

OXNARD GEM & MINERAL SOCIETY OF OXNARD, CALIFORNIA

AMENDED BY-LAWS

Revised 15 September 2020

ARTICLE I NAME AND LOCATION

This organization will be known as the Oxnard Gem & Mineral Society Of Oxnard, California, hereinafter referred to as "OGMS".

ARTICLE II MEMBERSHIP

Section 1 Membership

Membership in OGMS is for those persons who are actively interested in Minerals, Rocks, Fossils and/or Lapidary and Jewelry Arts.

- A. Any person making application for Membership, who fulfills the requirements as set forth herein, and who has paid the current Membership fee, shall become an active Member upon approval of a quorum of the Board of Directors (hereinafter referred to as "The Board").
- B. The Board retains the right to deny approval of a Membership application. The application for membership in this society may be denied if the applicant's behavior while a member of another American Federation of Mineral Societies affiliated club or society was detrimental to the purposes or actions of that club or society or was cause for their resignation or expulsion.
- C. Persons who were Members of OGMS on or before March 6, 1961, shall be regarded as Charter Members.

Section 2 Membership Dues

- A. All dues will be payable on or before January 1st of each year, except when Membership has been approved in October or later, whereupon the dues paid will extend through the following year.
- B. Classifications for Members are: Adults (aged 18 and over), Pebble Pups (up to 11 years), and Juniors (Ages 12 to 17 years). Each non-adult Member must have an adult sponsor with current paid Membership.

Section 3 Honorary Membership

Honorary Membership may be bestowed upon persons rendering a service or courtesy to the benefit of OGMS upon approval of a quorum of the Board. Length of Membership and/or extension is to be determined by a quorum of the Board. Honorary Members are not voting Members.

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Section 4 Termination of Membership

Members may have their Membership terminated by the Board for the following reasons:

- A. Willful violation of OGMS By-Laws, and/or Operating Regulations.
- B. Willful promotion of friction among Members of OGMS.
- C. Any act determined to be a violation of duties of office, fiduciary duties, or law.
- D. Excessive use of intoxicating substances during official functions.
- E. Use of firearms (except for personal protection) or explosives while on field trips.

ARTICLE III OGMS ASSETS

Section 1 Receipt of Donated Assets of Nominal Value

- A. If a Member or guest brings an item or items to a Meeting to be donated to OGMS, any Member attending should assist the donor in finding the appropriate Board Member (typically, Ways & Means Chair) to accept the donation. The accepting Board Member shall accept and acknowledge the donation and report the donation at the next Board Meeting for recording in the Board Meeting Minutes.
- B. If a Member is approached by a donor outside of a Meeting to donate a small number of items or items of nominal value, the Member shall accept and acknowledge the donation then direct the donation to the appropriate Board Member (typically, Ways & Means Chair) for use by OGMS. The donation shall be reported at the next Board Meeting for recording in the Board Meeting Minutes.

Section 2 Receipt of Larger Donated Assets

- A. Any Member or Board Member receiving communication regarding a larger potential donation (e.g., estate assets) shall forward the communication to the Board, and the communication shall be documented in the Minutes of the next Board Meeting. Communication may be forwarded via email or other appropriate means.
- B. At the next Board Meeting, whether regular or emergency, a team of two or more OGMS Members will be identified and assigned to contact the donor or donor's family to inventory, photograph, and take possession of the donated items for OGMS.
- C. The donor or donor's family may designate another person to attend the inventory event; however, that person may not participate in the inventory.
- D. No other OGMS Member may be involved in the donation event without prior Board authorization.

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- E. The Board shall notify the donor family, person, or party in writing (email being acceptable), identifying OGMS representatives who will attend the donation event. If requested, a copy of the inventory list may be provided to the donor or donor's family, in addition to a letter of thanks, and a donation receipt.

ARTICLE IV SELECTION OF OFFICERS

Section 1 Terms of Officers

Officers of the Board will serve one calendar year January 1st to December 31st.

