

CONSTITUTION

of the Three Rivers Gem and Mineral Society of Fort Wayne, Indiana

This constitution ordains an organization to be known as the Three Rivers Gem and Mineral Society of Fort Wayne, Indiana hereafter called the Society. The Constitution shall comprise those regulations which define the purpose and structure of the Society. No profit or monetary gain shall be permitted to any individual member from the income of this Society.

Article I - Purpose

The Society shall be a non-sectarian, non-profit educational society to foster and promote programs, exhibits and any other forms of acquiring and disseminating knowledge, methods and skills in the subjects of Geology, Mineralogy, Paleontology and the lapidary arts.

Article II - Membership

Any person declaring an active desire to develop interest and improve knowledge of minerals, rocks, fossils or the lapidary arts and is current in the payment of dues or who has been otherwise exempted from payment of dues shall be a member of the Society.

Article III - Meetings

The Society shall meet once a month except for the month of July for the purpose of conducting Society business.

Article IV - Governance

Section A

The governance of the Society shall be by means of simple majority vote except for amendment of the Society constitution.

Section B

The voting membership shall be restricted to those members who have reached eighteen (18) years of age.

Section C

The Society shall grant authority of governorship to a Board of Directors for the purpose of conducting Society business subject to membership approval at a Society meeting.

Section D

Committees and positions shall be appointed as required for the proper conduct of Society business by the President subject to the approval of the Board.

Article V - Governorship

Section A

The Society shall be governed by a Board of Directors comprising a President, Vice-President, Secretary, Treasurer, Newsletter Editor, Education Chairperson and three (3) at-large members elected annually from the general membership.

Section B

No elected official shall serve more than three consecutive terms in the same capacity except the Newsletter Editor and the Treasurer.

Section C

The meetings of the Board of Directors shall be open to the general membership of the Society.

Article VI - Newsletter

Section A

The Society shall, free of charge, publish and distribute to the membership or any other interested parties a digital edition of the Society Newsletter. The purpose of this newsletter shall be for the promotion of the Society and its goals, and the dissemination of information of

interest to the Society. The newsletter shall contain, at a minimum, all meeting minutes of Society and Board meetings.

Section B

In order to accommodate all members of the society who wish to receive the newsletter, the publication shall be made available in printed form to any interested party at an annual subscription fee designated to cover the expense thereof. This fee is to be set by the Board of Directors at the August Board of Directors meeting for the following year.

Section C

The newsletter shall be published monthly. The July issue is a permitted exception at the discretion of the Editor.

Article VII - Amending the Constitution

The constitution of the Society shall be amended as follows:

- A. A proposed amendment shall be presented in written form.
- B. If presented by a member of the Society, the proposed amendment must have the signatures of five (5) voting members of the Society.
- C. If presented by the Board of Directors, the proposed amendment must be approved by a two-thirds majority of the Board members.
- D. The proposed amendment shall be read by the Secretary at a Society meeting.
- E. The proposed amendment must then be published in the next issue of the Society Newsletter.
- F. The proposed amendment shall be voted upon at the next meeting of the Board of Directors for the purpose of recommendation.
- G. If a two-thirds majority of the Board members vote for the proposed amendment, it shall be presented to the Society with a recommendation to accept.
- H. If a two-thirds majority of the Board members vote against the proposed amendment, it shall be presented to the Society with a recommendation to reject.
- I. If a two-thirds majority of the Board cannot be reached, the proposed amendment shall be presented with no opinion.
- J. The proposed amendment shall be read by the Secretary at the following Society meeting and opened to discussion.
- K. If the Board of Directors has voted to reject the proposed amendment, the proposed amendment shall require a three-fourths majority vote to be accepted.
- L. Otherwise the proposed amendment shall require a two-thirds majority to be accepted.

Article VIII - Dissolution or Abandonment of the Society.

In the event of dissolution or abandonment of the Society, all assets of the Society or their cash equivalent shall be donated to a charitable or other non-profit society or societies as approved by the voting membership at the time of dissolution or abandonment.

