

Revised: March, 2008

## **BY-LAWS**

THE LAKE HAVASU GEM AND MINERAL SOCIETY, INC.

### ARTICLE I – NAME

The name of this Society shall be **The Lake Havasu Gem and Mineral Society, Incorporated.**

### ARTICLE II – PURPOSE

The purpose of this Society shall be (1) to increase our appreciation of the beauty and value of the land in which we live; (2) to foster good fellowship among the members while pursuing the club's activities; (3) to foster knowledge of the earth sciences; (4) to provide educational scholarships and support in earth scientific fields; (5) to procure and improve club property.

### ARTICLE III – MEMBERSHIP

#### Section 1. Member

A member shall have paid the Society dues and thereafter shall observe the Society's Charter, By-laws and Standing Rules.

#### Section 2. Classes

Procedures for applying for membership shall be as outlined in the Standing Rules. There shall be four (4) classes of membership: single, junior, family, and life.

(a) A single member shall be any person joining the Society as an individual who is over the age of eighteen (18) years. They shall have the right to vote, hold office, and pay dues as prescribed in the Standing Rules.

(b) A junior member shall be any person joining the Society who is between the ages of twelve (12) and eighteen (18). They shall pay full dues; have the right to vote, but not to hold office.

(c) A family membership consists of more than one member residing in the same household.

(d) A life member [See STANDING RULES, ARTICLE I (1) Section3.]

#### Section 3. Cancellation

Any member who does not abide by the Charter, the By-laws and the Standing Rules shall have their membership cancelled by vote of the Executive Board, after suitable review and consideration of the individual case on its merits.

#### Section 4. Delinquent

Any member whose dues become delinquent as defined by the Standing Rules is no longer in good standing and is no longer a member. Renewal of membership is subject to approval of the Executive Board. The fee for a new badge can be waived.

ARTICLE IV - OFFICERS, EXECUTIVE BOARD, AND THEIR ELECTION

Section 1. Officers

The officers of this Society shall be: President, Vice President, Secretary, Treasurer and Sergeant-At-Arms.

Section 2. Election

All officers shall be elected by secret ballot and must receive a simple majority of the total votes cast, a quorum being present. When there is but one candidate for an office, the ballot may be dispensed with by unanimous vote and the candidate is elected by acclamation. In the case of three (3) or more candidates, a majority not being received by one candidate, the two (2) receiving the most votes shall be selected for a run-off election.

Section 3. Term of Office -Directors

The term of office for elected directors shall be three (3) years, with one (1) director being elected each year.

Section 4. Executive Board

The Executive Board shall consist of the elected officers, a minimum of three (3) directors or one (1) director for each 50 members on record at the end of March to be elected at large, and the Immediate Past President who is the last full term President prior to the incumbent.

Section 5. Board Election

The officers and board members whose terms expire shall be replaced by election at the Society's regular meeting held in December of each year. The new officers and board members shall be installed at the Society's regular meeting held in January.

Section 6. Nominating Committee

Three (3) members shall be appointed by the President to the nominating committee at the regular September meeting each year. The nominating committee shall propose one (1) or more candidates, who shall agree to serve, for each office to be filled. The recommendations of the nominating committee shall be submitted to the members at the November meeting. Additional nominations may be made from the floor at the December meeting. These nominees must agree to serve before their names can be submitted.

Section 7. Term of office

An individual shall hold no office for more than two (2) consecutive terms. In the event that no candidate is nominated for an office, this Section of the By-laws can be suspended by a unanimous affirmative vote of all members voting, a quorum being present.

Section 8. Standing

All elected officers must be members in good standing.

ARTICLE V - OFFICERS AND THEIR DUTIESSection 1. President

The President is the Chief Executive Officer and shall preside at all meetings of the Board and regular meetings of the Society. He/she shall perform all the usual duties of the office of the president, and such other duties as prescribed by the Executive Board or the membership. He/she shall appoint the chairperson of all committees in accordance with the Standing Rules (Article 2, Section 1), and shall serve ex-officio on all committees, except the nominating committee.

Section 2. Vice – President

The vice-president shall assume all duties of the president in the absence or inability of the president to act. He/she shall perform such other duties as may be prescribed by the President or the Board.

Section 3. Secretary

The Secretary is the official custodian of all club records and documents. He/she shall keep a complete record of all meetings of the board and regular membership meetings, maintain an up-to-date record of the members, including home and email addresses and telephone numbers. The Secretary shall maintain a list of the committee members, an up-to-date copy of the By-Laws and Standing Rules, and a copy of a current inventory of all club properties. He/she shall also handle all official correspondence directed or approved by the president or the board. He/she is the official custodian of documents pertaining to club properties (real and personal), club tax and corporate documentation, insurance policies, and such other paper documentation as may be created from time to time.

Section 4. Treasurer

The Treasurer shall be responsible for keeping and maintaining in proper order all financial records and reports of this Society. He/she shall be responsible for the collection and issuing a receipt for all dues, initiation fees, assessments, and other monies due to this Society or paid out by it. He/she shall furnish a written financial report as directed by the board. The financial reports may be audited at the pleasure of the board, in addition to the mandatory audit within thirty (30) days prior to the installation of the new treasurer. He/she shall prepare an annual operating budget for the upcoming fiscal year, with the assistance of the incoming Treasurer. This budget shall be approved, and may be amended by the Board. The Treasurer may be bonded at the option of the board.

Section 5. Sergeant -at – Arms

The sergeant-at-arms shall maintain order at board and general meetings and collect fines due to the club by members.

Section 6. Executive Board

The executive board, as the Society's executive body, is subject to the by-laws and

standing rules of The Society. All Board actions are subject to approval of the membership, unless otherwise covered by By-laws and Standing Rules. It shall be the duty of the executive board to formulate policies of the Society, and to act in an advisory capacity to the President, who shall be bound to act according to the majority decision of the board.

## ARTICLE VI - VACANCIES

### Section 1. Vacancy

Any vacancy on the board shall be filled by appointment of the board for the un-expired term; except that a vacancy of the president shall be filled by the vice-president in assuming the duties of the president, and the vice-president's office shall be filled by an appointment of the board.

### Section 2. Resignation

Any officer resigning his office shall do so by submitting his resignation in writing to the executive board. The vacancy so created shall be filled as prescribed in Section I of this Article.

### Section 3. Removal

Any officer who shall absent themselves for three (3) unexcused consecutive meetings, regular or executive, shall be subject to removal and replacement by action of the board.

## ARTICLE VII (7) - COMMITTEES

### Section 1. President Authority

The president shall have the authority to appoint all standing and special committee chairpersons as required, in accordance with the standing rules.

### Section 2. Chairperson

The committee chairpersons may appoint their committee members. The only exception to this section will be the nominating committee as it is constituted in these By-laws, Article IV, Section 6.

### Section 3. Committee Members

All committee members shall be members in good standing.

## ARTICLE VIII – FISCAL YEAR

### Section 1. Fiscal Year

The fiscal year shall commence on January first and end on December thirty-first of each year. Upon completion of the fiscal year, an inventory of the Society's properties and an evaluation shall be taken.