Section 2 Nomination and Election Procedure

The schedule of elections is as follows:

- A. A Nominating Committee shall be selected at the September General Meeting consisting of one (1) Board Member, one (1) Standing Committee Chairperson, and one (1) Member of the General Membership.
- B. The duties of the Nominating Committee will be to:
 - 1. Choose a chairperson from among its Members.
 - 2. Select and secure acceptance of the candidates for each elective office.
 - 3. Present these candidates to the Membership at the regular October General Meeting.
- C. Nominations may be also be added by General Membership until the election takes place at the November General Meeting.
- D. The Nominating Committee will oversee the election process, which will be by show of hands, unless results are too close to call, in which case written ballots will be used.
- E. Officers will be installed at the December General Meeting.

Section 3 Officer Vacancy

Should any elective office other than President become vacant before the end of term, the vacancy shall be filled by appointment by the President with approval by the Board. The appointed officer shall perform the duties of office until the installation of new officers after the next general election. If any controversy is involved, a special election will be held. If the President resigns or is unable to continue in office, the succession of Elected Officers of the Board will fulfill the duties of office until an election can be held.

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ARTICLE V OFFICERS OF THE BOARD OF DIRECTORS

The Elected Officers of the Board are listed below. Elected Officers are voting Members of the Board.

<u>Section 1</u>	President (tie-breaking vote)
<u>Section 2</u>	First Vice President - Programs
<u>Section 3</u>	Second Vice President - Show
<u>Section 4</u>	Third Vice President - Field Trips
<u>Section 5</u>	Treasurer
<u>Section 6</u>	Secretary
<u>Section 7</u>	Bulletin Editor
<u>Section 8</u>	Shop Steward / Safety Officer
<u>Section 9</u>	Membership Secretary
<u>Section 10</u>	Webmaster
<u>Section 11</u>	Junior Member Director
<u>Section 12</u>	Federation Director / Parliamentarian
<u>Section 13</u>	Education Director

ARTICLE VI GENERAL BOARD DUTIES

Section 1 Attendance and Activities

- A. The Board will conduct the business of OGMS and will have general management and control of all property belonging to OGMS.
- B. The Board will possess such powers and perform such other duties as OGMS By-Laws and Operating Regulations prescribe.
- C. The Board will meet once a month or as called by the President.
- D. Attendance of thirty percent (30%) of the elected officers or a minimum of four (4) members of the Board constitutes a Quorum. Voting will be based on "one person, one vote".
- E. General OGMS Members in good standing may attend open Board Meetings.

ARTICLE VII SPECIFIC DUTIES OF ELECTED BOARD OFFICERS

Section 1 President

It shall be the duties of this office to:

- A. Preside over General and Board Meetings of the OGMS, and to perform duties customary to the office.

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- B. Serve as an Ex-officio Member of all Committees except the nominating Committee.

Section 2 First Vice President (Program Chair)

It shall be the duties of this office to:

- A. Solicit speakers or programs that inform or entertain the OGMS members.
- B. Conduct General Meetings and Board Meetings in the absence of the President.

Section 3 Second Vice President (Show Chair)

It shall be the duties of this office to:

- A. Organize and preside over all show Committee Meetings and appoint chairpersons for the various Committees of the annual OGMS Gem & Mineral Show.
- B. Conduct General and Board Meetings in the absence of the President and First Vice President.

Section 4 Third Vice President (Field Trip Chair)

It shall be the duties of this office to:

- A. Plan and scout field trips for OGMS, coordinating with nearby Societies and the California Federation of Mineral Societies (CFMS) calendar. Provide insurance waivers for attendees and keep a record of these.
- B. Conduct General and Board Meetings in the absence of the President and First and Second Vice Presidents.

Section 5 Treasurer

It shall be the duties of this office to:

- A. Deposit and disperse general funds as authorized by the Board of Directors or by a vote of the General Membership. Submit accounting upon request by the Board.
- B. Serve as the primary signatory on OGMS accounts. The Board shall authorize alternative signatories on the general account for instances when the Treasurer is not available.