BY-LAWS

of the Three Rivers Gem and Mineral Society of Fort Wayne, Indiana

The By-laws of the Society shall comprise those regulations which define the conduct of business of the Society. All Society institutions and all on-going activities requiring multiyear expenditures of Society funds shall be regulated by the By-laws.

Article I - Rules of Order

All Society meetings, Board meetings and elections shall be conducted in accordance with "Robert's Rules of Order."

Article II - Affiliations

The Society is an affiliate of the Midwest Federation of Mineralogical and Geological Societies which is, in turn, an affiliate of the American Federation of Mineralogical and Geological Societies. As such, the Society is subject to the governance of the parent Societies in matters relating thereto.

Article III - Membership

Section A - Individual Membership

An individual membership is defined as one which comprises one adult.

Section B - Family Membership

A family membership is defined as any family unit consisting of at least one adult and dependent children. Grandparents may pay family dues and receive membership for their grandchildren.

Section C - Life Membership

A Life Membership is an award granted a member of the Society who has supported the Society with valuable goods and services for a period in excess of 10 years. A member may be nominated, with prior approval of the Board of Directors, at any regular meeting. Nomination being made, seconded and a majority vote cast by those present, the nominee shall be declared a member for life and shall not be required to pay dues. Life members shall be entitled to, at their request, a complimentary printed copy of the society newsletter.

Section D - Honorary Membership

An Honorary Membership is an award granted to a person whom the Society deems worthy in view of their contributions to the Society. Such person may be nominated, with prior approval of the Board of Directors, at any regular meeting. Nomination being made, seconded and a majority vote cast by those present, the nominee shall be declared a member for life and shall not be required to pay dues.

Article IV - Dues

Section A

The Society shall levy dues for the purpose of covering expenses associated with membership in the Midwest Federation and to cover incidental expenses associated with editing and production of the Society newsletter.

Section B

Annual dues for the Society shall be \$10.00 per individual membership. A Family Membership shall be \$25.00. Dues are payable by January 1st of each year and shall be considered delinquent thereafter.

Section C

Memberships whose dues are delinquent shall receive their last Society newsletter in the February issue. Delinquent memberships shall be considered expired as of the February Society meeting.

Article V - Meetings

Section A - Society Meetings

The regular meetings of the Society shall be held on the 4th Wednesday of each month at 7:00 PM. The meetings in November and December may be moved due to the Thanksgiving and Christmas holidays.

Section B - Board of Directors Meetings

1. The Board of Directors shall meet monthly prior to the Society meeting at a time and place convenient for the current Board members.
2. A proxy may be selected by a Board Member to vote their intentions in the event of absence.
 - a) The proxy selection shall be made known to the President prior to the absence
 - b) The Proxy may not be a member of the Board of Directors.
3. Special meetings of the Board of Directors may be called by the President or at the request of six (6) Board members or proxies.
4. A quorum shall require six (6) Board members or proxies.
5. The Board of Directors shall have authority to authorize expenses up to and including \$100.00 without obtaining Society approval.

Article VI - Election of Board of Directors

Section A - Nominations

1. The Nominating Committee shall present a slate of one or more names for each elected office.
2. The slate of candidates shall be published in the Society newsletter in the month of elections.
3. Additional nominations may be accepted from the floor at the Society meeting in the month of the election with the consent of the nominee.

Section B - Elections

1. Election Of officers shall occur at the September Society meeting.
2. Elections shall be conducted by the Nominating Committee.
3. A written ballot shall be used with a simple plurality required to elect.
4. Unopposed candidates shall be accepted by acclamation.

Section C - Assumption of Office

Newly elected officers shall begin their terms at the January Board of Directors meeting.

Section D - Vacancy

In the event of a vacancy occurring on the Board of Directors, the remaining elected members shall have the right to elect a successor to fill the remainder of the term.

Section E – Resignation of Officers

In the event that an Officer of the Society chooses to resign their position, they must do so in writing to the President or Society Secretary.

