

# **APACHE JUNCTION ROCK & GEM CLUB, INC.**

## **CONSTITUTION**

### **ARTICLE I - NAME**

**Section 1:** The name of this club shall be: Apache Junction Rock and Gem Club, Inc.

### **ARTICLE II - OBJECTS**

**Section 1:** The objects of this club shall be to provide an opportunity for hobbyists of similar lapidary interests to meet each other to share information, special abilities and talents, collect and exchange gem materials and minerals as an organized club activity, to form friendships and enjoy the pleasure of socializing with each other, and provide the members of the club with the privilege of exhibiting to the public their lapidary and jewelry arts at an annual show sponsored by the club.

**Section 2:** This club shall be a non-profit, educational organization and no officer will be paid for any service rendered to or for the club, except that any member will be reimbursed for the actual expenses incurred, by instruction of the board.

### **ARTICLE III - ELIGIBILITY**

**Section 1:** Any person over the age of sixteen actively engaged in, or interested in, the objects of this club is eligible to become a member by following the procedure herein after described in Article I of the by-laws.

### **ARTICLE IV- OFFICERS**

**Section 1:** The officers of this club shall be: President, Vice-President, Secretary, Treasurer and three Trustees, elected from the membership at-large.

### **ARTICLE V - MEETINGS**

**Section 1:** The meetings of this club shall be held once each month except as here-in-after provided.

**Section 2:** The annual meeting shall be in December and the fiscal year shall begin and end with that month.

# BY LAWS

## ARTICLE I - MEMBERSHIP

**Section 1:** Applicants for membership will fill out and sign the official application form, which then must be endorsed by two active members in good standing.

**Section 2:** The signed application is then presented to the Membership Chairperson with the current annual dues payment plus the current charge for a membership badge. The membership application forms will be presented at the next regular Board meeting. After due consideration, the Board may either reject, for good cause, or accept the application. If rejected, the Membership Chairperson will notify the applicant of the rejection and return the dues and badge payments. If accepted, a membership card will be made out and be available for pick-up at the next regular meeting. The names of new members will be read as a part of the regular order of business at the next regular meeting. Dues are payable on a fiscal basis and will be accepted at any regular meeting. Dues will be for the current fiscal year no matter when paid. Renewal dues for members will be accepted from December through January. Any member who has not paid the current fiscal year dues by February 1 will be considered a non-member and will be dropped from the rolls and the annual Roster. A new membership application must be submitted through the channels outlined above to become active again.

**Section 3:** A member can, for just cause, be expelled from membership by a majority vote of the Club. The vote can be taken at any regular meeting.

**Section 4:** Three types of membership compose the Club:

1. Active: Those who pay annual dues and participate actively in functions of the Club.
2. Life members: This position may be granted to individuals who have been an active member of the club for a minimum of 15 years and has participated actively in all activities of the club (including elective office participation). Annually the Executive Board will consider members for life membership only after they have paid continuous membership dues for 15 years. Life membership is not an automatic procedure and each case will be reviewed on an individual basis. Nominations by the executive Board will be presented at the November General Meeting for a vote by the Club members present. Life members are not expected to pay annual dues, but are voting members of the organization.
3. Honorary Members: This status may be granted to an individual who contributes significantly to the objects and goals of the club over an extended period of time. Individuals being considered for this status must be approved by the Executive Board before being presented to the membership for final approval. Honorary members do not pay annual dues and are not voting members of the club.

## ARTICLE II - NOMINATION & ELECTIONS OF OFFICERS

**Section 1:** At the November meeting the President shall appoint three members to act as a nominating committee. It shall be their duty to nominate at least one candidate for each office: Vice-President, Secretary, Treasurer and Trustee. Each nominee must be willing to accept the office if elected. Their report will be read at the December regular meeting. Further nominations maybe then made from the floor.

**Section 2:** Election of officers shall be at the December (annual) meeting. All voting shall be done by secret ballot, unless there is only one candidate for the office, in which case the Secretary may be instructed to cast the elective ballot for the office. The candidate receiving the highest number of votes shall be elected. Officers shall be installed at the January meeting and shall serve for one year or until their successor has been duly elected and installed, unless the office has been vacated, then the procedure outlined in **ARTICLE III, Section 7** will be followed.

**Section 3:** One Trustee shall be elected each year to serve a term of three years.

## ARTICLE III - DUTIES OF OFFICERS

**Section 1: President:** The duties of this office shall be to administer the work of the club. to preside at all meetings, to be Chairperson of the Executive Board, to appoint all standing committee Chairpersons and other such committees as deemed necessary to conduct the business of the club. To perform any other duties as pertain to the office. There is one exception to this procedure: the President shall appoint a chairperson and/or Co-chairperson as practicable to serve as show committee but the President will not be the chairperson nor be a voting member of that committee.

