

CONSTITUTION AND BY-LAWS OF THE CACHE ROCK AND GEM CLUB

CONSTITUTION

ARTICLE I

Name

The name of this organization shall be the Cache Rock and Gem Club. It is referred to as the "society" for the purposes of this document.

ARTICLE II

Section 1 The Purpose of this Non-Profit Organization shall be to stimulate interest in mineralogy, geology, and the lapidary arts; and in the collection of minerals, gems, fossils, and in the art of cutting, polishing, classifying, cleaning, and displaying these specimens, and their application to the lapidary arts. To provide meetings where members can study and discuss these topics as well as related interests in the study of mineralogy, geology, and lapidary arts. To provide an opportunity to actively protect gemstone and mineral resources for hobby use, including the location and acquisition of mining claims and properties for noncommercial purposes.

Section 2 This society is not formed for profit and none of its assets shall be for the financial gain or profit of any individual who is, or may become, a member thereof. All the assets, properties and funds of the society shall be devoted to the furtherance of the primary objectives and purposes of the society.

ARTICLE III

Duration

The duration of this organization shall be perpetual unless sooner dissolved according to law.

ARTICLE IV

Membership

Membership in the society shall be open to persons interested in the objectives of the society, subject to such terms and conditions as may be prescribed in the Constitution, the By-Laws or by the governing Board.

BY-LAWS OF THE CACHE ROCK AND GEM CLUB

ARTICLE I

Officers and Trustees

- Section 1.1 The Executive Officers of this society shall be the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and Historian.
- Section 1.2 The Board of Trustees shall consist of the Executive Officers, Chairman of the Board, and all other committee chairs selected and appointed by the President.
- All of the affairs, properties and assets of the organization shall be managed by the Board of Trustees.
- Section 1.3 The Chairman of the Board is the immediate past President. The past President will automatically move into this position for one term and then this position is open for elections, or if the past President is unwilling to serve, a Chairman will be elected from the membership.

ARTICLE II

Duties of Officers

- Section 2.1 President
- The President shall preside over all meetings; regular, special, and Board meetings.
- a) Brings before membership all matters that come to attention, which may have a bearing upon operations or functions of the society.
 - b) Appoints an annual auditing committee to audit financial records annually.
 - c) Signs legal documents and fund withdrawals in conjunction with the Executive Officers.
 - d) Signs checks for club expenses and purchases.
 - e) Presides over and assists in the preparations and planning for the annual show in conjunction with the Chairman of the Board and the Annual Show Manager.
 - f) Acts as an intermediary between other clubs, organizations, and individuals.
 - g) Appoints Committee Chairs with the approval of the Executive Officers.
 - h) Can deposit funds into the financial institution designated by the Board of Trustees.
 - i) Casts tie breaking votes.
- Section 2.2 1st Vice President
- a) Assists the President in their regular duties.
 - b) Performs assignments as needed by the Executive Officers.
 - c) Actively assists in the annual club show.

- d) Can deposit funds into the financial institution designated by the Board of Trustees.
- e) Signs checks for club expenses and purchases.
- f) Heads meetings when the President is unavailable.
- g) Arrange for speakers and presentations for the regular club meetings.
- h) Attends all meetings if able.
- i) Coordinates all community outreach requests, i.e., schools, special events.

Section 2.3 2nd Vice President

- a) Assists the President in their regular duties.
- b) Performs assignments as needed by the Executive Officers.
- c) Actively assists in the annual club show.
- d) Heads the Trip Committee and keeps the members informed of all field trips through the meetings, website, and social media.
- e) Informs members of any dangers present on field trips.
- f) Assures all safety equipment is available and in working condition for club activities

Section 2.4 Secretary

- a) The secretary shall keep all minutes of the meetings of the Society, and of the Board of Trustees.
- b) Will report minutes to the Executive Officers, and Board of Trustee members.
- c) Will provide duplicates of all documents and minutes to the Historian when requested.
- d) Assists the President and Board in performing any duties assigned by them.
- e) Presents meeting minutes for approval at successive meetings.
- f) Actively assists in the annual club show.
- g) Maintains a record of all club members and the newsletter email list.

Section 2.5 Treasurer

- a) The treasurer shall keep all financial records of the Society.
- b) Can deposit funds into the financial institution designated by the Board of Trustees, along with the President and 1st Vice President, under the direction of the Executive Officers.
- c) Signs checks for club expenses and purchases.
- d) A Treasury report will be given quarterly at the club meetings.
- e) Keeps record of expenditures, receipts, and balances.
- f) Maintains a record of all the club members paid dues.
- g) Makes all records available to the auditing committee and the Executive Officers.
- h) Actively assists in the annual club show. At the annual club show members will be selected to assist in the collection of money. At the end of each day of the show all moneys will be counted and accounted for by the Treasurer and another member of the Executive Officers.

Section 2.6 Historian

- a) The Historian shall compile and maintain an original or a copy of the historical records of the society.
- b) Shall give a yearly report of the previous year's activities and accomplishments of the society

Section 2.7 Chairman of the Board

- a) Acts as an advisor to the current Executive Officers.
- b) Assists in the preparations and planning for the annual show in conjunction with the President and the Annual Show Manager.
- c) May be given additional duties by the Executive Officers.
- d) Holds quarterly Board meetings and helps the Executive Officers keep the committees staffed and organized. Reports all committee activities to the Executive Board.

Section 2.9 Any Officer derelict in his duties or whose conduct is such that it is considered detrimental to the welfare or the reputation of the society may be removed from office by a 2/3 affirmative vote of the membership present at a specially called meeting. There must be at least 2/3 of the society members in attendance. A special election will be held to replace the removed Officer.