Article VII - Duties of Elected Positions

Section A - President

It shall be the duty of the President to preside at all Society and Board meetings and to perform those duties usual to the office of President including but not limited to the following:

1. The President shall, in conjuncture with the Treasurer and Board of Directors, propose a financial guideline for the general operations of the Society at the February Society meeting.
2. The President shall appoint a Show Chairperson not later than the first Society meeting of the year.
3. The President shall appoint a Membership Chairperson not later than the second Society meeting of the year.
4. The President shall appoint an Audit Committee by the first Society meeting of the year.

5. The President shall appoint a Nominating Committee not later than the June Society meeting. The Nominating Committee shall be comprised of not less than three, nor more than five members.
6. The President shall appoint a Newsletter Publisher by the first Society meeting of the year.
7. The President shall appoint a Librarian by the first Society meeting of the year.

Section B - Vice-President

1. It shall be the duty of the Vice-President to perform the duties of the President during the absence of that officer and to render to the President whatever assistance is required in the performance of that office.
2. It shall be the duty of the Vice-President to serve as the Program Chairperson.

Section C - Secretary

1. It shall be the duty of the Secretary to keep the minutes of all Society and Board meetings.
2. It shall be the duty of the Secretary to carry on all Society correspondence as directed by the President.
3. It shall be the duty of the Secretary to keep current the Constitution and By-Laws of the Society.
4. It shall be the duty of the Secretary to keep a permanent record of all meeting minutes and all Society correspondence.

Section D - Treasurer

1. It shall be the duty of the Treasurer to keep an accurate account of all money and maintain them in the safest and most advantageous manner with the approval of the Board of Directors.
2. It shall be the duty of the Treasurer to pay all bills of the Society as they are due.
3. It shall be the duty of the Treasurer to make a financial report at each Board meeting and at each Society meeting.
4. It shall be the duty of the Treasurer to prepare an annual report to present at the first Society meeting of the year. This report shall then be presented to the Auditing Committee for audit.
5. It shall be the duty of the Treasurer to file all tax and related forms on behalf of the Society.

Section E – Member-at-Large

It shall be the duty of a Member-at-Large committee person to attend each board meeting and provide support to the officers through discussion, ideas and opinions.

Section F - Newsletter Editor

It shall be the duty of the Newsletter Editor to compile, edit, and produce the society's newsletter.

Section G - Education Chairperson

1. It shall be the duty of the Education Chairperson to promote community education in the subjects of the Earth Sciences.
2. It shall be the duty of the Education Chairperson to prepare educational materials.
3. It shall be the duty of the Education Chairperson to coordinate all educational efforts on behalf of the Society including but not limited to: junior programs, schools, home schoolers, boy/girl scouts and 4-H groups.
4. It shall be the duty of the Education Chairperson to present a budget at the February Society meeting. Said budget is subject to approval of the voting members present.

Article VIII - Duties of Appointed Positions

Section A - Audit Committee

1. It shall be the duty of the Audit Committee to audit the Treasurer's annual report to verify income and expenses.
2. The Audit Committee shall report their findings at the February Society meeting.
3. If a discrepancy is found, the Audit Committee shall determine the cause of the discrepancy and recommend a means of resolution.

Section B - Nominating Committee

1. It shall be the duty of the Nominating Committee to present a slate of one or more candidates for each of the elected offices.
2. It shall be the duty of the Nominating Committee to have the list of candidates printed in the Society newsletter in the month of elections.
3. It shall be the duty of the Nominating Committee to conduct the election.

Section C - Show Chairperson

1. It shall be the duty of the Show Chairperson to organize and direct the Society's annual show.
2. It shall be the duty of the Show Chairperson to prepare and present a show budget by the February Society meeting.
3. It shall be the duty of the Show Chairperson to present a show report including a financial report at the November society meeting following the show.

Section D - Membership Chairperson

1. It shall be the duty of the Membership Chairperson to collect membership dues.
2. It shall be the duty of the Membership Chairperson to keep a current list of the Society membership.
3. It shall be the duty of the Membership Chairperson to furnish the names and addresses of new members to the Treasurer and Newsletter Publisher each month.
4. It shall be the duty of the Membership Chairperson to furnish address changes of current members to the Newsletter Publisher each month.
5. It shall be the duty of the Membership Chairperson to furnish a list of delinquent dues to the Board of Directors.
6. It shall be the duty of the Membership chairperson to compile a list of contact data for each member and family to be assembled into a membership directory no later than the March Society meeting.

