



OCTOBER 15, 2025

OXNARD GEM AND MINERAL SOCIETY (OGMS)
OPERATING REGULATIONS REVISION 0

PO Box 246, Oxnard, CA 93032



This Operating Regulations, in conjunction with the Oxnard Gem And Mineral Society (OGMS) By-Laws, provides the processes and operational information to be used by the Oxnard Gem And Mineral Society.

OGMS is located in Oxnard, Ventura County, California, and membership in OGMS is for those persons who are actively interested in Minerals, Rocks, Fossils and/or Lapidary and Jewelry Arts.

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A. GENERAL REGULATIONS

1. By-Laws and Operating Regulations. OGMS shall operate by and maintain a set of membership-approved By-Laws and Board-approved Operating Regulations.
 - a. By-Laws Amendments. The By-Laws are to be amended in accordance with the By-Laws Article XI.
 - The By-Laws are to be reviewed every five (5) years (years ending in 0 or 5) and if required shall be updated to reflect new or changed polices as a result of the review. A special committee shall be formed to conduct the review.
 - Additionally, any member in good standing or the Board may propose changes. Proposed changes may be held until the next scheduled By-Laws review cycle or a special amendment cycle can be conducted.
 - Notification of proposed a By-Law amendment shall be communicated twice to the general membership prior to a vote. The two methods for communicating notification of the proposed amendment shall be determined by the By-Laws Review Committee based upon current technology.
 - b. Operating Regulations Updates. The Operating Regulations shall be reviewed in conjunction with By-Laws reviews and be updated, as required, to reflect By-Laws amendments. The Operating Regulations can also be updated at any time to reflect changes in processes and/or technology, to add clarification or definition, or to make corrections. Updates to the Operating Regulations require Board approval. Upon approval, notification to the general membership shall be given in the bulletin and the updated version shall be posted to the OGMS website. Changes to the Operating Regulations shall not override By-Law requirements.
2. Name, Colors, and Emblem.
 - a. The official registered name of the society is “Oxnard Gem And Mineral Society” and shall be stated as such on official government filings, documentation, and correspondence. The acronym “OGMS” may be used in informal documentation, within the body of correspondence, brochures, social media pages, etc.
 - b. The OGMS colors are black and white, with accents of gold/yellow and/or orange.
 - c. The OGMS emblem, depicted below, may only be used on official correspondence letterhead (paper or electronic), advertising (e.g., brochures, handouts, banners), merchandise (e.g., badges, vests, pins), or on OGMS website(s) and other social media. The ampersand “&” may replace the word “And” in the emblem used on badges, brochures, etc., to facilitate presentation. As appropriate for the application, the emblem may be a negative (black background with white) or a positive (white background with black) image.



3. Bulletin. The OGMS bulletin is named "The Rock Bag" and is intended to be published monthly, but may occasionally have combined-month issues.
4. Contact methods. A post office box, phone, website, and email account will be maintained at OGMS expense for contact purposes. Other email accounts and social media as deemed appropriate may also be used and, when required, funded by OGMS when approved by the Board. A current member distribution list shall be maintained and used to communicate routine and urgent messages to members.
5. Assets. Procedures for management of assets/acceptance of donations shall be in accordance with the By-Laws Article III and Operating Regulations Section D paragraph 6 and Section F paragraph 11.d.
6. Fiscal Year. The OGMS fiscal/tax year is 1 January to 31 December and shall be the basis for OGMS administration including accounting, membership, officer elections, and committee assignments.

B. MEETINGS

1. General Meetings.

- a. General meetings are held on the first Wednesday of each month except when in conflict with a holiday or other event, in which case the meeting will be scheduled for the second Wednesday (*By-Laws Article IX Section 1 paragraph A*). General meetings may be held in-person, virtually, or a combination of methods. The method shall be announced to the general membership.
- b. Quorum requirements for the conduct of business shall be in accordance with By-Laws Article IX Section 1 paragraphs B and C. The quorum is defined as 25% of the adult membership.
- c. The agenda for general meetings shall be in accordance with By-Laws Article X.

2. Junior Meetings.

- a. Junior (Pebble Pup) meetings will be scheduled monthly by the Junior Director. The Director will communicate the schedules and locations to the junior families. An adult member (parent or other approved guardian) is to attend each meeting with the junior/family of juniors.
- b. Junior guests (e.g., potential new junior members, visiting family members) are welcome to attend with the pre-approval of the Junior Director. Junior guests must have a parent/approved guardian also present, can only attend as a guest for one consecutive meeting in a three-month period, and the parent/guardian may be asked to purchase materials for the guest to participate in the activity for that meeting.

3. Board Meetings.

- a. Monthly Board meetings will be on the Wednesday following a general meeting, except as scheduled by the Board to accommodate holidays or other conflicts. Board meetings will generally be held virtually, but may be in-person. (*By-Laws Article IX Section 2 paragraph A*)
- b. OGMS general members in good standing may attend open Board meetings.

- c. Quorum requirements for the conduct of business shall be in accordance with By-Laws Article IX Section 2 paragraphs B and C. The quorum is defined as 30% of the elected Board members (a minimum of four).
 - d. When an urgent matter arises between scheduled Board meetings, an urgent meeting may be called (actual or virtual) or an email request may be sent to Board members. A motion may be presented in these instances as long as a quorum of Board members attends/responds and the motion/vote is recorded in the minutes of the past or next Board meeting minutes as appropriate. *(By-Laws Article IX Section 2 paragraph D)*
4. Special/Committee Meetings. Special and committee meetings may be in-person or virtual as appropriate and will generally be held just prior to Board meetings (e.g., By-Laws Review Committee Meetings), or can be scheduled at the discretion of the attendees. The chair of the meeting shall report to the Board, including presenting recommendations that would require Board and/or general membership approval. *(By-Laws Article IX Section 2 paragraph D)*

C. MEMBERSHIP

- 1. Applications for memberships are processed and granted in accordance with By-Laws Article II Section 1 paragraphs A through C and Section 3. The annual fees for membership are \$25.00 per adult member and \$10 per junior member (ages 6 to 17). Junior memberships are only granted in conjunction with a paid adult membership for an associated legal parent or guardian. Annual dues are due January 1st of each year and are payable not later than the March general meeting to avoid a lapse in membership. For new members only, acceptance as a member in October through December extends the membership dues to include the following year's membership *(By-Laws Article II Section 2 paragraph A)*.
- 2. Adult members are encouraged to purchase an official OGMS name badge. Badges may be purchased for junior members if desired.
- 3. Honorary membership may be granted by the Board *(By-Laws Article II Section 3)*. Individuals granted an honorary membership will be notified by the Board. Honorary members are non-voting members, but are included in the roster and on electronic distribution for notices, bulletins, and other OGMS communications.
- 4. Membership termination is by non-payment/renewal of membership fees or by Board action in accordance with By-Laws Article II Section 4. Upon termination of membership, either by choice or Board action, the official OGMS name badge should not be worn or used as an indication of current OGMS membership.
- 5. Members are responsible to keep their contact information current to ensure prompt receipt of notices, bulletins, and other OGMS communications. Members are responsible to inform OGMS if they do not wish to have their names and/or any of their contact information included in the distributed OGMS member roster.
- 6. Members shall abide by the rules, regulations, and By-Laws of the OGMS. General members shall not make financial commitments for OGMS without prior Board/general membership approval. *(Operating Regulations Section E paragraph 5.d)*
- 7. Attendance and participation in field trips is open to and is the option of each member. At least one parent or legal guardian must accompany any member or guest under the age of 18 years. OGMS will in no way be responsible or held liable for any accident or bodily injury

incurred during OGMS activities. A completed insurance waiver form must be provided to the field trip leader for each field trip participant.

