

# PORT MOODY ROCK AND GEM CLUB

## Constitution

### ARTICLE 1

#### Section (a)

The name of this Club shall be the Port Moody Rock and Gem Club, hereinafter referred to as the Club.

#### Section (b)

The objectives of this Club shall be:

- (i) To encourage collecting, cutting and polishing of gemstones, minerals and other geological materials.
- (ii) To encourage the exploration of Canada regarding lapidary material, with emphasis on the British Columbia area.
- (iii) To encourage fraternization within the Club, with other clubs, and with interested individuals.
- (iv) To publicize the work of the Club by all means possible.

### ARTICLE II – Executive

The Executive shall consist of the President, the Vice-President, Secretary, Treasurer, and the immediate Past-President.

The members of the Executive shall serve for a term of one year, and shall take office at the regular meeting in January following their election. There is no limit to how long an Executive Officer may remain in the same office.

The Executive Officers shall:

- (a) Authorize all expenditures, subject to the ratification by Club members;
- (b) Appoint committee conveners;
- (c) Direct all business of the Club.

### ARTICLE III – Election of Executive Officers

#### Section (a)

No later than the last regular monthly meeting prior to the annual general meeting in November, a nominating committee shall be selected in the following manner:

- (i) The President shall appoint one member, the Executive Officers shall appoint one member, the Club shall elect one.
- (ii) It shall be the duty of the Nominating Committee to select a suitable candidate or candidates for each of the offices to be elected at the Annual Meeting.
- (iii) The slate of candidates will be presented to the Club at the Annual Meeting in November.
- (iv) Additional nominations for any office may be made from the floor, providing the consent of the nominee has been obtained.

#### Section (b)

All officers of the Club shall be elected at the Annual Meeting in November, and shall take office at the general meeting in January.

#### Section (c)

The Club shall decide each year at the meeting in which the Nominating Committee is appointed whether there will be a President and Vice-President or two Co-chairpersons, who will share the duties of these offices for the following year.

### **ARTICLE IV – Duties of the Officers**

- (a) The President shall be responsible for the general organization of the Club meetings and Executive meetings, shall have the right to attend committee meetings, and may be a signing officer.
- (b) The Vice-President shall, during the absence of the President, exercise the powers and perform the duties of that officer and any delegated duties, and may be a signing officer.
- (c) The Treasurer shall be the custodian of Club funds and shall be a signing officer. He/she will report on the state of the Club funds to each Executive and General meeting, and shall submit written quarterly statements.
- (d) The Secretary shall attend all meetings of the Executive and General membership, and record all minutes and proceedings of such meetings, shall receive and file all reports, and conduct all correspondence. All incoming correspondence shall be reported to the membership.

### **ARTICLE V – Removal of Officers from Office**

Any officer who may be unable or unwilling to carry on the normal functions of his or her office shall be replaced on the authority of the Executive.

### **ARTICLE VI – Amendments**

This Constitution may be amended at any regular business meeting by a vote by ballot of two-thirds of the active members present, provided that such proposed amendments shall have been filed with the Secretary and read out one month prior to the said business meeting.

## ARTICLE VII

“Roberts’ Rule of Order, Revised” shall be the authority for all members of Parliamentary Procedure not specifically covered herein.

*Constitution presented and accepted by the members of the Port Moody Rock and Gem Club, February, 2006.*

*Andrew Danneffel*

President

*Warren Edwards*

Vice-President

# **PORT MOODY ROCK AND GEM CLUB**

## **By-Laws**

### **1. FISCAL YEAR**

- (a) The Fiscal Year shall commence on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

