

BATON ROUGE GEM & MINERAL SOCIETY, INC.
OPERATIONAL PROCEDURES

ARTICLE I: FUNDS FROM THE ANNUAL SHOW

Funds raised from the Society's annual Gem & Mineral Show will be paid into the General Operating Fund. Nominal working capital for the club show will be made available to the Show Chairperson. The Show Chairperson shall make any requests for additional funds above normal expenses to the Board of Directors.

ARTICLE II: COMMITTEE CHAIRPERSON(S)

SECTION 1:

The following is a suggested list of Committees and duties which may be appointed, deleted and/or changed by approval of the Board of Directors.

a. NEWSLETTER EDITOR

The Newsletter Editor may appoint a committee to work on the newsletter. This newsletter should be published once each month, when the Editor position is staffed. The Editor will make a report to the Board of Directors upon request.

b. UNIFORM RULES CHAIRPERSON

When staffed, the Uniform Rules Committee should consist of a mineral collector, lapidarist, fossil collector, and others as needed. The Chairperson will work with the South Central Federation Uniform Rules Chairperson in the study of Uniform Rules. He or she will assist all exhibitors in setting up competitive and non-competitive exhibits and will work with the annual show.

c. SPECIAL FEDERATION PROJECT CHAIRPERSON

When staffed, the Special Projects Chairperson will be responsible for special collections and funds raised to promote the American Federation of Mineral Societies (AFMS) and the South Central Federation of Mineral Societies (SCFMS) special projects and scholarship programs. Participation shall be determined by recommendation from the Board and voted on by the membership.

d. SCHOLARSHIP SELECTION COMMITTEE

The Scholarship Chairperson will select at least three (3) members to serve on the Scholarship Selection Committee. Chairperson will present to the Board their recommendations for approval and the Board will recommend selections to the membership. Selection of Two (2) applicants will be by standard scholarship application procedures. The scholarship of \$1000.00 each will be presented to students who are high school seniors or adults and plan on attending or are currently attending an accredited school/college/university in one of the following fields: geology, gemology, mining, minerology, geological engineering, geophysics, and petroleum engineering. Other earth science fields may apply, but will only be considered after the aforementioned fields are considered. See specifics for scholarships on the attached scholarship application. Checks will be presented to students at a general meeting of the society.

e. BYLAWS COMMITTEE

The Board of Directors will function as the Bylaws Committee unless a separate committee is established and will study any proposed change to the Bylaws, Operational Procedures, and Regulations which is submitted in writing by any member and report on their findings and recommendations to the membership. If the Board is not functioning as the Committee and a separate Committee has been established, then the Committee should report their recommendations to the Board.

f. LONG RANGE PLANNING COMMITTEE

When staffed, the Long-Range Planning Committee will study and present ways for the club to progress and participate in constructive purposes. They will report regularly to the Board and also report to the membership at the regular meeting when called upon.

g. GEM AND MINERAL SHOW CHAIRPERSON

The Show Chairperson shall appoint a Show Committee and shall supervise and plan the Annual Show, setting time, date and place. The Show Chairperson will make regular reports to the Board and at regular meetings when called upon. The Show Chairperson, at the meeting following the show, will provide a review of the show. The Treasurer will report on all show income and expenses when totals are final.

h. MEMBERSHIP CHAIRPERSON

When staffed, the Membership Chairperson shall recommend that members and guests are wearing their name tags; see that the visitor receives a visitor's packet consisting of a club bulletin, membership application, information regarding the club, type of books and magazines available, where shows will be held, and other pertinent information. The Membership Chairperson shall consider new ways to increase membership in the Society, have distinct name tags for all visitors, and shall make follow-up contacts with all visitors by telephone or in person as soon as possible. The Chairperson shall call non-renewing members to inquire about the status of their membership at the close of each membership year.

i. PROGRAM CHAIRPERSON

The Program Chairperson (Vice-President) shall plan interesting and educational programs relevant to the interest and purpose of the Society in advance of each meeting and conduct such programing at the end of each meeting.

j. PUBLICITY CHAIRPERSON

When staffed, the Publicity Chairperson shall publicize any outstanding event of the Society and forthcoming club meetings. The Publicity Chairperson shall keep interesting articles about our hobby before the public. The Publicity Chair will not publicize rock hunts, but may write an article regarding the hunt after it is held. (This may or may not include publicity for the Annual Show).