8. Upon the death of a member, a donation of \$25.00 will be made by OGMS to the California Federation of Mineralogical Societies (CFMS) Endowment Fund.

D. BOARD OF DIRECTORS

1. The Board will conduct the business of OGMS and will have general management and control of all property belonging to OGMS. *(By-Laws Article VI Section 1 paragraph A)*
2. The Board will possess such powers and perform such other duties as OGMS By-Laws and Operating Regulations prescribe. *(By-Laws Article VI Section 1 paragraph B)*
3. Terms of Office, Nomination and Election Procedures, and Vacancies shall be in accordance with the By-Laws Article IV Sections 1 through 3. Officers will serve for two years, commencing January 1st of odd-numbered years. Beginning terms in odd numbered years runs in parallel with the requirement to file California Statement of Information Form S1-100 in odd-numbered years *(Operating Regulations Section E paragraph 5.n)*.
4. The Board will meet monthly as defined in Operating Regulations Section B paragraph 3. Incoming elected Board members are strongly encouraged to attend the December Board meeting and out-going Board members are strongly encouraged to attend the January Board meeting to ease the transition of officers. Incoming officers attending the December meeting and outgoing Officers attending the January meeting are non-voting members at that meeting.
5. Attendance of thirty percent (30%) of the elected officers or a minimum of four (4) members of the Board constitutes a Quorum. All elected officers are voting members of the Board. Voting is based upon "one person, one vote" regardless of the number of positions an individual holds. *(By-Laws Article V and Article VI Section 1.D)*
6. Donations to OGMS shall be reported at the first available Board meeting for recording in the Board meeting minutes. The Board shall take under consideration potential large or estate donations to ensure the donated items will support OGMS's mission, goals, and activities and for assurance that there are adequate resources to manage such large donations prior to acceptance. *(By-Laws Article III Sections 1A, 1B, and 2.B)* An Inventory Committee will be established when needed per Operating Regulations Section F paragraph 11.d.
7. The Board shall approve/deny membership for new applicants or for honorary membership by a vote of a quorum of the Board. *(By-Laws Article II Sections 1 and 3 and Operating Regulations Section C paragraphs 1 and 3)*
8. The Board shall be limited to a maximum expenditure of \$500.00 on any project or acquisition without approval of the general membership, except for approved identified operating expenses. Board members shall not make financial commitments for OGMS without prior Board and/or general membership approval as appropriate. *(Operating Regulations Section E paragraphs 5.b through 5.d)*
9. The Board shall define a meeting calendar in September for the following year and identify liaison(s) for each meeting facility as needed to coordinate facility reservations for the coming year.
10. The Board shall designate/approve committee chairpersons/appointed positions for each of the committees in accordance with Operating Regulations Section F.

11. The Board shall establish and approve an annual budget for typical expenses for officers and committee chairpersons to guide them in making routine purchases without further Board approval. Receipts, however, are required for reimbursement. (*Operating Regulations Section E paragraph 5.m*)
12. Appropriate Board members shall exercise fiduciary duties as required, such as signing official documents and filings when required (e.g., the Treasurer ensures proper State of California and Federal filings are submitted to maintain OGMS's tax-exempt status, however, additional signatures are required from the President and/or Secretary). (*Operating Regulations Section E paragraphs 5.j, n, and o*)
13. The Board shall be responsible for disciplinary decisions and/or and actions, as well as resolution for formal (written) complaints, up to and including expulsion in accordance with the By-Laws Article II Section 4. For violations warranting expulsion, the member(s) involved shall be notified formally in writing. When deemed necessary, the Board shall convene an Ad Hoc Disciplinary Committee (*Operating Regulations Section F paragraph 11.b*) to research incidents or complaints and submit a report of their findings and recommendations to the Board for consideration.

E. ELECTED OFFICER DUTIES AND PROCEDURES

1. President
 - a. Presides over general meetings and presides over Board meetings in accordance with By-Laws Article IX. Conducts general meetings in accordance with By-Laws Article X.
 - b. Asks for a motion to approve the prior month's minutes as printed in The Rock Bag (with corrections as necessary) at both the general and Board meetings. The vote shall be recorded in the minutes of the current meeting.
 - c. Provides ceremonial duties at general meetings when appropriate, such as introduction of new members, presentation of officer pins/bars, scholarship award certificates, and other noteworthy announcements.
 - d. Serves as Ex-Officio member of OGMS committees except the Nominating Committee. Additionally, the outgoing president(s) that served during the year under review shall not be a member of that year's Annual Financial Audit Committee. (*By-Laws Article VII Section 1 paragraph B and Article VIII Section 10 paragraph A*)
 - e. Provides the deciding vote when the results of Board member votes are tied. (*By-Laws Article V Section 1*)
 - f. Appoints replacement officers when vacancies occur in accordance with By-Laws Article IV Section 3.
 - g. Represents OGMS at civic and community events, functions, or meetings.
 - h. Acts or appoints a member to act as OGMS representative(s)/liaison(s) as needed when interfacing with civic, community, or business organizations or leaders.
 - i. Is identified as the OGMS President on various State and Federal filing documents, signs these documents as required, and is included as one of the signatories on the OGMS bank accounts. The President is designated to serve as the *Service of Process* which requires name, address, and signature on the CA Statement of Information Form S1-100 (*Operating Regulations Section E paragraph 5.n*).

2. First Vice President (VP) (Program Chairman)

- a. Presides over general and Board meetings in the absence of the President.
- b. In the event the president cannot complete their term of office, the First VP assumes the duties of the President until the end of the term or until a special election is held. (*By-Laws Article IV Section 3*)
- c. Determines the events for each general meeting. Schedules an educational program for each general meeting except potlucks/dinners and auctions. Programs will not exceed one (1) hour. In general: 1) July and December general meetings are potlucks or dinners, 2) August general meetings are not held in lieu of members being encouraged to participate/volunteer for Ventura County Fair events, and 3) November general meetings in even-numbered years will include officer elections in accordance with By-Laws Article IV Sections 1 and 2.
- d. Coordinates with the designated facility liaison(s) to ensure facilities, tables, chairs, and other facility items are reserved. Coordinates with the presenters and others to ensure virtual participation needs are met. Queries the presenters as to whether or not they grant permission to record and/or post their presentations.
- e. Provides an overview of the upcoming programs as soon as possible for use in advertising meetings and publishing in the bulletin. Interfaces with the Editor, Webmaster, and/or Publicity Director as needed to provide the information.
- f. Provides documentation from program presenters to the Treasurer for payment. Documentation to include presenter(s) name, fee amount, and mailing address.
- g. First VP-Programs is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include reasonable fees paid to guest presenters, A/V equipment supplies. Receipts for purchases or invoices are to be turned into the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

