

Rock and Arrowhead Club
Klamath Falls, Oregon
BY-LAWS

Article I. Name and Registered Office:

Part A: The name of this organization shall be:

Section 1. Rock and Arrowhead Club

Section 2. The Bulletin name shall be – Dusty Rocks

Part B: The principal place of business shall be:

PO Box 1803 Klamath Falls, Oregon 97601

Article II. General Purpose and Objectives:

Part A: The general purpose of the organization shall be a non-profit club, as outlined under section 501 (c) (3) of the Internal Revenue Code 2001. To stimulate interest in the preservation, setting aside, sharing of claim rights (affiliated clubs and those of private ownership), the participation of members in the collection of lapidary rock, fossils and mineral specimens; enhancing the collective informal study of lapidary and geology.

Part B: No part of the net earnings will inure to the benefit of individual members or organizations, nor as a substantial part of it's activities attempt to influence legislative bills and decisions, or political campaigns for or against any candidate for public office. Club Employer Identifications Number is 93-0936821, dated 01-23-87. Use this number to register all bank accounts.

Part C: To participate in the collective association with member clubs/societies in the donation of funds earned percentage points in the American Federation of Mineralogical Societies – Scholarship endowment Fund, for giving of educational Grants to deserving Earth Science and Geology, Graduate College/ University students.

Part D: This club is organized exclusively for sharing geology and lapidary skills along with collecting skills/exploration, to inform individuals on the collection and identification of rocks, fossils and mineral specimens. To include the instruction of and participation in State and Regional non-pecuniary competitive/noncompetitive displays of specimens and lapidary collections.

Part E: Affiliation – will be perpetuated with the Northwest Federation of Mineralogical Societies, and the American Federation of Mineralogical Societies.

Article III: Membership

Part A: Membership will be open to all persons, without regard to age, sex, race, color or creed, who are genuinely interested in community service and the promotion of our objectives and purpose statements:

Section 1. Dues will be set in the amount determined by 2/3 (two thirds) vote at any regular meetings of the members present. All raises in Membership dues to be assessed at the next membership renewal date unless a different due date is approved by 2/3 (two thirds) vote at any regular meeting of the members present. There will be no refund of unused dues resulting from termination or a vote reduction of current dues. All dues collected shall be used for Club operation, claim fees and affiliation dues.

Section 2: The amount of the dues shall be current 01 September of the current year through 31 August of the following year. Delinquent members are those not paying their dues by 15 December of the current year. Any unpaid membership will be cause for removal from club roster.

Article IV: Government

Part A: Officers – shall be duly elected:

Section 1: President

Section 2: Vice President

Section 3: Secretary

Section 4: Treasurer

Section 5: Federation Director

Part B: Executive Board – shall be composed of the duly elected officers and appointed officers listed below:

Section 1: The immediate Past President

Section 2: One individual at large from the membership

Section 3: Webmaster – to be a non-voting member.

Part C: Power – will be the Executive Board

Part D: Vacancies – the Executive Board will elect interim officers until the next annual election. The elected officers will comply with Article V, Part D, Section 1.

Part E: Meetings – The executive Board will meet at the call of the President or the consensus of ½ (one-half) of the Board.

Part F: Quorum – one more than ½ (one-half) of the Board Present or members present at any meeting.

Article V. Election of Officers:

Part A: Election – Time of election will be the Annual Meeting in November, installation to follow the election. First official meeting for the new officers will be the January meeting following the election.

Section 1: The President, on or before the September meeting, create a nominating committee composed of three (3) members. The committee shall report to the regular club meeting in October their list of eligible candidates for the officers being replaced. At the October meeting, the President shall call for eligible nominations from the floor. A list of persons duly nominated shall be

printed in the bulletin or members only section of the website for the November election meeting.

Section 2: Members – Shall vote by voice or ballot, and the person receiving a majority of votes cast, (of the members present), shall be elected. The ability to submit an electronic ballot via the members' only section of the website will be closed to votes one week prior to the November election meeting.

Section 3: Three of the Executive Board members must be present for an election to be held.

- A. The officers being retired may chair the election and installation.
- B. In case of absence of both the President and Vice President, the Federation Director shall chair the election.
- C. The election itself should be run in accordance with the operational guidelines of the club.

Part B: Terms of Office:

Section 1: President – one year

Section 2: Vice President – one year

Section 3: Secretary – two years (see section 6)

Section 4: Treasurer – two years.

Section 5: Federation Director – two years.

Section 6: The Secretary and Treasurer shall be elected on opposite years, to insure continuity of the executive Board.

