

Constitution
and
Bylaws
of the
Gem & Mineral Society
of Syracuse, Inc.

As revised November 2015

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Article I - Name

The name of this society shall be the Gem and Mineral Society of Syracuse, Inc.

Article II - Objectives

The objectives of this Society shall be:

- A) to advance the interests of the Society members and the public along scientific, educational, recreational, and social lines in the fields of mineralogy, paleontology, lapidary, beading, metalworking; and
- B) to operate as a non-profit society; and
- C) in the event of the dissolution of this Society, to turn all of its assets over to one or more non-profit organizations created for like or similar purposes for the continuation of such projects as the Society may have commenced.

Article III - Members

Section 1. Adult members shall be 18 years of age or older.

Section 2. Junior members shall be between the ages of 10 and 18 years.

Section 3. The family membership shall include husband, wife, and their children under 18 years of age living at home.

Section 4. Life membership may be granted by the executive committee upon completion of 20 years of active adult membership. Dues shall be one half of the regular membership dues to help off set compulsory expenses.

Section 5. Each adult member shall be entitled to one vote and the privilege of holding office.

Article IV - Dues

Section 1. Dues shall be payable September 1st. Any member whose dues are in arrears three consecutive months shall forfeit membership.

Section 2. Annual dues of the society shall be:

- A) Adult membership -- \$10.00
- B) Junior membership -- \$5.00
- C) Family membership -- \$15.00
- D) Life membership. -- one half adult membership.

Article V - Elected Officers

Section 1. The elected officers of this Society shall be:

President
Vice-President
Secretary
Treasurer
Sergeant At Arms
Webmaster
Editor

Section 2. The elected officers, the Show Chairman, and the last available past President shall constitute the Executive Committee.

Article VI - Elections

Section 1. The nominating committee shall report the slate of officers at the regular meeting in May. Additional nominations from the floor shall be permitted at this meeting.

Section 2. Consent must have been given before the person's name is placed on the slate.

Section 3. The officers shall be elected at the regular meeting in June.

Section 4. Election of officers shall be by ballot by a majority vote of those present and voting, unless the slate is not contested, in which case it is permissible to have a motion made, seconded,

and passed by a majority vote to have the Secretary cast a ballot in favor of the slate.

Section 5. Officers shall serve a term of one year from the September meeting until the new officers are installed at the September General Meeting.

Section 6. Vacancies in office shall be filled by recommendation of the executive committee to the General Assembly, except that the Vice-President shall succeed to the presidency, if that office becomes vacant.

Section 7. No officer shall be eligible to hold a particular office for more than two consecutive terms with the exception of the offices of Treasurer, Webmaster, and Editor. There shall be no term limit on the offices of Treasurer, Webmaster, and Editor.

Article VII - Duties of Office

Section 1. The President

- A. shall preside over all meetings of the society and the executive committee;
- B. shall be ex-officio, a member of all committees except the Nominating and Auditing Committees;
- C. shall appoint the Show Chairman and chairmen of certain committees where prescribed; and
- D. shall establish Special Committees when needed, and name the Committee Chairman

Section 2. The Vice-President

- A. shall succeed to the presidency, should that office be vacated, and serve as President in the absence of the President; and
- B. shall serve as the Chairman of the Program and Field Trip Committees.

Section 3. The Secretary

- A. shall keep a record of all proceedings of the Society, known as the "minutes";
- B. shall keep on file all committee reports.
- C. shall make the minutes and reports available to members upon request;
- D. shall notify officers, committee members, and delegates of their election or appointment, and furnish committees with whatever documents are required for performance of their duties, and have on hand in each meeting a list of all existing committees and their members;
- E. shall furnish delegates with credentials;
- F. shall sign all certified copies of acts of the Society;
- G. shall maintain record books in which the Bylaws, special rules, and minutes are entered, with any amendments to these documents properly recorded, and have the current record books on hand at every meeting ;
- H. shall in the absence of the President and Vice-President, call the meeting to order and preside.