k. HISTORIAN

When staffed, the Historian shall keep a history of the club and act as custodian of all historical papers of the society. The Historian shall be appointed for a period of 3-5 years as long as this appointment is accepted. The history book and scrap book shall be on exhibit at the annual show.

l. EDUCATION

When staffed, the Education Chairperson should set up an educational program in all phases of the earth sciences for all club members. The Chairperson should write educational articles for the Club newsletter. This Chairperson should see that schools, Scouts, retired citizens and other organizations are educated to our hobby. He or she should arrange exhibits in banks, libraries, and other suitable locations with a card stating, "This exhibit courtesy of the Baton Rouge Gem & Mineral Society." Education will make reports to the Board upon request.

m. ALL AMERICAN FEDERATION CLUB AWARD

When staffed, this Chairperson will work with the Board in regards to entering the annual American Federation of Mineralogical Societies (AMFS) evaluation program, filling out, compiling the required information, and mailing to the Education Chairman of the South Central Federation of Mineralogical Societies (SCFMS) prior to the scheduled deadline.

n. FIELD TRIPS

When staffed, the Field Trip Chairman and the Field Trip Committee should plan and conduct field trips during the year.

o. HOSPITALITY

The Hospitality Chairperson will ask members to serve refreshments at each club meeting.

p. SUNSHINE

This person will report on all illness and general condition of the club members. This Chairperson will send cards and send a status report on members to the Newsletter Editor.

q. WORKSHOP

When staffed, this Chairperson will set up a schedule for workshop use, both for classwork and workshop. This Chairperson will keep equipment in good repair, supervise the instructors and will make purchases for them as needed. The Workshop Chairperson is directly responsible for establishing a safety-oriented environment for all persons in training and will provide guidelines or safety training as required. This Chairperson has the authority to remove any student from classes for safety reasons. This position will make reports to the Board as requested and will let the membership know in advance when a new class is beginning. The Workshop Chairperson will accept no fees from any student.

r. JUNIOR ADVISOR

When staffed, the Junior Advisor will work with and organize the Junior members of the Society, oversee their activities and meeting, and make reports as requested by the Board.

s. AUDITING COMMITTEE

When staffed, will audit the Club Treasurer's books at the close of the fiscal year and report their findings to the membership. The Auditing Committee will audit any other accounts that the club might have.

Notes:

- Unless otherwise required by the Bylaws, the Committee Chairpersons may appoint as many members as may be needed to assist them.
- The Board of Directors may request any Committee to coordinate with the South Central Federation Committees when desired or required.

ARTICLE III: ORDER OF BUSINESS CLUB MEETING AGENDA

The suggested Business Meeting Order:

- Call to Order Minutes of the last meeting (for approval)
- Treasurer's Report (needs no approval)
- Introduction of new and prospective members
- Introduction of visitors
- Report from the Federation (SCFMS and AFMS)
- Reports from Standing Committees (Roll call by name)
- Reports from Special Committees (Roll call by name)
- Old Business
- New Business/Announcements
- Adjournment

Other Activities which may precede or follow the business meeting:

- Special Activities (door prizes, show & tell, etc.)
- Program
- Refreshments and fellowship

ARTICLE IV: REGULATIONS

1. No absentee or proxy vote will be made.
2. A motion asking for a roll call or ballot vote may be made by any member. This motion requires a majority of votes of those present for passage.
3. The Society will not be responsible for any indebtedness incurred by any member without the authorization of the Board.
4. The Society will assume no responsibility incurred on any field trip. Any member or guest who participates in a field trip sponsored by the Society does so at their own risk.
5. Field Trips are open to members and their guests if allowed. The Club is open to the public for membership.

6. Donations or gifts will be accepted at any time for the benefit of the Society.
7. No equipment belonging to the Baton Rouge Gem & Mineral Society will be sold to any individual without first notifying all members that this equipment is available. This equipment will then be sold at auction. The Board has the reserved right to reject any and all bids.
8. Classes held by this Society must make a detailed report at least once every three months or, more often if requested by the Board, as to their status of work and class attendance. This report is to be made to the membership at the regular meeting.
9. All Committee Chairpersons should make written reports for the Club Bulletin for inclusion in the newsletter. Such reports are to be scheduled by the Editor of the Red Stick Rock Hound News.
10. Training Awards to the William Holland Lapidary School will be presented each year to two Society members who meet the approved criteria. The club will pay for each full training award not to exceed \$750. Should the tuition increase, the funding increase would require a vote of the membership.

