 with the banking institution may draw a check, if needed for immediate payment.

15 G. Responsible for mining claim filings and any other financial filings.

16 H. Close the books prior to turning them over to the incoming Treasurer.

17 I. At the expiration of term of office, promptly deliver all funds of the Corporation to the incoming
18 Treasurer.

19 J. Submit all records for the tax return to be accomplished.

20 K. Preside at all meetings in the absence of the President, Vice-President and Secretary.

21 L. Have a working knowledge of the By-laws of the Corporation and Roberts Rules of Order, (Newly
22 Revised) and to follow Parliamentary law.

23 M. Operate financial tracking software and have a valid e-mail account.

24 N. Submit all records to a committee of four (4) members for an audit to be completed annually during
25 the month of March. Treasurer to attend audit for explanatory purposes.

26 **Section 6. The Board of Directors shall:**

27 A. Attend all Board and General Membership meetings.

28 B. Be the Governing body of the Corporation.

29 C. Act on all matters of Policy.

30 D. Refer appropriate matters to the General Membership for discussion and vote.

31 E. Meet once a month to transact business and formulate plans.

32 F. Any Board member or Committee Chairperson not performing their duties shall be removed from
33 office.

34 G. All Board Members shall arrive on time at all Board and General Membership meetings.

35 H. Request an audit of the books at any time deemed necessary.

36 I. Appoint all Committee Chairpersons.

37 J. Appoint Special Committees.

- 1 K. The Board of Directors shall select all replacements of any Officer or Board vacancy that may arise.
2 Said replacement shall be affirmed by the General Membership at the next regularly scheduled
3 General Membership meeting.
- 4 L. Act as ex-officio member of all committees except Nominating Committee.

5 ARTICLE XIII

6 STANDING COMMITTEES

7 Section 1. Newsletter Chairperson

- 8 A. The Newsletter shall contain information as follows: President's message, Board Meeting minutes,
9 General Membership meeting minutes and other Club information. The Newsletter shall be
10 published and made available within ten (10) days after the General Membership meeting.
- 11 B. Is responsible for acquiring, preparing and publishing the Newsletter.
- 12 C. May appoint an editorial staff to carry out the duties of his/her office.
- 13 D. Perform all other duties of the office.
- 14 E. Delivers a copy of the monthly Newsletter to the Webmaster and Communications Chairperson.
- 15 F. Promptly delivers all effects of the office to the incoming Newsletter Chairperson with a complete
16 inventory of materials necessary and incidental to the office
- 17 G. Newsletter Editor/Chairperson shall refer any controversial material for inclusion in the Newsletter to
18 the Board of Directors for approval before publishing.

19 Section 2. Webmaster

- 20 A. Responsible for periodic updates as required by the Board of Directors and Chairpersons.
- 21 B. Liaison with Newsletter Chairperson for combined advertising efforts.

22 Section 3. Program Chairperson

- 23 A. Plan and conduct monthly programs.
- 24 B. Provide a gift for the visiting speaker.
- 25 C. Give program information to the Newsletter Chairperson, Publicity Chairperson and Webmaster.
- 26 D. Keep records for future Program Chairperson.

27 Section 4. Hospitality

- 28 A. Greet members and guests.
- 29 B. Maintain member and guest register and deliver, at the end of the fiscal year, to Membership
30 Chairperson for record keeping.
- 31 C. Direct potential new members to the Membership Chairperson or New Member and Guest Liaison
32 Committee.

33 Section 5. Sunshine Chairperson

- 34 A. Shall collect information on any member who is ill, had an accident or is due for surgery, etc., and
35 shall notify the Board of Directors and the Newsletter Chairperson.
- 36 B. Shall send out Get Well cards, flowers, gifts, arrange for food, etc., as the occasion demands.
- 37 C. The cap on spending shall be \$100.00 per occasion.

1 D. Shall give a report at all General Membership meetings.

2 **Section 6. Historian**

3 A. Shall keep Club history up-to-date, to include copy of Newsletters, pictures and news articles.

4 B. Digitize existing Club records to be saved permanently on an information storage device or share
5 drive.

6 C. Shall convene a committee to conduct an audit of Club records during April/June of each year to
7 verify any Club records that have met the required retention policy guidelines, are digitized prior to
8 destruction and are destroyed by shredding according to Club retention policy.

