

1 **THE SOUTHERN NEVADA GEM AND MINERAL SOCIETY, INCORPORATED, a**
2 **Nevada Non-Profit Corporation, as approved by the membership March 6th,**
3 **2023**

4 **BY LAWS**

5 **ARTICLE I**

6 These By-Laws shall supersede all previous dated and updated By-Laws of the
7 Southern Nevada Gem and Mineral Society, Incorporated, and when necessary,
8 shall be amended according to the Club needs.

9 **ARTICLE II**

10 **NON-PROFIT CHARACTER**

11 The name of this Corporation shall be: Southern Nevada Gem and Mineral
12 Society, Incorporated, and may be referred to, in this document, as SNGMS, the
13 Corporation or The Club. These titles Shall not be used for anything except for
14 said Corporation official business, as authorized by the Board of Directors or the
15 General Membership of the a fore named Corporation.

16 The Corporation shall operate as a non-profit organization (IRS Code 501 (C) 3)
17 and no part of the assets or earnings shall be used for the benefit of any one
18 person as long as the Corporation shall exist.

19 **ARTICLE III**

20 **OBJECTIVES**

21 The objectives of this Corporation shall be to promote an active interest in
22 geology and education and to facilitate and improve knowledge in gemology,
23 lapidary arts and rock collecting.

24 **ARTICLE IV**

25 **DISSOLUTION**

26 In the event of the dissolution of the Corporation, all assets and earnings shall be
27 donated to the University of Nevada, Las Vegas (UNLV), Geology Department,
28 4505 South Maryland Parkway, Las Vegas, NV. 89154

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1 **ARTICLE V**

2 **PARLIAMENTARY AUTHORITY**

3 Club By-Laws shall be the governing document of the Corporation.

4 Roberts Rules of Order, Newly Revised, shall be the parliamentary authority of the
5 Corporation.

6 If a problem arises and the answer is not in the By-Laws, refer to Roberts Rules of
7 Order, Newly Revised and Parliamentary Law. Ultimately Common Sense Shall
8 Prevail.

9 **ARTICLE VI**

10 **FISCAL YEAR**

11 The Corporation Fiscal Year shall be from January 1 through December 31.

12 **ARTICLE VII**

13 **NEWSLETTER**

14 A Newsletter shall be made available to members monthly. Every newsletter shall
15 include Board and General Membership meeting minutes. It shall also include
16 such essential information as pertains to Field Trips, Upcoming Shows, Classes,
17 Workshop Hours and etc.

18 **ARTICLE VIII**

19 **MEETINGS**

20 **Section 1.** The meeting of the Board of Directors shall be held monthly and is
21 open to all members. However, the general membership shall have no vote and
22 cannot speak unless recognized. A quorum for the Board of Directors meetings
23 shall be 5 voting members.

24 **Section 2.** The General Membership meeting shall be held monthly at a time and
25 place designated by the Board of Directors. A simple majority vote of the
26 attending voting membership carries any motion.

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1 **ARTICLE IX**

2 **MEMBERSHIP**

3 **Section 1.** Membership is open to persons interested in the objectives of this club
4 as defined under OBJECTIVES.

5 **Section 2.** Only members, whose dues are up-to-date and have been members
6 for 90 days, shall have the right to vote on, create a motion or second any motion
7 on any matter before the Club. A voting member is an adult member, 18 years or
8 older.

9 **Section 3.** There shall be Three (3) classes of membership: Single, Family and Life
10 Membership.

11 A. Single membership shall consist of a person eighteen (18) years of age
12 or older.

13 B. Family membership shall consist of a married couple, domestic
14 partnership or parent with children under eighteen (18). Grandparents
15 with grandchildren in attendance must obtain parental consent forms to
16 bring them to club activities. Grandparents must have a family
17 membership listing said grandchildren.

