

BATON ROUGE GEM & MINERAL SOCIETY, INC.
Baton Rouge, Louisiana

BYLAWS

ARTICLE I: OBJECTIVES

Section 1:

The objectives and purpose of the Baton Rouge Gem & Mineral Society shall be to promote popular interest and education in the various earth sciences, in particular, those facets dealing with the lapidary arts and the mineral, paleontological, geological and archaeological sciences.

Section 2:

In furtherance of the above objectives, this organization shall be a member of the South Central Federation of Mineral Societies, Inc., and the American Federation of Mineralogical Societies

ARTICLE II: MEMBERSHIP

Section 1

Membership in this Society shall be open to all persons interested in the objectives of the society and who agree to abide by the Articles of Incorporation, Bylaws and Operating Procedures.

Section 2

Membership shall consist of:

- a. Regular - Adult members who enjoy all the rights and privileges of membership.
- b. Junior - Non-Voting members under the age of 18. Junior members must be sponsored and supervised by an adult member at all functions.
- c. Honorary Life - A member status bestowed by the membership for outstanding service to the society that has no dues.

ARTICLE III: OFFICIALS

Section 1

The elected officials of this Society shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Three (3) At-Large Board Members

Section 2

The elected officials of this Society who will serve for a one year term shall be:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer

Section 3

Officers elected to serve three year terms of this Society shall be:

- a. Three (3) board members, one to be elected each year.

ARTICLE IV: BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of President, Vice President, Secretary, Treasurer, three At-Large board members, and the Ex~Officio (Past President) positions.

ARTICLE V: DUTIES OF OFFICERS

Section 1

PRESIDENT

The President shall:

- a. Call and preside over the regular business meeting of the Society.
- b. Call and preside at Board Meetings.
- c. Instruct all elected officers to become acquainted with the Articles of Incorporation, Bylaws, and Operational Procedures of this Society.
- d. Appoint all Standing and Special Committee Chairpersons.
- e. Present reports and recommendations from the Board at the regular monthly meeting.
- f. Appoint at least three (3) members to serve on the nominating committee in May of each year.
- g. Dismiss or reappoint any Standing or Special Committee Chairperson that does not function or make reports upon request (as determined by the Board).
- h. Act as final authority on matters affecting the Society; and, votes on Board of Director motions only as a tie-breaker except upon relinquishing the Chair.

Section 2

VICE-PRESIDENT

The Vice-President shall:

- a. Preside at meetings in the absence of the President.
- b. Be Chairperson of the Program Committee.

Section 3

SECRETARY

The Secretary shall:

- a. Attend to ALL correspondence and related matters of the Society.
- b. Be custodian of ALL papers, reports, and records of the Society with the exception of the Treasurer's records.
- c. Keep a complete and up to date file of the minutes of the Society. A copy of the current minutes is to be presented to the Editor of the newsletter in time for inclusion in the next issue of the newsletter. '
- d. Compile, and maintain a record, list or directory of all society members, making this list available to all members of the society. This task may be delegated to the Editor of the newsletter.
- e. Have a current membership list available at the regular club meeting.
- f. Immediately after the election of officers of the Society in September, the Secretary report the names, addresses, and zip codes of the new officers to the South Central Federation of Mineral Societies Executive Secretary.
- g. Keep a master copy of the Articles of Incorporation, Bylaws, and Operational Procedures, updating this copy each time a new change is made, noting date of change at the bottom of the last page of this document.
- h. Notify all Board members of any Board meeting.
- i. Upon request make available any records to the Board of Directors.

Section 4

TREASURER

The Treasurer shall:

- a. Collect and record all money due to the Society.
- b. Have the authority to pay all bills according to the annual budget as recommended by the Board and approved by the membership. *
* All bills over \$500 must be approved by the Board before payment.
- c. Write a receipt for all money collected and keep a complete record of all expenditures.
- d. Pay the society's annual dues to the South Central Federation of Mineral Societies, Inc. by the date required in the Constitution and Bylaws of the South Central Federation (Article II : Dues, Section 2 and 3).
- e. Keep a bank account in the name of the Society.
- f. Make available any requested financial records to the Board. The books shall be closed as of September 30.
- g. Report all names, addresses, zip codes and telephone numbers to the Editor of the Red Stick Rock Hound News for the newsletter mailing list and to the Secretary for the official club roster.

