

YUCAIPA VALLEY GEM & MINERAL SOCIETY, INC.

(A Non-Profit, California Corporation)

STANDING RULES

Standing Rules are rules which are related to the details of the administration of a Society, rather than to Parliamentary Procedure, and which can be adopted or changed upon the same conditions as any ordinary act of the Society – usually individually adopted if and when the need arises. Standing Rules can be adopted by a major vote at any Executive Board meeting or any business meeting without previous notice and can be rescinded in the same manner.

Robert's Rules of Order

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1. ADMINISTRATION

The Yucaipa Valley Gem and Mineral Society is referred to as YVGMS or “Society” in these Standing Rules.

Following approval, the Standing Rules will remain in effect until either modified or deleted by a two-thirds vote of the Executive Board or by proposal and vote of members at a general meeting.

The YVGMS will be a member of the California Federation of Mineralogical Societies (CFMS) and pay the appropriate dues for active members.

The YVGMS was re-incorporated as a title 501(c)(4) non-profit organization on December 23, 1994 (reference A455200) and the Articles of Incorporation were amended on October 14, 2014 to change the exempt status to 501(c)(3).

The YVGMS shall rent a P.O. Box for all YVGMS mail so as to have a permanent mailing address.

The following are the known contracts that may be required for YVGMS operations:

- Regular Monthly Meeting location rental agreement, to be signed by President
- Executive Board Meeting location rental agreement, to be signed by President
- Shop rental agreement, to be signed by President and Shop Committee Chairman
- Show contracts
 - Rental Agreement with City, to be signed by President or Show Chairman
 - Rental agreement for tables and chairs (if needed), to be signed by President or Show Chairman
 - Vendor contracts, to be signed by President or Show Chairman

Every three to five years, the President will appoint a committee to review the By-Laws and Standing Rules for currency and completeness. The Constitution and By-Laws Committee Chairperson shall be the Chairperson of the committee.

Whenever a notice, announcement, or other communications are to be mailed to members, email may also be used in addition to US Postal Service.

2. FINANCIAL

The Chairpersons and YVGMS officers shall submit known and planned expenses for the yearly budget in accordance with the By-Laws. The budget process is:

- Committee chairpersons submit proposed budget items to President and Treasurer by the end of January
- The Treasurer develops the new budget and submits the proposed budget to Executive Board for review at the February Executive Board meeting along with the previous year’s annual report
- At the March Executive Board meeting, the Executive Board votes on the Budget. If the budget is not approved, a revised budget will be prepared and a special Executive Board Meeting will be held before the March General Meeting to approve the budget that will be presented at the March General Meeting

- The President will present the budget for vote by the general membership at the March General Meeting

The YVGMS will have a checking account with the following persons authorized to sign checks. The checks will require one signature unless the check amount is over \$2500 and then two signatures are required. Any time there is a change in officers, the signature cards at the bank will need to be changed.

- President.
- Treasurer
- A third individual designated by the President (typically the past president).

Credit cards may be acquired for use by the Society. Two cards may be acquired: one card for the treasurer and one card for the Shop Chairman. Additional cards may be acquired if needed and the Executive Board will be advised of such actions. The credit cards are linked to the YVGMS Banking account but the bank may require an individual to sign for each credit card.

Whenever a credit card is used, the charge slip will be provided to the Treasurer to record the purchases. Any statement received by the card holder will be reviewed and verified correct by that individual and then given to the treasurer for recording and payment.

The Society may place reserve funds in CDs or similar accounts.

YVGMS Chairpersons shall have authority to make purchases to support the YVGMS activities for items/operating expenses identified in the approved budget for their specific areas of responsibility. Any expenditure over \$1000 for shop equipment maintenance/parts replacement and any expenditure over \$500 for any other Society expenses that are not specifically identified as a defined line item in the approved budget must be approved by the Board and the general membership at the following meeting. This spending limit does not authorize frivolous spending by committee chairpersons. If a chairperson has any concerns about the limits or appropriateness of a purchase, that person should consult a member of the Executive Board before making any purchase.

Receipts for expenses shall be turned in to the Treasurer before or at the next meeting and the Treasurer will reimburse the person if the expense is within the bounds of authority of that person and is budgeted or approved by the general membership. No reimbursement shall be paid for any expenses that are outside the authority of that chairperson or not approved in the budget or by the general membership. If this situation arises, the chairperson may make a special request to the Executive Board for reimbursement. The Executive Board may decide to:

- Reimburse the individual if it is in the best interest of the Society and the expense is under the spending limits set forth above or
- Bring the reimbursement issue to vote with the general membership, or
- Not reimburse the individual.