3. Second Vice President (Show and Events Chairman)

- a. Presides over general and Board meetings in the absence of both the President and the First VP.
- b. In the event the President and First VP cannot complete their terms of office, the Second VP assumes the duties of the President until the end of the term or until a special election is held. (*By-Laws Article IV Section 3*)
- c. Organizes and presides over Show Committee meetings and appoints chairpersons for the various committees of OGMS Gem and Mineral Shows.
- d. Coordinates OGMS participation in outside and community events, such as having a booth at other gem and mineral events.
- e. Second VP-Show is authorized to purchase items or make commitments within the limitations of the established funds available for an annual show budget or within the Board-approved annual budget for non-annual show events without further approval. Receipts for purchases or invoices are to be turned into the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

4. Third Vice President (Field Trip Chairman)

- a. Presides over general and Board meetings in the absence of the President, First VP, and Second VP.
- b. Scouts, plans, and arranges field trips for OGMS. Field trips may be co-chaired or conducted with other local clubs or in conjunction with CFMS activities. Field trips may be for a variety of activities such as specimen collecting (e.g., rockhounding or beach combing) or visits to locations of interest (e.g., museums, mines, geological areas). Keeps abreast of field trip opportunities arranged by other local clubs that are open to OGMS members. (*By-Laws Article VII Section 4*)
- c. Announces and provides OGMS field trip information at meetings and/or provides input for the bulletin, OGMS website, and other OGMS social media pages. Provides information regarding field trips hosted by other local clubs to OGMS membership.
- d. Maintains sign-ups for OGMS field trips via the *WhosComing* website. Ensures attendees are over 18 years old, or if under 18 years, will be accompanied by at least one parent or guardian.
- e. As appropriate, ensures participants are notified/made aware of times/meeting places, costs to participate, location restrictions, proper dress, food/water resources, tools or other items needed, accommodations, or any other information pertinent to the specific field trip for the participants' planning purposes.
- f. Obtains a completed insurance waiver form for each attendee prior to the start of a field trip. As appropriate, provides an informational/safety talk to participants at the start of field trip activities (e.g., safety requirements, regulations, or restrictions for locations to be visited, restrictions on what/how much could be collected, visiting time restrictions).
- g. Keeps records of those attending field trips, including insurance waiver forms, for the current year and the prior calendar year. (*By-Laws Article VII Section 4A and Operating Regulations Section C paragraph 7*)
- h. Submits field trip articles and photos for publishing in the bulletin or other social media.
- i. May prepare OGMS field trip-related display cases and/or provide information or items to be used in OGMS cases when requested.
- j. The Third VP is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include reasonable expenses incurred in scouting field trips. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

5. Treasurer

- a. The Treasurer is responsible to deposit and disperse funds as authorized by the Board and/or the general membership, maintain financial records, and ensure proper State and Federal filings are completed. (*By-Laws Article VII Section 5*) The Treasurer shall report financial status to the Board at each Board meeting.
- b. The Board shall pre-approve purchases under \$500.00 on any project or acquisition. Standard operating expenses and typical purchases made as part of the established position/committee annual budget or established administrative costs do not need

additional pre-approval. Approved operating expenses include insurance, rent, PO Box, government expenses, computer/internet-related costs, and security monitoring system.

- c. Non-standard operating expenses for any project or acquisition over \$500.00 requires the general membership's approval, by vote, at a general meeting.
- d. Board or general members shall not make financial commitments for OGMS without prior Board or, if required, general membership approval.
- e. The Treasurer presents requests for expenditures or reimbursement, including standard operating expenses, to the Board for approval to issue payment or reimbursement.
- f. Expense receipts and invoices may be submitted to the Treasurer at any time, either directly or via electronic means. Invoices or requests for reimbursement must clearly identify the name the payment will be made to, purpose or expense category, the dates involved, and the amount. Documentation (*see sample form below*) with any applicable receipts/invoices attached shall be used for clarification when needed. The Treasurer shall retain copies of these submissions with the fiscal year's records.

Sample Request for Disbursement and Deposit Form

Date Submitted to <u>Treasurer</u>				OGMS: REQUEST FOR DISBURSEMENT	
Name/ <u>Representing</u>					
This is for: ☐ Bill Due ☐ Reimbursement ☐ Deposit					
Attach Invoice(s) or Receipt(s)					
Date Due/Purchased/ Received	Vendor/Customer	Purpose	Amount	Cash or Check	Treasurer Use Only Check & Date
Use additional sheets if needed Sheet ____ of ____			TOTAL		

- g. If an urgent expense needs payment, the President may call for an emergency vote of the Board or membership by electronic means which shall be documented in the next regular scheduled Board meeting minutes. (*Operating Regulations Section B paragraph 3.d*)
- h. The Treasurer coordinates with the Insurance Chair to provide financial information for insurance forms and insurance payments in September to meet the October 1 deadline. The President signs the Directors and Officers insurance form. (*Operating Regulations Section F paragraph 8.c*)
- i. The Treasurer coordinates with the Federation Director to ensure CFMS dues/insurance is paid by the January due date. The Federation Director completes the forms and computes the payment using the December membership list provided by the Membership Secretary. (*Operating Regulations Section E paragraph 12.a and Section E paragraph 9.d*)

- j. The Treasurer coordinates with the President to ensure the Oxnard City Business License for OGMS is maintained current. License renewal is due in October.
- k. Funds collected by members for the benefit of OGMS shall be submitted to the Treasurer at the first opportunity. Income submissions must identify the date, source, amount, purpose, and submitter of the funds (*see sample form above*). The Treasurer shall retain copies of the information with the fiscal year's records. The Treasurer shall report income funds at the next Board meeting and ensure funds are deposited into the correct account(s) at the earliest possible convenience.
- l. The Treasurer maintains financial records of expenses and income, including an annual financial report from each of the electronic payment systems in use, and annually provides a report of the previous year's financial information to the Board. Any member in good standing can request a copy of the previous year's report. An annual audit of the OGMS financial records shall be held not later than February for the previous fiscal year (*By-Laws Article VIII Section 10.A and Operating Regulations Section F paragraph 11.a*).
- m. The Treasurer shall coordinate the Board review of an annual budget for officer/chair typical expenses at the beginning of each year. The Treasurer documents the Board-approved budget and ensures Board and committee chairs are notified of their budget allowances. Budget allowances may only be exceeded by pre-approval of the Board. (*Operating Regulations Section D paragraph 11*)
- n. The Treasurer files Federal and State of California documents to maintain OGMS's tax-exempt status, as follows:
 - Federal IRS Form 990N (e-postcard) annual; due 15 May
 - CA Franchise Tax Board Form 199N (California e-postcard) annual; due 15 May
 - CA Dept of Justice Form RRF-1 and Form CR-TR-1 annual; due 15 May
 - CA Statement of Information Form S1-100 due odd years on 15 April. Even year updates only required when information requires changes. The President serves as the *Service of Process* which requires name, address, and signature. The *Service of Process* is the contact point for legal notices.
- o. The Treasurer serves as the primary signatory on OGMS bank accounts and normally disperses and deposits funds. Separate accounts may be maintained for special funds such as annual OGMS Show or grant funds when applicable. The three current primary officers (President, Treasurer, and Secretary) as identified on the CA Statement of Information Form S1-100 shall be listed as the signatories on bank accounts. The Board may authorize additional signatories for individual accounts. (*By-Laws Article VII Section 5 paragraph B*)
- p. The process to make changes to bank accounts, fund transfers, or signatories: The Board votes to approve the changes; the approved changes are recorded in the Board meeting minutes specifying affected accounts (by name and last four digits only), and/or names of the authorized signatories. The published Board meeting minutes shall be used as the proof of authority for making banking changes.
- q. An OGMS member may be appointed to manage special funds (e.g., Show Treasurer). The manager will become a signatory on the appropriate bank account(s). The manager will deposit and disperse account funds in accordance with the By-Laws and these Operating Regulations. The manager shall provide a report of the previous year's financial account activity to the elected Treasurer to support the annual audit and for

recordkeeping. *(By-Laws Article VIII Section 10 paragraph A and Operating Regulations Section F paragraph 11.a).*