Section 5

THE BOARD OF DIRECTORS

The Board shall:

- a. Recognize the President as Chairperson.
- b. Represent the MEMBERSHIP at all Board Meetings.
- c. Have general overall supervision of the activities of the Society.
- d. Consider all business matters of the Society. It shall report all actions and recommendations to the membership. Emergency new business may, at the option of the President, be voted on immediately.
- e. Have the authority to dismiss any member whose actions are deemed unsatisfactory or detrimental to the society. The member in question must be notified by registered mail at least one week in advance of the date, time, and place of the Board meeting and must be advised of the member's right to appear. The Board's decision shall be final.
- f. Appoint a member to fill the unexpired term of any elected official.
- g. Draft an operating budget for the next fiscal year in September of each year for approval in October by the membership. Amendments to an existing budget must be recommended by the Board and approved by the membership.

Section 6

NOMINATING COMMITTEE

The Nominating Committee shall:

- a. Select a slate of officers, consisting of two nominees for each position, to be presented to the membership at the September business meeting. Husband and wife may not both be nominees.
- b. Call for nominations from the floor at the September meeting. Nominations from the floor must be made with the consent of the person being nominated.

ARTICLE VI: ELECTIONS

Section 1

- a. Elections of officers will be the September regular membership meeting by secret ballot.
- b. Installation of officers will be at the October meeting.

ARTICLE VII: DUES

Section 1

The fiscal year shall begin September 1st to conform to the calendar set by the South Central Federation of Mineral Societies and the American Federation of Mineralogical Societies. All dues shall be payable at the beginning of the fiscal year. Any member who has not paid dues by October 31st will be automatically dropped from the membership roll. Any person wishing regular membership in this society must complete an application and pay the required dues.

Section 2

Dues paid by regular adult members shall include South Central Federation dues. The amount of dues is recommended by the Board of Directors, and approved by the membership.

Section 3

Dues paid by Junior members shall include South Central Federation dues. The amount of dues is recommended by the Board of Directors, and approved by the membership.

Section 4

Honorary membership may be awarded to a member who has contributed outstanding service to the Baton Rouge Gem & Mineral Society. The recipient of this honor is to be reviewed by the Board of this society with recommendation made to the general membership for final approval.

ARTICLE VIII: MEETINGS

Section 1

There shall be one regular meeting each month. Special meetings may be approved by vote of the membership.

Section 2

To constitute a regular business meeting: (1) the President or Vice-President must be present, and (2) a quorum to consist of 2/3 of the membership or ten (10) members must also be in attendance.

Section 3

The Board will meet as needed but no less often than once every three months. The quorum of a Board Meeting shall be a simple majority of the Board Membership.

Section 4

Special Board meetings may be called by the President or upon written petition by any two Board Members. At least two of the following must be in attendance: President, Vice-President, Secretary, or Treasurer.

Section 5

Should an elective officer be absent from two (2) consecutive Board Meetings without reasonable excuse being given to the President, or, should it become evident that the elected officer will not be able to fulfill the duties of the office as determined by the Board, the Board shall declare the office vacant and said vacancy shall be promptly filled by the Board of Directors.

ARTICLE IX: AMENDMENTS

Section 1

Any amendments to the Bylaws must be presented to the membership.

Section 2

Any action requiring vote by the society membership should be published in the official journal, the Red Stick Rock Hound News or emailed to the membership, prior to the meeting.

Section 3

The Board's recommendation will be read at a regular meeting, tabled, and voted on at the next regular meeting. Passage will require approval by the two-thirds (2/3) of the voting members present at the regular meeting.

ARTICLE X: RULES OF ORDER

Section 1

ALL questions of parliamentary procedures not Covered by the BYLAWS, OPERATIONAL PROCEDURES, or REGULATIONS shall be governed by Robert's Rules of Order, Revised.

Section 2

All future revisions shall be noted in Appendix A by the Society Secretary with notation of the amendment content and the date approved by the membership.

APPENDIX A

(1)

BYLAWS ORIGINALLY PRESENTED AND ADOPTED MARCH, 1996; Kimberly Garner, Secretary.

(2)

Bylaws amended November 28, 2017 to raise adult age from 16 to 18 years old as determined by the definition of a Junior Member in Article II, Section 2, Item b.

(3)

Bylaws amended February 28, 2023 to lower the number required for a quorum from 20 to 10 in Article VIII Section 2 and added email as a method to notify the membership in Article IX Section 2.