The YVGMS shall carry the following insurance:

- Insurance included with the CFMS dues
- Shop liability and property insurance (as long as the shop exists)
- Show liability insurance

- Liability insurance for past, present or future directors, officers, trustees, employees, volunteers, and/or any member of the staff, faculty or any duly constituted committee of the Society (Directors and Officers liability insurance (D&O))

Mileage reimbursement:

- The YVGMS will reimburse mileage for any authorized official YVGMS business, limited to 200 miles round-trip, except for the Federation Director (see below). Activities may include field trip scouting trips, program speakers not charging other fees, seminars pertaining to committees, etc. Reimbursement shall be at the federal mileage rate (which includes fuel costs).
- The Federation Director shall be reimbursed mileage at the federal rate for travel to and from CFMS Director meetings. In addition, the Federation Director shall be reimbursed hotel accommodations at a reasonable rate when the meetings are outside a 90-mile distance.

If needed, the YVGMS shall rent a storage unit for storing show material and other Society material.

Federation dues are payable January 1st and are delinquent March 1st. Dues are based on the total Society membership as of December 31st of the preceding year; the per capita fee is established by the CFMS.

Even though the Society is registered under IRC Section 501(c)(3), it is required to file certain forms. For the latest information, the Treasurer should check with the CFMS. The Treasurer shall submit required tax forms to Local, State and Federal offices.

3. SCHOLARSHIPS/DONATIONS/AWARDS

Scholarships: the establishment and funding of a scholarship for local high school students and college students in Earth Sciences may be proposed at the Executive Board Meeting or at the Regular Meeting and must be approved by the Executive Board, if sufficient funds are available to pay for the scholarship. The amount of the scholarships will be determined by the Executive Board. The President will include the scholarship funding in his yearly budget, which then must be approved by the Executive Board and at the Regular Meeting.

1. The YVGMS scholarships will be named “Yucaipa Valley Gem and Mineral Society Scholarship” and may be given out each year in honor of a member of YVGMS, to be determined by the Executive Board (or the Executive Board may elect not specify an honoree). In the past, the Yucaipa High School scholarship was named for Bernie Mauldin and the Crafton Hills College was named for Duane Harms. The scholarship names were changed to the above in order for the YVGMS to be able to honor other members.
2. The YVGMS typically give scholarships to a student at Yucaipa High School and Crafton Hills College. Other scholarships may be considered by the Executive Board.
3. The scholarship committees for each of the above organizations (Yucaipa High School and Crafton Hills College) shall select the recipient. The YVGMS will not participate in the selection process. The YVGMS may request to have a member (President, board member, or a general member appointed by the President) present the scholarship or ask the Scholarship Committees to present it in lieu of a YVGMS member.

Donations

- The Executive Board shall consider donation to the California Mineral and Mining Museum, if there is sufficient money in the budget.
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- The Board will consider yearly funding of up to two subscriptions to the Yucaipa Public Library if there are sufficient funds in the budget. Total budget for the subscriptions typically will be \$50 or an amount approved by Board.
- The Board may consider other donations as appropriate and if sufficient funds are available in the operating funds.

Awards

The YVGMS established the LaVone and Don Ames Award for an individual member who has made significant contributions (in time or material) to the YVGMS during the past year. The Executive Board will seek nominations in October and select an individual for the award. The Executive Board may determine not to grant the award if no uniquely qualified individual is nominated. The YVGMS will award the Ames Award, with no associated monetary prize, at the December meeting.

The YVGMS established the Hank Cobb Award for an individual member who has made significant contributions (in time or material) to the YVGMS Workshop during the past year. The Executive Board will seek nominations in October and select an individual for the award. The Executive Board may determine not to grant the award if no uniquely qualified individual is nominated. The YVGMS will award the Hank Cobb Award, with no associated monetary prize, at the December meeting.

The Executive Board may submit a nomination to the CFMS for the “Club Rockhound of the Year” award.

The Executive Board may elect to recognize other individuals or organizations for their contributions to the YVGMS.

4. STANDING RULES PERTINENT TO THE ARTICLES OF THE BY-LAWS

ARTICLE I MEMBERSHIP

Section 4 - Termination and Member Misconduct

If any member or officer observes another member’s behavior that falls under the terms of the Society’s By-Laws, Article I Membership, Section 4 Termination of Membership, the member should report such conduct to the Executive Board. The Executive Board will investigate any reported infringements/problems in a timely manner.

