

BYLAWS OF THE MONTGOMERY GEM AND MINERAL SOCIETY

- I. The OFFICAL ADDRESS of the Montgomery Gem and Mineral Society is P.O. Box 3273, Montgomery, Alabama 36109-0273.
- II. SOCIETY YEAR – The Montgomery Gem and Mineral Society (henceforth known as the Society) Society year (also the Society fiscal year) commences on January 1st and ends on December 31st.
- III. MEETINGS
 - (A) The business meeting of the general membership shall be held at a designated place on the third Tuesday of each month at 7:00 P.M and henceforth known as a general membership meeting.
 - (B) There will normally be a meeting of the Executive Board at a place designated by the President prior to the general membership meeting. A Quorum for the Executive Board shall be four.
 - (C) Meetings for the purpose of field trips or workshops will be scheduled as appropriate.
- IV. DUES

Annual dues for each type of membership shall be set and revised, as needed. The Southeast Federation dues shall be in the cost of Society. Revision of dues shall be discussed at an Executive Board meeting and voted by membership at the November general membership meeting as dictated in the constitution.
- V. ORDER OF BUSINESS

The order of business at the business meeting of the general membership shall normally follow this course:

 - Call to order
 - Recognition of guests
 - Reading and vote for approval of the minutes of the previous meeting
(When necessary, Nominating Committee's report with floor nominations for elections of officers)
 - Treasurer's Report
 - Other Officer's Reports
 - Unfinished Business
 - New Business
 - Refreshments
 - Program
 - Adjournment

VI. SOCIETY COLORS AND EMBLEM

(A) The Colors of the Society are Red and Gold.

(B) The Emblem of the Society will be:



VII. DUTIES OF OFFICERS

In addition to the Executive Board functions indicated in the Constitution, officers shall have the specified duties outlined below:

(A) The President (or Vice President) shall countersign all checks disbursing Society funds.

(B) The Corresponding Secretary shall, upon receipt of the name and address of the new member, mail, or electronic mail, or deliver personally a membership card, a copy of the Constitution and Bylaws, a current roster, and a schedule of the Society activities to the new member.

(C) Treasurer

(1) Funds shall be disbursed only with the approval of the Executive Board except as noted in item 7 below. Checks shall be signed by the Treasurer and countersigned by the President or the Vice President.

(2) All funds shall be in accounts in the name of the Society at banks insured by the Federal Deposit Insurance Corporation (FDIC). Funds not required for anticipated current expenditures may be in an interest bearing savings account.

(3) A verbal report of funds received, disbursed, and remaining on hand shall be presented at each business meeting. A similar report shall be given at the Executive Board meetings.

(4) All Society funds, except authorized operations funds, are to be placed in the Treasurer's hands. The state funds authorized by the Executive Board in limited amounts for offers and committees to carry out routine business shall be disclosed to the Treasurer by their custodian on a monthly basis.

(5) The Treasurer shall prepare a written report accounting for all funds controlled during the time the office is held. An Auditing Committee may be appointed by the President to audit the Society's funds and a report will be made part of the Treasurer's written accounting.

(6) The Treasurer shall be an Ex-officio member of the Finance Committee.

(7) Special designated show funds shall be the responsibility of the Show Chairperson(s).

(D) Junior Rockhound – The Executive Board shall appoint a junior member (from a family membership), age 17 and below as the Junior Rockhound. Responsibilities shall consist of attending the Executive Board meetings to advise the board of events, projects, field trips, promotions, recruitment involving members age 17 and below. The junior rockhound is entitled to vote upon matters which are not controversial (see Constitution ARTICLE V). The junior rockhound must be present to vote. The junior rockhound is highly encouraged to attend the general membership meetings and shall be given the opportunity to make announcements as well as write articles for the Society newsletter at the least on a quarterly basis.

(E) Directors – Directors will be selected by the Nominating Committee to represent various groups, and the different interests of the membership. They shall be available as Committee Chairs and Advisors at the pleasure of the President.

VIII. APPOINTED AND TEMPORARY OFFICERS

(A) Assistant Secretaries may be appointed as requested or required by the Executive Board.

(B) The President may appoint officers to act for those unable to fulfill their duties on a temporary basis during the time it takes to replace them in accordance with the Constitution.

(C) The President may appoint a Parliamentarian.

IX. STANDING COMMITTEES – The following permanent committees (of one or more members) shall be formed with the indicated responsibilities.

(A) Finance – Fundraising and Budgeting.

(B) Program – Preparation for the informational portion of the general membership business meeting. Preliminary planning for social events.

(C) Public Relations – Media contact and promotion; organization of a speaker's bureau which shall provide information and education on gem and mineral topics to interested organizations.

(D) Staff of Newsletter – Organize, edit, and publish the Society newsletter. The monthly newsletter(s) shall be published to the membership no later than 1 week prior to the monthly general business meeting.

(E) Membership – Obtain and keep records of prospective members and promote membership drives.

X. SPECIAL COMMITTEES

Temporary committees for limited purposes may be established and disbanded when their purposes have been served. The following will be required in occasion.

(A) Auditing Committee.

(B) Nominating Committee.

(C) Various special events committees which will take over the details planning and supervision of shows, programs, field trips, and the like.

XI. PARLIAMENTARY PROCEDURE

Robert's Rules of Order as interpreted by the presiding officer with the advice of the Parliamentarian shall govern meetings and procedures of the Society.

XII. NON-MEMBERS ATTENDANCE AT THE MEETING AND FIELD TRIPS

Non-members are welcome at general meetings or field trips. They may be notified of Society events for a period of time. After two meetings or three field trips, if they wish to continue to participate in Society activities, they will be expected to become members.

XIII. BUDGETING AND EXPENDITURE OF FUNDS

The Executive Board may authorize the expenditure of moderate sums for routine needs of the Society. An Annual Budget shall be prepared for the Society year and presented to the membership at the second meeting of the year. Expenditures approved in the budget may be disbursed on the authority of the Executive Board. Individual expenditures of more than \$50.00 or monthly expenditures of over \$100.00 not previously included in the budget shall receive the approval of the general membership.

XIV. RESPONSIBILITIES OF THE MEMBERSHIP

All members will want to support the Society, participate in the activities, attend meetings, and assist their elected officers, as needed. Particularly, members will want to set a good example of courtesy, competence, and safe behavior.

XV. BYLAWS AMENDMENT

These Bylaws may be amended by a simple majority at any regular or special business meeting provided that written notice of the proposed amendment has been given the membership not less than one week in advance of the meeting.

XVI. ADOPTION OF THE BYLAWS

These Bylaws shall be adopted upon the acceptance by a simple majority of those present at the regular business meeting.

Amended and Adopted - April 11, 1991

Amended and Adopted – July 2017#