18 C. Life membership is a distinguished and privileged title extended to an
19 adult member with a minimum of ten (10) years membership in the
20 Southern Nevada Gem and Mineral Society, Incorporated, or its
21 preceding Clubs, who have held a Board position or committee chair;
22 whose nomination has been presented by a Club member to the Board
23 of Directors, in a written statement of qualifications and attributes, and
24 presented to the membership and approved by a majority vote.

25 **Section 4.** Membership dues are due and payable January 1st of every calendar
26 year. Renewal dues paid after January 1st, but before February 1st, shall require a
27 late fee. The late fees are to ensure that the delinquent member can maintain
28 continuous membership status. Any dues paid from February 1st forward shall be
29 considered a new membership.

1 **ARTICLE X**

2 **OFFICERS**

3 **Section 1.** The Board of Directors of the Corporation shall be the following
4 elected officers:

- 5 1. President
- 6 2. Vice-President
- 7 3. Secretary
- 8 4. Treasurer
- 9 5. Parliamentarian
- 10 6. Director-Past President: If the current president is reelected, a one-year
11 Director shall be elected.
- 12 7. Three (3) elected Directors: 1-year, 2-year and 3-year. Each year the
13 Directors are advanced as follows:
 - 14 a. 1-year Director is dropped.
 - 15 b. 2-year Director is advanced to 1-year Director.
 - 16 c. 3-year Director is advanced to 2-year Director.
 - 17 d. A new 3-year Director is elected along with the rest of the Board of
18 Directors at the November elections.

19 **Section 2.** President, Vice-President, Secretary, Treasurer and Parliamentarian
20 shall be elected by a majority vote of the General Membership to a term of one
21 (1) year and shall be eligible for three (3) consecutive years on the Board; one (1)
22 year must pass before that member is eligible to again run for any of the above
23 named positions.

24 **Section 3.** Before a member can be elected President, Vice-President, Secretary,
25 Treasurer or Parliamentarian they must be a member of the Club for 24
26 consecutive months as of October 1st of the year of nomination. Before a member
27 can be elected as a Director, they must be a member of the Club for 12 months as
28 of October 1st of the year of nomination.

1 **Section 4.** Should an officer be unable to attend either a Board Meeting or
2 General Membership Meeting, that officer shall notify the Board of Directors as
3 far in advance as possible.

4 **Section 5.** New officers shall be installed at the December Awards Banquet by the
5 Federation Director and shall assume office effective at the Awards Banquet
6 swearing in ceremony.

7 **Section 6.** Any officer failing to discharge the duties of his office by missing three
8 (3) consecutive Board meetings, without Board approval, shall have said office
9 declared vacant by the Board of Directors. The vacancy shall be filled within forty-
10 five (45) days (For replacement procedure see Article XII, section 6, Letter K.)

11 **ARTICLE XI**

12 **PERMANENT EXPULSION**

13 **Section 1.** All meetings pertaining to expulsion shall be held in Executive Session
14 and all information shall be strictly confidential.

15 **Section 2.** When in the course of Club events, if the attitude of any member, at
16 any time, be considered detrimental to the welfare of the Club, that member may
17 be expelled, with cause, for the following reasons: dilatory practices, fraud,
18 embezzlement, theft of Club property, deleterious conduct, etc. Before such
19 action may be taken, a letter of allegation shall be submitted to the Board of
20 Directors, who shall form a Board of Inquiry. A quorum vote by the Board of
21 Directors, in Executive Session, shall be obtained, in order to proceed with the
22 expulsion action. (See Roberts Rules, Revised Version, Chapter 11, "Protecting
23 the Rights of Members".)

24 **Section 3.** The Board of Inquiry shall give a written notice, vi Certified Mail with
25 Return Receipt, to the accused member to appear before them, at a time and
26 place designated, and show cause why such action should not be taken. Failure
27 to appear or respond shall be cause for immediate expulsion. The Board of
28 Inquiry shall report its findings within sixty (60) days to the Board of Directors
29 who shall take whatever action is deemed necessary. If the Board of Inquiry does
30 not report its findings within sixty (60) days, the Board of Directors shall dismiss
31 all charges. In the event of expulsion, the accused member shall be required to
32 surrender the Club Membership card and return all Club property immediately.