1. The President and a designated board member (or other regular member) will investigate the alleged misbehavior. The investigation shall include interviews with the alleged member, interview with any witnesses, or review of any documentation. The member in question will be given an opportunity to present his/her side of the issue and or defend themselves.

- If there is insufficient information to corroborate the alleged misconduct, the investigation results will be submitted to the Executive Board members and the misconduct report will be dismissed.

- If there is information which corroborates that the reported of misconduct is valid, then the investigation results will be submitted to the Executive Board members and the Executive Board will vote to:

- Initiate termination procedures
- Issue a warning to the member with recommended steps to correct his/her behavior. The member's behavior will be monitored for compliance to the Societies rules.
- Continue in-depth investigation of the issue with the team reporting back to the Executive Board for further determination of action.

2. If termination procedures are approved by the Executive Board, then the President will make a motion at the next Regular Meeting on termination of the member. Termination process includes a two-stage vote: the first vote will be on a motion to terminate the membership at the General Meeting and the second vote is at the following General Meeting when members approve the minutes that contain the results of the vote on membership termination (refer to the By-Laws).

- The member in question will be advised that a motion for termination of membership will be presented at the next General Meeting.
- During the General Membership meeting, the President will read the charges of misconduct to the membership. The member in question will then be allowed to speak or present any evidence to defend his/her membership.
- The membership will vote by secret ballot on the member's termination.
- The President will announce the voting results. Termination of membership must pass by two-thirds majority of members present. This is the first of the two-step process to terminate membership.
- The Minutes of that General Meeting will reflect whether the membership termination passed or failed.
- If the membership termination motion passed, the membership will vote on approval of the entry in the minutes concerning the termination at the next General Meeting. This vote will be made by secret ballot and must pass by two-thirds of members present. The purpose of this vote is only to agree or disagree with the vote of the previous meeting. If the meeting minutes that included the vote to terminate a member's status are not approved, the individual's membership in question shall be re-instated as a member with all privileges.

ARTICLE II INITIATION FEES, DUES & ASSESSMENTS

No additional rules for this article.

ARTICLE III MEETINGS

Section 1: Regular Monthly Meeting

The Regular Monthly Meeting will be held on the second Thursday of the month and will start at 7 pm or at a time approved by the general membership.

The draft minutes of the Regular Monthly Meeting will be filed in folder at Workshop by the Secretary for any member to review. If there are any amendments based on discussion at the next Regular Monthly meeting, then the Secretary will update the minutes and replace the draft minutes with the modified approved minutes.

Minutes of the Regular Monthly Meeting will also be published in the bulletin and not read at the Regular Monthly Meeting. However, minutes will be subject to approval at meeting.

The Executive Board, in consultation with the Hostess Chairperson, will consider designating the December General Meeting as a Holiday Party in which the officers are installed per Article V of the By-Laws, annual reports presented, and dinner and entertainment, if appropriate. This consideration shall be made in conjunction with the budget process (this item is normally budgeted in the Hostess Committee) and reviewed in the September Executive Board Meeting.

Section 2: Executive Board Meetings

The draft minutes of Board Meeting will be filed in folder at Workshop by the Secretary for any member to review. If there are any amendments by the Board, then the Secretary will update the minutes and replace the draft minutes with the modified approved minutes.

The minutes of the Executive Board meeting will not be read at the Regular Monthly meeting.

ARTICLE IV ORDER OF BUSINESS

Section 1 Regular Monthly Meeting

The Regular Monthly meeting agenda will follow the outline in the by-laws or as modified by the Executive Board.

As part of the Introduction of Guests (Section 1.c. of the By-Laws), the Hostess may optionally have a random drawing of a guest name for a prize.

A meeting break may be called. During the break, Ways and Means fund raising activities, a mini-silent auction, and vote on the “best” display and Shop Rock, or other activities may be conducted. After the break, the Ways and Means will have a member’s badge drawing (see Committee descriptions) and announce winner of the display and Shop Rock.

ARTICLE V ELECTION OF OFFICERS AND DIRECTORS

No additional rules for this article.

ARTICLE VI DUTIES OF OFFICERS/DIRECTORS

All officers are required to attend all Executive Board meetings and the Regular Monthly meetings. If for any reason an officer cannot attend a meeting, the Board Member-At-Large (immediate Past President) should be contacted to stand in for the officer, or if unavailable, a qualified substitute must be called. The substitute Board Member (either the designated substitute or the Board Member-at-Large) shall have the same voting rights as the standing Board Members.

Section 1: President

The President is the Society's executive leader, who guides and oversees the operations of the Society and work performed by other Officers and Committee people.

