



BY-LAWS of the HARRISON COUNTY GEM and MINERAL SOCIETY, INC.

**ARTICLE I
NAME**

Section I This organization shall be known as the "Harrison County Gem and Mineral Society, Inc.", (HCGMS) herein after called "Society".

**ARTICLE II
OBJECT**

Section 1 The object of the Society is to;

- A. Stimulate interest in the earth sciences and the practice of Lapidary Arts and Crafts and to encourage the study therein.
- B. Sponsor an educational program to increase the knowledge of members and the general public regarding the properties, identification and evaluation of rocks, minerals, fossils and other related subjects by holding monthly meetings with lectures by qualified experts, lapidary-related demonstrations, or/and workshops.
- C. Sponsor field trips to collect and study various kinds of rocks, fossils, and minerals.
- D. Publish a monthly newsletter containing educational material pertaining to earth sciences and the practice of Lapidary Arts and Crafts.
- E. Provide a website available to members and the public, with general information about the Society and scheduled activities. It shall provide points of contact for prospective members.

**ARTICLE III
MEMBERSHIP**

Section 1 Qualifications

- A. Individual member is any individual age 18 or older. They shall have all powers and privileges conferred by these By-Laws, including the right to vote and hold office.
- B. Family Membership includes two adults and any minors under 18 years of age living in the same household with a maximum of two adult votes. The two adult votes shall have all powers and privileges conferred by the By-Laws, including the right to vote and hold office.
- C. Junior member is under 18 years of age and is sponsored by a member in good standing. They do not have the right to vote or hold office but shall have all powers and privileges conferred by these By-Laws.
- D. Lifetime Member is one member who has been suggested to the Society for this honor. It shall be made available to no more than one member per year. Lifetime members shall be limited to those who have demonstrated an extraordinary service to the society. It must be referred to a committee appointed by the president for review/approval. The committee shall report its recommendations to the Board of Directors. If approved by the Board of Directors, it shall be presented to the Society for approval. A vote of two-thirds



of members present is required for approval. Lifetime Members will have all privileges and powers conferred by these By-Laws, including the right to vote and hold office. They will not be assessed dues or other special assessments.

Section 2 Application and Dues

- A. Membership dues are payable upon application for membership. The year runs from January 1 to December 31.
- B. Dues shall be due and payable by the third (3rd) Saturday of January. Dues not paid by February 1st shall be considered delinquent and shall be cause for suspension of membership and privileges.

**ARTICLE IV
ELECTIONS**

- A. The officers of this Society will consist of a President, Vice- President, Secretary, Treasurer, and three Directors.
- B. The annual election of officers shall be held at the November meeting. The officers will be elected for one-year terms of office except that of the Directors which will be elected for a three year term with one director being elected each year.
- C. A minimum of one candidate for each office shall be nominated by a committee appointed by the President. Nominees suggested by the nominating committee shall be published in the Society's October monthly publication. Additional nominations from the floor may be made at the November meeting. The consent of each candidate must be obtained prior to nomination.
- D. A majority of members present at the November election meeting is necessary to elect a candidate for office. The election is to be by written secret ballot where two or more candidates are nominated, for the same office.
- E. Newly elected officers and directors shall be installed at the December meeting and assume office on the first of January.

**ARTICLE V
BOARD OF DIRECTORS**

- A. "Board of Directors" shall consist of nine members; the President, Vice-President, Secretary, Treasurer, Show Chairman, Newsletter Editor, and three Directors.
- B. The President of the Society shall be the chairman and the Secretary of the Society shall be the Secretary of the Board of Directors.
- C. The Board of Directors shall meet a minimum of 3 times during the year, at the call of the President, and within the month of the annual election for their organizational meeting.
- D. Five members of the Board of Directors, of whom one must be an elected Director, will constitute a quorum.
- E. Any vacancy occurring in an elective office shall be filled by nomination and vote of the general membership.
- F. The Board of Directors may authorize payment of current obligations for operating expenses which shall be paid on schedule.
- G. The duties of the Board of Directors shall be to act for the membership in matters delegated by the membership.