1 **Section 4.** Expulsion Notification must be made via Certified Mail with Return
2 Receipt.

3 **Section 5.** Any expelled member may re-apply for membership, to the Board of
4 Directors, after a Thirty-Six (36) month waiting period. The New membership
5 application must be approved by a majority vote of the Board of Directors.
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7 **ARTICLE XII**

8 **DUTIES OF OFFICERS**

9 **Section 1. The President Shall:**

- 10 **A.** Preside at all Board of Directors meetings.
- 11 **B.** Preside at all General Membership meetings.
- 12 **C.** Be an ex-officio member of all committees except the nominating
13 committee.
- 14 **D.** Have a working knowledge of the By-Laws of the Corporation and
15 Roberts Rules of Order, Newly Revised, and to follow Parliamentary law.
- 16 **E.** Must be courteous, prompt and decided in his/her manner.
- 17 **F.** Must always remember that the power in his/her hands is to be
18 exercised for the good of the Club and not as a mere exhibition of
19 his/her own authority.
- 20 **G.** Must maintain order and see that the business of the Club is transacted
21 promptly and thoroughly.
- 22 **H.** Must be impartial in his/her treatment of the members and see that all
23 have an opportunity to participate in Club business either in debate, on
24 committees or otherwise.

25 **Section 2. The Parliamentarian shall:**

- 26 **A.** Assist the President in maintaining order at all meetings.
- 27 **B.** Advise on matters of proper parliamentary procedures.

- 1 **C.** Bring copies of the current By-Laws of the Corporation and Roberts
2 Rules of Order, Newly Revised, and most current edition, and to advise
3 on Parliamentary Law to all General membership and Board meetings.

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6 **Section 3. The Vice-President shall:**

- 7 **A.** Preside at all meetings in the absence of the President.
8 **B.** Be knowledgeable of all club business.
9 **C.** Perform all other duties as directed by the President.
10 **D.** Have a working knowledge of the By-Laws of the Corporation and
11 Roberts Rules of Order, Newly Revised, and to follow Parliamentary law.

12 **Section 4. The Secretary Shall:**

- 13 **A.** Perform all normal duties of a Secretary: record minutes at all meetings,
14 write letters and other correspondence as required to conduct normal
15 business of the Club, submit all Board and General Membership minutes
16 to the Newsletter Chairperson within five (5) days after the meeting.
17 **B.** Record and Read the minutes at every Board of Directors meeting, every
18 General Membership meeting and at any other special meeting. Upon
19 completion of the readings the Secretary shall ask the Membership if
20 there are any changes or corrections to the minutes. If no changes or
21 corrections, the Secretary shall declare the minutes are accepted as
22 read.
23 **C.** Keep a true and complete record of the transactions of the Club when in
24 session. In keeping the minutes, the Secretary shall make notes of all
25 motions which are made and stated by the Chair. Together with the
26 names of the members making and seconding said motions and the
27 action of the Club thereon.
28 **D.** Notify the Rocky Mountain Federation of Mineralogical Societies of all
29 newly elected officers of the Club immediately after the Elections or any
30 changes that may occur during the year.

- 1 **E.** Preside at all meetings in the absence of the President or Vice-President.
- 2 **F.** Bring minutes of all current meetings to be approved by the Board or
- 3 General Membership as appropriate.
- 4 **G.** Have a working knowledge of the By-Laws of the Corporation and
- 5 Roberts Rules of Order, Newly Revised, and to follow Parliamentary law.
- 6 **H.** Verify that all Corporation documents are current.