Specific Duties:

1. Establish agendas for the Executive Board Meetings and Regular Monthly Meetings
2. Conduct Executive Board Meetings and Regular Monthly meetings and follow proper parliamentary procedures at meetings (Robert's Rules of Order, Article X, Section 58, gives guidelines for conducting a meeting and hints for new Chairpersons);
3. During meetings, have a copy of Society's By-Laws and Standing Rules available for reference.
4. Appoint Chairpersons according to the By-Laws;
5. Coordinate activities of the Chairpersons and ensure that committee activities are within the intent of the charter of the Society and these standing rules.
6. Develop and review the yearly budget in coordination with the Treasurer.
7. Keep the Vice-President advised at all times of Society business;
8. Represent the Society in the community
9. Enter into agreements as required for Society operations and as outlined in the By-Laws and these Standing Rules

Section 2: Vice-President

The Vice-President conducts meetings in the absence of the President. The Vice President may be assigned other duties as determined by the By-Laws and Standing Rules of the Society. The Vice President will be the Program Chairperson.

Specific Duties (as Program Chairperson):

1. Keep in mind that a good program creates interest and improves attendance;
2. Provide a program for each meeting (except when other business precludes having a program, e.g. Holiday Meeting);
3. Provide programs of all different facets of the hobby;
4. Provide the Bulletin Editor and Publicity Chairperson with information of upcoming programs;
5. Take care of courtesies to Speakers, etc.;

6. Keep accurate record of programs given during the year and provide the CFMS Program Chairperson with a report of programs presented each year;
7. Search out and use all possible sources, including the CFMS resources. Read bulletins of other clubs. The Chairman can often find a program speaker who may not be listed in any other publication.

Section 3: Secretary

The Secretary writes and answers Society correspondence and maintains minutes of all meetings.

Specific Duties:

1. Record the Minutes at all meetings (Regular Monthly, Executive Board, and Special Meetings). These minutes become part of the permanent record;
 - a. Record all motions, sponsors' names (whether or not seconded) and result of vote;
 - b. Maintain a Minutes Book in accordance with these Standing Rules (see Article V);
2. Provide the President and the Bulletin Editor with a copy of the minutes of the Regular Monthly Meeting;
3. Maintain all records not assigned to the Treasurer or Historian.
4. Receive all correspondence addressed to the Society,
 - a. Review that correspondence for appropriateness to the Society's business
 - b. Present/discuss appropriate correspondence at the Executive Board meeting and the Regular Monthly meeting as applicable.
 - c. Forward any correspondence requiring action to the appropriate Society Officer or Chairperson
5. Send out correspondence as required

Section 4: Treasurer

The treasurer guards the finances of the Society. He keeps the financial record up to date systematically in a ledger provided for this purpose. He pays all fixed operating expenses automatically when due and reports the disbursements at the next Board meeting. It shall be the duty of the Treasurer to be responsible for all money received and maintain an accurate account of such funds, to disburse these funds on authorization of the President and Executive Board, to make monthly report to the membership on the financial standing of the Society, to accept membership dues, to handle subscriptions to Lapidary Journal magazine, abiding by the regulations governing these subscriptions.

Specific Duties:

1. Prepare the yearly proposed budget with the President;
2. Keep all financial records;
 - a. Receive all monies and deposit to proper accounts after recording;
 - b. Pay all bills when due and approved by the Executive Board or as included in the approved budget.
 - c. Enter income, source and date;
 - d. Enter disbursements showing date, payee and purpose;
 - e. Keep the checkbook balanced and all accounts reconciled with bank statements;
3. Keep books up-to-date. Keep on file all bills cancelled by payment and other papers giving proof of incomes and payment;
4. Prepare financial reports for each Executive Board meeting for approval;