### **2. MEMBERSHIP**

- (a) Membership in this Club shall be open as follows:
  - (i) Adult membership to any person of the age of eighteen (18) years or more.
  - (ii) Junior membership to persons under the age of (18) years provided such persons be sponsored by an adult club member in Good Standing.
  - (iii) Family membership to any immediate family whereby junior family members are automatically sponsored by adult family members.
  - (iv) Honorary membership as awarded by the general membership through a majority vote at a general meeting to:
    - a. Dedicated senior members who are no longer able to attend meetings and workshops regularly.
    - b. Members who are not regularly active but provide valuable support and assistance when needed.
    - c. Long-term active senior members who have gone beyond the call of duty.
- (b) The Executive may vote to decline a membership application if the application is deemed problematic.
- (c) A prospective member may attend as a guest a total of two regular meetings or workshop sessions, but not more than two, without making formal application for membership.
- (d) The Membership Term shall commence on September 1<sup>st</sup> and end on August 31<sup>st</sup>.
- (e) A member in Good Standing has paid the required dues, has no pending infractions, and has assisted with the planning, preparation, or running of the Annual Rock and Gem Show.

### **3. DUES**

- (a) Membership Dues shall be assessed on an annual basis during the General Meeting in May as established by a majority vote of the members of the Club, and shall cover adult, junior, and family memberships.
- (b) Membership Dues shall cover membership in the Club for the duration of the Membership Term, except:
  - (i) The case where an application is received after March 31<sup>st</sup> but before September 1<sup>st</sup>, in which case dues shall be ½ of the standard Membership Dues.

#### **4. TERMINATION AND SUSPENSION OF MEMBERSHIP**

- (a) Reasons for termination or suspension of membership include:
  - (i) Non-Payment of Dues. Membership shall be terminated for non-payment of Membership Dues. A member dropped solely for non-payment of dues may be reinstated automatically upon payment of current Club dues.
  - (ii) Infractions. Members may be admonished, suspended from certain privileges, or expelled from Club membership for any of the following reasons:
    - a. Willful misuse of Club property, equipment, or facilities.
    - b. Willful disregard of the safety of themselves and/or of others while participating in a Club activity.
    - c. Conduct detrimental to the Club and/or the *British Columbia Lapidary Society* or *Canadian Gem and Mineral Federation*.
- (b) Disciplinary action shall be taken only upon a vote of the Executive with the exception of:
  - (i) Workshop supervisors may temporarily suspend a member of workshop privileges.

#### **5. COMMITTEES**

- (a) There shall be two classes of Committees, Standing and Special.
- (b) The following Standing Committees shall be appointed by the President, with the approval of the Executive.
  - (i) Membership
  - (ii) Program
  - (iii) Communications

- (iv) Purchasing
- (v) Librarian and Historian
- (vi) Refreshments
- (vii) Sunshine
- (viii) Field Trips
- (ix) Workshops
- (x) Annual Rock and Gem Show

- (c) Special Committees, when necessary, shall be appointed by the President, with the approval of the Executive.
- (d) A roster of committee members and leaders as set forth in Appendix A shall be maintained by the President.

## 6. COMMITTEES – STANDING – Duties

### 1. Membership

- (a) To maintain an accurate list of all members.
- (b) To record and check attendance.
- (c) To maintain reasonable contact with Club members.
- (d) To submit the required fees and information to the *British Columbia Lapidary Society*.
- (e) To issue membership cards to paid-up members.
- (f) To ensure the email mailing list is kept up-to-date.
- (g) To inform the membership via email and telephone of general meetings and upcoming *internal events* involving the Club.

### 2. Program

- (a) To prepare a program or activity for each general meeting.
- (b) To prepare an activity for the summer and winter pot luck suppers.

### 3. Communications

- (a) To prepare and distribute the monthly Newsletter.
- (b) To contact the press and radio regarding club activities.
- (c) To manage the Club's web site.
- (d) To keep the membership informed of *external events* of interest via the email mailing list.

### 4. Purchasing

- (a) To purchase required workshop and miscellaneous supplies as requested by the membership.
- (b) To limit spending, as a group, to \$100 each month.

- (c) To obtain approval from the membership during a general meeting for the purchase of any item or items exceeding the \$100 monthly limit.
- (d) To present a list of items purchased during the month and their associated costs to the Treasurer no later than the 15<sup>th</sup> of each calendar month.