- r. The Treasurer manages, or with Board approval, can designate an OGMS member to manage collecting and transferring funds to OGMS bank account(s) within an electronic payment system. The manager will deposit and transfer funds in accordance with the By-Laws and these Operating Regulations. Income and transfer information shall be submitted to the Treasurer in a timely manner, identifying the date, source, amount, and purpose of the funds. The manager shall provide a report of the previous year's financial account activity to the elected Treasurer to support the annual audit and for recordkeeping. *(By-Laws Article VIII Section 10 paragraph A and Operating Regulations Section F paragraph 11.a).*
- s. For meeting auctions, etc., the Treasurer shall ensure cash is available to make change and shall either act as cashier or appoint another OGMS member to do so. The Treasurer shall also ensure that any QR codes or other methods used to access electronic payment systems (e.g., Zeffy) are available at events and other locations as needed and that members are available to assist with the use of these methods. All activity shall be reported to the elected Treasurer who shall conduct recordkeeping and banking activities for these funds.
- t. The Treasurer obtains copies of the OGMS Entity Status or IRS Determination Letters to prove current non-profit organization status when required for applying for grants, etc.
- u. The Treasurer maintains a copy of the official documentation for OGMS to include, but not limited to, the following documents and amendments/versions of each: Articles of Incorporation, By-Laws, Operating Regulations, Non-Profit Status documents, State and Federal tax filings, licenses and permits, property titles, leases, Memorandums of Agreement/Understanding (MOUs/MOAs), contracts, fiscal year financial records and bank statements for past seven years, and inventories.
- v. The Treasurer is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include office supplies such as stamps, postage, and receipt books. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. *(Operating Regulations Section E paragraph 5.m)*

6. Secretary

- a. Minutes. The Secretary attends General and Board meetings, records the proceedings, and develops minutes for each meeting *(By-Laws Article VII Section 6 paragraph A)*. The Secretary also documents other /special/emergency meetings called by the Board as needed *(By-Laws Article IX Section 2 paragraph D and Operating Regulations Section E paragraph 5.g)*.
 - General meeting minutes shall include call to order, Pledge of Allegiance, approval of the prior month's minutes, head count of those in attendance, quorum status if a motion requiring a vote is presented *(By-Laws Article IX Section 1 paragraph B)*, brief overview of the meeting's program, officer and committee reports, new business, old business, announcements, and adjournment.
 - Board meeting minutes shall include a call to order, document those in attendance and quorum status *(By-Laws Article IX Section 2 paragraphs B and C)*, a brief description of discussions, new member application reviews, donations *(By-Laws Article III Sections 1 and 2 and Operating Regulations Section D paragraph 6)*, scholarship selections, special

committee reports, financial status and oversight changes, new business, old business, announcements, and adjournment. All motions and their voting outcomes, including urgent/emergency votes (*Operating Regulations Section E paragraph 5.g*), shall be documented.

- Provide general and Board meeting minutes monthly to the Bulletin Editor for publication in the Rock Bag.
 - Ensure a membership vote to approve the prior month's general meeting minutes at each general meeting and a Board vote to approve the prior month's Board minutes at each Board meeting as published in the Rock Bag. Document any identified corrections in the current meeting minutes.
 - Maintain a digital master copy of each meeting's minutes for the prior year plus the current year. Publication of the minutes in the Rock Bag provides the formal historical/archival copy.
- b. Meeting Support. For the General meetings, prepare and provide to the President an agenda for the meeting. Include the structure for the meeting and specific announcements and agenda items to be addressed. Solicit the officers/committee chairs for their reports to be read during the meeting and include them in the agenda to streamline time used for routine reports within the meeting.
- c. Correspondence.
- Collect the mail from the Post Office Box and report to the Board. Distribute routine business correspondence to appropriate Board members. (*By-Laws Article VII Section 6 paragraph B*)
 - The preferred method of communication is via email. Coordinate with the officer(s) or chairs(s) managing the OGMS email to communicate important or urgent messages, as well as items of general interest, to the general membership. General communications shall be done by utilizing a current OGMS Member Roster provided by the Membership Secretary.
 - Send thank you cards to members, guests, or others who have performed a service or other offering to OGMS as determined by the Board.
 - Maintain a record copy of official correspondence. Officers are to provide a copy any official communications sent out on OGMS's behalf to the Secretary. OGMS stationary (paper or electronic) to be used only for official business as authorized by the Board.
- d. The Secretary is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include office supplies such as stamps, postage, greeting cards, etc. Receipts for purchases or invoices are to be submitted to the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

7. Bulletin Editor

- a. Bulletin. The Bulletin Editor prepares and distributes the OGMS bulletin entitled "The Rock Bag." The Rock Bag is intended to be published monthly, but may occasionally have combined-month issues. (*By-Laws Article VII Section 7 paragraph B*) The Editor:
- Solicits and gathers articles, photographs, and other items and prepares a monthly bulletin. Introduces new members via the Membership Secretary. Ensures the

minutes of general and Board meetings for the prior month are included. *(By-Laws Article VII Section 6 paragraph A and Operating Regulations Section E paragraph 6.a)*

- Distributes the bulletin, primarily via email, with some paper copies being mailed when the cost of publishing is purchased by members.
 - Exchanges bulletins with other editors in the Federation and may use information from other society bulletins with appropriate credit or attribution.
 - May enter yearly CFMS Bulletin Editor contests and enter member articles or poetry with their permission.
- b. Distribution List. The Bulletin Editor coordinates with the Membership Secretary to ensure an accurate OGMS e-mail distribution list is available for use in electronically disseminating the bulletin and other correspondence. *(Operating Regulations Section E paragraphs 9.d)*
- c. The Bulletin Editor may be asked to provide communications to OGMS members utilizing the membership email distribution list or to assist with paper mail via the USPS when an official record is required (i.e., voting on a By-Laws issue).
- d. The Bulletin Editor maintains electronic copies of all bulletins, backup copies on an external storage device (e.g., thumb drive), and one paper copy of the bulletin for a period of two (2) years. The paper copy is for the purpose of providing a record to banks or other institutions which may require meeting minutes for reconciling actions taken by the Board (e.g., updating signature cards with new officers). *(Operating Regulations Section E paragraphs 5.o and 5.p)*
- e. The Editor is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include office supplies such as stamps, postage, and ink. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. *(Operating Regulations Section E paragraph 5.m)*

8. Shop Steward/Safety Officer

This section is UNDER CONSTRUCTION Pending re-establishment of the OGMS Workshop

- a. Physical Oversight. Duties include:
- Ensure compliance with safety regulations and appropriate reporting of incidents.
 - Direct workshop maintenance requests to the City of Oxnard and track facility repairs.
 - Maintain an inventory of workshop supplies and equipment for classroom use. Inventory the equipment, supplies and rough stock at the OGMS workshop, at intervals determined by the Shop Steward(s) and provide the findings to the Insurance Committee for review. *(Operating Regulations Section F paragraph 8)*
 - Maintain a register of classroom keys and security access information.
 - Monitor and maintain a workshop security system and act as the primary emergency contact.
- b. Class Management. Duties include:
- Define, develop, and coordinate/the processes for and facilitate the scheduling of classes and student enrollment. *(By-Laws Article VII Section 8 paragraph B)*
 - Act as liaison between students, members, instructors, and the City of Oxnard.

