

# VICTOR VALLEY GEM and MINERAL CLUB BY-LAWS

Amended August 2, 2016

ARTICLE #	SECTION	TITLE	BY-LAW
I		Name	The name of this corporation is VICTOR VALLEY GEM and MINERAL CLUB, INC.
II	1	Object	To disseminate knowledge of mineralogy and earth sciences. To encourage study in these subjects through means of presentation of public exhibitions, lectures, slide programs, demonstrations, to arrange field trips for exploration, study and collection of specimens. The preparation, publication and distribution of articles pertaining to these fields. The encouragement of interest of young people and fostering of classes in mineralogy and lapidary arts. The establishment of one or more public museums or displays of gems, minerals, mineral products, related pictures, writings, other information thereof, and all other means which are appropriate to the accomplishment of the primary objects above set forth.
II	2	Object	The corporation is not formed for profit and none of its assets shall be used for pecuniary gain or profit of any individual who is or may become a member thereof.
II	3	Object	All of the assets, properties, and funds of the corporation shall be devoted to the furtherance of the primary objects and purposes of the corporation. Its works, purposes, and objects are purely scientific, educational to the extent incidental thereto social and recreational, are solely in the interest of the advancement of its members, and of the public along scientific and educational lines.

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II	4	Object	In the event of liquidation or abandonment of the corporation, all of its assets both real and personal shall not insure to the benefit of any private person nor individual members of the corporation. All of its assets, both real and personal, shall be transferred at the direction of the remaining members to the state of California for educational purposes or shall be transferred to any existing, operative, and valid corporation founded upon and functioning as an organization with the same objectives and purposes as this organization.
III	1	Powers	To receive and admit members to the corporation. Persons interested in mineralogical and related earth sciences that are the primary objects of this corporation.
III	2	Powers	To purchase, lease, take in exchange or otherwise acquire and to hold, own, develop, operate, sell, assign, transfer, convey, exchange, mortgage, pledge, or otherwise dispose of and encumber real and personal property of every class and description and rights and privileges therein in the state of California, or in any other state, territory, district, or possession of the United States of America, and in any or all foreign countries which may be suitable or convenient in connection with the purposes of this corporation.

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III	3	Powers	To do any and all things necessary, suitable, convenient, or proper for or in connection with or incidental to the accomplishment of any of the purposes or attainment of any one or more of the objects herein enumerated or designed directly or indirectly to promote the interest of this corporation, or to enhance the value of any of its property, and in general do any and all things and exercise any and all powers which it may now or hereafter be lawful for the corporation to do or to exercise under the laws of the State of California that may now or hereafter be applicable to this corporation.
III	4	Powers	The foregoing shall be construed as objects and powers and enumeration are not to be held to limit or restrict in any manner the general powers now and hereafter conferred on this corporation By-Laws of the State of California.
III	5	Powers	The principal office for the transaction of business is hereby fixed and located in the city of Victorville at 15056-B Seventh Street, in San Bernardino County, State of California. The governing body with approval of the membership of this corporation is given full power and authority to change the said principal office from one location to another within the said Victor Valley area.

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ARTICLE #	SECTION	TITLE	BY-LAW
IV	1a	Membership	Any person may become a member by making a written application, signed by the applicant, and by paying their dues for the fiscal year. If the new member is accepted by the membership at the June general meeting or thereafter the dues for the balance of the year shall be reduced to (50) fifty percent of the normal fee. Dues for Junior members per year will be what ever amount is current at the time of joining. A name tag may be purchased at an additional cost. The new member will be presented to the general membership at the next general meeting.
IV	1b	Membership	Adult members shall have all powers and privileges conferred by these By-Laws including the right to vote and may, after (1) one year hold office.
IV	2	Membership	<p>Membership to the Victor Valley Gem and Mineral Club is open to anyone regardless of age or place of residence. Junior members ( young people under the age of 18 ) must be sponsored by a current parent, guardian, or a member in good standing. The Junior member must be accompanied to meetings, field trips or club sponsored events.</p> <p>See Standing Rule Article 12 Title Petrified Pups for other requirements.</p>

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ARTICLE #	SECTION	TITLE	BY-LAW
IV	3	Membership Code of Conduct	<p>As a member of the Victor Valley Gem and Mineral Club, it is each persons duty to recognize that he or she is a representative of the Victor Valley Gem and Mineral Club and it is each individuals' responsibility to project a favorable image. The Victor Valley Gem and Mineral Club understand that members' opinion differ and encourages any point of view to be expressed freely to anyone. We will not however tolerate slander, stalking, spreading rumors, physical threats, hounding, libel, acts of malicious intent, sexual harassment, or other types of defamation of character. These can be grounds for expulsion from the Victor Valley Gem and Mineral Club at any time.</p> <p>Statements that are derogatory toward the Victor Valley Gem and Mineral Club in general, or which are intended to discourage others from joining the Victor Valley Gem and Mineral Club, or slandering the Victor Valley Gem and Mineral Club may be in violation.</p> <p>No member may use or refer to the Victor Valley Gem and Mineral Club in expressing their opinion in any written or oral form unless the Board of Directors has given permission.</p> <p>Any conduct that could jeopardize the Victor Valley Gem and Mineral Club' existence, charity status, or is contrary to the Victor Valley Gem and Mineral Club Articles of Incorporation and/or these By-Laws, is a violation of the code of conduct.</p> <p>For more information reference: Standing Rule Article 13 Resolving Conflicts &amp; Policies &amp; Procedures 18, Code of Conduct</p>

