

# **Bylaws of Rockatomics Gem & Mineral Society**

## **Article I - Name**

The name of this organization shall be ROCKATOMICS GEM AND MINERAL SOCIETY.

## **Article II - Object**

This group is organized for the express purpose of assembling a group of people, dedicated to goodfellowship and unselfish service in the pursuit of the mineralogical, geological and lapidary hobbies, and providing education by:

- (a) Arranging instructive programs for the purpose of broadening the mineralogical, geological and lapidary knowledge of the groups creating good public relations with other similar organizations having the same interest at heart;
- (b) Conducting field trips to collect rough gem material and mineral specimens, and helping members in identification of material collected;
- (c) Providing a workshop with lapidary equipment for use by accredited and qualified members.

## **Article III –Sponsor**

### **Section A – Historical Sponsor**

ROCKATOMICS GEM AND MINERAL SOCIETY was sponsored by ROCKWELL AID, INC. a non-profit organization and was supported by the various companies which purchased Rocketdyne.

### **Section B –Sponsor**

ROCKATOMICS GEM AND MINERAL SOCIETY is sponsored by the Foundation for Pierce College a non-profit organization.

## **Article IV - Membership**

### **Section A - Eligibility for Membership**

All persons interested in the geological, mineralogical, lapidary, gem craft, and precious metal jewelry hobbies in an atmosphere of good fellowship, sportsmanship and service are eligible for membership.

### **Section B - Member:**

A Member may hold any office, elected or appointed.

### **Section C - Life Member:**

1. A Life Member is a current or former member who may retain his membership without payment of dues.
2. An individual may be nominated for Life Membership by any Member. The nomination will be based on exceptional service rendered to the organization.
3. A favorable vote of 2/3 of those voting Members present at a General Membership Meeting is required to pass on an individual who has been sponsored for membership as a LIFE MEMBER

### **Section E - Honorary Member:**

An Honorary Member is an individual who has been granted a life time of Honorary Membership by the voting Members in appreciation for services rendered the organization. An Honorary Member may not vote, hold office or use the shops and pays no dues. An Honorary Member may, at their discretion, also join as a regular Member with all rights and privileges of regular Membership simply by paying dues. Thus they are considered both Honorary and regular Members.

1. A favorable vote of 2/3 of those voting Members present at a General Membership Meeting is required to pass on an individual who has been sponsored for membership as an HONORARY MEMBER

### **Section F - Junior Member:**

A Junior Member is an individual between the ages of 8 and 18 who is a legal Son, Daughter, or Ward of a Member. Minimum age to use shop equipment is 12 years old with parent or legal guardian supervision. Junior members shall not hold office or vote.

### **Section G - Membership in Good Standing:**

A member is considered to be in good standing for as long as he complies with the by-laws, rules, and regulations of the organization, and maintains his dues.

### **Section H - Disciplinary Procedures:**

1. The following is a partial listing of cause for revocation of membership:
  - a. Misuse of organizational funds.
  - b. Deliberate refusal to abide by organizational rules and regulations.
  - c. Conduct which brings discredit to the name or image of the Society.
2. A recommendation to revoke an individual's membership shall be made in writing to any member of the Executive Committee by any voting member.
  - a. The President will appoint a Grievance Committee consisting of five voting members from the membership at large. If by 3/5 vote the Grievance Committee finds sufficient cause for revocation of membership, a special General Membership Meeting shall be called and on 2/3 vote of voting members present at the meeting, membership shall be revoked.

## **ARTICLE V - Dues**

1. Membership dues are effective for the period 1 January to 31 December.
2. A member joining the organization during the period 1 January through 30 June will pay full amount of dues. Members joining during the period of 1 July through 31 December will pay 1/2 the annual dues.
3. Members who have not paid annual dues by 1 April will be dropped from the membership records, but the Member may be reinstated by paying the full amount of dues for the year.
4. Amount of dues: The annual dues and fees payable by the members shall be determined and approved by the membership at the general membership meeting in October each year.

## **ARTICLE VI - Meetings**

### **Section A - General Membership Meetings:**

1. Regular meetings of the General Membership will be held the second Monday of each month. Meetings will be held within the designated structures of Pierce College, 6201 Winnetka Avenue, Woodland Hills, CA 91371. Time and place of the meeting may be changed by a 2/3 vote of the members at a regular meeting of the General Membership.
  - a. The November meeting is the Annual Election.
  - b. Newly elected officers will assume their duties at the January meeting.

2. Special meetings of the General Membership may be called for a specific purpose by the President, or on written petition to the President by 25% of voting members.
3. Notice of any special meeting must be made in writing to each voting member, stating time, place and purpose of the meeting at least 15 days in advance of such meeting.
4. The voting membership in attendance at a Regular or Special meeting shall constitute a quorum for the transaction of business.

