

Columbia Gem & Mineral Society



Constitution & By Laws

Columbia Gem and Mineral Society, Inc.

CONSTITUTION

The name of this organization shall be THE COLUMBIA GEM AND MINERAL SOCIETY, Incorporated.
The headquarters of the Society shall be in Columbia South Carolina.

Article I: Objectives

Section I The Society is an organization of persons associated together to promote popular interest in and to provide means for exchange of knowledge of the Earth Sciences-- Geology, Mineralogy, and Paleontology and of the related Arts, Lapidary and other.

Section II The purposes for which the Society is organized are exclusively charitable, scientific, and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code. None of its assets shall inure to the pecuniary gain or profit of any individual. Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from income tax under section 501(c)(3) of the Internal Revenue Code.

Article II: Membership

Section I Any person of good character is eligible for membership in one of the following classes:

- a) Single - Individuals 18 years or older.
- b) Family - Parent(s) and children under 18 years of age. Children 5 to 17 years of age shall be considered junior members for identification purposes.
- c) Junior - Individuals 5 to 17 years of age, sponsored by an adult, who is their parent, grandparent, or appointed guardian who is a member in good standing.
- d) Life - A member who has given exceptional and/or meritorious service to the Society and who:
 - 1. Has been proposed for the elevation by a signed petition of 3 members in good standing outlining outstanding services rendered.
 - 2. Receives a 2/3 majority approval of the Executive Committee at a regularly scheduled monthly Executive Committee meeting, and
 - 3. Receives a 2/3 majority vote of members present at a regularly scheduled monthly meeting.
- e) Honorary - A person of recognized eminence in the Earth Science field as a Geologist, Mineralogist, Paleontologist, or similar professional. The 3 steps observed in establishing life memberships are also required.

Section II Membership may be applied for by submitting an application form. For Junior Membership, the signature of the sponsor is also required. Renewals may be filed by payment without a form at the Membership Chair's discretion.

Section III When a child who is a Family member reaches 18 years of age, such child will be dropped automatically from membership at the end of the membership year. (S)he may then request, in writing, for a change in membership to single or family, as appropriate.

Section IV Any member may be expelled from the Society (in case of an Honorary member, revoked) for action or conduct contrary to the best interest of the Society by either a unanimous vote of the Executive Committee or by a 3/4 secret vote by ballot of members present and voting at a regular meeting. The member shall be apprised in writing that his/her expulsion is under consideration. The Executive Committee may permit the member to present his/her case.

Article III: Organization

Section I The governing body of the society shall be the Executive Committee. The Executive Officers of the Society shall be a President, Vice President, Secretary, and Treasurer.

Section II The Executive Committee shall be composed of the Executive Officers, the immediate past President, and the Chairman of each of the standing committees. The standing committee chairs shall be:

- | | | | |
|---------------|-----------------------------|--------------|------------|
| a. Membership | e. Faceting Guild | i. Librarian | m. Liaison |
| b. Program | f. Auction | j. Historian | |
| c. Field Trip | g. Webmaster & Social Media | k. Sunshine | |
| d. Show | h. Newsletter | l. Workshop | |

Article IV: Elections and Appointments

Section I The Executive Officers shall be elected at the annual meeting in November. Special elections may be called by the President in the event an elective position is vacated.

Section II The Chairman of the Show Committee shall be appointed within 1 month upon conclusion of the annual show. All other standing committee chairpersons and members shall be appointed at the earliest moment after the annual election.

Article V: Meetings

Section I The regular meeting of the society shall be held monthly. The November meeting shall be the annual meeting.

Section II Special meeting of the society for other than the transaction of business may be called at the discretion of the President or by a simple majority of the Executive Committee.

Section III The Executive Committee shall meet monthly.

Article VI: Quorum

Section I A quorum for a meeting of the Executive Committee shall be 5 members based on the current composition of the Executive Committee.