9 **Section 7. Publicity**

10 A. Put articles in publications such as meetings, guest speakers and special events as directed by the
11 Board of Directors.

12 B. Procure and provide any publicity materials.

13 C. Seek out new Publicity opportunities.

14 **Section 8. Door Prizes**

15 A. Conduct drawings and replenish stockpile of prizes at the General Membership meeting.

16 B. All monies from ticket sales shall be given to the Treasurer at the end of the meeting.

17 **Section 9. Refreshments Chairperson**

18 A. Ensure refreshments are provided at the General Membership meetings.

19 B. The Treasurer shall reimburse the Refreshments Chairperson for all expenses upon conclusion of
20 the meeting.

21 **Section 10. Inventory Chairperson**

22 A. Maintain a complete inventory of all Corporation property and insure proper care of stored items.

23 B. All equipment, tools and property shall be labeled with Club logo and be kept under lock and key.

24 C. Require Checkout/Liability Release Form for any property of the Club borrowed or rented.

25 D. Conduct an audit of the Club inventory as directed by the Board of Directors during May/June each
26 year, by a committee appointed by the Board of Directors to include the General Lapidary and
27 Education Center Foreman.

28 E. Participate and reconcile with the General Lapidary and Education Center Foreman any
29 discrepancies.

30 **Section 11. General Lapidary and Education Center Foreman**

31 A. Supervise Lapidary and Education Center operation, safety and training.

32 B. Appoint duty shift supervisors.

33 C. Direct all maintenance, repairs and secure all equipment in use in the Club Lapidary and Education
34 Center.

35 D. Submit Purchase Order for supplies and equipment to be approved by the Board of Directors.

36 E. Participate and reconcile all discrepancies in inventory with the Inventory Chairperson.

37 **Section 12. Membership Chairperson**

- 1 C. Secure a suitable place for the Show
- 2 D. Determine date of Show with approval of the Board of Directors.
- 3 E. Provide a preliminary estimate of the cost of the Show and present to the Board of Directors, who
4 shall make a determination to provide monies required for the Show.
- 5 F. Make a presentation to, and gain approval for, expenses as approved by the Board of Directors, to
6 the General Membership.
- 7 G. Give a progress report at every Board Meeting and every General Membership meeting.
- 8 H. Submit a written report within thirty (30) days of the closing of the Show to the Board of Directors
9 itemizing all monies received from ticket sales, rented spaces, advertisers, printing, etc., with all
10 profits deposited into the Club account.

11 **Section 16. Nominating and Election Committee**

- 12 A. Shall consist of a Committee Chairperson appointed by the Board of Directors and four (4)
13 members selected by the Chairperson.
- 14 B. The Chairperson shall be appointed in September.
- 15 C. The Chairperson shall present a slate of candidates at the October General Membership meeting
16 and shall accept nominations from the floor.
- 17 D. If a nominee later decides not to run for office, the Nominating Committee shall then reconvene to
18 find a replacement prior to the November elections.
- 19 E. If a Committee member wishes to run for an elected position, that member must resign his/her
20 Committee position. The Chairperson shall then appoint a new Committee member.
- 21 F. Prior to voting at the November General Membership meeting, nominees shall present their
22 qualifications to the Membership.
- 23 G. A check-in procedure shall be initiated to verify membership and hand out ballots.
- 24 H. Only win/loss results shall be published and only the Nominating Committee shall count the ballots.
- 25 I. The Nominating Committee is dissolved after the November elections.
- 26 J. Member must be present to be nominated or elected.

27 **Section 17. Junior Members Club/Rock Stars Committee**

- 28 A. Is responsible for youth group of ages seventeen (17) and under.
- 29 B. Responsible for educational classes set up for Rock Stars members.
- 30 C. Shall submit a Purchase Order for materials to be approved by the Board of Directors.

31 **Section 18. New Member and Guest Liaison Committee**

- 32 A. Welcome and educate new members and guests.

33 **Section 19. Communications Chairperson**

- 34 A. Maintain mailing list for Digital communications
- 35 B. Send emails to mailing list upon request from Board Members and Committee Chairs;
36 send newsletter via email to the General Membership.
- 37 C. Respond to inquiries generated from the Club's website.

1 **Section 20. Media Chairperson**

- 2 **A.** Maintain all Club Social Media accounts.
- 3 **B.** Assist as needed for Club special events on Social Media.