**Section C - Committee Meetings:**

Committee meetings will be held on dates, time, and place to be designated by the Committee Chairman.

**ARTICLE VII - Officers**

**Section A - Elected Officers:**

Elected officers of the ROCKATOMICS GEM AND MINERAL SOCIETY shall be:

President  
Vice-President  
Show Chairman  
Treasurer  
Secretary  
Federation Director

**Section B - Nomination of Candidates for Elected Office:**

1. No person shall be nominated to an elective office who will not have been a member for 12 months prior to taking office. This requirement may be waived by a 2/3 vote of members at a regular meeting of the General Membership.
2. The President, no later than the September General Membership Meeting shall appoint a 5 member Nominating Committee. The Committee shall consist of voting members.
3. The Nominating Committee's list of recommended candidates for elective office shall be included in the October Bulletin. Additional nominations may be made from the floor by voting members at either the October or November meetings.

**Section C - Election of Officers:**

1. Election of officers will be by secret ballot. Ballots will be counted by Vice-President and Secretary.
2. The Show Chairman will be elected at a mid-term election to be held at the July General Membership Meeting.
3. The Show Chairman will be nominated from the floor at the June Meeting, with election at the July Meeting, at which time additional nominations may be made. The new Show Chairman takes office immediately upon his election.

**Section D - Term of Office:**

With the exception of the Federation Director, elected officers will serve one 12 month period. The term of the Federation Director will be for 3 years.

**ARTICLE VIII - Officers' Duties**

**Section A - President:**

1. Presides over all General Membership Meetings.
2. Authorize minor expenditures of organizational funds to the maximum of \$100.00 for each occasion without prior approval of the membership.
3. Appoint Chairmen of all Standing and Special Committees.

4. Act as ex-officio member of all committees except Nominating Committee.
5. Appoint persons to fill vacated offices.

**Section B - Vice-President:**

1. Perform all duties of the President in his absence or inability to act.
2. Act as or assign a Program Chairman.

**Section C - Show Chairman:**

The Show Chairman shall arrange for and schedule an annual Gem and Mineral Show for the ROCKATOMICS GEM AND MINERAL SOCIETY, and appoint additional sub-chairmen to accomplish the various activities required to achieve a successful show.

**Section D - Treasurer:**

1. Maintain an accurate account of all organizational moneys received and disbursed.
2. Report organizational funds at the General Membership Meetings.
3. All checks drawn on organizational funds shall be signed by any 2 of the following officers:  
Treasurer  
President  
Secretary
4. Prepare a proposed budget.

**Section E - Secretary:**

1. Maintain an accurate record of the proceedings of all General Membership meetings.
2. Report on the proceedings of previous meetings of the General Membership at subsequent meetings.
3. Supply copies of minutes of all meetings to the President.
4. Conduct all correspondence requirements for the Society except as noted in Article VIII, Section F and Article X, Section A, Paragraph 1.
5. Receive and make known to the President and Membership correspondence addressed to the Society.
6. Keep an accounting of members present at the General Membership meetings and assure that attendance records become a part of the minutes.
7. In the absence of the President and Vice-President, call meeting to order and preside over meeting.

**Section F - Federation Director:**

1. Represent the ROCKATOMICS GEM AND MINERAL SOCIETY at all scheduled meetings of the California Federation of Gem and Mineralogical Societies.
2. Maintain liaison with appropriate officials of California Federation in order to keep apprised of the Federation activities.
3. Maintain a record of expenses incurred and mileage traveled during Federation meetings or activities. Payment for mileage and expenses incurred will be made by the Treasurer. In instances where major expenses will be incurred or are anticipated, advance payment may be made on approval by a majority vote of the General Membership at a regular meeting.
4. Accomplish all correspondence and other communications with the Federation.
5. Report on Federation activities to the Membership.
6. Maintain file of Federation Minutes, Operating Regulations and By-laws.

**ARTICLE IX - Committees**

**Section A - Standing Committees:**

1. The President shall select qualified personnel from the membership, in accordance with Article IV of these By-Laws, to serve as Chairmen for the following Standing Committees. Term of office is one year.
  - a. Amenities Committee
  - b. Bulletin Editor
  - c. Education Committee
  - d. Field Trip Director
  - e. Historian
  - f. Junior Activities Committee
  - g. Lapidary Shop Committee
  - h. Librarian
  - i. Membership Committee
  - j. Refreshment Committee
  - l. Silver Shop Committee
2. The Chairman of each committee is authorized to select qualified members to assist him.

**Section C - Special Committees:**

The President may appoint Special Committees as the need arises.

**ARTICLE X - Duties of Standing Committee Chairmen**

**Section A - Amenities Committee:**

The Amenities Committee Chairman shall:

1. Maintain a record and make known to the Members those who are ill, hospitalized, or deceased. Send cards, flowers, or donations in the name of the Society as deemed appropriate for the occasion.
2. Reimbursement of funds spent will, upon approval of the Executive Committee, be made by the Treasurer.

