

TIDEWATER GEM AND MINERAL SOCIETY CONSTITUTION

ARTICLE I. NAME/AFFILIATIONS

This organization shall be known as the Tidewater Gem and Mineral Society; hereinafter referred to as TG&MS. TG&MS may cooperate and/or affiliate with other organizations in the hobby and educational fields.

ARTICLE II. PURPOSE

The purpose of TG&MS is: (1) To provide an environment in which people interested in lapidary techniques and the Earth sciences can grow in their knowledge and skills through sharing and enjoy good fellowship; and (2) To foster knowledge and stimulate interest of the hobby within the community through lectures, demonstrations, and exhibitions.

ARTICLE III. POLICIES

The program of TG&MS shall be educationally and recreationally oriented and shall be developed through meetings, workshops, field trips, exhibitions, and projects.

TG&MS shall operate as a non-profit, non-secular corporation and any monies derived by any means shall be used to further the purpose and policies of this Society.

ARTICLE IV. MEMBERSHIP

The membership of this organization shall be open to any person who agrees with the purpose of TG&MS and is willing to abide by its Constitution. Acceptance into membership is made without discrimination.

ARTICLE V. DUES

Dues are paid on an annual basis. The fiscal year for TG&MS shall be January first through December thirty-first.

ARTICLE VI. OFFICERS

The Elective Officers of TG&MS shall consist of President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

ARTICLE VII. BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers, the chairs of all standing committees, and coordinators of the special interest groups.

ARTICLE VIII. MEETINGS

The regular monthly meeting of the Tidewater Gem and Mineral Society will be held at a time and place specified by a vote of the general membership. Special meetings may be called by the President as necessary.

ARTICLE IX. QUORUM

A quorum shall be not less than 20 percent of the voting membership.

ARTICLE X. AMENDMENTS

Amendments to this CONSTITUTION may be made at any regular meeting by vote of two-thirds of the voting members present, provided that the proposed amendment has been published to the entire general membership, through the monthly newsletter, for two previous consecutive issues.

TIDEWATER GEM AND MINERAL SOCIETY BY-LAWS

ARTICLE I. NAME/AFFILIATIONS

Section 1: Name

This organization shall be known as "Tidewater Gem and Mineral Society, Inc." or "TG&MS."

Section 2: Affiliations

- a. This Society shall be an affiliate of the Eastern Federation of Mineralogical and Lapidary Societies and the Treasurer shall pay annually the prescribed dues.
 - (1) Delegates and alternates shall be elected each year from the eligible membership of this Society to attend the annual convention of the Eastern Federation and to represent the Society at the annual business meeting of the Federation. If elected delegates are not present at the business meeting, an alternate may be elected from eligible members present at the convention.
 - (2) At the First regular meeting of this Society following the annual convention, the convention delegates shall present a written report of the Federation business meeting. This report shall be incorporated into the Society records.
 - (3) Registration fee shall be paid by this Society for the delegates. If the Federation Treasurer rules this Society to be delinquent with its Federation dues, the delegates shall be empowered to pay the dues to the Federation Treasurer and the Board shall reimburse the delegates upon receiving the Federation Treasurer's receipt.

ARTICLE II. PURPOSE

Section 1: Purpose

- a. This organization shall operate as a non-profit, educational organization. No member or officer shall receive any remuneration for services rendered to this Society.
- b. To foster the knowledge and appreciation of minerals, fossils, archaeology, general geology, and lapidary arts, and to aid members in acquiring materials for the studies of these subjects.
- c. To stimulate interest by preparing displays and providing opportunities for discussion, research and exhibition of these materials.

ARTICLE III. MEMBERSHIP

Section 1: Qualifications/Application

- a. Membership shall be limited to those persons interested in the Earth Sciences and Lapidary Arts. There shall be no limit to the total number of members in any classification.
- b. Application for membership shall be presented to the Membership Chairperson or the Membership Committee together with the specified dues. Initial dues shall be pro-rated quarterly.

Section 2: Classifications

There are six classifications of members.

- (1) Adult: any member eighteen years of age or older. Each Adult member shall have one vote.