**Section 2: Vice-President:** (called President elect) When elected, serves one year as Vice-President and then automatically becomes President the following year. His duties shall be to assist the President in all duties assigned to him/her and to, in the absence of the President, to take over the Chair and to perform any and all other duties as pertains to that office.

**Section 3: Secretary:** The Secretary shall:

1. Keep an accurate record of all Regular, Board and Special meetings, with the exception of the Show Committee meetings.
2. Shall conduct the correspondence of the club and keep duplicate copies of all correspondence.
3. Shall provide the Bulletin Editor with a copy of Regular (general) meeting minutes for publication in the Apache Smoke Signals.

**Section 4: Treasurer:** Shall receive all monies due the Club, shall account for same and deposit in an accredited bank. The President and the Treasurer must sign all checks (with the exception of the Show Account--which will contain the signatures of the Treasurer and the Show Committee Chairperson). In the absence of one of these officers the Vice-President shall Co-sign checks. The Treasurer shall pay all expenses approved by the Board and keep an accurate account of all funds and report annually the receipts, disbursements and balance on hand and shall perform any other duties that pertain to this office.

**Section 5: Trustee:** The three Trustees shall be members of the Executive Board and shall audit the books of the Treasurer within two months after the end of the calendar (fiscal) year, during the same month a report will be sent to THE ARIZONA CORPORATION COMMISSION. They shall report their findings to the Club in writing so that it may be available for publication in the bulletin, if necessary.

**Section 6:** If any officer is absent from three Board or Regular meetings (in succession) unless the absence is considered unavoidable, the Board may declare the office vacant and the position will be filled as provided in **Section 7**, of this **Article**.

**Section 7:** Vacancies in an office occurring during the calendar year shall be filled by nominations from the floor at the next regular meeting, after the office has been declared vacant. Nominees shall be voted on at that time and immediately installed.

#### **ARTICLE IV - EXECUTIVE BOARD**

**Section 1:** The Executive Board shall consist of the elected officers, the immediate past President and the Chairperson of the following standing committees: Education, Program, Display, Publicity, Membership, Field Trips, Hospitality & Refreshments, Bulletin, Property, Show Committee and any others that may be deemed necessary, The Show Committee is a special Committee appointed each year by the President to plan and conduct the Annual Rock Show. This committee shall consist of those members who were appointed as Chairperson and/or Co-Chairpersons. The Chairperson shall appoint sub-committee Chairpersons as he deems necessary to plan and conduct the annual Show. The President and Treasurer are ex-officio advisory nonvoting members of the committee.

**Section 2:** The Executive Board will meet at least once preceding each regular meeting to plan the activities of the Club. Any action of the Board is subject to the approval of the Club. The Board shall approve payment of normal monthly expenses. Major expenses of \$100.00 or more will be considered by the Board and if favorable, will refer the expenditure to the Club as a whole, for permission to pay such expenses. Such action must be completed before the expenditure takes place.

**Section 3:** During the months of April through October when a quorum would usually not be available, the President is authorized to take necessary action on pressing matters. He shall report such actions at the October meeting.

#### **ARTICLE V - STANDING COMMITTEE DUTIES**

**Section 1: Education:** Plan educational development of the skills in the lapidary arts for the membership. Make contacts with schools, colleges and universities for the promotion of education related to lapidary training, practical geology and other areas that would help the rock-hound and gemologist. This committee shall administer the awarding of scholarships in the Club's Name. The committee shall conduct necessary interviews and make a timely report to the Executive Board for recommendations and ultimate approval by the general membership.

**Section 2: Program:** Plan and provide some entertainment activity concerning Rocks, Gems, Minerals and other information relative to the interests of the club members.

**Section 3: Display:** Plan and coordinate any special displays requested of the Club. Supervise the arrangement and display of all items displayed to the public in the name of the Club.

**Section 4: Publicity:** Publicize club activities through the news media, radio, TV stations and other periodicals. When requested, work directly with the Show Committee to assist them in the publicity given to the Annual Rock Show, coordinate with the Executive Board before formal publicity is contracted for, except for the Show activity, which is coordinated with the Show Chairperson.

**Section 5: Membership:** Keep accurate records of all memberships received. Order membership badges for new members. Collect dues and badge money, document and turn over to the Treasurer all monies collected. Badges will be paid for by check through the Treasurer. Give a copy of the name, address and telephone number of all new members each month to the Bulletin Editor and Secretary as well as the President. Make up a Membership Roster each year (as of the end of February) which shall include a list of the past presidents, current officers, standing committee chairpersons and the current Annual Show Committee, (include dates of next Show).

**Section 6: Field Trips:** Lead a field trip each month, weather permitting, make maps and diagrams to help members find the location. Arrange for transportation if necessary when trips would be in excess of 100 miles. All cost for transportation shall be paid by the members using the facilities. Coordinate with the Executive Board on all trips planned.

**Section 7: Hospitality & Refreshments:** Greet all members and guests who attend meetings. Be responsible for door prizes and the tickets required therein. Coordinate with the Executive Board on any social activities the club may engage in during the year. Coordinate with club members for refreshments at each meeting. Supervise the serving of refreshments after club meetings.

