

STANDING RULES
LAKE HAVASU GEM AND MINERAL SOCIETY, Inc.

Adoption of Standing Rules: Standing Rules concerns the administrations of the Society.

- A. The Robert' Rules of Order Revised 1, were used to bring the Standing Rules into being.
- B. Standing Rules remains in effect until amended or rescinded. If the Standing Rules are changed a main motion must be brought to the Executive Board of Directors – preferably through an established committee.
- C. A majority vote adopts the Standing Rules.
- D. Standing Rules may be suspended for a meeting by a quorum vote of 25 or more members.
- E. A two-thirds (2/3) vote of the members may rescind Standing Rules without previous notice.

Section I Membership:

- A. Individual memberships are \$20 per calendar year.
 - a. As of July 31, 2024, the membership will operate on a year calendar – example a person joining in September 2024 will be required to renew their membership in September 2025.
 - b. Any individuals who are members prior to July 31, 2024 will be required to renew their membership in December of each year.
- B. Junior memberships are \$10 per calendar year. See items a. & b. above.
- C. Life Membership shall be granted when a member has participated in the Society for 15 years, served in two or more elected offices and served as a Standing or Ad Hoc Committee chairperson, or has been a member of the Society for 25 years. Life members shall have the right to vote and hold office.
- D. Auxiliary Members are Vendors who participate in the Society's programs by paying vendor fees. Auxiliary members do not have a vote in the Society's affairs. This membership shall expire December 31, of each calendar year.

Section II Name Badges: The cost is \$12 dollars for a pin badge and \$15 dollars for a magnetic badge.

Section III Fines: A fine, of twenty-five (\$.25) cents, shall be collected by the Sargent-at-Arms, from a member for a lack of a visible membership badge at a General Membership meeting.

Section IV Executive Board:

- A. Shall consist of the elected officers of, President, Vice President, Treasurer, Secretary, Sargent-at-Arms, Immediate Past President (who is the last full-term President prior to the incumbent), Director of Lapidary Shop Operations, Director and Assistant Director of Havasu Rocks and (3 total) One, Two & Three-Year Directors. (One, Two & Three-Year Directors are clarified in Item B).
- B. The three Directors are designated, Three-Year, Two-Year, and One-Year Directors. The most recent elected director is the Three-Year Director. The Two-Year Director is the previous Three-Year Director, and the One-Year Director is the previous Two-Year Director. The One-Year Director will step down after the final year of his/her term.
- C. The Executive Board has the authority to act on behalf of the Society, between regular General Membership meetings.²
- D. The Executive Board shall be subject to the By-Laws of the Society. All Executive Board actions are subject to approval of the General Membership.

- E. The Executive Board has the authority to remove a member from any meeting of the Society and/or suspend a member from future meetings for inappropriate behavior or disrupting the well-being of the Society. Further, occurrences of misconduct may lead to the member being revoked as explained in Article II Section 5 of the By-Laws.³

¹Roberts Rules of Order; 2nd Edition, Webster's New World, Robert McConnell Productions, Wiley Publishing, Inc., 2001, pgs. 317-318.

²Ibid pg. 481

³Ibid pgs. 643-645

Section V Standing Committees: permanent committees that perform essential functions of the Society.

Communications Committee:

- A. Will represent the organization to the community.
- B. Will enhance the organization's image, including communications with the press.
- C. Will publish and distribute the "Rocky Tales" newsletter. Minutes of the General Membership Meetings shall be published in the "Rocky Tales" Newsletter.
- D. Will maintain the Society's website.
- E. Will maintain the Society's Facebook page.
- F. Will furnish speakers and exhibits to community organizations.

Event Committee: Oversees development and implementation of Event Planning, including identifying programs that the General Membership supports, how to meet those needs with products/services/programs, and how to promote the events. (i.e., Winterfest, Swap Meet)

Field Trip Committee: Duties are to:

- A. Research areas where rocks may be collected.
- B. Plan weekly field trips to locations for members to access, weather permitting.
- C. Provide guidelines for these activities.
- D. Assure that those on the fieldtrip have signed the appropriate waiver.

Finance & Audit Committee: Members shall include the President, Treasurer, and Past President of the Society. Two or three General Membership participants are encouraged to participate. This Committee is appointed to consider financial issues. The duties are to:

- A. Oversee development of the budget.
- B. Ensure accurate tracking/monitoring/accountability for funds.
- C. Ensure adequate financial controls, and complete a yearly audit of expenses.
- D. Develop new ideas for fundraising.

Gem Show Committee

- A. The annual show date is to be in the fall of each year. The date and location will be Determined by the Executive Committee and sanctioned by the General Membership.
- B. The Gem Show Chairperson shall develop sub committees to insure a successful show. All Members of the Society are encouraged to dedicate a minimum of two (2) hours of service to the Gem Show.
- C. A Society member may be a vendor and will pay the same fees as an auxiliary member.

- D. Vendors will be refunded 100% of the contract if cancelled on or before July 1; 50% if cancelled before September 1, and no refund if cancelled on or after September 1.

Hospitality Committee:

- A. Will ensure treats are available at General Membership Meetings.
- B. Will organize and collect monies for the 50/50 fundraiser at General Membership Meetings.
- C. Will provide rocks as gifts for guest and new members at the General Membership Meetings.
- D. Will organize the annual Christmas Dinner for the Society.
- E. Will include the Sergeant-At-Arms as a member of this committee.

Havasu Rocks Director – with the assistance of a Committee when required:

- A. Will update the inventory after each of the Society's activities.
- B. Will add new purchases to the inventory.
- C. Will make an inventory of all Society's property.
- D. Will recommend, to the Executive Board, items that need to be replaced or returned to the vendor.