- H. Special meetings of the Board of Directors may be called at the request of any two members of the Board of Directors.

**ARTICLE VI
DUTIES OF THE OFFICERS**

Section 1: The duties of the President shall be:

- A. Preside at all meetings of the Society and the "Board of Directors".
- B. Have general supervision of the affairs of the Society and perform all duties customary to the office.
- C. Establish ad-hoc committees and functions, and appoint chairpersons and functionaries as needed.
- D. Serve as Treasurer in the absence of the designated officer.
- E. Serve as a member of the Board of Directors.
- F. President shall review and approve the minutes of the past meeting.

Section 2: The duties of the Vice-President shall be:

- A. Preside over the meeting of the Society and the Board of Directors in the absence of the President.
- B. Be of direct assistance to the President.
- C. Serve as a member of the Board of Directors.

Section 3: The duties of the Secretary shall be:

- A. Prepare and maintain minutes of the proceedings of all Society and Board of Directors meetings and send minutes to President for review and approval. .
- B. Maintain a file of current correspondence and communications.
- C. Maintain current membership rosters with contact information.
- D. Maintain record of who has attended meetings.
- E. Conduct the correspondence of the Society under the direction of the Board of Directors.
- F. Forward minutes of monthly meeting to the Newsletter Editor in a timely manner for publication in the monthly Newsletter.
- G. Serve as a member of the Board of Directors.

Section 4: The duties of the Treasurer shall be:

- A. Keep all records pertaining to Society funds, and submit these records for audit at the request of the Board of Directors.
- B. Receive all dues and other monies paid to the Society.
- C. Disburse all funds as directed by the Board of Directors.
- D. Keep a complete and accurate account of all funds received and disbursed.
- E. Report a current summary financial statement at each Board of Directors meeting and Society meeting.
- F. File any State and/or Federal tax forms as required by law.
- G. Pay the Society's annual per capita membership dues to the Southeast Federation of



- Mineralogical Societies, Inc. NLT January 31 of the year.
H. Serve as a member of the Board of Directors.

ARTICLE VII COMMITTEES

Section 1 Appointing Process

- A. The President shall appoint as soon after the annual election as possible, chairmen for each standing committee or function.
- B. Additional committees/functions, standing or ad-hoc, may be created by the President, who shall appoint chairpersons or responsible individuals to head each committee or function. Committee chairpersons may appoint their own members. Chairperson may be selected from any willing members.
- C. Reports from standing committees and functions, as well as current ad-hoc committees/functions, shall be presented as requested to each Board and general membership meeting.

Section 2 Standing Committees/Functions

- A. **Field Trip Committee/Function:**
 - 1. Organizes field trips to location of interest for members and publicizes these events to the general membership.
 - 2. Acts as a liaison between outside parties and the Society.
 - 3. Attends to any insurance or release of liability issues pertaining to the field trip.
 - 4. Assures legal restrictions on collecting for other Society activates, including permission from landowners is addressed.
 - 5. Entertains proposals for field trips from members and suggests interesting field trip activities to the membership.
 - 6. Engages appropriate guides or appoints members to guide field trips.
 - 7. Gathers information about lodging or camping options for members.
- B. **Equipment Custodian/Committee:**
 - 1. Maintain the Society's equipment.
 - 2. Maintain inventory of the Society's equipment.
 - 3. Provides training in the use of lapidary equipment.
 - 4. Identifies individuals misusing or damaging equipment to the Board of Directors. Severe or repeated misuse of equipment may be grounds for limiting access to and use of Society equipment.
 - 5. Advise the membership and Board of Directors of equipment problems, and recommend appropriate repair or replacement actions.
 - 6. Collect usage fees and remit to Treasurer.
 - 7. Qualify individuals on equipment use and ensure all liability waivers are signed and filed with the Secretary.
- C. **Newsletter Editor**
 - 1. Prepare and publish the Society's monthly publication.
 - 2. Forward Newsletter to the current membership prior to the monthly meeting.
 - 3. Minutes of the previous meeting are to be published in each Newsletter.
 - 4. Enlist his/her own assistants and staff.



