

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(s). Two Co-chairpersons may fulfill the roles of President and Vice-President, should the Club agree to this structure, as defined under Article III, Section (c). Each Co-chairperson will serve as Past President at the conclusion of their term.

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 with the exception of Past Presidents, who will cease to be members of the Executive after one year of fulfilling this role.

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, September, 2015.

Arlene Johnston

President

Susie Parks

Vice-President

PORT MOODY ROCK AND GEM CLUB

By-Laws

1. FISCAL YEAR

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

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 a group of:
 - a. Two adults at the same mailing address where adults are persons of at least eighteen (18) years of age.
 - b. One or two adults and up to four of their children or grandchildren. Adults are persons of at least the age of eighteen (18) years and children are persons under the age eighteen (18) years. The adult(s) in a Family Membership automatically sponsor the children. Additional children or grandchildren can be added to a Family Membership at the cost of a Junior Membership.
 - (iv) Honorary Membership as recommended by the Executive and awarded by the general membership through a majority vote at a general meeting to:
 - a. Long-term 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 members who have gone beyond the call of duty.
- (b) A person may apply for membership in the Club by submitting a completed membership form and the required Membership Dues to the Chair of the Membership Committee at a general meeting. The Executive may vote to decline a membership application.

- (c) Membership in the club is renewed by submitting the required Membership Dues to the Chair of the Membership Committee at a general meeting, the Annual Rock and Gem Show, or through some other means as agreed to by the Membership Chair. In the case membership has been terminated due to Non-Payment of Dues as described in Section 4(a)(i), the person(s) in question must reapply for membership in the club as described in Section 2(b).
- (d) A prospective member may attend as a guest a total of two regular meetings or observation-only workshop sessions, but not more than two, without making formal application for membership. After an application for membership has been submitted and accepted as described under Section 2(b), the member in question will not be required to pay the Workshop Drop-In Fee for their first two (2) workshop sessions. The Workshop Drop-In Fee is defined within Appendix B.
- (e) The Membership Term shall commence on September 1st and end on August 31st.
- (f) A member in Good Standing has paid the required Membership Dues as defined under Section 3.
- (g) By virtue of applying for membership in the Club, one agrees to assist with the planning, preparation, and/or running of the Annual Rock and Gem Show.

3. DUES AND FEES

- (a) Membership Dues and Workshop Drop-In Fees 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 a new membership application is received after March 31st but before September 1st, in which case dues shall be ½ of the standard Membership Dues.
- (c) Workshop Drop-In Fees are applicable to members that use the Club's lapidary workshop.
- (d) Honourary Memberships are exempt from both Membership Dues and Workshop Drop-In Fees.

4. TERMINATION AND SUSPENSION OF MEMBERSHIP AND PRIVILEGES

- (a) Reasons for termination or suspension of membership include:
 - (i) Non-Payment of Dues. Membership shall be terminated if Membership Dues for a new Membership Term have not been paid by November 1st following the conclusion of the previous Membership Term. A member who has not paid Membership Dues for a new Membership Term will not be in Good Standing until the Membership Dues are paid as described in Section 2(c) or their respective membership is terminated on November 1st.
 - (ii) Resignation. Members may withdraw their Club membership by delivering a resignation in writing to the Secretary of the Club or by mailing it to the address of the Club.
 - (iii) 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) A member may be expelled from the Club or suspended from certain Club activities or privileges for Infractions by a ballot vote of the Executive provided the following process takes place:
 - (i) The member who is subject to expulsion or suspension is given an opportunity to be heard by the Executive before the ballot vote takes place.
- (c) Workshop Supervisors may temporarily suspend a member of workshop privileges:
 - (i) For the duration of a workshop session in which an Infraction under Section 4(a)(iii) occurs; or
 - (ii) In the case of a more serious Infraction, for all workshop sessions taking place over the next 30 days.
- (d) Members temporarily suspended from workshop privileges under Section 4(c) may contest the suspension by submitting a statement to the Secretary of the Club for consideration by the Executive. The Executive will discuss

the suspension with the Workshop Supervisor in question and respond to the statement submitted by the suspended member within 5 days.

- (i) With respect to a suspension under 4(c)(i) the Executive will:
 - a. Uphold the suspension applied by the Workshop Supervisor,
or
 - b. Rescind the suspension applied by the Workshop Supervisor.
- (ii) With respect to a suspension under 4(c)(ii) the Executive will give the suspended member an opportunity to be heard by the Executive. The Executive will then:
 - a. Uphold the suspension applied by the Workshop Supervisor,
or
 - b. Rescind the suspension applied by the Workshop Supervisor.
- (e) Members not in Good Standing will have their workshop privileges suspended after September 30th until their club membership has been renewed as described in Section 2(c).

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 collect and process membership applications and associated dues.
- (c) To record and check attendance.
- (d) To maintain reasonable contact with Club members.
- (e) To submit the required fees and information to the *British Columbia Lapidary Society*.
- (f) To issue membership cards to paid-up members.
- (g) To ensure the email mailing list is kept up-to-date.

2. Program

- (a) To prepare a program or activity for each general meeting and inform the membership via the email mailing list and social media.
- (b) To prepare an activity for the summer and winter pot luck suppers.

3. Communications

- (a) To contact the press and radio regarding club activities.
- (b) To manage the Club's web site.
- (c) To keep the membership informed of events of interest via the email mailing list and social media.

4. Purchasing

- (a) To purchase required workshop and miscellaneous supplies as requested by the membership.
- (b) To limit spending as specified in the Disbursement Policy.
- (c) To follow the processes set forth in the Purchasing Policy.
- (d) To present a list of items purchased during the month and their associated costs to the Treasurer no later than the 15th 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, July, August, and December, at 7:00 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,
November, 2015.*

Arlene Johnston

President

Susie Parks

Vice-President

APPENDIX A

Committee Rosters and Leaders

[Exists as a standalone document managed by the President]

APPENDIX B

Workshop Rules and Regulations

[Exists as a standalone document available in the workshop and web site]

APPENDIX C

Annual Rock & Gem Show Station Planner and Checklist

[Exists as a standalone document, managed by Show Committee]