Lapidary Shop Director – with the assistance of a Committee when required:

- A. The Lapidary Shop Director & Volunteers will hold safety and lapidary classes monthly (October thru April), or as needed, to assure members are using the lapidary shop in a proper and safe manner.
- B. The Lapidary Shop Director & Volunteers will issue charge slips, if appropriate, for utilizing lapidary shop, and collect monies.
- C. The Lapidary Shop Director & Volunteers will collect monies for utilizing the Lapidary Shop.
- D. The Lapidary Shop Director & Volunteers will make sure all members have signed the attendance log – which tracks the “use” time for collecting monies.
- E. Lapidary Shop Funding:
 - 1. All fees collected for lapidary classes will be deposited into the Lapidary/Havasu Rocks account.
 - 2. The club, periodically, may purchase or replace equipment that receives excessive wear or damage from its membership and consumable materials.

Membership – with the assistance of a Committee when required:

- A. Maintains all club records and documents pertaining to membership.
- B. Maintains a current roster of the members, including home, email address and phone numbers.
- C. Maintains a list of the committees and committees' members.
- D. The Membership Chair shall present new members with copies of the BY-LAWS and STANDING RULES, and membership badge.
- E. The Membership List will not be released to non-members. The membership list will not be used by any members to solicit private business or fund-raising opportunities unless it directly is related to the Society's function (s).

Program Committee:

- A. Will enhance General Membership meetings by arranging for guest speakers, displays, Demonstrations, research, and/or films.
- B. Will survey membership for interest and ideas.

Section VI Ad Hoc Committees: Designed to complete a special function and then dissolve.

By-Laws & Standing Rules Committee:

Will review the By-Laws and Standing Rules every year, and, if necessary, make recommendations for amendments that will allow the Society to run effectively. Changes made by the committee will be presented to the Executive Board, and if approved, will be presented to the membership in the “Rocky Tales.” It will be discussed and voted upon at the next General Membership meeting.

Nominating Committee:

- A. Will consist of three (3) members appointed by the President at the September General Membership meeting.
- B. Will propose one or more candidates who have agreed to serve for each office to be filled.
- C. Will recommend these members at the General Membership meeting in November.
- D. Will suggest/enlist additional nominations from the floor at the November and December meetings.
- E. Will assure that each candidate for an Executive Committee office, be allowed a presentation on his/her qualifications at the December General Membership meeting, prior to the Membership voting.

Scholarship Committee:

- A. Will be selected by the President, prior to the February General meeting, consisting of 3 to 5 members, with one person serving as Chairperson. The Chairperson shall schedule meetings as needed.
- B. Chairperson shall introduce him/herself to the Lake Havasu High School Career Center Advisor and be the primary contact for the Society.
- C. Will review applications supplied by the Career Center Advisor.
- A. Chairperson shall advise the Board and General Membership by May about qualified applicants, and explain if there are no students meeting the scholarship criteria during the current year.
- B. Chairperson shall notify the scholarship recipients(s) at the appropriate venue, such as the “Evening of Excellence Awards” or via mail or email.

Section VII Scholarship Award:

- A. Shall be called “The Lake Havasu Gem and Mineral Society Scholarship Award”.
- B. Procedures:
 - 1. The Lake Havasu Gem and Mineral Society shall establish a scholarship account and annually fund the account, in January with minimum of \$1000 (One Thousand Dollars). The Executive Committee may increase the amount of funding.
 - 2. Funding for the Scholarship Award, will be derived from the financial growth of the Society and/or the net amount of raffle ticket sales at the Gem Show, and from donations by community or membership.
- C. Recipient(s) Qualifications:
 - 1. The Scholarship Award(s) will be given to a current high school senior or a full time college undergraduate who is a full-time resident of Lake Havasu City or Desert Hills.
 - 2. The high school student must be enrolled in college preparatory classes.
 - 3. For high school seniors, performance on ACT, SAT and AIMS will be taken into consideration.

4. The student must have a college degree goal in one of the science fields.
5. To be considered, the student must have minimum cumulative Grade Point Average (GPA) of 3.2 (unweighted) on a 4.0 scale.
6. Lake Havasu High School Seniors shall submit completed applications to the Career Center at Lake Havasu High School.
7. College students shall submit a letter to the Society, with statement of needs, and proof of active and successful performance in college.
8. College students or other high school students shall mail their applications to the Society at the Society's Post Office Box.

D. Scholarship Awards:

1. Each Scholarship Award shall be a minimum of \$500 (Five Hundred Dollars).
2. The number of scholarships to be awarded will be determined by the scholarship committee based on the available funds and applicants.
3. In the event there are no qualified applicant(s), the funds may be kept in the Scholarship Fund to carry over to the next calendar year.
4. There is a two-year maximum that the funds may be held. If scholarship funds are not utilized, the first-year funding is returned to the Society's General Fund.
5. The Scholarship Award will be issued to the recipient's College or University of choice upon the recipient's successful acceptance and registration. No funds will be issued directly to the student.

Section VIII Common Agenda for a Committee Meeting

Name of Committee: _____

Date

Call meeting to order time:

Attendees:

Reading of previous meeting minutes (if applicable) for approval

Request anyone waiting to be on Agenda

Agenda:

Old Business

New Business

Recommendations

Adjourn meeting: _____ time

Reviewed November, 2021

Sandra Willis (Secretary)

Rick Kerber (President)

Barry Bandaruk (Past President)

Barbara Wiggins (Editor "Rocky Tales")

Reviewed & Approved by the Board of Directors September, 2024

Standing Rules Committee Members:

Jason Upchurch (President)

Steve Prather (Lapidary Shop Director)

Linda Harley (Treasurer)

Terry Foster (Two Year Director)

Joyce McClusky (Member)