- a. Monthly Profit and Loss
 - b. Balance Sheet for last day of month
 - c. Graphs showing expenditures and Income over time
 - 5. Present summary only report at Regular Monthly Meeting. Approval of report at the Regular Monthly meeting is not necessary;
 - 6. The treasurer shall maintain a petty cash fund of no more than \$75 for miscellaneous expenses, including cash prizes at the meeting (badge drawing, braggin' rock, workshop best, and display).
 - 7. Prepare and submit all necessary tax reports. The Society will use a calendar year for financial records. The Treasurer should check with the CFMS for latest tax rules and requirements.
- a. Internal Revenue Service: File Form 990 or 990EZ or e-card by May 15 unless gross receipts are less than the reportable amount as defined by the IRS. As a California corporation, obtain Form 990 or 990EZ and attach it to the Registry of Charitable Trusts Form RRF-1.
 - b. Franchise Tax Board: File Form 199 or e-card by May 15, unless gross receipts are less than the reportable amount as defined by the Franchise Tax Board.
 - c. Sales Tax: Submit online form to California Department of Tax and Fee Administration by 31 January.
 - 1. YVGMS pays sales tax on items sold at the "Store" at shows. This income is designated as a tax item in accounting software. When entering the income in the software for those items, the treasurer will back out the sales tax from total income using sales tax rate at the time.
 - 2. Sales of lapidary and rock items to members (and public participating in our activities) are at a cost that includes shipping and handling. Most of those items have the costs of sales tax included in cost to YVGMS.
 - d. Registry of Charitable Trusts: California societies exempt from tax under I.R.C. Section 501(c)(3) are not generally required to report to the Registry of Charitable Trusts. Note: unless a society obtains at least 85 percent of its gross receipts from members, exemption under Section 501(c)(3) is not appropriate.

File the Form RRF-1 by May 15. If gross receipts or assets are less than \$100,000 (or amount defined by current laws), no fee is required. (If a Society has gross receipts or assets of \$100,000 or more, the Form 990 or 990EZ must be attached to the Form RRF-1. A fee must also be sent with the Form RRF-1. Refer to laws or CFMS concerning fee).

If Form RRF-1 is not received, the Treasurer will access the Attorney General's website (www.ag.ca.gov/charities) to obtain the necessary instructions and form(s) to apply for registration with the Registry of Charitable Trusts. There is a simplified form for registration of organizations with minor gross receipts and assets. Once the Registry acts on the application for registration, a CT number will be assigned to your organization.

- e. Raffles: Whenever the Society conducts a raffle, the Treasurer must register with the Attorney General on form CT NRP- 1. The registration is for the period 9/1

thru 8/31. Reports of raffles must be filed on CT NRP -2 on or before 9/1 of each year.

8. Request Insurance quotes and pay for insurance for the Society for
 - a. General liability,
 - b. Shop liability and property
 - c. Show liability
9. Submit books for audit when requested. Request an auditor's report before accepting the books at the start of the new Treasurer's term and expect an audit at the end of the Treasurer's term of office.
10. Furnish the Executive Board a copy of the annual financial report no later than the January Board meeting;
11. Present to the Executive Board at the February meeting a list of all members in default for non-payment of dues.
12. Present to the Executive Board at the March meeting for approval a budget for the year compiled from officer and committee requests. Present the budget to the general meeting for approval by members

Section 5: Federation Director

The Federation Director is the Societies representative at the CFMS.

Specific Duties:

1. Attend all meetings or arrange an alternate to attend
2. Present all proposed Federation business to the Society for discussion and vote;
3. Distribute all material from the Federation to proper Society Officers and Chairpersons;
4. Report all business conducted at Federation meetings;
5. Complete all forms requested by the Federation;
6. Maintain file of Federation Minutes, Operating Regulations and Bylaws;
7. Inform Society of information contained in the CFMS newsletter.

Section 6: Board Directors

The Board of Directors will be comprised of members as defined by the By-Laws. They will attend the monthly Executive Board and Regular Monthly meetings and oversee operations of the Society. See article IV above for alternates

ARTICLE VII COMMITTEES

Section 2: Duties and responsibilities of the Standing Committees

The Committee Chairperson has the overall responsibility for seeing that all duties assigned to the committee are carried out satisfactorily. The Committee Chairperson should enlist up to two helpers from the membership to form the committee, presenting their names to the President so they can be officially recognized. The Committee Chairperson shall submit annual budget per the By-Laws.

Refreshments

A Refreshments committee will provide refreshments for members at break time the Regular Monthly Meeting.

Specific Duties:

1. Schedule one or more individuals to bring the “snack” for each Regular Monthly Meeting;
2. Prepare a table at the Regular Monthly Meeting for drinks and “snack” brought by the scheduled member;
3. Purchase drinks for the Regular Monthly Meeting breaks. Prepare coffee (purchase coffee when necessary);
4. Purchase and set out plates, spoons, forks, napkins, cups for the Regular Monthly Meeting break;
5. Clean up the break area after the meeting.

Publicity

The Publicity Chairperson will provide advertising of the Society’s activities as a means of attracting new members, educating the public, and making the public aware of the Society’s charter.

Specific Duties:

1. Send out notification of Society activities to local newspapers (SUN, Press Enterprise, Yucaipa Mirror, Redlands Daily Facts);
2. Provide newspapers and hobby magazines with Society activities of special interest;
3. Maintain a list of publications for publicity media;
4. Collect clippings for the Librarian/Historian.