**Section B - Bulletin Editor:**

The Bulletin Editor shall:

1. Publish a monthly Society Bulletin.
2. Collect and deliver to the Secretary all mail.

**Section C - Education Committee:**

The Educational Committee Chairman shall:

1. Organize, provide instruction for, and supervise the presentation of special educational classes which will assist the membership in advancing their knowledge of minerals, gemstones, rocks, geology, lapidary, gem craft, and jewelry making activities.
2. Advise membership as to available school, college, or commercial courses where geology, mineralogy, lapidary, gem craft, or jewelry making studies are available.

**Section D - Field Trip Director:**

The Field Trip Director shall:

1. Arrange for field trips to various areas for the purpose of obtaining rocks, minerals and materials.
2. Provide complete maps, route instructions, and description of materials to be found at the field trip site.
3. Arrange for camping facilities and carry first aid equipment for the field trip.
4. Assure that the area in which trip activities and camping facilities are located have been properly policed (cleaned and left presentable) after the area has been vacated.
5. Report on field trip to the next General Membership Meetings.

**Section E - Historian:**

The Historian shall:

1. Establish and retain a historical record of the organization. Such records will include photographs of field trips, and other activities of the organization.

**Section F - Junior Activities Committee:**

The Junior Activities Committee Chairman shall:

1. Establish a schedule for lapidary instruction.
2. Arrange for educational studies in order to improve the knowledge of gemstones, and silversmithing, etc.

**Section G - Lapidary Shop Committee:**

The Lapidary Shop Committee Chairman shall:

1. Maintain the Lapidary Shop and equipment in clean operating condition.
2. Appoint qualified members of the Society to serve as Lapidary instructors.
3. Arrange Lapidary instruction classes.
4. Issue Shop Privilege Card to qualified members.
5. Collect and deliver to the Treasurer all shop fees, and maintain records of shop fees, and money spent.
6. Procure shop equipment and supplies and have repairs made to shop equipment.
7. Make a monthly shop financial report to the Executive Committee and General Membership.

**Section H - Librarian:**

The Librarian shall:

1. Maintain custody of the books in the organizational library.
2. Maintain records of books, and to whom they have been loaned.
3. Purchase additional books of type and frequency to be approved by the Executive Committee.

**Section I - Membership Committee:**

The Membership Committee Chairman shall:

1. Provide membership applications to all prospective members.
2. Accept all applications for membership and submit for approval to the Executive Committee.
3. Collect all dues and issue receipts for same. Turn all dues collected over to the Treasurer.
4. Maintain membership list which will include name, address, phone number.
5. Issue annual roster of members as of April 1 and update roster on October 1. A copy of the roster will be included with the May and November Bulletins.

**Section J - Refreshment Committee:**

The Refreshment Committee Chairman shall:

1. Arrange for and serve suitable refreshments at scheduled meetings of the General Membership.

**Section L - Silver Shop Committee:**

The Silver Shop Committee Chairman shall:

1. Maintain the Silver Shop and equipment in clean operating condition.
2. Appoint qualified members of the Society to serve as Silver instructors.
3. Arrange Silver instruction classes.
4. Issue Shop Privilege Card to qualified members.
5. Collect and deliver to the Treasurer all shop fees, and maintain records of shop fees, and money spent.
6. Procure shop equipment and supplies and have repairs made to shop equipment.
7. Make shop a monthly financial report to the Executive Committee and General Membership.

## **ARTICLE XI - Standing Rules**

1. Standing Rules are operating details of the Society, but no Standing Rule shall conflict with these By-Laws.

## **ARTICLE XII - Organizational Colors and Emblem**

### **Section A - Colors:**

The colors of the ROCKATOMICS GEM AND MINERAL SOCIETY will be Royal Blue and Orange.

### **Section B - Emblem:**

The Emblem for the ROCKATOMICS GEM AND MINERAL SOCIETY shall consist of an electron ring, containing two representations of electrons in orbit around a mineral specimen, as outlined below.



## **ARTICLE XIII - Amendments**

Amendment Procedure:

These By-Laws may be amended as follows:

1. A copy of the proposed amendment, together with an explanation of the reason for the amendment, shall be presented in writing to the President by a voting Member or Members at a regular Membership meeting.
2. The President will read the request to the membership and instruct the Secretary to send a copy of the proposed amendment to each voting member 15 days before the next General Membership Meeting.
3. At the next general Membership Meeting the President will accept a motion to bring the proposed amendment to the vote. After the motion is made and seconded, discussion will follow. After discussion, the President will ask if the maker of the motion wishes to withdraw the motion; if not, the vote will be taken.
4. A vote of 2/3 of the voting members present shall be sufficient for adoption of any amendment.
5. If the amendment passes, the President will instruct the Secretary to send a copy of the new amendment to each member.