Section 4. The Treasurer

- A. shall keep all records of dues, as well as all other money;
- B. shall deposit all of Society money promptly in a financial institution designated by the Executive Committee, and shall pay all bills after they have been approved by the Executive Committee or by the President;
- C. shall present to the Executive Committee, when requested, and at each of the Society's regular meetings, a written report of the receipts and disbursements of the Society since the last report;
- D. shall submit a monthly and an annual report of transactions compared with budget for the year to the Executive Committee, and at the Annual Meeting of the Society;
- E. shall submit the Treasurer's books for audit at the end of each fiscal year by an Auditing Committee;
- F. shall be responsible for keeping the Society's official membership roll;
- G. shall submit proposed expenditures in excess of budget to the Assembly for approval at a regular meeting; and
- H. shall serve as Chairman of the Budget Committee.

Section 5. The Show Chairman

- A. shall serve as Chairman of the Show Committee, and be a member of the Budget Committee.

Section 6. The Sergeant-At-Arms

- A. shall assist in preserving order on the floor of the meeting hall as the chair may direct; and

- B. shall be responsible for the register of all Society property, shall participate with the outgoing Sergeant-at-Arms in an inventory of property at the beginning of the term, and will report at the Annual Meeting of any discrepancies in inventory, as well as the additions and retirement of property during the term.

Section 7. Last available Past President shall serve as a voting member of the Executive Committee

Section 8. The Webmaster

- A. is responsible for managing all aspects of the club's internet presence on the web including the website, social networks and discussion groups, and related data storage applications.
- B. will implement necessary security measures to guard against inappropriate content.
- C. will be the primary contact between the club and its internet service providers.
- D. shall serve as the Chairman of the Website Development & Internet Presence committee.

Section 9. The Editor

- A. will be responsible for the composition, publishing, and distribution of the monthly club bulletin.
- B. shall serve as the Chairman of the Bulletin Committee.

Article VIII - Committees

Section 1. The Executive Committee composed of 9 persons as follows: President (Chairman), Vice President, Secretary, Treasurer, Sergeant-At-Arms, Webmaster, Editor, Show Chairman, last available Past President

- A. shall be composed of the nine officers, as follows: President (Chairman), Vice-President, Secretary, Treasurer, Webmaster, Editor, Sergeant-At-Arms, Show Chairman, and last available Past President;
- B. shall have the duties specifically authorized in the Constitution and Bylaws as well as any specific authority voted by a two thirds majority of members present at a regular meeting;
- C. shall hold meetings at least once every two months at a time and place announced at the preceding regular meeting;
- D. shall conduct the Executive Committee meetings open to all Society members; and
- E. shall establish rules of order for Executive Committee meetings that will equally apply to all Society members present; except that votes taken, on issues solely within the authority of the Executive Committee, shall be resolved only by the votes of the Executive Committee members.

Section 2. The Budget Committee

- A. shall be composed of four members, as follows: Treasurer (Chairman), President, Vice-President, and Show Chairman; and
- B. shall prepare a budget to be presented to the assembly at the October meeting.

Section 3. The Audit Committee

- A. shall be composed of two members selected by the Executive Committee and appointed before the September meeting of the Executive Committee. The Committee Chairman shall be named from the two members by the President; and
- B. shall have the duty and responsibility to audit the books of the Treasurer at the time of the September Executive Committee meeting, and to report to the Assembly at the September meeting.

Section 4. The Nominating Committee

- A. shall be composed of three active members who are not officers, selected by the Executive Committee at its April meeting. The Committee Chairman shall be selected from the three members by the President; and
- B. shall have the duty and responsibility to present a slate of one or more candidates for every office at the May regular meeting of the assembly.

Section 5. The Show Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, the Show Chairman; and
- B. shall have the duties responsibilities:
 - 1) to work within the Show Rules and Regulations as established by the Executive Committee; and
 - 2) to recognize that Society members shall have priority to participate as dealers in the show, such priority depending on the member having accepted a reasonable committee assignment, except that first-year members shall have accepted

reasonable committee assignments for one year prior to the Show in order to participate as a dealer; and being juried

3) to submit a final report to the assembly at the annual meeting in September.

Section 6. The Program Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, the Vice-President; and
- B. shall have the duty and responsibility to arrange programs for regular meetings. The complete program for the coming calendar year shall be presented to the Executive Committee at the board meeting in January.

Section 7. The Field Trip Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, the Vice-President; and
- B. shall have the duty and responsibility to arrange field trips.

Section 8. The Hospitality Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, who will be named by the President from a candidate (s) list submitted by the Executive Committee; and
- B. shall have the duties and responsibilities:
 - 1) to arrange (and later restore), the furniture and fixtures of the meeting room to accommodate the assembly meetings;
 - 2) to arrange for snacks at meetings;
 - 3) to greet and register members and guests; and
 - 4) to assist with other duties assigned by the President during meetings.