Section II A simple majority of the voting members present shall constitute a quorum for an annual meeting of the Society. Voting members must be current on their dues.

Article VII: Amendment

Section I Any article or provision hereof may be amended or repealed as follows:

- a) The proposed change shall be in writing over the signature of 5 voting members in good standing and shall be submitted to the President. The President shall have the proposed change(s) read before the Society at a regular meeting.
- b) The proposed change(s) shall then be reviewed by the Executive Committee for recommendation. If recommended, a copy of the proposed change(s) shall be submitted to each member. The proposed change(s) shall be voted on at the next meeting of the society. It must be passed by a 2/3 majority vote of the members present and eligible to vote.

Section II Any change voted in the affirmative shall take effect immediately. Notification of any action on a proposed change shall be published in the society's newsletter immediately and subsequent to the general meeting.

Section III A committee of 3 members in good standing shall be appointed by the President in any year that ends in a zero or a five to review the Constitution and Bylaws. However, amendments may be made at any time as provided in this section.

BYLAWS

Article I: Parliamentary Authority

Section I Robert's Rules of Order, revised shall prevail at all meetings of the Society and the Executive Committee unless contrary to the Constitution and Bylaws of the Society, in which case the Constitution and Bylaws shall take precedence.

Article II: Duties of Executive Officers

Section I President:

- a) Shall preside at all meetings of the Society and Executive Committee.
- b) Shall with the Secretary or Treasurer sign all contracts and/or obligations of the Society.
- c) Shall register his signature on a banking card for emergency withdrawals of Society funds.
- d) Shall have power to appoint all standing and temporary committees.
- e) Shall perform other duties as may pertain to that Office of President.

Section II Vice-President:

- a) Shall perform all duties of the President in his/ her absence or disability.

Section III Secretary:

- a) Shall attend all meetings of the Society and the Executive Committee and keep an accurate account of all minutes of such meeting.
- b) Shall conduct all Society correspondence in the name of the Society.
- c) Shall maintain all secretarial records of the Society which shall be open for observation by any member of the Executive Committee at any time.

Section IV Treasurer:

- a) Shall collect all money due the Society and pay all bills incurred as approved by the Executive Committee on behalf of the Society.
- b) Shall deposit all Society money in a financial institution designated by the Executive Committee, except for a petty cash fund, and have the authority to sign all the withdrawals of funds or contracts.
- c) Shall keep an accurate detailed account of all monetary transactions and shall present to the Society a written statement of the financial standing of the Society at the end of the year.
- d) Shall make an oral financial report to the Society at the monthly Executive Committee and general membership meetings.
- e) Shall prepare all Treasury Records and make them available for audit.
- f) Shall file tax filings, Secretary of State nonprofit filings, and SFMS member and insurance filings.
- g) Shall prepare counting sheets, balance sheets for show and shall withdraw change for show from account.
- h) Shall advise Executive Committee on financial matters and act as CFO.

Article III: Duties of the Executive Committee

- Section I Shall have general charge of affairs, funds, property of the Society and all other matters not herein provided for.
- Section II Shall establish operating budgets for all committees requiring funding and require an annual written accounting at the end of the year.
- Section III Shall appoint a Nominating Committee of 3 members selected from the membership, who shall have been members in good standing for at least 2 years. The names of the Nominating Committee shall be published in the newsletter no later than September.
- Section IV Shall appoint an Audit Committee. In the event auditing expertise is needed, the committee may grant permission to the Audit committee to obtain such expertise.
- Section V Upon election of the Executive officers and prior to assumption of office, the newly elected officers shall select an Audit Committee Chair who shall be present as observer at the annual audit to be performed prior to the Executive Committee meeting in March.
- Section VI Shall meet monthly. A report of the meeting and its activities shall be made to the membership at each monthly meeting.