Section 6 Secretary

It shall be the duties of this office to:

- A. Maintain accurate minutes of General Membership Meetings and Board Meetings, as well as any emergency Meetings called by the Board, and provide those minutes monthly to the Bulletin Editor for publication.

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- B. Check P.O. Box regularly, distribute mail to appropriate Board Members, and correspond with members as required.
- C. Communicate important or urgent messages to the General Membership, via phone, text, mail or email.

Section 7 Bulletin Editor

It shall be the duties of this office to:

- A. Edit member contributions to the Bulletin; include news from CFMS and the American Federation of Mineralogical Societies (AFMS) and associated entities.
- B. Publish the bulletin, known as "The Rock Bag", monthly or as approved by the Board.

Section 8 Shop Steward / Safety Officer

As it pertains to OGMS workshop/classroom, the duties of this office shall be to provide liaison between City personnel, OGMS Board, students, and instructors.

Section 9 Membership Secretary

It shall be the duties of this office to:

- A. Collect Membership applications together with dues and present them to the Board for approval.
- B. Provide General Membership with a current roster of Members (as of March 31st), by the April Meeting of the current year. Provide a roster of Members of the previous year (as of December 31st) to the CFMS.
- C. Provide any roster changes to OGMS Secretary and Bulletin Editor as needed.

Section 10 Webmaster

It shall be the duty of this office to maintain the OGMS website to the benefit of members and visitors.

Section 11 Junior Member Director

It shall be the duty of this office to conduct monthly Meetings; coordinate and facilitate activities, field trips, and educational presentations for Junior Members and Pebble Pups.

Section 12 Federation Director / Parliamentarian

It shall be the duties of this office to:

- A. Be liaison between OGMS Membership and the CFMS and AFMS Boards.

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- B. Ensure that General Member and Board Meetings follow OGMS Operating Regulations. "Robert's Rules of Order" shall apply in situations not covered by OGMS Operating Regulations.

Section 13 Education Director

It shall be the duty of this office to facilitate educational projects approved by the Board, including support of outside organizations such as schools and scout programs.

ARTICLE IX COMMITTEES

The following shall be standing Committees and described herein are the duties assigned to each. Each of the Committees will appoint a Chairperson (Chair) from among themselves, who will report to the Board. The exception will be when the Committee consists of only one member, who then becomes the Chair. The Board may recall a Committee chairperson who does not perform his/her duties in accordance with the By-Laws or Operating Regulations.

Section 1 Refreshments Committee

It shall be the duty of this Committee to solicit, purchase or provide and serve refreshments at the General Meetings.

Section 2 Library Committee

It shall be the duty of this Committee to maintain materials in the library, including adding new items, purging outdated or damaged items and collecting fees for items that are overdue. The library shall be displayed at General Member meetings when feasible.

Section 3 Hospitality Committee

It shall be the duty of this Committee to welcome Members and guests at General Membership functions, encourage them to sign the attendance books, and introduce guests to the Membership.

Section 4 Ways and Means Committee

It shall be the duties of this Committee to:

- A. Obtain donations and purchase items for a drawing at most General Meetings.
- B. Supply door prizes for visiting guests.
- C. Arrange silent auction programs when requested by the First Vice President.

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Section 5 Scholarship Committee

The scholarship Committee shall consist of three OGMS Members. It shall be the duty of this Committee to review scholarship applications and select the most appropriate candidate(s) to present to the Board for approval.

Section 6 Historical/Archival Committee

It shall be the duties of this Committee to:

- A. Maintain documentation of OGMS activities such as photos of exhibits, social and business activities and other historical data.
- B. Display selected items of OGMS history at annual Gem & Mineral Show.

Section 7 Insurance Committee

It shall be the duties of this Committee to:

- A. Appoint a chair to be liaison between the approved Insurance Agency(ies) and OGMS.
- B. Maintain current and adequate insurance to protect the Society.