- c. Manage the OGMS Library.
 - d. The Shop Steward is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include workshop and equipment supplies and expendables. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)
9. Membership Secretary.
- a. Membership Applications. Receive and process new Membership applications, present the applications to the Board for membership consideration, and notify applicants of application status. (*By-Laws Article VII, Section 9 paragraph A*)

Sample Application

Where did you hear about the Oxnard Gem & Mineral Society? _____ What interested you in joining OGMS? Check all that apply: <table border="1"> <tr> <td>☐ Meeting Programs / Shows & Displays</td> <td>☐ Lapidary arts / Learning to use my equipment</td> <td>☐ Wire wrapping / Jewelry making</td> </tr> <tr> <td>☐ Field Trips / Mineral Collecting</td> <td>☐ Silversmithing</td> <td>☐ Juniors/Petite Pups classes</td> </tr> <tr> <td>☐ Meteorites/Fossils/Mineralogy</td> <td>☐ Enameling/Intarsia/Precious Metal Clay</td> <td>☐ Micro mounts / Jewelscents</td> </tr> <tr> <td>☐ Stone carving / sculptures</td> <td>☐ Faceting/Heat cutting</td> <td>☐ Other _____</td> </tr> </table>		☐ Meeting Programs / Shows & Displays	☐ Lapidary arts / Learning to use my equipment	☐ Wire wrapping / Jewelry making	☐ Field Trips / Mineral Collecting	☐ Silversmithing	☐ Juniors/Petite Pups classes	☐ Meteorites/Fossils/Mineralogy	☐ Enameling/Intarsia/Precious Metal Clay	☐ Micro mounts / Jewelscents	☐ Stone carving / sculptures	☐ Faceting/Heat cutting	☐ Other _____	 OXNARD, CA GEM & MINERAL SOCIETY MEMBERSHIP APPLICATION Founded in 1963, Oxnard Gem & Mineral Society is affiliated with the California Federation of Mineralogical Societies and American Federation of Mineralogical Societies. We are a non-profit organization under 501(c)(3). Our goal is to enrich the lives of the community through education, activities, and community outreach by promoting popular interest and knowledge in geology, mineralogy, paleontology, lapidary arts, metalworking arts and more.  									
☐ Meeting Programs / Shows & Displays	☐ Lapidary arts / Learning to use my equipment	☐ Wire wrapping / Jewelry making																					
☐ Field Trips / Mineral Collecting	☐ Silversmithing	☐ Juniors/Petite Pups classes																					
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☐ Stone carving / sculptures	☐ Faceting/Heat cutting	☐ Other _____																					
DID YOU KNOW? California's State Rock is SERPENTINE. California's State Mineral is GOLD. California's State Fossil is SMILODON (Sabre-tooth CAT). California's State Dinosaur is AUGUSTYNOLOPHUS MORRISI.   Oxnard Gem & Mineral Society Application for Membership Updated July 2022		Thank you for your interest in becoming an OGMS Member or Family! (Please note that Juniors and Pups must have a PARENT or guardian in order to join OGMS or attend junior meetings. A parent or guardian should always be in attendance with their child or children.) Adult(s), ages 18+ \$25 each - How many? _____ Juniors(s), ages 12-17, \$10 each with paid adult - how many? _____ Pup(s), ages 6 to 11, \$10 each with paid adult - how many? _____ Children, ages 5 & under - one free with each PARENT Adult parent or guardian. Please fill out names below. Based on left indicate a name badge (see page 3). Membership runs January to December only. (Jan-October, November, and the following year is included) <table border="1"> <tr> <td>☐ Primary Adult First Name</td> <td>Last Name</td> <td>Birth month & year</td> </tr> <tr> <td>☐ 2nd Adult First Name</td> <td>Last Name</td> <td>/ /</td> </tr> <tr> <td>☐ Junior/Pup First Name</td> <td>Last Name & Age</td> <td>/ /</td> </tr> <tr> <td>☐ Junior/Pup First Name</td> <td>Last Name & Age</td> <td>/ /</td> </tr> <tr> <td>☐ List Additional Members as needed below</td> <td>Last Name & Age</td> <td>/ /</td> </tr> <tr> <td>☐</td> <td></td> <td>/ /</td> </tr> <tr> <td>☐</td> <td></td> <td>/ /</td> </tr> </table> Primary Mailing Address (bulletins may be mailed, see page 3): _____ Primary Email Address (for delivery of e-bulletin and club news): _____ Primary Phone # _____ Due to privacy concerns, I/we wish to opt out of including the following information in the annual OGMS Member roster: _____ mailing address email address _____ telephone number _____ Junior or Pup names _____ *My/Our Birthday greetings may be listed on club calendar each month	☐ Primary Adult First Name	Last Name	Birth month & year	☐ 2nd Adult First Name	Last Name	/ /	☐ Junior/Pup First Name	Last Name & Age	/ /	☐ Junior/Pup First Name	Last Name & Age	/ /	☐ List Additional Members as needed below	Last Name & Age	/ /	☐		/ /	☐		/ /
☐ Primary Adult First Name	Last Name	Birth month & year																					
☐ 2nd Adult First Name	Last Name	/ /																					
☐ Junior/Pup First Name	Last Name & Age	/ /																					
☐ Junior/Pup First Name	Last Name & Age	/ /																					
☐ List Additional Members as needed below	Last Name & Age	/ /																					
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		OGMS considers name badges to be more practical than membership cards. At in-person meetings, badge drawing determines prize winners, who must be wearing their badge to receive the prize. Children may also buy and wear badges. Name Badges are recommended. _____ / I/we will purchase a badge for each member with a box checked in front of their name (page 2). Badges are \$16.50 each. Total no. of badges: _____ The OGMS monthly bulletin, "The Rock Bag," is delivered via email. Optionally, a bulletin may be mailed via USPS, for \$25 per year, per address. _____ / I/we wish to have a printed bulletin mailed to my address. _____ / I/we understand that this application will be reviewed by the OGMS Board before my / our membership becomes approved. Initials of Primary Adult applicant: _____ I, the undersigned Primary and responsible adult, hereby apply for membership in the Oxnard, CA Gem & Mineral Society for myself and other family members, as applicable. As members(s), I/we will participate in OGMS activities and will help promote knowledge of and interest in minerals, fossils, lapidary arts and related subjects. I/we agree to abide by the rules, regulations, and by-laws associated and included with membership. Signed: _____ Date: _____ Membership Total \$ _____ Badge Total \$ _____ Mailed Bulletin \$ _____ Methods to Apply and Pay for Membership: - Send signed application with check or money order (payable to OGMS) to Oxnard Gem & Mineral Society, PO Box 246, Oxnard CA 93032-0246. - Send scanned, signed application to club_email@oxnardgem.com. Then pay dues via PayPal at www.oxnardgem.com/clubinfo/membership. - Bring signed application with cash, check or money order to an in-person meeting at Oxnard Performing Arts Center, Thousand Oaks Room, 800 Hobson Way, Oxnard CA 93030. Meetings will be announced via email. Have questions? Need help with your application? Please send an email to club_info@oxnardgem.com or call us at (805) 394-8033.																					