Article IV: Duties of Committees

- Section I All chairs and committees shall perform duties and functions normally associated with the particular committee in the best interest of the society.
- Section II Nominating- Shall compile a slate of proposed officers and present this slate to the membership at the annual meeting.
- Section III Membership - Shall maintain a roster of all members in good standing in coordination with the Treasurer and notify the Newsletter Editor of changes in membership.
- Section IV Program- Shall plan program for monthly regular meeting and arrange for speakers, auctions, or other related activities.
- Section V Field Trip- Shall coordinate field trips.
- Section VI Show - Shall organize and stage an annual show, prepare and submit an operating budget to the Executive Committee for approval, and submit a written report to the Executive Committee within 1 month after the show.
- Section VII Faceting - Shall organize and oversee the operations of the faceting guild and maintain a roster of any members in good standing in the faceting guild.
- Section VIII Auction - Shall select, purchase, store, and keep safely all geologic and related specimens and materials used for the educational benefit of the membership. Auction may also, as authorized by Executive Committee, inventory gifts made to the Society and sell, donate, or dispose of them as appropriate. The committee may be authorized a purchasing fund by the Executive Committee. All receipts of auctions in excess of the purchasing fund shall be turned over to the Treasurer. An annual report shall be submitted listing the results of the committee activities for the year.
- Section IX Webmaster & Social Media- Shall maintain Society website, Facebook, and other social media forums.

- Section X Newsletter- Shall edit and distribute monthly Rocky Trails newsletter.
- Section XI Librarian - Shall maintain a list of books and other publications pertinent to the objectives of the Society and make them available to the membership under a responsible control system that provides for fair issuance and positive return. New additions to the library shall be announced through the newsletter.
- Section XII Historian - Shall review the Society's activities of a year and develop a brief summary for historical purposes.
- Section XIII Sunshine - Shall provide appropriate correspondence in the event of illnesses, deaths, marriages or other occasions to members or their family, and shall provide appropriate notes of appreciation to speakers, persons making donations, or others.
- Section XIV Workshop - Shall oversee the operations of the Society workshop for the educational benefit of the membership. The committee shall be authorized an operating fund as may be determined by the Executive Committee. All receipts of expenses or profits from the use of the equipment or sale of materials in excess of the operating fund shall be turned over to the Treasurer. An annual budget shall be submitted listing the operating requirements of the workshop and the results of the committee activities for the year.
- Section XV Liaison - The Club representative to the Southeast Federation and other organizations as determined to be appropriate and requested by the Executive Committee.

Article V: Eligibility and Term of Office

- Section I President - No person shall be eligible for the office of President of the Society unless he/she has been a member in good standing preferably for a period of at least 2 years and preferably has held a position on the Executive Committee.
- Section II Other Officers - No person may hold other elected office (Vice-President, Secretary, or Treasurer) unless he/she has been a society member in good standing for a period of at least 1 year.
- Section III All elected officers shall assume office on January 1st (except in the case of special elections to fill vacancies for the remainder year) and hold office for 1 year.
- Section IV No member shall be elected to office without his/ her consent.

Article VI: Voting

- Section I Each member in good standing 18 years of age or older shall be entitled to 1 vote. An honorary member shall not have voting privilege.
- Section II Election of all officers shall be by ballot. If the slate of officers presented by the Nominating Committee is uncontested, a motion may be made, seconded and passed by unanimous vote to have the Secretary cast the ballot as the presented slate.

Article VII: Dues and Fees

- Section I The amount of all dues and fees shall be determined or altered by a majority vote of members present and voting at a regular meeting. The price of workshop materials for sale shall be set by the workshop chairman with approval of the Executive Committee.

Section II Annual dues shall be payable by the first day of January. Annual dues shall be pro-rated quarterly for new members only.

Section III The initiation fee shall be 1 dollar and shall be levied only once, except that a reinstatement fee for a former member shall be 1 dollar.

Section IV When an individual holding a family membership reaches the age of 18 and requests a change in membership standing, he shall be assessed dues on a pro-rated basis and the initiation fee shall be waived.