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- (2) Junior: any member age fourteen through the age of seventeen. A junior member shall have no vote.
- (3) Pebble Pup: any member age eight through the age of thirteen whose parents or sponsor is an Adult member in good standing.
- (4) Associate: any member who moves his/her residence from the Tidewater area or who otherwise resides away from the immediate area. An Associate member has no vote.
- (5) Honorary: any person who is not a member of this Society and whom the Board or membership feels should be honored for the benefit of the Society or in recognition of unusual service to the Society. A Honorary member shall have no vote.
- (6) Lifetime: any member whom the Board or membership feels should be honored for the benefit of the Society or in recognition of unusual services to the Society. A Lifetime member shall have one vote.

Section 3: Annual Dues

- a. Annual membership dues shall be as set forth in the Standing Rules of this Society, except that no dues shall be levied on Honorary or Lifetime members.
- b. Annual dues shall be payable by the January meeting and shall be delinquent after the March meeting. Any member whose dues are in arrears shall be dropped from the membership.
- c. Dues may be adjusted by following procedure for amending the Standing Rules.
- d. Special assessments shall be levied only in case of emergency and then only by a three-quarter (3/4) vote of the eligible membership then present and voting at a regular meeting of this Society.
- e. Any member whose dues are in arrears, and who desires to be reinstated as an active member, may do so by paying all delinquent dues.

Section 4: Privileges

- a. Only Adult and Lifetime members shall have the privilege of holding office and voting.
- b. Only members in good standing will receive The Tidewater Prospector, the Society's monthly publication.
- c. Only members in good standing may go on Society sponsored field trips.

Section 5: Special Interest Groups

Members of this Society may create Special Interest Groups under these By-Laws by application to and approval of the Board; and shall be composed of not less than five members who are interested in a subject and wish to pursue its study particularly. It is suggested that the subjects be outlined in the Standing Rules.

Section 6: Suspension of Membership

Any member may be suspended for infraction of Society rules or such other cause as may be for the good of the Society. Any such suspension action shall proceed after one reprimand by the Board. Suspension will be upheld by a 2/3 vote by the total board members, and will not be subject to appeal.

ARTICLE IV. GOVERNMENT

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Section 1: Structure

- a. The administration of Society business and control of all Society property, effects and assets shall be the responsibility of a Board comprised of five officers (eighteen years of age or older prior to nomination), elected by the general membership at the annual election.
 - (1) Election may be by secret ballot and only Adult and Lifetime members shall have voting privileges.
 - (2) Members of this Society shall not be permitted to vote by either proxy or absentee ballot.
- b. The Board shall submit such rules and regulations, as it deems proper and necessary for the government of the Society, to the membership for approval or rejection and shall exercise such other powers and perform other duties as the Society shall prescribe.
- c. Term of Office/Resignation/Termination
 - (1) Elected officers shall serve for a period of two years and staggered so that the President, Second Vice President and Secretary shall be elected in November of odd numbered years and First Vice President and Treasurer shall be elected in November of even numbered years.
 - (2) Elected officers shall assume their duties at the Board meeting following the annual election.
 - (3) When filling vacancies for unexpired terms, there shall be an election of a replacement officer to serve out the un-served portion of the replacement officer's term.
 - (4) Resignation. Elected officers shall submit a signed letter of resignation to the Board if they voluntarily resign during their term of office for reasons other than a. removal from the area or b. ill health. Any such resignation, voluntary or otherwise, shall permit the election of an officer as provided above (3).
 - (5) Termination. When it becomes evident that any officer of this Society cannot or will not perform the duties assigned him, the Board shall be empowered to declare that office vacant and shall, by a majority vote, recommend that the general membership elect a successor to fill the unexpired term.
- d. Board Meetings. The Society's Officers shall meet at a time and place designated by the President. Attendance will include the five officers and any or all of the Standing Committee Chairpersons, as the President deems necessary. The general membership is welcome, but may not vote on any issue coming before the Board.
- e. A quorum of the Board shall be fifty percent of the Board members.

Section 2: Officers and Their Duties

- a. President
 - (1) The President shall preside at all meetings of this Society and the Board, and perform all duties customary of this office. The President will also maintain liaison with the Eastern Federation of Mineralogical and Lapidary Societies and other Earth Science groups as appropriate. The President shall appoint the chairman for all standing committees with the exception of the Nominating Committee.
 - (2) The President shall appoint an Auditing committee of not less than three eligible members at the September meeting to work with the Treasurer in preparing the annual report for presentation at the annual meeting in November. The Audit committee shall further make an

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inventory of the Society's material assets and report the Society's net worth to the membership.