D. Website Editor

1. Maintain the data on the society website up to date to include updating the data for each meeting.
2. Work with the service provider of the web site to maintain the site.

E. Programs

1. Arranges stimulating and educational programs (workshops, demonstrations and/or presentations) on lapidary, earth sciences or other appropriate topics.
2. Workshop information including the material list and pictures (if available) will be sent to the Newsletter Editor, Website Editor, and Facebook Chairman.

Section 3 Other Committees and Functions

A. Gem Show Chairman

1. Shall plan, organize and execute the annual Society Gem and Mineral Show.
2. Shall appoint any required committees or functions to assist.
3. Serve as a member of the Board of Directors
4. Keep record of show income and expenses. Present final financial show analysis to the Board of Directors and society.
5. Complete local and state sales tax forms.
6. Report regularly to the President, Board of Directors and membership on show progress.

B. Nominating Committee (in September)

1. Check to make sure that the nominee is willing to serve.
2. Nominate individuals to fill the offices of President, Vice President, Secretary, Treasurer, and one Directors (elected for a 3 year term).
3. Provide the list of nominees to the President in time to be added to the October newsletter.

C. Financial Auditing Committees (in November)

1. Audit the Society's financial records.
2. Submit audit reports to the Board of Directors and the general membership by January 31 of each calendar year.

D. Properties Auditing Committees (in November)

1. Inventory of all Society properties.
2. Submit audit reports to the Board of Directors the general membership by January 31 of each calendar year.

**ARTICLE VIII
MEETINGS**

- A. Unless otherwise notified, the regular meeting of the Society shall be held monthly. The majority of the voting members present may transact business.
- B. Special meetings may be called by order of the Board of Directors.

**ARTICLE IX
GENERAL**

- A. The Society shall issue a monthly newsletter. It shall contain the minutes, news of the



- meeting, news of interest to the Society, articles of interest to the Society, official Society directives, etc.
- B. The standard of the Society's publication shall be the responsibility of Newsletter Editor.
 - C. The fiscal year of the Society shall begin on January 1st and end on December 31st of that same year.
 - D. Where business procedure is not covered by these By-Laws, Mississippi State Law and then Robert's Rules of Order shall prevail.

ARTICLE X AMENDMENTS

These By-Laws may be amended or revised at any regular meeting by a vote of two-thirds of the voting members present, provided that the notice of the proposed amendment has been given at the last previous meeting and has been published in the Society's newsletter prior to the meeting.

ARTICLE XI

The HCGMS shall be operated exclusively for charitable, educational and scientific purposes, and in carrying out these purposes may engage in any activity that non-profit corporations are by law authorized to do and perform. The HCGMS shall have and may exercise all powers set forth in the Mississippi Non-Profit Corporation Act necessary or appropriate to carry out its purposes.

ARTICLE XII

No part of the net earnings of the HCGMS shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons, except that the HCGMS shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set out in the Articles of Incorporation. No substantial part of the activities of the HCGMS shall be for the carrying on of propaganda, or otherwise attempting to influence legislation, and the HCGMS shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of the Articles, the HCGMS shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal tax law or code. Notwithstanding any of the above statements of purposes and powers, the HCGMS shall not, except to an insubstantial degree, engage in any activity or exercise any powers that are not in furtherance of the primary purposes of the HCGMS.

ARTICLE XIII

On the dissolution of the HCGMS, the Board of Directors shall, after paying or making provisions for the Payment of all of the liabilities of the HCGMS, dispose of all of the assets of the HCGMS, or if it is not then exempt from the Federal income tax under Section 501(c)(3) of the Internal Revenue Code and contributions to it are not deductible under Section 170(b)(2) of the Internal Revenue Code, then to such organization or organizations organized exclusively for charitable, educational, religious or scientific purposes as shall qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provision of any future Federal tax law or code), and contributions to such organization or organizations are deductible under Section 170(c)(2) of the Internal Revenue Code (or the corresponding provision of any future Federal tax law or code), as the sole member of the HCGMS shall determine.

APPENDIX A By-Law Revisions