Section V Any member who has not paid his annual dues by the February meeting shall be classed as delinquent and not in good standing. The delinquent member shall be notified by the membership committee and, should the delinquency continue until March 1st, the delinquent member shall be dropped from membership.

Section VI Life and Honorary members shall not be assessed any dues. They shall receive a membership card with "Life Member" or "Honorary Member" suitably inscribed across it. The card may be permanently encased in transparent plastic.

Article VIII: Rights and Responsibilities

Section I Policy - The continuation of a strong and viable Society, its successes and accomplishments, is totally dependent upon the contributions and talents of individuals, singly and collectively. In associating together for a common purpose each member can contribute to the Society's stature and position in some way, large or small, for the benefit of all and self-satisfaction.

Section II Rights of Members:

- 1) The right to vote in all elections of the Society.
- 2) The right to hold an elective office, to be chairperson of a committee or to serve on a committee of the Society.
- 3) The right to receive copies of the Constitution and By-Laws and all publications of the Society.
- 4) The right to a card or certificate attesting to the fact that membership in the Society has been granted.
- 5) The right to display their geologic specimens, lapidary or jewelry work at a meeting or show of the Society.
- 6) The right to use library material.
- 7) The right to use the Society workshop.
- 8) The right to attend and observe at Executive Committee meetings; to be heard and participate in the deliberations but not to vote unless a member of that body.

Section III Responsibilities:

- 1) It is expected that a member shall act in a gentlemanly or ladylike manner at all meetings or functions of the Society.
- 2) It is expected that members will, in keeping with the objectives of the Society, work and contribute to the advancement and betterment of the Society in every way possible.
- 3) It is expected that members on field trips will conform to established rules and watch out for their safety and the safety of others.

- 4) It is expected that members using the workshop will conform to established rules and watch out for their safety and the safety of others. Workshop use is understood to be at your own risk. The Society disclaims all liability for possible injury. The Society may, at the Executive Committee's discretion, require members using the workshop to carry medical insurance as appropriate.
- 5) It is expected that the member making use of library material will be responsible for the safekeeping of such material on loan and will be monetarily liable for the damage or loss of such material. Liability shall be determined by the Executive Committee.
- 6) It is expected that any member knowing of an infraction to the rules of the Society shall report the incident to the President.

Article IX: General Provisions

Section I

Newsletter - Official publication of this Society shall be "Rocky Trails". It shall be used to disseminate news and information of Society interest to all members. This publication shall be issued monthly so that each member family will receive a copy before the regular meeting each month.

Section II

Symbol - The official mark of the Society shall be as herein described: A patch in the shape of the state of South Carolina with a gold background representing South Carolina's gold mineral deposits; an outside parameter in royal purple (a 1/4 inch border) satin stitched; center field surrounded by four lines or lettering; a purple faceted amethyst and a purple amethyst cluster (the state gemstone). The lettering shall be in the same earth tone with the words "COLUMBIA GEM AND" appearing above the amethyst; and the words "MINERAL SOCIETY" appearing below the amethyst.

Section III

In the event of dissolution of the Society, the residual assets shall be turned over to one or more organizations which are exempt as described in sections 501(c)(3) and 170(c)(2) of the Internal Revenue Code or to the federal, state, or local government for exclusive public purpose as may be recommended by the Executive Committee and subject to approval of the membership.

Section IV

The Society is affiliated with and a founding member of the Southeast Federation of Mineralogical Societies, Incorporated and a member of the American Federation of Mineralogical Societies.

ADOPTED THIS DAY May 18, 1965. AMENDED October 20, 1969; 1975; 1988; 1997; August 2010; March 2015.



The Columbia Gem & Mineral Society
PO Box 6333
Columbia SC 29260

Chartered March 1965

Founding Member of the Southeastern Federation of Mineralogical Societies