Section 8 Displays & Exhibits Committee

It shall be the duty of this Committee to display the OGMS "Society case", and/or the OGMS "Publicity case", and to transport (if necessary) and set up one or more OGMS cases at as many events as feasible.

Section 9 Publicity Committee

It shall be the duty of this committee to promote and publicize OGMS activities through all means of advertising media.

Section 10 Special Committees

Special Committees are temporary and are formed as the need arises to perform a specific task. The Chair of each special Committee shall report to the Board when the business of the Committee is concluded. Such Committees may include:

A. Audit Committee

This shall consist of two (2) Members of the general Membership and one Board Member, excluding the outgoing President. The current Treasurer shall be present for the audit.

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- B. Ad Hoc Disciplinary Committee
The Committee shall consist of the Parliamentarian or President, and another Member appointed by the Board. It shall be the duty of this Committee to speak in private to a Member who has demonstrated inappropriate behavior.
- C. By-Laws Review Committee
It shall be the duty of this Committee to review, edit, and update, if necessary, the By-laws, and present their findings to the Board for approval. Upon approval by the Board, the Committee shall then present the By-Laws to the General Membership for approval. This committee shall also update the Operating Regulations to reflect changes made to the By-Laws and present the update to the Board of Directors for approval. This procedure shall be completed by December 31st in years ending in 5 and 0.
- D. Inventory Committee
It shall be the duty of this Committee to inventory the equipment, supplies and rough stock at the Durley Park workshop, at intervals determined by the Shop Steward(s) and provide their findings to the Insurance Committee for review. A standing inventory shall be maintained for all property, vehicles, storage units, and library items outside of the Durley Park workshop. Donations of equipment to the Society shall be added to this inventory upon receipt.

ARTICLE X GENERAL AND BOARD MEETINGS

Section 1 General Member Meetings

- A. General Meetings shall be held once a month on a day agreed upon by the Membership. If a regular Meeting date falls on a legal holiday, the regular Meeting for that month shall be held the following week or at the discretion of the OGMS. In-person meetings are preferable, however virtual meetings may be held as situations warrant.
- B. One-quarter (25%) of the total adult Membership shall constitute a quorum for the transaction of business.
- C. Meetings where a quorum is not present may include programs as scheduled. Committee reports may be heard, but no business of an official nature requiring a vote of the Membership may be conducted. The Secretary shall note the lack of quorum in the Meeting minutes when appropriate.

Section 2 Board Meetings

- A. Board Meetings shall be held once a month, one week after the General Meeting. If the regular Board Meeting date falls on a legal holiday, the Board Meeting shall

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be held the following week. Board Meetings may be held in-person or as a virtual meeting at the discretion of the Board.

- B. Thirty percent (30%) of the Elected Board Members shall constitute a quorum.
- C. Board Meetings where a quorum is not present may hear Committee reports, but no official business may be conducted. The Secretary shall note the quorum status in the Meeting minutes.
- D. The Board may call special Meetings at any time.

ARTICLE XI ORDER OF MEETINGS

Section 1 The recommended order of business at General Member Meetings is:

- A. Call to order and Pledge of Allegiance
- B. Hospitality Report and Announcements*
- C. Approval of minutes from previous month
- D. Program
- E. Refreshment Break *
- F. Officer reports
- G. Reports of standing Committees
- H. Old (unfinished) business
- I. New business
- J. Ways and Means drawing*
- K. Adjournment.

**Not applicable to virtual meetings.*

Section 2 General Meetings which include a Silent Auction will conduct business before the refreshment break, and then the auction.

ARTICLE XII AMENDMENTS TO THE BY-LAWS

Section 1 Any OGMS Member in good standing may propose an amendment to the By-Laws.

Section 2 The Board may refer proposed amendments to the By-Law Review Committee for a review of clarity and consistency with the existing By-Laws, before voting to approve the proposed amendment.

Section 3 The Board must communicate the amendment twice to all OGMS Members, by physical or electronic mail and by attachment to the monthly bulletin. An amendment may be adopted by a vote of two-thirds of the attendance at a regularly scheduled General Meeting.