Part C: Proxy and Absentee Voting:

No proxy or absentee voting for Officers. Electronic voting is permissible.

Absentee voting permissible in voting for amendments and revisions as specified in Article VIII, Section 2.

Part D: Vacancies and Appointed Officers:

Section 1: Vacancies will be appointed from the current membership by the President and approved by the Executive Board. Appointee shall fill the unexpired term until the next election meeting. When the office of President is

vacated during his/her term, the Executive Board will install the Vice President to fill the unexpired term.

Section 2: At the next regular meeting the Executive Board shall call for nominations from the floor, to fill the unexpired term of the Vice-President. The second meeting after the vacancy and nominations will be the election. The nominees and the forthcoming election must be announced in the bulletin and the club website.

Section 3: Appointive Chairs – Are at the discretion, or will, of the President. Any number of committees may be formed to delegate club operations. The following offices are usually filled:

- A. Greeter/Door Prizes – Greets all guests and visitors, registers them and controls the raffle of door prizes. Guests and visitors are given a door prize without drawing. Door prizes are furnished by the membership upon request.
- B. Sunshine – Maintains observance of the health of the members. Sends cards upon notification of any person in the hospital or home ill. Presents all bills at any regular meeting.
- C. Librarian – Maintains the books, periodicals and trip maps in the club library. Keeps records of issue to insure availability. Excess/outdated materials to be furnished for sale at the next Silent Auction (upon board approval). Proceeds to be used for purchase of additional books.
- D. Historian – Maintains the scrapbook and electronic version, with narration and photographs of club events. Outgoing President to donate a closing year biography of the past year events.
- E. Field Trip Coordinator– Shall monitor and arrange all club trips and coordinate with other member clubs for inclusion in predated member trips.
- F. Refreshments Coordinator – Shall maintain the club locker at the Museum meeting room. Keep a list of servers for each meeting date. Arrange a committee to work the special events and potluck dinners.

- G. Safety Officer – Provides field trip safety tips and knowledge transfer.
May designate a field trip safety person.
- H. Webmaster - shall maintain the club website, databases and maintenance per operations guidelines.
- I. Asset Manager – Maintains a log for club assets. Examples are the rock dinner table, black light, trailer and appropriate legal documents such as titles, insurance appraisals, etc.
- J. Junior Rock hound Coordinator – Ensures that the junior members of the club have access to the Northwest Federation Junior Rock hound program materials, educational offerings and badges. Assists with a monthly junior rock hound activity.
- K. Dusty Rocks Publisher – Publishes to the club members the monthly newsletter via mail or website. Works with webmaster to coordinate a timely distribution of the newsletter to all active members and rock clubs. Stamps will be provided – all bills to be presented at the next regular meeting.

Section 4. Appointive Offices:

- A. Bulletin Editor –responsible for the gathering of information from all sources and to prepare the club bulletin for reproduction, addressing and mailing and electronic distribution.
 - 1. The Editor may have as many additional Co-Editors for delegation of duties, to save time and labor.
 - 2. Maintains the collection of previous published club bulletins.

- B. Mining Claims Representative – Shall be the individual responsible for maintaining all copies of mining documents required by the state of Oregon and federal agencies. Ensures that all mining claims assessment fees and papers are completed and submitted to:
 - 1. Lake County Clerk, Lake County Courthouse, Lakeview, Oregon, 97630

2. Bureau of Land Management, PO Box 2965, Portland, Oregon 97208. Maintain Mining Maps, location photographs, file copies of assessment work/discovery forms, claim markers, copies of BLM files, State and Federal Laws and regulations. Yearly check of the regulations/laws for changes thereto and bond oversight..

- C. Annual Show Chairperson (s) – Shall be the individual(s) responsible for overseeing and coordinating the Annual Rock and Gem Show. Chairperson(s) can delegate tasks to co-chairs for show preparation.

Article VI: Duties of Officers:

Part A: President – Shall preside at all regular, special and executive board meetings. Shall represent the club at social and public gatherings/meetings. Shall be the first signature on the bank card for disbursement of club funds from the checking/savings account.

Section 1: Attend all affiliated meetings, when the Federation Director is absent.

Section 2: Maintain currency of information in the President's Book.

Part B: Vice President – Shall perform all presidential duties in the absence or illness of the President. Will not have fund disbursement abilities unless taking over the office.

Section 1: Perform the duties of Audit Chairperson

Section 2: Perform the duties of Program Chairperson

Section 3: Become the delegate or alternate representative at affiliated meetings.

Section 4: Be responsible for the meeting room key, pick up Friday before the meeting.

