



Standard Operating Procedures for the Harrison County Gem and Mineral Society, Inc.

Purpose

The purpose of this Standard Operating Procedures (SOP) is to establish guild lines for the operation of the Harrison County Gem and Mineral Society, Inc. (HCGMS).

Order of Presentence

In event of conflict the By-laws take presentence over this SOP.

Changes

Recommended changes to this SOP may be made at any Board of Directors meeting by a two-thirds (2/3) vote with an approval or rejection at the general membership meeting of a two-thirds (2/3) vote of members present.

Dues

The annual dues of the HCGMS are due no later than 3<sup>rd</sup> Saturday of January per the following schedule:

Individual Membership	\$20
Family Membership	\$30
Junior Membership	\$10
Lifetime Membership	No dues

HCGMS Meetings

Date - the HCGMS shall meet on the third Saturday of each month except during the month of the HCGMS annual gem show.

Time:	9:00 AM	Workshops
	12:00 PM	Potluck lunch
	1:00 PM	Business meeting

Location – The Herbert Wilson Recreation Center located at 3625 Hancock Ave, Gulfport, MS 39507

The President shall have the authority to cancel or change the date, time and location of any monthly meeting. Members will be notified of any changes by the best means available (an email to all members and HCGMS web page will be updated if possible).

Scholarships

The Board of Directors will determine the number of school scholarships to be awarded. They may elect to award a minimum of two scholarships annually provided there is a minimum of \$5000 in the general fund.

Scholarship will generally be to the William Holland Lapidary School or Wild Acres. However, it may be used for another school teaching other lapidary classes per board approval. Class must be in earth sciences, lapidary, jewelry, mineralogy, petrology, paleontology, geology, or other related fields. Total monetary value of this scholarship will not exceed \$600 (\$500 for tuition and board and \$100 to cover miscellaneous expenses). *\*Amended totals on July 20, 2019*



### Scholarship Eligibility

- A. Recipients of scholarship are defined as one who contributes and participates in club activities.
- B. Recipient must have attended and participated in at least Six meetings and/or workshops or a combination or both (Attending Workshop and meeting on the same day cannot be counted as two).
- C. Recipient must be a paid member of the club for over 12 months of the previous year before being considered.
- D. Candidate must be willing and able to go to William Holland, Wild Acres, or other lapidary school.
- E. The scholarship is not transferable to another person.
- F. All Scholarships must be used the year awarded. No scholarship will carry over to the following year.
- G. Recipient of scholarship will have 30 days from the time scholarship is drawn to commit to attending and using the scholarship. If the scholarship is drawn in February, then you will have until the March meeting to commit to the scholarship. You do not have to have a class chosen or deposit made to a school at this time.
- H. No club scholarship will be awarded to the same person two years in a row.
- I. Candidate must be willing to return to the club, give a “show and tell” program and share his /her new acquired skill and knowledge with other club members
- J. Candidate club dues must be current.
- K. Scholarship recipients are highly encouraged to attend the Southeast Federation sponsored workshops. Only with the board approval can a non-Federation sponsored workshop be substituted for a Federation sponsored workshop.

### Process

- A. Board of Directors will decide the number of scholarships to be rewarded
- B. Treasurer verifies that the candidate has paid his/her dues by the 3<sup>rd</sup> Saturday of January and has been a member of the club for over 12 months. He/she will provide a list of candidates to Secretary no later than 7 February.
- C. Secretary will review the participation record of the paid members to determine legibility prior to the February meeting.
- D. The list of eligible candidates will be read at the February business meeting. Any club member that feels that they meet the eligibility requirements and whose name is not on the list may ask to have their record reviewed. Treasurer and Secretary will review the records to determine the eligibly.
- E. At the February meeting names (or number) will be drawn for each of the scholarships. Two alternates times the number of scholarships will be drawn (if 2 scholarships are to be awarded – 4 alternates will be drawn).
- F. Any candidate whose name is drawn for the scholarship will have 30 days to notify the president if he or she cannot accept the scholarship.
- G. When the president is notified that someone cannot accept the scholarship, he/she will offer it to the next person on the alternate list. The new awardees will have 30 days to notify the president if he or she cannot accept the scholarship.
- H. Any of the following, will make the recipient ineligible for a club scholarship for a period of two years.
  - a. Failure to notify the president within the prescribed time frame that they cannot accept the scholarship.
  - b. Failure to use the scholarship.
  - c. Failure to give a “show and tell” program and share his /her new acquired skill and knowledge with other club members.