Section F - Newsletter Publisher

1. It shall be the duty of the Newsletter Publisher to distribute the Society newsletter each month to all current members.
2. It shall be the duty of the Newsletter Publisher to put a copy of each month's newsletter on removable media. A backup copy of the same shall be given to the Society Librarian no less than once each year for the purpose of maintaining the history of the Society's activities.

Section G - Librarian

1. It shall be the duty of the Society Librarian to keep a record of all Society owned media items (ie. books, CDs, DVDs, USB stored items, etc). This record of items should be distributed to the membership once a year in printed form with the current guidelines for borrowing included.
2. It shall be the duty of the Society Librarian to make the record of items available to members via the internet (ie. Society website).

3. It shall be the duty of the Society Librarian to provide a written notification to the President of the Board of any materials borrowed in violation of the current borrowing guidelines.
4. It shall be the duty of the Society Librarian to maintain the physical items in the Society Library in a responsible and organized manner. The Society Librarian will reconcile a record of items in the Society Library each year.
5. It shall be the duty of the Society Librarian to keep a record of all loans and returns of materials from the Society Library. The Society Librarian will willingly make available any items in the Society Library to members wishing to borrow items.

Article IX - Obligations to Parent Societies

As an affiliate of the Midwest Federation of Mineralogical and Geological Societies, the Society is obligated to pay dues and insurance as directed by the Midwest Federation of Mineralogical and Geological Societies.

Article X - Show

Section A

The Society shall sponsor an annual show for the purposes of education, displaying the members' skills and knowledge, and for the purpose of raising funds for the continuance of the Society's goals.

Section B

The show budget shall be voted upon by the members present at the February Society meeting each year.

Section C

The show theme shall be voted upon by members present at the February Society meeting each year.

Article XI – Member(s) of the Year Award

The Society shall sponsor a Member(s) of the Year award to honor a Society member (or family) for extraordinary contributions to the Society in the past year. The honoree(s) shall be selected at the January Board meeting from a slate of candidates presented by Society members prior to December 31; each name being accompanied by a description of the extraordinary services rendered to the Society during the immediate 12 months. The award shall consist of a plaque proclaiming the honoree(s) as Member(s) of the Year and the name of the honoree(s) may be submitted to the Midwest Federation for further consideration.

Article XII - Sponsorships

The Society shall provide the following sponsorships to the 4H Group

- A. The Society shall sponsor three (3) Champion trophies in the geology division of the 4-H show at the Allen County fair.
- B. The Society shall sponsor four (4) Reserve Champion trophies in the geology division of the 4-H show at the Allen County fair.
- C. The Society shall sponsor two additional trophies in the geology division if there are deserving entries.
- D. Division winners shall be presented with a one-year family membership in the Society.

Article XIII - Memorials

1. The Society shall sponsor a memorial program for members who have recently passed away.
2. The Society shall maintain a "Memorial Case" that will be displayed each year at the annual show. The Society shall maintain items added to the Society Library in memoriam.
3. A Society member may propose an item to be added to either the Memorial Case or the Society Library in memory of a recently passed away Society member at a monthly Society meeting. The members will approve said addition by a majority vote. An item

donated from the deceased club member's estate may also be accepted by a majority vote.

4. The memorial should be chosen to reflect the interests of the deceased club member.
5. The recommended price range will be in the \$50 range.

Article XIV - Amending the By-laws

The By-laws of the Society shall be amended as follows:

- A. A proposed amendment shall be presented to the Board of Directors in written form.
- B. The Board of Directors shall vote at the next Board meeting to recommend or reject the proposed amendment.
- C. The proposed amendment shall be published in the next issue of the Society newsletter.
- D. The proposed amendment shall be presented to the Society at the next Society meeting for a vote.
- E. The proposed amendment shall require a simple majority vote at a Society meeting to be enacted.