Part C: Secretary – Shall attend all regular, special or board meetings. Monitor all correspondence pertaining to club business and be the third signature on the bankcard for disbursement of funds.

Section 1: Administer all regular advertisement of meetings and special events.

Section 2: Send copies of the previous club minutes to the bulletin editor.

Section 3: Maintain at least two (2) years of club records or minutes. Outdated records to be submitted to the Historian for updating the club scrapbook, when applicable.

Part D: Treasurer – Shall maintain the check register, accounts book and receipts books on all club expenditures. Shall be the second signature on the bankcard for disbursement of club funds.

Section 1: Make an itemized report of expenditures of club funds at each regular, special or board meeting.

Section 2: Make payment of all general upkeep bills, without the approval of the general membership, I.E.:

- A. Mailings
- B. Cards
- C. Printing Supplies and reproductions
- D. Meeting Hall Rent
- E. Claim Filing Fees
- F. Affiliated membership dues

Section 3: Have an audit at the end of term in office, performed by a committee of three members, with the Vice-President as the Chairperson. A report to be given at the January meeting, regardless if the present treasurer is concurrently serving in office.

Section 4: Have all funds being disbursed in lieu of general up keep approved by the membership at the regular meeting before disbursement. Pre-approval required for club purchases.

Section 5: Advancement for travel of the Federation Director or the Delegate, in place of the director, when attending the Annual Northwest Federation Convention/Show. Disbursement commensurate with the current availability of funds in the checking account.

Section 6: Charter Members – shall be carried as members with affiliated and club membership dues absorbed by the club.

Section 7: Honorary members will be designated by general membership vote at a regular club meeting.

Section 8: Maintains current addresses of current club roster. Birthday list, reproduction copies of the By-Laws, Constitution, membership roster, cover art and officers page.

Part E: Federation Director – The director will report the status of affiliated State, Regional and National business and attend scheduled meetings of the affiliations as Delegate or Representative.

Section 1: Maintain stamps for the Northwest and American Federation program.

Section 2: Collect and deliver rocks for the Annual Regional Federation show auction table.

Section 3: Maintain liaison with the Federation Council. This is needed to keep abreast of legislature that affects our collecting sites and access thereto.

Part F: Alternate Delegate/Junior Representative for attendance of affiliation meetings, when club officers are unable to attend, will be appointed by the President

Article VII: Parliamentary Rules

Robert's Rules of Order and the instructions contained in the Northwest Federation book, "The Book is your Book", shall be the authority on questions of parliamentary procedures.

Article VIII: Amendments and Revisions:

Part A: Annual review of by-laws in January by the Executive Board. See Part B for procedure if changes are proposed.

Part B: The By-laws and Constitution of this club may be amended or revised at any regular or special meeting. The Executive Board shall then call a special meeting for

study of the proposal and report their recommendations at the next regular meeting. To adopt the proposed amendment or revision, the membership, must be informed.

Part C: The following notification and voting procedure will be used for acceptance of amendments and revisions:

Section 1: A notification in the bulletin or Members Only section of the website to all members in good standing, prior to the regular meeting selected for the vote

Section 2: A ballot may be retrieved from the website or available at said meeting, to be turned into the Secretary at the regular meeting selected for the vote. An electronic option may be offered within the Members Only section of the club website. President appoints/selects three members from the membership present to tally ballots and results to be given to President prior to meeting end for the recording of results to ensure a valid count.

Section 3: The condition of the quorum to be one more than ½ (one half) of the returned ballots.

Section 4: Copies of the amendment or revision to be printed and kept by the bulletin editor and the executive board. Reproduction copies to be furnished to the general membership upon request.

Article IX: By-laws and Constitution Distribution:

Part A: By-laws to be distributed to each family unit or member as they are listed on the club roster.

Part B: Constitution – Will be printed in two copies to be used for the base document and for renewing the IRS Tax exempt status yearly. The President will retain the original in a fireproof lock box located at the club facility..

Article X: Cancellation clause:

Part A: Upon adoption by the club membership, the By-laws and Constitution shall become effective and cancel or supersede all previous revisions and amendments thereto.

Part B: Upon 2/3 (two thirds) vote of the active membership in good standing, this club may be dissolved, in accordance wit the Tax exempt organizations under

Internal Revenue Service and State Tax regulations. All sales or donations of club assets to be donated to affiliated charitable groups.

Adopted this date _____, 20__ by the Executive Board as follows:

President: _____

Vice President: _____

Treasurer _____

Recorder _____

Member at Large _____

NWF Director _____

Past RAC President _____