Membership

The Membership Chairman is responsible for maintaining all membership records and for providing those records to the various Society positions that need them for doing their jobs. The Membership Chairman should also facilitate prospective members’ interest in becoming members and produce a new roster when necessary.

Specific duties:

1. Provide prospective members with an Application for Membership and Society Information sheet.
2. Work with the President to prepare the Society Information Sheet;
3. Applications for membership may be returned, with dues to the Shop, Treasurer, or Membership Chairman. All monies and application form will be turned over to the Treasurer and then the Treasurer will enter information into the Treasurers software. The Treasurer will then send the application to the Membership Chairperson for entering the information into the Membership database.
4. Telephone the applicant and notify them of next meeting time and place. If dues have not been collected, remind them to pay dues at next meeting or send in dues to Treasurer. Note on the application the date the membership was received and the date the dues were collected. Also invite them to any other pending Society activity.

4. Order Badge(s). Do not order badge(s) prior to dues being paid. Badges can be ordered from a local vendor.
5. For the next regular meeting, make up a packet for the new member(s) (one per family). New Member packets should contain:
 - a) Copy of the By-Laws and any Standing Rules in effect.
 - b) Copy of any policies in effect.
 - c) Copy of the Society Information sheet
 - d) Up-to-date roster
 - e) Copy of a magazine of Lapidary interest, if available
6. At the next regular meeting (or at the next one the new member attends), give new members their new member packet and introduce them to the Society membership. Make sure the new member feels welcome and comfortable.
7. Give updates to member(s) name, address, phone numbers, email address, birthday and anniversary dates to the Treasurer and the Bulletin Editor. Maintain a database of members. Coordinate with the Web Master to have this database accessible by the Executive Board via the web.
8. Prepare a new Society Roster at least every year, or add a sheet to the existing Roster showing the new officers and chairmen and any new members when sufficient new members are inducted. A copy of each retired roster should be kept as a record of the Society.
9. An on-going record for each member should be kept on their Membership Application recording the various offices or chairmanships that each has held.

Hospitality

The Chairman of the Hospitality Committee is the Hostess. The Hostess is responsible for bringing a little sunshine into the lives of members who are ill and in setting the mood of the regular meetings. The Hostess Committee shall recommend to the Executive Board and plan, if approved by the Executive Board, the yearly picnic and the logistics (location, menu, possible entertainment) for the December Holiday Meeting.

Specific duties:

1. At the regular meeting, greet members and guests and ensure that everyone feels welcome.
2. See that each member and guest signs the register, giving a list of guests to the Bulletin Editor.
3. Introduce the guests at the meeting when called upon by the President.
4. Optional Activity: Award one (1) door prize to a guest at the regular meeting. The selection of the winner shall be through a random drawing or pick method. Prizes will be an item of lapidary nature left over from show prizes (if possible) or other club holdings.
5. Take charge of all social activities of the Society (pot lucks, picnic, and Holiday party), securing approval of the Board before plans are finalized. Tentative plans and budget must be presented at the February Board meeting.
 - a. Hostess Chairperson, in consultation with the Executive Board, will consider hosting a picnic/pot luck in June as a means to get members together before the summer. Final decision will be made by the May Executive Board Meeting and announced at the May Regular Monthly meeting and in the bulletin.
6. Purchase and mail get well cards to members who are ill and report at the regular meeting the progress of those members who are ill

Ways and Means

The purpose of the Ways and Means Committee is to conduct fund raisers for the Society to offset operating expenses. The Ways and Means committee may conduct fund raisers at each meeting. These activities will be approved by the Executive Board.

Specific Duties:

1. Designate a mini-silent Auction Sub-Chairperson to conduct the mini-silent auction at the Regular Monthly meetings. The auction items will be obtained from YVGMS material.
2. Conduct a drawing for prizes at the Regular Monthly Meetings, using YVGMS material or items purchased for the drawing. Cost of tickets for the drawing will be determined by the Executive Board.
3. Conduct a drawing of member names at the regular Monthly Meetings to promote attendance and wearing of name badges. The member's name will be taken from the total list of members. The prize will be \$5.00 and the member must be present to win; otherwise, the prize may accumulate up to a maximum of \$25.00 until drawn. If a member is present but not wearing his/her name badge, the prize is reduced by 50%.
4. Establish and submit a budget for purchase of prizes for drawing.

Field Trip

The Field Trip Chairperson/committee shall organize field trips for the Society for the purpose of education and collecting specimens for members' personal use and the Society's use. No commercial collecting is allowed.