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9 **Section 5. The Treasurer shall:**

- 10 **A.** Receive all monies of the Corporation.
- 11 **B.** Hold all funds of the Corporation in a banking institution approved by
- 12 the Board of Directors and to disburse such funds under the direction of
- 13 the Board of Directors or the General Membership.
- 14 **C.** Maintain accounts of receipts and disbursements.
- 15 **D.** Prepare itemized monthly reports which include income amounts and
- 16 source, expense amounts and purpose, a copy of which shall be given to
- 17 each member of the Board of Directors and to make a presentation at
- 18 the monthly General Meeting.
- 19 **E.** Prepare an annual report for presentation at the December meeting of
- 20 the Board of Directors.
- 21 **F.** Write checks for the Corporation. All checks must be signed by two (2)
- 22 of the four (4) authorized signers. In the absence of the Treasurer, two
- 23 (2) of the other officers whose signatures are on file with the bank may
- 24 draw a check, if needed for immediate payment.
- 25 **G.** Responsible for mining claim filings and any other financial filings.
- 26 **H.** Close the books prior to turning them over to the incoming Treasurer.
- 27 **I.** At the expiration of term of office, promptly deliver all funds of the
- 28 Corporation to the incoming Treasurer.
- 29 **J.** Submit all records for the tax return to be accomplished.

- 1 **K.** Preside at all meetings in the absence of the President, Vice-President
2 and Secretary.
- 3 **L.** Have a working knowledge of the By-Laws of the Corporation and
4 Roberts Rules of Order, Newly Revised, and to follow Parliamentary law.
- 5 **M.** Operate financial tracking software and have a valid e-mail account.
- 6 **N.** Submit all records to a committee of four (4) members for Audit to be
7 completed annually during the month of March. Treasurer to attend
8 Audit for explanatory purposes.

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13 **Section 6. The Board of Directors shall:**

- 14 **A.** Attend all Board and General Membership meetings
- 15 **B.** Be the governing body of the Corporation.
- 16 **C.** Act on all matters of Policy.
- 17 **D.** Refer appropriate matters to the General Membership for discussion
18 and vote.
- 19 **E.** Meet once a month to transact business and formulate plans.
- 20 **F.** Any Board member or Committee Chairperson not performing their
21 duties shall be removed from office.
- 22 **G.** All Board Members shall arrive on time at all Board and General
23 Membership meetings.
- 24 **H.** Request an audit of the books at any time deemed necessary.
- 25 **I.** Appoint all Committee Chairpersons
- 26 **J.** Appoint Special Committees

- 1 **K.** The Board of Directors shall select all replacements of any Officer or
- 2 Board vacancy that may arise. Said replacement shall be affirmed by the
- 3 General Membership at the next regularly scheduled General
- 4 Membership meeting.

- 5 **L.** Act as ex-officio member of all committees except Nominating
- 6 Committee.

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17 **ARTICLE XIII**

18 **STANDING COMMITTEES**

19 **Section 1. Newsletter Chairperson**

- 20 **A.** The Newsletter shall contain information as follows: President’s
- 21 message, Board meeting minutes, and General meeting minutes. Other
- 22 Club information follows these three (3) items. The Newsletter shall be
- 23 published and made available within ten (10) days after the General
- 24 Membership meeting.

- 25 **B.** Is responsible for acquiring, preparing and publishing the Newsletter.

- 26 **C.** Appoints an editorial staff to carry out the duties of his/her office.

- 27 **D.** Perform all other duties of the office.

- 1 E. Delivers a copy of the monthly Newsletter to the Webmaster.
- 2 F. Promptly delivers all effects of the office to the incoming Newsletter
- 3 Chairperson with a complete inventory of materials necessary and
- 4 incidental to the office
- 5 G. Newsletter Editor/Chairperson shall refer any controversial material tor
- 6 inclusion in the Newsletter to the Board of Directors for approval before
- 7 publishing.

8 **Section 2. Webmaster**

- 9 A. Responsible for weekly updates as supplied by the Board of Directors
- 10 and Chairpersons.
- 11 B. Liaison and Newsletter Editor for combine advertising efforts.

12 **Section 3. Program Chairperson**

- 13 A. Plan and conduct monthly programs.
- 14 B. Provide a gift for the visiting speaker.
- 15 C. Give program information to the Newsletter Chairperson and Publicity
- 16 Chairperson.
- 17 D. Keep records for future Program Chairperson.