Baton Rouge Gem & Mineral

William Holland Lapidary School of Arts Training Award Application Form

- Training Awards are valued at up to \$750.00 each depending on William Holland tuition cost. (one per winner)
- Two (2) winners are chosen each year with two (2) runners-ups.
- To apply for the Training Award, submit your name by the October meeting.
- Points will accumulate and be totaled from November 1st through October 31st each year.
- Winners are drawn during the November meeting from top ten highest point winners who submitted their names.
- Class must be taken the following year.
- Demo/talk is given after completion of class.
- All travel, supplies, and other expenses are the responsibility of the Training Award winner.
- Turn in receipt from school for reimbursement (valued at up to \$750.00).
- If the Training Award winner cannot make the trip, he/she must notify the club President as soon as possible.
- Training Award winners are responsible for booking their own class.
- If a minor applies for the Training Award, he/she must be accompanied by an adult at their own expense.
- You cannot reapply for the Training Award if you won the previous year, you must sit out one year.

Member: _____

Activity Points

Business:

- | | | |
|------------------------------------|----|-------|
| • Monthly Meeting (per month) | 2 | _____ |
| • Committee Member (per committee) | 2 | _____ |
| • Officer | 2 | _____ |
| • Newsletter - editor | 6 | _____ |
| • Newsletter article (per article) | 2 | _____ |
| • Meeting refreshments | 2 | _____ |
| • Show- coordinator | 10 | _____ |

Club trips:

- | | | |
|----------------|---|-------|
| • Other: _____ | 3 | _____ |
| • Other: _____ | 3 | _____ |

Volunteering/Education:

- | | | |
|-----------------|---|-------|
| • Astronomy Day | 4 | _____ |
|-----------------|---|-------|

- | | | |
|--|----|-------|
| • Annual Show | 6* | _____ |
| • Rock'n @ the Swamp | 6* | _____ |
| • Library Program | 4 | _____ |
| • Demo/Program @ meeting (per meeting) | 4 | _____ |
| • Other: _____ | 6* | _____ |
| • Other: _____ | 4 | _____ |

*Daylong events that have 3 shifts per day will get 2 points per shift. Events that have setup and take down time slots will get 2 points each (e.g., the annual show)

Total: _____

_____ *Placement:* _____
 (Current year) (Winner/alternate)

Baton Rouge Gem and Mineral Society Scholarship Application

The Baton Rouge Gem and Mineral Society is offering two (2) \$1000.00 scholarships to High School Seniors or adults who will be entering an accredited school/college/university or people already enrolled in a school/college/university in one of the Earth Science fields listed below.

Eligibility Requirements:

- Plan on entering or currently studying one of the following fields: geology, gemology, mining, minerology, geological engineering, geophysics, and petroleum engineering. (Other earth science fields may apply, but will only be considered after the aforementioned fields are considered)
- Complete and signed application (this form).
- A recent transcript.
- A 500 – 1000 word essay on why you want to study in your chosen field.
- One signed letter of recommendation.
- If selected as a winner of the scholarship, you must sign our consent form to allow your name and picture to be used for publication.
- All documentation requested must be submitted by the deadline.

Application Deadline: June 30th of each year. (All applications must be submitted by June 30th – a postmark of June 30th or before is acceptable as long as it is received by July 7th or the first day mail is delivered after July 7th.) All late applications will be considered for the following year.

Mail or email completed application and other documents to:

Baton Rouge Gem and Mineral Society
Glenn Gawarecki
5191 Hwy 19
Ethel, LA 70730

Or email all required documents to: gagawarecki@aol.com

Personal Information:

Applicant Name: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Work Phone: _____ Cell: _____
E-mail: _____

Academic Information:

School presently attending (homeschoolers qualify): _____
School/College/University planning to attend: _____
Intended field of study: _____ Current GPA: _____
Class Rank: _____ out of _____

I certify that the statements herein are true to the best of my knowledge and grant my permission for the information contained herein to be shared with the scholarship selection committee.

Applicant Signature: _____ Date: _____

Operational Procedures last Revised: May 28, 2024