- (3) The President shall be an ex-officio member of all committees, except the Nominating Committee, with all privileges, including the right to vote, but none of the obligations of membership.
- (4) The President shall present a "State of the Society" report to the membership at the annual meeting in November.

b. First Vice President

- (1) The duties of this office shall be to officiate as Chairman of the Membership Committee and perform all duties of the President in his/her absence.
- (2) Duties shall also include supervising the public relations for the Society and aiding the Publicity Chairman.

c. Second Vice President

- (1) The duties of this office are to serve as Chairman of the Program and Entertainment Committees.
- (2) Duties shall also include fulfilling the duties of the President when both the President and First Vice President are absent.

d. Treasurer

- (1) The treasurer shall receive all dues and monies into safe keeping and deposit them promptly into the Society's bank account. He/she shall make all disbursements by check as directed by the Board.
- (2) All negotiable instruments shall be signed in the name of the Society by any two of the following three officers: President, Treasurer, Secretary; and subject to the majority approval of the Board. The Treasurer shall not incur obligations, debts or other liabilities in the name of this Society without the specific orders of the Board.
- (3) All itemized statements against the Society shall be presented to the Board before payment shall be made.
- (4) The Treasurer shall, upon request of the Board, officiate over a Financial Committee, consisting of no more than three Trust Officers to receive, administer and account for any trust fund created by or for this Society. The term of this committee shall be for the duration of the created fund.

e. Secretary

- (1) The responsibilities of this office are to keep an accurate record of all meetings of this Society and its Board. The Secretary has custody of all official documents and papers of the Society, maintains a complete and up-to-date roll of the membership, and performs roll call when directed.
- (2) The Secretary shall provide the President with the order of business, a list of all committees, and have available, at every meeting, a folder containing the Constitution, By-Laws and Standing Rules.
- (3) The Secretary shall officiate as the Society History/Library Committee Chairperson or may designate co-chairpersons for this committee.

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- (4) In the absence of other officers, the Secretary shall call the meeting to order and preside pending election of a "President Protem."

ARTICLE V. COMMITTEES

Section 1: Standing Committees:

a. Standing Committees of this Society:

- (1) Membership/Public Relations
 - (a) Term shall coincide with the First Vice President's term.
 - (b) The First Vice President shall be the Chairman of this committee.
 - (c) The duties of this committee shall be to recruit members, publish, through press releases, the activities and purposes of the Society, and in general, create good will.
- (2) Program and Entertainment
 - (a) Term shall coincide with the Second Vice President's term.
 - (b) The Second Vice President shall be the Chairman of this committee.
 - (c) The committee shall plan and co-ordinate programs and entertainment for the Society in accordance with the aims stated in Article II.
- (3) Society History/Library
 - (a) Term shall coincide with the Secretary's term of service. The Secretary, being responsible for maintaining accounts of all Society activities, documents, and papers, may officiate as chairperson, appoint a member to chair this position, or divide the position and appoint one member as Historian and one as Librarian.
 - (b) This committee records the activities of the Society through the keeping of a scrapbook and maintains the Society library.
- (4) Training
 - (a) Term shall be for one year.
 - (b) The responsibilities of the Training Committee include providing the general membership with training workshops related to subjects listed under the Standing Rules pertaining to Special Interest Groups; monitoring the use and up-keep of the Society equipment used in these workshops; and advising the Board of the need of new equipment or supplies.
- (5) Field Trips
 - (a) Term shall be for one year.
 - (b) This committee shall plan and co-ordinate field trips in accordance with the aims stated in Article II.
- (6) Hospitality/Refreshments
 - (a) Term shall be for one year.
 - (b) This committee shall provide refreshments after each meeting and oversee the preparation and serving of these refreshments.