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20 **Section 4. Hospitality**

- 21 A. Greet members and Guests.
- 22 B. Maintain member and guest register and deliver it to Membership for
- 23 record keeping.
- 24 C. Direct potential new members to the Membership Chairperson.

25 **Section 5. Sunshine Chairperson**

- 26 A. Shall collect information on any member who is ill, had an accident or is
- 27 due for surgery, etc., and shall notify the Board of Directors and the
- 28 Newsletter Chairperson.

1 **B.** Shall send out Get Well cards, flowers, gifts, arrange for food, etc., as
2 the occasion demands.

3 **C.** The cap on spending shall be \$100.00 per occasion.

4 **D.** Shall give a report at all General Membership meetings.

5 **Section 6. Historian**

6 **A.** Shall keep Club history up-to-date, to include copy of Newsletters,
7 pictures and News Articles.

8 **B.** Digitize existing Club records.

9 **Section 7. Publicity**

10 **A.** Put articles in newspapers and newsletters such as meetings, guest
11 speakers and special events as directed by the Board of Directors.

12 **Section 8. Door Prizes**

13 **A.** Conduct drawings and replenish stockpile of prizes.

14 **B.** All monies from ticket sales shall be given to the Treasurer at the end of
15 the meeting.

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21 **Section 9. Refreshments**

22 **A.** Insure refreshments are provided at the Membership meetings.

23 **B.** Responsible to turn in all receipts for items purchased for the
24 refreshment table, such as water, soft drinks, coffee, etc. The Treasurer
25 shall reimburse the Refreshments Chairperson for all expenses upon
26 conclusion of the meeting.

1 C. All monies donated by the Membership for refreshments shall be given
2 to the Treasurer at the end of the meeting.

3 **Section 10. Inventory**

4 A. Maintain a Complete inventory of all Corporation property and insure
5 proper care of stored items.

6 B. All equipment, tools and property shall be labeled with Club logo and be
7 kept under lock and key.

8 C. Require Checkout/Liability Release Form for any property of the Club
9 borrowed or rented.

10 D. Conduct an audit of the Club inventory as directed by the Board of
11 Directors during May / June each year, by a committee appointed by the
12 Board of Directors to include the General Shop Foreman.

13 E. Participate and reconcile with the General Shop Foreman.

14 **Section 11. General Shop Foreman**

15 A. Supervise shop operation, safety and training.

16 B. Appoint duty shift supervisors.

17 C. Direct all Maintenance, repairs and secure all equipment in use in the
18 club shop.

19 D. Submit Purchase Order for supplies and equipment to be approved by
20 the Board of Directors.

21 E. Participate and reconcile with Inventory Chairperson.

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26 **Section 12. Membership.**

27 A. Receive all Membership applications and dues, including renewal fees.

- 1 **B.** Issue yearly membership cards.
- 2 **C.** Order and distribute Club badges.
- 3 **D.** Provide a current Membership list to all members of the Board of
- 4 Directors plus the Newsletter Chairperson and the Shop Foreman.
- 5 **E.** Maintain a Membership list which includes name, address, telephone
- 6 number, email address, birthday month, date first joined and all
- 7 positions held in the club.

8 **Section 13. Federation Director**

- 9 **A.** Keep Corporation membership in the Rocky Mountain Federation of
- 10 Mineralogical Societies up-to-date.
- 11 **B.** Keep in touch with the Rocky Mountain Federation and attend
- 12 Federation conferences.
- 13 **C.** Swear in all newly elected officers at the Awards Banquet.
- 14 **D.** Give a monthly report to the General Membership of Federation
- 15 activities.