**Section 8: Bulletin:** Shall compile, edit, print and mail the club bulletin (Apache Smoke Signals) to all married couples and each single club member after each meeting. Work with the Membership Chairperson on the printing and distribution of the annual Membership Rosters.

**Section 9: Awards:** Plan and present any awards to club members or guests as authorized by the Executive Board. Obtain and present an award to the out-going President at the Annual meeting.

**Section 10: Constitution & By-Laws Review:** This should be a three member committee generally made up of the Trustees of the Club. The President has the right to appoint an additional member who is not a current member of the Executive Board. Prepare proposed revisions to the Constitution and By-Laws for review and approval of the Board before presentation to the membership for approval. After club approval, coordinate with the Arizona Corporation Commission and the I.R.S. for their approval.

**Section 11: Property:** Shall be responsible for all club property. This includes the maintenance of the club trailer and the equipment therein. The property chairperson will coordinate directly with the Show Committee on any needed equipment necessary for the Annual Rock Show. Anything that is of a continuing nature is club property and is purchased and maintained with funds from the General Expenditure account and not from the Show account. Coordinate with the Treasurer on the license and insurance on the club property.

**Section 12: Annual Show Committee:** This committee shall consist of a Chairperson and/or Co-chairpersons as appointed by the President. The President and Treasurer are ex-officio advisory members. The chairperson may ask the Publicity Chairperson to serve on the committee as an advisor and handle the publicity for the Annual Show. The Show Committee will maintain a separate bank account from the club General Account. Checks and deposits are the responsibility of the Show Chairperson and the Treasurer. Both individuals must co-sign checks concerning expenditures from the Show Account. The Show Committee works with the Property Chairperson on the transportation of Club property to and from the Annual Show. All contracts dealing with the Annual Show will be handled by the Show Chairperson. The Executive Board will be kept informed of the activities taking place during the year prior to and after the Annual Show. After the Show is completed and all expenditures have been cleared the Show Chairperson will prepare a final report of all transactions undertaken and include the profit (or loss) incurred. The report will be presented to the Executive Board and President. A final report will be provided to the club membership.

## **ARTICLE VI - FINANCE**

**Section 1:** The finances of the club shall be derived from dues, income from the Annual Rock Show, sale of property, gains from investments, and other such means as may be approved by the Club.

**Section 2:** Membership dues (per member) shall be reviewed yearly by the Executive Board and any necessary changes must be presented to the membership for their approval. Any member who has not paid dues by the end of January shall be considered as having discontinued membership and will be dropped from the rolls. **ARTICLE IV, Section 2** provides limitations and approvals for expenditures.

## **ARTICLE VII - MEETINGS**

**Section 1:** The regular meeting (general) shall be held once each month at the time and place as mutually agreed upon by the membership, except that meetings may be suspended during the summer months as voted by the membership (generally - May, June, July, August and September).

**Section 2:** Special meetings shall be called by the President when it is considered necessary. A special meeting must be called when a request for such is made by five members of the Executive Board. Written notice of the meeting and the purpose for calling the meeting shall be sent to all members at least one week prior to the meeting.

**Section 3:** Ten percent of the Club membership must be present to constitute a quorum to conduct the business of the Club.

## **ARTICLE VIII - EXPENDITURES**

**Section 1:** As outlined in **ARTICLE IV, Section 2**, outlines the expenditures under \$100.00 and anything over that amount. Non-routine expenditures should be provided to the Board for approval before payment. Any expenditure of \$100.00 or over must be presented to the Board for approval before it can be presented to the membership for their approval or disapproval. The Show Account is exempt from this action although the Show Chairperson must keep the Board advised of the income and expenditures during the year. Final reports by the Treasurer and the Show Chairperson must be presented by the time the AZ Corp. Commission reports are ready for submission.

## **ARTICLE IX - AGREEMENTS WITH OTHER ORGANIZATIONS**

**Section 1:** All agreements and arrangements of any nature between the Apache Junction Rock & Gem Club, Inc. and any other organization or person shall be in writing and signed by both parties, and shall be kept on file by the Secretary for the duration of the agreement.

## **ARTICLE X - AUTHORITY**

**Section 1:** Roberts Rules of Order, Revised and the Articles of Incorporation shall constitute the authority on all points not covered in this Constitution and By-Laws.

## **ARTICLE XI - AMENDMENTS**

**Section 1:** This Constitution and By-Laws may be amended at any regular meeting of the Club by two-thirds vote of the members present and voting, provided that the proposed amendments have been presented in writing, a typed copy included as part of the Club Bulletin (Apache Smoke signals), mailed to the members previous to the meeting and read at the meeting.

**Section 2:** All By-Laws amendments shall be determined to be in agreement with the Articles of Incorporation in the State of Arizona and within the regulations of the Internal Revenue Service.

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