ARTICLE III

Elections

Section 3.1 Election shall be held at the annual meeting every other November. Executive Officers will be nominated in the prior October meeting and paper ballots will be given to club members to cast their votes at the November meeting.

Section 3.2 The Executive Officers are voted in for a two year term. Any special elected officers shall be up for reelection at the same time.

Section 3.3 Board members at-large shall be selected by the Board of Trustees and appointed by the President for an undetermined time period. Board members can be replaced by the Executive Officers at any time.

Section 3.4 Officers and Board members serve in a voluntary capacity and shall receive no compensation or monetary awards.

Section 3.5 If an office becomes vacant during a term a special election will be held at the next regular club meeting to replace that officer for the remainder of the term.

Section 3.6 All elected Officers and Board Members shall be installed for their term of office at the regular January meeting following directly after the November elections.

ARTICLE IV

Voting

- Section 4.1 Each member over the age of 18, in good standing, shall be entitled to one vote and to the privilege of holding office. The President shall vote only in the case of a tie, but shall have the privilege of voting at the general election of officers.
- Section 4.2 Election of all officers shall be by secret, written ballot. If there are no nominees, then the existing Officers shall continue in their Duties unless they resign.

ARTICLE V

Membership and Dues

- Section 5.1 Any person who is interested in upholding the purpose of the club is eligible to apply for membership.
- Section 5.2 Honorary membership may be given to whomever the Board may decide.
- Section 5.3 Annual membership dues will be in effect for one year from January 1st until December 31st of the current year. Memberships will be renewed for the following year starting in November of the current year.
- Any member whose dues are in arrears more than two months (March 1st), shall automatically forfeit membership, but may be reinstated upon payment of current dues.
- Section 5.4 Club directory shall be printed in March for the current year. Only members in good standing will be put in the printed directory. Members may opt out of being in the directory if desired.
- Section 5.5 All members are encouraged to join a committee and participate in the annual club show.
- Section 5.6 The amount of the dues is to be regulated by or altered by a majority vote of the present members of the society at a regular meeting, without amendment of the By-Laws.

ARTICLE VI

Committees

- Section 6.1 The President, with the advice of the Executive Officers, may appoint individual members to chair committees or manage club assets in the society organization.
- Section 6.2 Duties and functions of the various committees shall be as designated by the Executive Officers.

ARTICLE VII

Meetings

- Section 7.1 Unless otherwise provided for in these By-Laws, Robert Rules of Order shall govern all meetings of this society, its Executive Board, and Board of Trustee meetings.
- Section 7.2 Meetings will be held at a time and place determined by the Board of Trustees.
- Section 7.3 The annual club meeting is the regular club meeting in November, with elections occurring every other year.
- Section 7.4 Regular meeting are held monthly throughout the calendar year on the second Thursday of each month. They can be combined with a social event or upon due notice to the membership, may be held at other times.
- Section 7.5 The Board of Trustees may be called together at any time by the President.
- Section 7.6 A quorum for the conduct of business of the Board of Trustees shall consist of at least four members.
- Section 7.7 Junior meetings are for the children of the paid members ages 6-18. Parents of younger children must attend the Junior meeting with their younger children.

ARTICLE VIII

Fiscal Year

The fiscal year of the organization begins on the first day of January each year and ends on the last day of December each year.

ARTICLE IX

Field Trips

The focus of field trips is to educate, build comradery, and collect minerals and rocks, while having fun.

- Section 9.1 Plants and animals found during our trips must not be fed or harassed and must be left in the environment in which they are found.
- Section 9.2 Members are responsible for their trash removal and are encouraged to clean up any that is found in the general area as an act of good stewardship.
- Section 9.3 All holes created by members are to be filled in before leaving the field site.
- Section 9.4 Due to the limited nature of some trips, some field trips will have a capacity cap and will be filled on 'first come' basis.
- Section 9.5 Members bear the sole cost burden of costs to participate in fieldtrips.

- Section 9.6 Members must check themselves and their party into the fieldtrip when joining the fieldtrip and check themselves and their party out when departing the fieldtrip, at all times during the trip.
- Section 9.7 Members shall recognize all State and Federal laws and abide by guidelines established by private property owners and claim holders.
- Section 9.8 Road, weather, and unknowns may occur and pose inconvenience, injury, or in some circumstances, fatality. Members will be made aware of such potential conditions in advance of participation or as they become known. The society is not responsible for accidents that happen to participants.

ARTICLE X

Liability

- Section 10.1 The society will carry liability insurance to cover the organization only.
- Section 10.2 Due to the unique activities of the organization, only paid members in good standing may participate in field trips and in use of the society's equipment.
- Section 10.3 Upon membership, members recognize they are responsible for their personal safety and those in their care.
- Section 10.4 Member will be required to sign liability waivers, acknowledging potential hazards of participation, known and unknown, in the field or in use of equipment.

ARTICLE XI

Equipment

- Section 11.1 Members must receive and acknowledge training before using the society's equipment.
- Section 11.2 Use of the equipment can be refused if the member fails to treat the equipment properly and as instructed by the Manager of the equipment.

ARTICLE XII

Amendments

- Section 12.1 Proposed amendments to the Constitution and By-Laws of this Society must first be approved by the Board of Trustees. Then a copy of the amendment must be presented to the members at the next monthly meeting. The members can then deliberate the matter and a vote will be taken. To pass the amendment a 2/3 majority of the present members must vote in favor.

ARTICLE XIII

Dissolution

Upon winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed in accordance with the law and discretion of the Board of Trustees. The equipment can be sold to members, listed for sale, or donated with the existing funds. Then all funds shall be distributed to a non-profit fund, foundation, charitable organization, or corporation.