Specific Duties:

1. Search out and inspect, when possible, collecting areas; know the area and its restrictions;
2. Advise members on the field trip at the preceding meeting and announce it in the Bulletin, web page, and Facebook (or other social media platform).
 - a. necessary equipment and tools required on the trips;
 - b. any safety concerns, restrictions, or costs;
 - c. maps;
3. Urge members to take only the amount of materials they can use;
4. Provide samples from proposed areas;
5. Have all participants sign a release form.
6. Assist members to selected area for material; especially new members;
7. Always take along a **good** first aid kit;
8. When leaving, see that the area is left clean; holes filled in, etc.
8. If courtesies are in order, this should be done by the Field Trip Chairperson.

Constitution and By-Laws

The Constitution and By-Laws committee will maintain and update any changes to the By-Laws and Standing Rules that are approved by the Society. The Chairperson will periodically review the By-Laws and Standing Rules for any proposed changes and submit recommended changes to the Board for consideration.

Bulletin Editor

The Bulletin Editor shall print and arrange publishing and mailing of the monthly YVGMS bulletin titled “Green Valley Rocker.” The Bulletin will be sent out to the membership at the beginning of each month so that it arrives before the Regular Monthly Meeting. At the discretion of the Executive Board and the web master (if one is available), the Bulletin may be incorporated into the Society’s web page.

Specific Duties:

1. Solicit information from committees and officers for the bulletin:
 - a. Presidents Corner (President input)
 - b. Program Information (Vice President input)
 - c. Display Information (Display Chairperson input)
 - d. Show News (Show Chairperson input)
 - e. Field Trips (Field Trip Chairperson input)
 - f. Shop News (Shop Chairperson input)
 - g. Upcoming Events/Calendar
2. Include additional information in Bulletin as appropriate:
 - a. Meeting hours and location;
 - b. Material in CFMS NEWSLETTER and the bulletins of other clubs;
 - c. Educational and interesting articles for printing;
 - d. News of individual members’ activities;
 - e. List the names and addresses of Club Officers and Chairpersons;
3. Publicize the AFMS Code of Ethics once a year;
4. Use CFMS Bulletin Editor’s Manual for ideas;
5. Attend Bulletin Editor’s workshops and gatherings.

Librarian/Historian

A librarian/Historian will be appointed to maintain an orderly library of books and periodicals of the Society and collect articles, information on YVGMS activities for Historical record.

Specific Duties:

1. Establish a storage area for the books, digital media, and periodicals at location to be determined by Librarian and Board.
2. Maintain a current list of all library materials;
3. Establish a check process for members;
4. Order new books, replacements (when worn beyond use), and or periodicals, as appropriate and within budget for the Librarian;
5. Dispose of material no longer needed;
6. Provide information on new acquisitions to the Bulletin Editor;
7. Maintain an accurate record of all activities of the Society, including copies of the Club Bulletin, newspaper and magazine clippings, photographs, Club programs, special events and records for YVGMS historical files.

Show

The Show is the primary fund raiser for the YVGMS activities. The Show Chairperson shall plan and run the annual Show.

Specific Duties of Show Committee:

1. Establish show committees to assist in the preparation and operation of the show.
2. Present the proposed location, dates, and show hours to the Executive Board.
3. Contact various dealers to participate in the show. Contract to be signed by the President or Show Chairperson
4. Define other Show activities (silent auction, demonstrations, etc.)
5. Set up a raffle with donated prizes from members and vendors. Cash prizes can be used but may need to be obtained by donation and not from Society in order to limit the Society's expenditures for the raffle per state law.
6. Obtain a license for raffle from the State
7. Set up Kids Activity
8. Coordinate the show with the City and coordinate rental agreement for the facility
9. Have Treasurer purchase Special Events liability insurance
10. Coordinate and arrange other logistics as required
11. Coordinate with Treasurer on obtaining show insurance

Workshop

The YVGMS will establish a Workshop as a means of hands-on education in the lapidary arts and geology. The Shop may be used by all members. Guests/public may have limited use of the shop, as determined by Shop Committee policy. A Workshop Committee, composed of at least four active members, will be selected by the Executive Board to establish operating and safety policies and use-fee schedules.