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- (7) Ways and Means
 - (a) Term shall be for one year.
 - (b) This committee is responsible for fund raising projects, sales and displays, not including participation in the annual Gem and Mineral shows.
 - (8) Newsletter
 - (a) Term shall be at discretion of the Board.
 - (b) This committee is responsible for compiling, publishing and distributing the monthly newsletter prior to each monthly meeting.
 - (9) Gem and Mineral Show
 - (a) Term shall be indefinite
 - (b) This committee shall make all arrangements for the Society's participation in Gem and Mineral shows, keep accurate accounts and give a complete status report to the Board within thirty days of the close of the respective show.
- b. The President shall appoint such Special Committees as is deemed necessary, such as By-Laws, Finance, etc. excepting the Nominating Committee.
 - c. The Standing Committee Chairpersons shall select their own assistants.
 - d. The Standing Committees Chairpersons, where not explicitly assigned by this document, shall be appointed by the President, when considered appropriate.

Section 2: Nominating Committee

- a. A Nominating Committee of not less than three nor more than five eligible members shall be appointed by the Board at least sixty days prior to the annual meeting in November of each year. This committee shall present for publication, prior to the annual election, a slate of one or more names for each vacancy to be filled for the following year. No elected director may serve on this committee.
- b. At the annual meeting, in addition to the slate of proposed officers, nominations may be made from the floor.
- c. Notice shall be given at the regular October meeting announcing the annual election of officers to be held at the annual meeting in November.
- d. The Nominating Committee shall conduct the election and tabulate the votes. The chairman of this committee shall announce the results.
- e. In the event the vote is a tie-vote for one or more directors or trust officers, successive votes shall be taken thereafter until the tie is broken.

ARTICLE VI. Meetings

Section 1: Time and Place

- a. The regular monthly meeting of the Tidewater Gem and Mineral Society shall be held at a time and place set forth in the Standing Rules of this Society.

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- b. Roll Call may be taken at the beginning of all regular meetings to determine the number and eligibility of voters. Roll Call shall be at the discretion of the President at meetings other than the annual election “when roll Call must be taken”.

Section 2: Order of Business

- a. The order of business at regular and special meetings is suggested as follows:

- (1) Call to Order
- (2) Welcome to Members/Introduction of New members and Guests
- (3) Reading of the Minutes; Roll Call if Required
- (4) Treasurer’s Report
- (5) Communications and Announcements
- (6) Reports of Standing Committees
- (7) Reports of Special Committees
- (8) Old or Unfinished Business
- (9) New Business
- (10) Drawing of raffle Prizes
- (11) Program
- (12) Refreshments
- (13) Adjourn

Section 3: Quorum

- a. A quorum shall consist of fifteen percent (15%) of the voting members, three of which shall be officers.
- b. A quorum shall be present before any official Society business can be transacted.

Section 4: Annual Meeting

The annual meeting shall be the regular meeting in November each year at which time written reports from the Treasurer and the Committee Chairpersons shall be read and presented to the President.

Section 5: Additional Activities

All buying, selling, trading and private business shall be prohibited while the meeting is in session or the program is being conducted. All such activities shall be in keeping with the objects of the Society and conducted only following adjournment unless previous announcement has been made to the contrary.

ARTICLE VII. AMENDMENTS

Section 1: Procedure

These By-Laws may be amended by a two-third (2/3) vote of the eligible members provided that the proposed amendment is published to the membership prior to each of two consecutive meetings.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1: Order of Authority

The Rules contained in the latest revision of “*Robert’s Rules of Order*” shall govern in all cases to which applicable and in which they are not inconsistent with these By-Laws and the Standing Rules of this Society.

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STANDING RULES

1. The emblem for the Tidewater Gem and Mineral Society shall be the one adopted at the time it incorporated under said name and shall depict a background of a fossil Scallop Shell inscribed around the border with "***Tidewater Gem and Mineral Society, Inc.***" and superimposed on this is the figure of an open hand with a ring on one finger and clasping a cluster of crystals.
2. Annual membership dues shall be as follows:

a. Adults	\$10.00
b. Junior	\$5.00
c. Pebble Pup	\$3.00
d. Associate	\$10.00
3. The regular monthly meetings shall be held at 7:30 p.m., on the third Friday of each month with the exception of the yearly Christmas Party which is held on the second Friday of December
4. The regular monthly meeting shall be held at the St. Luke's United Methodist Church, 3396 Stoneshore Rd., Virginia Beach, Virginia
5. Special Interest Groups are recommended for the following subjects:
 - a. Archaeology
 - b. Fossils
 - c. Geology
 - d. Lapidary
 - e. Mineralogy
6. The official publication of this Society shall be ***The Tidewater Prospector***, the monthly newsletter.