#### 5. Librarian and Historian

- (a) To catalogue Club books and periodicals and maintain them in good condition.
- (b) To inform members of titles of available books, and to supervise the loaning and return of same.
- (c) To maintain Club scrapbooks and history.
- (d) To supervise the lending and return of Club equipment.

#### 6. Refreshments

- (a) To make sure that refreshments and coffee are available for all Club general meetings, and other Club functions when necessary.

#### 7. Sunshine

- (a) To report all cases of illness, bereavements, etc., to the Executive and general membership, and, in the case of prolonged illness, to report on member's progress.
- (b) To send cards to members who are ill.
- (c) In cases of bereavement, to arrange flowers or some suitable tribute.

#### 8. Field Trips

- (a) To arrange for field trips to specific areas.
- (b) To inform members making such trips of types of rocks available in those areas.
- (c) To give adequate and detailed information of routes to be taken.
- (d) To liaise with the *British Columbia Lapidary Society* in the planning and participation of joint field trips.
- (e) To inform members of upcoming joint field trips as planned by clubs belonging to the *British Columbia Lapidary Society*.

#### 9. Workshops

- (a) To supervise the use and general care of the equipment in the workshop.
- (b) To ensure that all persons using the equipment abide by the Workshop Rules and Regulations, as set forth in Appendix B.
- (c) To maintain the Workshop Rules and Regulations, as set forth in Appendix B.

- (d) To inform the Executive and the Club membership when any equipment needs repair or replacement, and to implement such action.
- (e) To keep storage locations organized.

#### 10. Annual Rock and Gem Show

- (a) To coordinate the following with respect to the Annual Rock and Gem Show:
  - (i) A venue, theme, and floor plan.
  - (ii) Dealers, demonstrators, showcases, refreshments and in-show events.
  - (iii) Required permits and insurance.
  - (iv) Promotional materials and endeavours including but not limited to signs, press, brochures, and school handouts.
  - (v) Special workshops.
- (b) To maintain the Annual Rock & Gem Show Station Planner and Checklist, as set forth in Appendix C.

### 5. MEETINGS

- (a) General Meetings
  - (i) General membership meetings will be held on the last Thursday of every month, except June, July, August, and December, at 7:30 p.m.
  - (ii) Normally meetings will take place at the Port Moody Arts Centre, 2425 St. Johns St., Port Moody, but if there is any change in location, members will be advised.
  - (iii) Ten members of the Club in Good Standing, one of whom is an Executive Officer of the Club, shall constitute a quorum and may transact business at any General Meeting.
- (b) Executive Meetings
  - (i) Executive Meetings are to be held once a month, prior to the General Meetings, and are attended by the Executive Officers, consisting of the President, Vice-President, Secretary, Treasurer, and conveners of the various committees, as appointed or elected.
  - (ii) Three Executive Officers shall constitute a quorum and may transact business at any Executive Meeting.
- (c) The Annual General Meeting shall be held in November.

- (d) Special Meetings may be called by the President at any time and/or shall be called upon the request of five members.

**6. VOTING PRIVILEGES**

All adult members in Good Standing are entitled to vote at all general meetings.

**7. AMENDMENTS TO THE BY-LAWS**

These by-laws may be amended at any regular business meeting by a standing vote of half of the members present, provided that such proposed amendments shall have been filed with the Secretary and read out to the membership, one month prior to the said business meeting.

Appendices to the By-Laws may be amended at any time by the President with the approval of the Executive.

**8. DISPOSAL OF ASSETS**

If at some future date, it should be necessary to terminate the affairs of the Club, the funds and assets shall be disposed of at the discretion of the Port Moody Rock and Gem Club.

*Bylaws presented and accepted by the members of the Port Moody Rock and Gem Club,  
February, 2006.*

*Andrew Danneffel*

*Warren Edwards*

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President

Vice-President