- Application Processing. Review submitted applications for readability, completeness of required fields, submission of dues/fees, and verify all adult applicant names against the California Megan's Law Website (<https://www.meganslaw.ca.gov>). Applications may be received electronically, via US Mail, or in-person.
- Collection of Dues/Fees. Ensure dues/fees associated with each application have been provided from the applicant. Coordinate as required with other Board members (e.g., Treasurer) if needed to confirm dues/fees have been provided. Associated dues/fees may be paid electronically (e.g., Zeffy), via US Mail by check/money order, or in person by cash or check/money order. Dues/fees are the annual membership dues for all applicants listed, and may also include badge purchases and fees for delivery of paper copy monthly bulletins. Dues/fees associated with an application are to be held and not to be deposited into the OGMS general fund until after Board approval. For approved applications, dues and fees shall be released for deposit into the OGMS general fund. For disapproved applications, dues/fees shall be returned or refunded to the applicant.
- Present for Board Approval. Present the applicant(s) information at the next available Board meeting for a vote on accepting the applicant(s) as new member(s).
- Applicant Notification. Prior to the next general meeting, send notification to the primary applicant that they were either approved or disapproved.
 - ❖ For approved applications, send correspondence (preferably an email) welcoming the applicant(s) as a new OGMS member(s), along with an

electronic copy of the By-Laws and the latest published bulletin, current year OGMS Member Roster, information on the status of any purchased badges, and general information of note (e.g., upcoming events). Provide the President with the name(s) and a brief statement about the new member(s) for introduction at the next general meeting.

- ❖ For disapproved applications, send an email using OGMS letterhead declining the application and refund dues and fees paid by the applicant. For electronic payments, obtain a receipt showing that the refund was provided to the applicant. For cash or check payments, send a letter by appropriate accountable mail method (signature required) returning either the applicant's check or an OGMS or cashiers check. The letter shall be on OGMS letterhead and signed by the Membership Secretary or other appropriate Board member.
 - Submitted applications only need to be retained until the information has been transferred into the master spreadsheet of OGMS members.
 - Develop and maintain electronic copies of templates for the approved/disapproved correspondence that will be on OGMS email letterhead. Submit templates/template changes to the Board for approval.
 - Ensure printed membership applications are available at meetings or other public events in which OGMS participates. Ensure the current version of the application is posted on the OGMS website.
 - Recommend changes to the application form as needed and ensure Board approval prior to making changes to the application form.
- b. Membership Renewals. Track annual membership renewals and maintain an updated roster (*By-Laws Article VII Section 9 paragraph B*).
- The dues/fees associated with membership renewals may be paid electronically (e.g., Zeffy), via US Mail by check/money order, or in person by cash or check/money order. Coordinate as required with other Board members (e.g., Treasurer) as needed to confirm dues/fees have been paid.
 - Ensure those renewing membership are provided with a receipt by such means as paper receipts, e-mail confirmations, or electronic notifications (e.g., Zeffy) as appropriate.
 - Ensure cash or checks received in-person (e.g., at meetings) are provided to the Treasurer for deposit at the earliest convenience along with a list identifying to whom the funds apply.
 - Notify the Bulletin Editor of any fees paid for delivery of paper copy monthly bulletins.
 - Remind renewing members to update their contact information if needed.
- c. Badges.
- Place orders (on-line or in person) for name badges from the current vendor(s) for new members, junior members, and by request for additional/replacement from existing members. Before ordering, ensure the badges are paid in full and the funds have been released to the Treasurer for deposit.
 - Track the progress and maintain a record of badge purchases.
 - Obtain badges from the vendor when completed and provide them to the member, preferably at the next in-person meeting or, if necessary, by mail. If mailing is required, submit requests for reimbursement to the Treasurer.

- Annually, negotiate with the vendor(s) for badge pricing and request that pricing for some specified period of time (i.e., the current year) if possible. Request that OGMS be invoiced for the badges and ensure the invoices are provided to the Treasurer for prompt payment.
- d. Roster. Maintain current a master spreadsheet of OGMS members that includes all adult, honorary, and junior members. The master spreadsheet to include names of members, status of member, contact information, and other information as needed by the Membership Secretary. *(By-Laws Article VII, Section 9 paragraphs B, C and D)*
 - The following products are to be generated from the Spreadsheet:
 - ❖ Provide general membership with a current OGMS Member Roster (as of March 31st) by the April meeting of the current year. This roster to include only the names and contact information (phone and e-mail) for adult/honorary members unless otherwise notified by the member. This roster shall be non-editable (e.g., pdf) and dated and will be generally provided electronically. Printed copies may be taken to in-person meetings and distributed to members as requested, or mailed to members without email capability as requested.
 - ❖ Provide the Board members with a current Complete Roster of Members (as of March 31st) by the April Board meeting of the current year. This roster to include all members (adult/honorary and junior), complete contact information, and other information deemed needed by the Board. This roster shall be non-editable (e.g., pdf) and dated. Updates to this roster will be provided to Board members as needed throughout the year.
 - ❖ Provide a list of members for the current year (as of December) to the Treasurer to accompany the annual payment to CFMS. This list to contain only the names of all members (adult/honorary and junior) and shall be titled as the membership for that year (e.g., "2022 OGMS Membership"). *(Operating Regulations Section E paragraph 5.i)*
 - Retain a record copy of past years rosters for three years.
 - Annually, present a list of the current honorary members to the Board for review and confirmation of continued honorary status.
 - Provide current member roster(s) to be used as the basis for development of an OGMS e-mail distribution list to be used for distribution of bulletins and other general OGMS correspondence. Ensure new member or current member contact information updates to the master spreadsheet are provided to the distribution list maintainer(s) for incorporation into the OGMS e-mail distribution list in a timely manner.
- e. Correspondence.
 - Send correspondence to individuals voted by the Board to be honorary members. Include reason why, length of membership, and information regarding distribution list for OGMS correspondence.
 - Send cards to members who are ill.
 - Send correspondence to families notifying them of donations to the CFMS Endowment Funds in their family member's name.
- f. Membership Secretary is authorized to purchase items within the limitations of the Board-approved annual budget without further approval. These items include office supplies such as receipt books, greeting cards, duplication, and postage. Receipts for purchases

are to be turned into the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

10. Webmaster

- a. The Webmaster maintains the official OGMS website to the benefit of members and visitors (*By-Laws Article VII Section 10*). The website includes contact information activity photos, notices, and archival documents.
- b. Maintain control and access to an OGMS email account. As needed, assist with the maintenance of an e-mail distribution list in coordination with the Membership Secretary and Bulletin Editor for use in disseminating notices, bulletins, and other communications to OGMS members.
- c. The Webmaster is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include software and program subscriptions. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