4 **Section 21. Scholarship Chairperson**

- 5 **A.** Coordinate with potential Scholarship organizations.
- 6 **B.** Gather relevant information to report to the Board of Directors and to the General Membership.

7 **Section 22. Google Workspace Administrator**

- 8 **A.** Maintain storage of Club information in Google Drives, setting up shared drives and ensuring that
9 appropriate access is given.
- 10 **B.** Ensure that SNGMS Board members, appropriate Chairpersons and other appropriate members are
11 assigned. @sngms.net email addresses and any appropriate aliases for their position. Maintain any
12 groups as appropriate.
- 13 **C.** Be a resource for help and instruction in usage of Google Workspace to facilitate Club functioning.

14 **Section 23. Fundraising Chairperson**

- 15 **A.** Identify opportunities for Club revenue.
- 16 **B.** Report to Board of Directors any potential opportunities for approval.

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18 **ARTICLE XV**

19 **AMENDMENT PROCEDURES**

- 20 **1.** Proposed amendments to these By-laws shall be submitted in writing to the Board of Directors.
- 21 **2.** The Board of Directors shall approve or disapprove the proposed amendment(s) within two (2) months of the
22 date it is received. Approval of the proposed amendment(s) shall be by a majority vote of the Board of Directors.
- 23 **3.** If the proposed amendment(s) is/are approved by the Board of Directors, it/they shall be presented to the
24 General Membership at the next General Membership meeting.
- 25 **4.** The proposed amendment(s) shall be placed on the agenda for discussion and acceptance or rejection by the
26 General Membership. Acceptance shall be a majority vote of the adult members in attendance.
- 27 **5.** After an amendment(s) to the By-laws passes, copies of the amendment(s) shall be made available to the
28 Membership and shall be incorporated into copies of the By-laws.

29
30 **ARTICLE XVI**

31 **RECORDS RETENTION**

32 **Section 1. Purpose of records retention.**

- 33 **A.** The purpose of records retention provides for the systematic review, retention and destruction of
34 records received or created by the Corporation. This covers all records, regardless of physical form,
35 contains timelines for how long certain records should be kept and how records should be destroyed.
36 Retention is designed to eliminate accidental or innocent destruction of records.
- 37 **B.** Records retention applies to all records in any form, including electronic documents. Electronic
38 documents must be retained as if they were paper documents.

39 **Section 2. Record Retention.**

1 The Corporation will follow the document retention timeline outlined below. Documents that are not listed, but
2 are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

3 **A. Permanent Records**

4 Permanent records are records required by law to be permanently retained and which are ineligible for
5 destruction at any time for any reason. These records are necessary for the continuity of business and
6 the protection of the rights and interests of the Club.

- 7 1. Articles of Incorporation
- 8 2. By-laws and Standing Rules
- 9 3. Board and General Membership meeting minutes
- 10 4. Board policies and resolutions
- 11 5. Correspondence (legal & important matters)
- 12 6. Insurance policies and also reports related to claims
- 13 7. Publications (newsletters) historical value
- 14 8. Records scanned on electronic storage
- 15 9. Audit reports
- 16 10. Financial statements (audited & year end)
- 17 11. IRS 990 tax returns and worksheets
- 18 12. IRS application for Tax-Exempt status (Form 1023)
- 19 13. IRS exemption determination letter and related correspondence
- 20 14. Ore Car Mining claim documents

21 **B. Non-permanent records**

22 Certain records are not required by law to be permanently retained and may be destroyed after the
23 passage of certain number of years as follows:

- 24 1. Board and General Membership meeting agendas, 7 years
- 25 2. Correspondence (general), 3 years
- 26 3. Equipment purchases & maintenance records, 7 years after sold
- 27 4. Inventory records, 7 years
- 28 5. Contracts, agreements (expired) and past rock shows, 7 years
- 29 6. Leases – after expiration, 7 years

30 **Section 3. Document Destruction.**

31 The Historian or other individuals as designated by the Board of Directors is responsible for the ongoing process
32 of identifying its records which have met the required retention period and overseeing their destruction. All
33 documents identified for destruction must be converted to an information storage device or share drive in the
34 form of an electronic record to be saved permanently prior to destruction. Destruction of any documents will be
35 accomplished by shredding.

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