16 **Section 14. Field Trip Chairperson**

- 17 **A.** Organize and pre-run field trips. Pre-run to determine the condition of
- 18 the roads to the location and status of the location (BLM, Forest service,
- 19 Private or Claimed) if private or Claimed obtain entry permissions to site.
- 20 **B.** Field Trip leader must arrive at meeting place ½ hour prior to departure
- 21 time.
- 22 **C.** Maintain liability releases and sign-up sheets.
- 23 **D.** Maintain required equipment: four (4) CB's, First Aid Kit, Jack and tow
- 24 strap.
- 25 **E.** Responsible for maintaining convoy.
- 26 **F.** Has the power to refuse violators of Field Trip guidelines from attending
- 27 future Field Trips.

1 **G.** Shall be responsible to contact all members who signed up for a Field Trip
2 if that trip has been canceled.

3 **H.** In the event a Field Trip is canceled, the Field Trip Chairperson or his
4 appointee shall go to the meeting site to notify anyone who appears for
5 the trip that the trip has been canceled.

6 **ARTICLE XIV**

7 **SPECIAL COMMITTEES**

8 **Section 15. Show Chairperson**

9 **A.** Plan and arrange all Shows.

10 **B.** Appoint a committee to assist in preparation of the Show.

11 **C.** Secure a suitable place for the Show

12 **D.** Determine date of Show with approval of the Board of Directors.

13 **E.** Provide a preliminary estimate of the cost of the Show and present to
14 the Board of Directors, who shall make a determination to provide
15 monies needed for the Show.

16 **F.** Give a progress report to the Board of Directors at every Board Meeting.

17 **G.** Submit a written report within thirty (30) days of the closing of the Show
18 to the Board of Directors itemizing all monies received from ticket sales,
19 rented spaces, advertisers, printing, etc., with all profits deposited into
20 the Club account.

21 **Section 16. Nominating/Election Committee**

22 **A.** It shall consist of a Committee Chairperson appointed by the Board of
23 Directors and four (4) members selected by the Chairperson.

24 **B.** The Chairperson shall be appointed in September.

25 **C.** The Chairperson shall present a slate of candidates at the October
26 General Meeting and shall accept nominations from the floor.

27 **D.** If a nominee later decides not to run for office, the Nominating
28 Committee shall be notified no later than October 15th. The Nominating

- 1 Committee shall then reconvene to find a replacement prior to the
2 November elections.
- 3 **E.** If a Committee member wishes to run for an elected position, that
4 member must resign his/her Committee position. The Chairperson shall
5 then appoint a new Committee member.
- 6 **F.** Prior to voting at the November meeting, nominees shall present their
7 qualifications to the Membership.
- 8 **G.** A check-in procedure shall be initiated to verify membership and hand
9 out ballots.
- 10 **H.** Only win/loss results shall be published and only Nominating Committee
11 shall count the ballots.
- 12 **I.** The Nominating Committee is dissolved after the November elections.
- 13 **J.** Member must be present to be nominated or elected.

14 **Section 17. Junior Members Club/Rock Stars Committee**

- 15 **A.** Is responsible for youth group of ages seventeen (17) and under.
- 16 **B.** Responsible for educational classes set up for Rock Stars members.
- 17 **C.** Shall submit a purchase order for materials to be approved by the Board
18 of Directors.

19 **Section 18. New Member Liaison Committee**

- 20 **A.** Welcome and educate new members
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22 **ARTICLE XV**

23 **AMENDMENT PROCEDURES**

- 24 1. Proposed amendments to these By-Laws shall be submitted in writing to
25 the Board of Directors.
- 26 2. The Board of Directors shall approve or disapprove the proposed
27 amendment within two (2) months of the date it is received. Approval of

1 the proposed amendment shall be by a majority vote of the Board of
2 Directors.

3 3. If the proposed amendment is approved by the Board of Directors, it shall
4 be presented to the General Membership at the next General Membership
5 meeting.

6 4. The proposed amendment shall be placed on the agenda for discussion and
7 acceptance or rejection by the General Membership. Acceptance shall be a
8 majority vote of the adult members in attendance.

9 5. After an amendment to the By-Laws passes, copies of the amendment shall
10 be made available to the Membership and shall be incorporated into copies
11 of the By-Laws.

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