11. Junior Member Director. The Junior Member Director oversees the junior member/Pebble Pup Program for OGMS. (*By-Laws Article VII Section 11 and Operating Regulations Section B paragraph 2*). Duties include:

- a. Conduct monthly meetings providing activities and educational presentations. Schedule the meetings and determine meeting locations. Communicate the schedules and locations to the junior families.
- b. Maintain a list of meeting attendees and report attendance to the Board.
- c. Welcome guests (e.g., potential new junior members, visiting family members) to attend meetings with a parent/approved guardian also present. Guests may attend one consecutive meeting in a three-month period without becoming a member and the parent/guardian may be asked to purchase materials for the guest to participate in the activity for that meeting.
- d. May coordinate field trips for the junior members/Pebble Pups. Ensure each junior attendee is accompanied by at least one parent or guardian. Obtains a completed insurance waiver form for each attendee prior to the start of a field trip. Keeps records of those attending field trips, including insurance waiver forms, for the current year and the prior calendar year. (*Operating Regulations Section C paragraph 7*)
- e. The Junior Member Director is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include supplies to support program activities. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

12. Federation Director/Parliamentarian

- a. The Federation Director is the liaison between CFMS, the American Federation of Mineralogical Societies (AFMS), and OGMS. (*By-Laws Article VII Section 12 paragraph A*) The Federation Director shall:
 - Represent OGMS at the State level.

- Review CFMS and AFMS communications and inform OGMS members of relevant content and provide CFMS program information to the Program Chair.
- Attend OGMS Board meetings prior to and following each CFMS meeting to collect information and concerns and report such to the Board.
- Annually, place the order for out-going officers and committee chair's emblems, bars, badges, and/or pins. Order should be placed in early October to assure receiving them for the December meeting. Replacement or new triangles, bars, or emblems may be ordered year-round. The Federation Director coordinates with the Treasurer to pay for the items ordered.
- Coordinates with the Treasurer to ensure CFMS dues/insurance is paid by the January due date. The Federation Director completes the forms and computes the payment using a December membership list provided by the Membership Secretary. (*Operating Regulations Section E paragraph 5.i and Section E paragraph 9.d*)

b. Parliamentarian duties include:

- 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. (*By-Laws Article VII Section 12 paragraph B and Articles IX and X, Operating Regulations Section B paragraphs 1 and 3*)
- Unless directly involved in an incident, is a member of the Ad Hoc Disciplinary Committee when a committee is established. (*By-Laws Article VIII Section 9 paragraph B and Operating Regulations Section F paragraph 11.b*)

c. The Federation Director/Parliamentarian is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include travel expenses to attend Federation conferences. Receipts for purchases or invoices are to be turned into the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

13. Publicity Director (*By-Laws Article VII Section 13*)

The Publicity Director promotes and publicizes OGMS activities and does outreach for new members. The Publicity Director may establish a committee to assist in accomplishing the duties of this position. Duties include:

- a. Manage social media pages to advertise meetings, classes offered, field trips, annual gem and mineral show, participation in community events, membership drives, or other items of interest.
- b. Research and offer suggestions to the Board for social media and other outlets to employ for OGMS publicity.
- c. Coordinate the preparation and printing of paper-based advertising materials (e.g., business cards, brochures, or other handouts) as needed to support OGMS events and activities.
- d. When appropriate, develop and provide articles or other information about OGMS. Provide these articles to the Webmaster for posting on the OGMS website or to the Editor for publishing in the bulletin. Post articles on other OGMS social media pages.
- e. Submit articles, when appropriate, to other outlets, such as the CFMS Newsletter.

- f. Publicity Chair is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. Receipts for purchases or invoices are to be turned into the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

F. COMMITTEES/APPOINTED POSITIONS

1. Committee Requirements.

- a. The Board shall designate/approve a committee/appointed chairperson for each of the standing committees each year and, when required, for special committees. (*Operating Regulations Section D paragraph 10*) These committees may consist of one designated person, or may include a group of members.
- b. Committee Meetings. For Committees requiring meetings, the meetings may be in-person or virtual as appropriate and will be scheduled at the discretion of the attendees (*Operating Regulations Section B paragraph 4*). A meeting report will be given to the Board for each committee meeting. For special committees, a minimum of one report when the assigned task is finalized will be given to the Board.
- c. The committee chair reports to the Board, including presenting recommendations that would require Board and/or general membership approval. (*By-Laws Article IX Section 2 paragraph D and Operating Regulations Section B paragraph 4*)
- d. The Board may recall a committee chairperson who does not perform his/her duties in accordance with the By-Laws or Operating Regulations.

2. Refreshments Committee. (*By-Laws Article VIII Section 1*) This is typically a one-person committee. The Chair:

- a. Ensures light snacks and beverages are available at in-person general meetings.
- b. May solicit volunteers from the membership to provide refreshments at general meetings.
- c. May accept nominal cash donations to support the purchase of refreshments or supplies (kitty jar). Surplus cash may be turned in to the Treasurer for deposit into the general fund. In January, provides a financial accounting of cash accepted, expended, or turned in during the prior year to the Treasurer to support the annual financial audit.
- d. When requested, assists the 1st VP in planning potlucks, dinner, or party meetings.
- e. Is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include water, simple refreshments, and paper supplies. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

3. Deleted. (*By-Laws Article VIII Section 2*)

4. Hospitality Committee. (*By-Laws Article VIII Section 3*) This is typically a one-person committee. The Chair:

- a. Sets up a hospitality table at in-person general meetings and greets meeting attendees.

- b. Provides a sign-in register for both members and guests at each general meeting and ensures that those attending virtually are included in the sign-in register. Reports the number in attendance to the Secretary for the minutes and reports to the Ways and Means Chair the sign-in line numbers for members in physical attendance for the badge drawing. Attendance records are to be retained for the current year and one prior year.
 - c. Introduces guests during general meetings. Ensures first-time in-person guests are invited to get a gift from the Ways and Means Chair.
 - d. Displays handouts, sign-up sheets, class schedules, brochures, membership applications, and other items of interest at the hospitality table.
 - e. As needed, directs questions to an appropriate member or resource.
5. Ways and Means Committee. (*By-Laws Article VIII Section 4*) This may be a one- or two-person committee. The Chair:
- a. Obtains, through donation or purchase, items for drawings held at most in-person general meetings.
 - b. Conducts prize drawings at in-person meetings that are not a silent auction. Members or guests must be present to win. To win the badge drawing, the member must be present and must be wearing their OGMS badge.
 - c. Provides first-time in-person visitors the choice of a visitor gift.
 - d. Submits prize drawing funds to the Treasurer at the end of the meeting.
 - e. Assists the 1st VP in the planning and execution of silent auction programs at general meetings when requested.
 - f. Is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include items for prize drawings and visitor gifts. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)
6. Scholarship Committee. (*By-Laws Article VIII Section 5*) Historically, OGMS funds two annual scholarships utilizing funds obtained from the annual show raffles. Currently, there are two established education scholarships, The Ray Meisenheimer Scholarship and The Lois and Bill Allmen Scholarship. There is also a Haake Scholarship under review. The scholarship Committee consists of three OGMS members. It shall be the duties of this committee to:
- a. Meisenheimer and Allmen Scholarships. When raffle funds are raised and available, OGMS uses these funds to provide up to \$500 per scholarship through agreement with an educational institution. Currently, Oxnard College is offering our scholarships to their students and matches our funding to make each up to a \$1000.00 scholarship to the recipient. Recipients receive the funds only when they transfer to a higher learning institution and the funding is provided directly to the higher learning institution.
 - Establishes minimal standards of qualifications that the awardees must meet and informs our partnering educational institution of these OGMS requirements. The

potential recipients must be enrolled in the earth or environmental science studies or a closely related field.

