

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 (d) (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: 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.

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 January of the current year through 31 December of the following year. Delinquent members are those not paying their dues by 31 January of the current year. Any unpaid membership will be cause for removal from club roster. (or end of February??)

Article IV: Government

Part A: Officers – shall be duly elected:

Section 1: President

Section 2: Vice President

Section 3: Secretary

Section 4: Treasurer

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 in compliance 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. If only one person has been nominated, the vote can be held at the October 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.

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 Secretary/Recorder 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 – two years, voted every odd year

Section 2: Vice President – two years, voted every even year

Section 3: Secretary – two years, voted every even year.

Section 4: Treasurer – two years, voted every odd year

Section 5: The President and Vice President shall be elected in opposite years to ensure continuity of the Executive Board. The same for Secretary and Treasurer

Part C: Proxy and Absentee Voting:

There are no proxy or absentee voting for Officers.

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 for reimbursement at any regular meeting.

c. 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.

d. Field Trip Coordinator– Shall monitor and arrange all club trips and coordinate with other member clubs for inclusion in predated member trips.

e. Safety Officer – Provides field trip safety tips and knowledge transfer. May designate a field trip safety person.

f. Webmaster – Shall maintain the club website, and all social media platforms (i.e. Facebook, Instagram, X, TikTok, etc.) per operations guidelines.

g. 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. Asset Manager will maintain a list each time someone signs out an asset and ensure it is returned in a timely manner.

h. Junior Rockhound Coordinator – Ensures that the junior members of the club have access program materials, educational offerings and badges. Assists with a monthly junior rockhound activity.

i. Dusty Rocks Publisher – Publishes to the club members the monthly newsletter via email. Responsible for the gathering of information from all sources to prepare the newsletter. Works to coordinate a timely distribution of the newsletter to all active members and rock clubs. Maintains the collection of previous published newsletters.

Section 4. Appointive Offices: Executive Board shall consider having apprentices to shadow these appointments for continuity of club operations.

A. 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.

B. 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.

Part B: Vice President – Shall perform all presidential duties in the absence or illness of the President.

Section 1: Perform the duties of Audit Chairperson

Section 2: Perform the duties of Program Chairperson

Part C: Secretary/Recorder – Shall attend all regular, special or board meetings. Monitor all correspondence pertaining to club business and can be a signatory on the checks or 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: Maintains current addresses of current club roster. Birthday list, reproduction copies of the By-Laws, Constitution, membership roster, cover art and officers' page. Will coordinate with Treasurer to update list of paid membership rolls annually.

Part D: Treasurer – Shall maintain the check register, accounts book and receipts books on all club expenditures. Shall be a signatory on checks and the club 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. Claim Filing Fees

Section 3: Have an annual audit in November/December, 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 upkeep approved by the membership at the regular meeting before disbursement. Pre-approval required for club purchases.

Section 5: Honorary members will be designated by general membership vote at a regular club meeting.

Section 6: Maintains current addresses of current club roster. Birthday list, reproduction copies of the By-Laws, Constitution, membership roster, cover art and officers page. [these duties are moved to Secretary/Recorder]

Article VII: Parliamentary Rules

Robert's Rules of Order 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 newsletter or Members Only section of the website to all members in good standing, prior to the regular meeting selected for the vote.

Section 2: Votes will be tallied at the previously announced club meeting. All members present at the meeting will vote and be counted.

Section 3: Copies of the amendment or revision to be printed and kept by the newsletter publisher 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 Will be posted on the club website.

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 with 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 10th day of February, 2026 by the Executive Board as follows:

President: Run Weeks

Vice President: R. S. Cull

Treasurer: Jim

Recorder: Kim Karalus

Member at Large: _____

Past RAC President: Laura L. Smith

History:

Revised 13 January 1986

Amended 14 April 1986

Amended -----2003

Revised: 24 October 2011

Revised: 10 February 2026