Section 9. The Bulletin Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, the Editor; and
- B. shall have the duty and responsibility to publish and distribute the monthly bulletin containing the "call" of the meeting, reports of officers, committees, and other pertinent information such as the programs for the next three meetings.

Section 10. The Library Committee

- A. shall be composed of as many members as deemed necessary and selected by its chairman, the Librarian, who will be named by the President from a candidate (s) list submitted by the Executive Committee; and
- B. shall have the duty and responsibility to main records of, and manage, the books and periodicals owned by the Society, in accordance with rules established by the Assembly; and
- C. shall transmit to the Recording Secretary for the records a list of the current contents of the library and resubmit a revised list as necessary.

Section 11. The Education Committee

- A. shall be composed of as many members as deemed necessary and selected by its chairman, who will be named by the President from a candidate (s) list submitted by the Executive Committee; and
- B. shall have the duty and responsibility to establish a program to meet the Society's educational objectives.

Section 12. The Publicity Committee

- A. show he composed of as many members as deemed necessary and selected by its chairman, who will be named by the President from a candidate (s) list submitted by the Executive Committee; and
- B. shall have the duty and responsibility to meet the Society's publicity objectives.

Section 13. The Membership Committee

- A. shall be composed of as many members as deemed necessary and selected by its Chairman, who will be named by the President from a candidate (s) list submitted by the Executive Committee; and
- B. shall have the duty and responsibility to establish a program to meet the Society's membership objectives; and
- C. shall receive all applications for membership in the Gem and Mineral Society; and
- D. shall collect dues; and

- E. shall forward membership payments to the Gem and Mineral Society Treasurer; and
- F. shall distribute membership cards; and
- G. shall maintain all membership records, both past and present; and
- H. shall provide membership information requested by others on the Board of Directors.

Section 14. The Website Development and Internet Presence Committee

- A. shall be composed of as many members as deemed necessary and selected by its chairman, the Webmaster; and
- B. shall assist the Webmaster with their duties of office as stated in Article VII; Section 8. - (managing all aspects of the club's internet presence, the website, social networks & discussion groups, and related data storage applications.)

Article IX - Meetings

Section 1. Regular meetings of the Society shall be the third Monday of each month, from September through June, excluding December, July and August.

Section 2. The regular meeting in September shall be the annual meeting in which officers and Standing Committee Chairman shall present annual reports; and in which Officers-Elect shall be installed.

Section 3. Special meetings of the Society may be called at any time by the President or a majority of the Executive Committee, provided due notice is given to the membership.

Article X - Quorum

Section 1. A quorum for a regular meeting shall be 20% of the adult members as filed annually with Eastern Federation.

Section 2. A quorum for a meeting of the Executive Committee shall be a majority of its members.

Article XI - Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern the Society in all cases in which they are not inconsistent with the Constitution and Bylaws of the Society.

Article XII - Amendments

This Constitution and Bylaws can be amended in any regular meeting of the Society by a two-thirds vote of those members present and voting, provided that the amendment has been submitted as a motion and in writing any previous meeting, and provided that it is published in the Society bulletin between the meetings.

Article XIII - Incorporation

The Society is incorporated as a non-profit organization under the laws of the State of New York and qualifies under Section 501 (c) of the Internal Revenue Code of 1954.

Article XIV - Dissolution Provision

In the event of dissolution, all of the remaining assets and property of the organization shall, after necessary expenses thereof, be distributed to such organizations as shall qualify under Section 501(c) (3) of the Internal Revenue Code of 1954 as amended; or to the federal government or to a state or local government, for a public purpose.

Article XV - Non-Inurement Provision

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, or officer of the organization, or any private individual and no member trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization except that reasonable compensation may be paid for services rendered to or for the organization.

Article XVI - Restrictive Legislation Provision

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by the Internal Revenue Code Section 5601 (h) or participating in or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

*Revised constitution submitted to the Society by the Executive Board committee on November 16, 2015.
Committee members: John Sweeney, Cheryl Brown, Linda Clark-Sweeney, Bob Livingston, Dick Lyons, Rick Moore, Dan Andrianos, as well as, Cathy Patterson, Ed Suchon, Judy Cook, and Charlie Brown.*