- Coordinates with the educational institution to review and select recipients within the procedures and guidelines of the educational institution.
- Announces the progress and selection of recipients to the Board.

b. Haake Scholarship. To be determined.

7. Historical/Archival Committee. (*By-Laws Article VIII Section 6*) This is typically a one-person committee, with assistance from other members when appropriate. The duties of this committee are to:

- a. Maintain documentation of OGMS activities and events such as field trips, social activities, or awards and accomplishments of the OGMS or its members.
- b. Establish guidelines for archival processes and long term retention of old documentation and other materials. Purge old records in accordance with these established guidelines.
- c. Develop and contribute pertinent articles/items of interest relating to OGMS history to the Bulletin Editor for publishing in the Rock Bag.
- d. Provide items of interest for inclusion in OGMS case displays when requested.
- e. The committee is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include duplication services, office supplies such as folders and labels. Receipts for purchases or invoices are to be submitted to the Treasurer, who will present to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)

8. Insurance Committee. (*By-Laws Article VIII Section 7*) This is typically a one-person committee. The Chair:

- a. Acts as liaison between approved insurance agency(ies) and OGMS. Completes and submits insurance forms for OGMS as required.
- b. Maintains insurance policies current and in good order. Retains a copy of current insurance policies and provides a copy of each policy for OGMS recordkeeping. Maintains copies of supporting documentation (e.g., inventory lists). (*Operating Regulations Section E paragraph 8.a*)
- c. Coordinates with the Treasurer to obtain financial information for insurance forms and insurance payments in September to meet the October 1st deadline. Coordinates with the Shop Steward to obtain shop facility information when need to support insurance application/policy forms. Ensures the President signs the Directors and Officers insurance forms. (*Operating Regulations Section E paragraph.5.h*)

9. Displays and Exhibits Committee. (*By-Laws Article VIII Section 8*) This is typically a one-person committee, with assistance from other members or committees as appropriate. The Chair:

- a. Designs case displays utilizing OGMS owned items, or items from members, classes and students, Pebble Pups activities, etc., as appropriate for the theme of the case.

- b. Transports or arranges for transportation of case materials, and when appropriate, the case(s), to and from the display site.
 - c. Sets up one or more OGMS cases at as many events as feasible, especially within the Ventura County area, including the Ventura County Fair.
 - d. Is authorized to purchase items or make commitments within the limitations of the Board-approved annual budget without further approval. These items include materials for developing displays. Receipts for purchases or invoices are to be presented to the Board for approval to issue reimbursement. (*Operating Regulations Section E paragraph 5.m*)
10. Education Committee. (*By-Laws Article VIII Section 9*) This is typically a one-person committee, with assistance from other members or committees as appropriate. The chair facilitates educational projects approved by the Board, including support of outside organizations such as schools and scout programs.
11. Special Committees. (*By-Laws Article VIII Section 10*) 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.
- a. Audit Committee.
 - An annual audit of the OGMS financial records shall be held not later than February for the previous fiscal year. (*By-Laws Article VIII Section 10 paragraph A and Operating Regulations Section E paragraph 5.l*)
 - The committee shall consist of two (2) members of the general membership and one Board member, excluding the continuing/outgoing President. The current elected Treasurer(s) shall be present for the audit. Any member who has been appointed as the manager of special funds or electronic payment systems is encouraged to be present. At a minimum, the manager shall provide a report of the previous year's financial account activity to the elected Treasurer to support the audit. (*Operating Regulations Section E paragraphs q and r*)
 - The audit shall consist of a review of all bank accounts, special funds, and electronic payment systems to ensure accuracy, record completeness, and proper funds management.
 - A member of the Audit Committee will be assigned to take notes and generate a written report documenting only the findings (not actual financial information) and any identified required actions to the Board. The report shall be published in the bulletin. Completed required actions shall be reported at the first available Board meeting.
 - b. Ad Hoc Disciplinary Committee. This Committee shall be convened when deemed necessary by the Board (*By-Laws Article Section 10 paragraph B and Operating Regulations Section D paragraph 13*). The Committee shall consist of the Parliamentarian, the President, and another member appointed by the Board. In the event the Parliamentarian or President are involved in the incident or complaint, the Board shall assign an alternate Board member to the committee. The duties of this committee include:
 - Conduct factfinding for incidents or formal complaints, including gathering information from the parties involved in the incident or complaint.

- Report to the Board the factfinding results and any recommendations for actions to be taken to resolve the issue.
 - When tasked by the Board, one or more committee members may be assigned to speak in private with a member(s) who have demonstrated inappropriate behavior.
- c. By-Laws Review Committee. At a minimum, this committee shall consist of a quorum of the Board and the chair shall be a current Board member. An invitation shall be issued to the general membership for additional committee members. At a minimum, a review of the By-Laws shall be conducted in years ending in 0 or 5 in accordance with By-Laws Article IX Section 10 paragraph C. Amendments to the By-Laws shall be accomplished in accordance with By-Laws Article XI. The committee shall ensure that the Operating Regulations are updated and issued in conjunction with By-Law Amendments as required to reflect amendments to the By-Laws (*Operating Regulations Section A paragraph 1.b*).
- d. Inventory Committee. These committees may consist of one or more members. Copies of the inventories (at appropriate points in time) shall be provided for the OGMS administrative records.
- OGMS Workshop. The committee chair shall generally be the Shop Steward. The committee will inventory the equipment, supplies and rough stock at the OGMS workshop at intervals determined by the Shop Steward. The findings are used to support insurance coverage and a copy shall be provided to the Insurance Chair (*Operating Regulations Section F paragraph 8c*). The Shop Steward shall be responsible to maintain a copy of the current inventory at the workshop.
 - OGMS Property. This committee develops an inventory for property stored outside of the OGMS workshop. Non-cash donations are added to this inventory upon receipt. (*By-Laws Article VIII Section 10 paragraph D*)
 - Donations. These committees inventory large non-cash donations upon acceptance of the donation (*By-Laws Article III Section 2 and Operating Regulations Section D paragraph 6*). The donated inventory will be added to the OGMS property inventory except for designated donations.
 - Designated Donations. When a non-cash donation is designated for a specific purpose by the donor, the donation shall have a separate inventory record for the life of the donation. The inventory list shall be updated until the donation has been exhausted and any resulting income has been set aside or expended for the designated purpose.
- e. Nominating Committee. This committee is formed in even-numbered years and oversees the nomination and election process for OGMS officers. The committee consists of three OGMS members: one Board member, one standing committee chair, and one general member. The committee shall conduct nominations and elections in accordance with By-Laws Article IV Section 2.