Specific Duties:

1. The Workshop Committee chairperson shall present the policies and fee schedule, or any changes to them, to the Executive Board for approval.
2. The Workshop Committee shall open and operate the shop at times determined by the Shop Committee.
3. The Workshop Committee will ensure safety and cleanliness of the shop.
4. The Workshop Committee shall maintain an inventory of goods and supplies needed for successful workshop operation.
5. The Workshop Committee may elect to sell excess equipment and material or run fund raisers (such as rock sales or garage sales) to offset the shop operating expenses. The Workshop Committee shall notify the Board of any planned fund raisers.
6. The Workshop Committee may purchase material or equipment as deemed necessary for Workshop operations. Any expense over \$1000 will require Board and general membership approval.
7. Support the Sergeant-At-Arms with the Inventory of the Workshop equipment. Chairperson shall notify the Sergeant-At-Arms of any purchases or riddance of equipment.
8. The Workshop Committee Chairman will appoint a Class Subcommittee Chairman to organize and schedule workshop classes. Responsibilities include:
 - a. Identify classes of interest to members
 - b. Identify instructors for classes

- c. Schedule classes by reserving space at shop (or other location if suitable) and annotating calendar. This action is done in coordination with the Workshop chairman.
 - d. Announce classes at meetings, in bulletin, and on the shop bulletin board. Advertise class in local paper(s) if deemed appropriate.
 - e. Sign up members/public desiring to take the class.
 - f. Coordinate the conduct of the class.
9. The Workshop committee may temporarily suspend a member or public person if they violate safety rules, abuse the equipment or create disturbances at the workshop. This suspension will be reported to the Executive Board for confirmation. The suspended person may appeal the suspension with the workshop committee and or with the Executive Board.

Sergeant-At-Arms

The Sergeant-At-Arms is responsible for seeing that the conduct of all Society members at meetings is in accordance with the standards of the Society. He shall also keep track of the material supplies of the Society and make sure everything is accounted for at the end of the year. The Sergeant-At-Arms is required to be at all regular meetings or call a qualified substitute to stand in for him/her.

Specific duties:

1. At regular monthly meetings:
 - a) Assure that meeting facility will be unlocked and volunteers are available to help set up at least one-half hour before meeting.
 - b) See that all items (flag, public address system, Emblem, extension cords, etc.) are set up.
 - c) Leads in the Pledge of Allegiance to the flag.
 - d) After the meeting replaces all items and sees that no litter remains, replaces all tables and chairs to proper place.
2. Keep a list of all properties of the Society (see that all inventories are received and materials accounted for). Coordinate with the Workshop committee on inventory of Shop equipment. Provide the Treasurer with the Workshop inventory for insurance purposes.
3. See that the Society Emblem is at the Annual Show and Installation.

Inactive Committees

The following committees are currently inactive but may be reinstituted if sufficient interest is presented by the membership.

Display

The Display Committee will help educate members in earth sciences and lapidary arts through display of lapidary items at each meeting. There may be up to three display categories:

- a. A lapidary item in a category selected by the Chairman. The general membership will “vote” for their favorite item during the meeting break and a monetary prize will be

- awarded to the winner. The value of the monetary prize will be determined by the Executive Board. The nominal prize is \$5.
- b. Any item made in our workshop, called “Shop Rock.” The general membership will “vote” for their favorite item during the meeting break and a monetary prize will be awarded to the winner. The value of the monetary prize will be determined by the Executive Board. The nominal prize is \$5.
 - c. A “Show and Tell” item by members. Such displays are not part of a competition, but rather items of interest to the members.

Specific Duties:

1. The Display Chairperson will designate a theme for the display at the Regular Monthly meeting. The Display Chairperson will announce next month’s theme at the Regular Monthly Meeting and submit the monthly theme to the Bulletin Editor.
2. The Committee will set up an exhibit area at the Regular Monthly meeting for the displays (including a case that can be locked for valuable display items) and have a method for tallying members’ choice of “best of category” for prize.
3. The Chairperson will announce winner of “best of category” at meeting. The winner will be awarded a monetary prize from proceeds of the Ways and Means/petty cash of an amount determined by Executive Board.

Metal Detecting

1. Conduct separate meetings of interested members and public to include programs specifically about metal detecting or similar interests.
2. Conduct field trips for metal detecting.
3. Announce planned field trips at General Meeting and in the bulletin.
4. Provide committee report at General Meeting.

ARTICLE VIII AMENDMENTS

No additional rules for this article.

ARTICLE IX CANCELLATION CLAUSE

No additional rules for this article.

ARTICLE X ADVERTISING

No additional rules for this article.

ARTICLE XI OFFICIAL EMBLEMS, ETC.

No additional rules for this article.

The preceding Standing Rules were approved at the Executive Board Meeting on November 2, 2021, for the Yucaipa Gem & Mineral Society, Inc.