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ARTICLE #	SECTION	TITLE	BY-LAW
IV	4	Membership Expulsion	<p>Expulsion: Should the attitude or conduct of any member be such as to be considered detrimental to the welfare of the organization, such member may be expelled by two- thirds vote of the membership present. Before such action may be taken however, a REGISTERED, RETURN written notice shall be sent by the Corresponding Secretary to each of the members to appear at a designated time and place so he/she may show cause why such action should not be taken.</p> <p>For more information reference: Standing Rule Article 13 Resolving Conflicts and Policies and Procedures 18, Code of Conduct.</p>
V	1	Dues	Dues shall be established by a vote of the membership present. To remain in good standing dues must be paid by or before the end of December.
V	2	Dues	Members who have not paid their dues by the end of December shall be notified. If payment of dues is not made by the end of December that member will be automatically dropped from the membership roll.
V	3	Dues	If a member is dropped from the rolls for non-payment of dues he/she may re-enter the organization after approval of the Membership Chairperson with payment of the current year dues and a \$5.00 five dollar late fee.

# VICTOR VALLEY GEM and MINERAL CLUB BY-LAWS

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ARTICLE #	SECTION	TITLE	BY-LAW
VI	1	Officers of the Organization	The Governing Body of this organization shall be its President, First Vice President, Recording Secretary, Corresponding Secretary, Treasurer, ( who will be the Chief Financial Officer) and (2) two additional Body Members. These (2) Body Members shall each be elected for a (2) two year term. To maintain continuity (1/2) one half of these Body Members shall change each year. The Governing Body may be amended as deemed necessary in accordance to the Articles of Incorporation to conduct the business of the Corporation.
VI	2	Officers of the Organization	Election of Officers shall be governed by the ruling of the California Division of Corporations that provides as follows: The California Code provides for the election of the Governing Body by the members of the non-profit corporation.
VI	3	Officers of the Organization	<p>In <b>July</b> a Nominating Committee consisting of (2) two of the Members of the Board and (3) three appointed members from the floor for a total of (5) five will be created. Their express purpose is to form a slate of (preferably) (2) two nominees for each office and to determine a willingness to serve. Nominations may also be made from the floor at the <b>August, September, or October</b> general meeting.</p> <p>For more information reference: Policies and Procedures Article 19 Section 27.</p>

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ARTICLE #	SECTION	TITLE	BY-LAW
VI	4	Officers of the Organization	A secret ballot will be called for by the President at the close of the nominations at the October General Meeting. The nominees receiving at least 20 % of the votes at the General Meeting for each office shall be elected. In the event of a tie vote, the President shall vote to break the tie. The Board will start training the new Board members immediately after being elected.
VI	5	Officers of the Organization	Should a vacancy occur during the term of office, the Board shall appoint a successor for the duration of the term.
VI	6	Officers of the Organization	New Officers will be presented to the membership where they are sworn in and they accept the position at the Christmas Party in December.
VI	7	Officers of the Organization	No member of the Governing Body shall hold more than one elective office during any given term except as Chairperson or as a member of a committee.
VI	8	Officers of the Organization	All prospective elected officers must signify a willingness to accept their proposed office at the time of or preceding their nomination to such position. If such nominee is not present at the time of nomination such willingness to accept must be in writing.
VI	9	Officers of the Organization	<b>Removal of an Officer:</b> An Officer may be removed by a majority vote of the Board. Voting process may be conducted at any regular scheduled or special meeting of the Board, whenever the Board judges it to be in the best interest of the organization.



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ARTICLE #	SECTION	TITLE	BY-LAW
VII	1	Duties of the Officers	Duties of Officers is listed in Policies and Procedures Article 19 Sections 1 thru 10.  For more information reference: Standing Rule 3 Holding Office
VII	2	Duties of the Officers	Duties of Officers and Committees is listed in Policies and Procedures Article 19 Sections 1 thru 28.
VIII	1a	Governing Body	The <b>Governing Body</b> (hereafter referred to as Body) shall be custodian of all properties of the organization and shall keep a proper record of the same.
VIII	1b	Governing Body	A majority of the Body shall constitute a quorum.
VIII	2	Governing Body	The <b>President</b> shall be the Chairperson of the Body. In the event of a tie vote he/she has the right to cast the deciding vote.
VIII	3	Governing Body	The <b>Recording Secretary</b> shall be the secretary of the Body.
VIII	4	Governing Body	The <b>Body</b> shall prepare a budget to be accepted by the membership each <b>January</b> .
VIII	5	Governing Body	It shall be the duty of the <b>President</b> and (3) three elected members of and chosen by the Body to represent the Victor Valley Gem and Mineral Club Inc. in all legal transactions which the organization as property owners may require resolution. To this end, the 3 elected members and the President may sign all necessary legal documents involved in such transactions, subject to prior approval of the membership.  For more information reference: Policies and Procedures Sections 1, 2, & 3.

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ARTICLE #	SECTION	TITLE	BY-LAW
VIII	6	Governing Body	<p><b>Donations (Over \$500)</b> The <b>Board</b> will ensure that any donations over (\$500) five hundred dollars shall be inventoried and accounted for by the Treasurer.</p> <p>For additional information reference Standing Rule 9 Slab Donation</p>
IX	1	Meetings	The General meeting shall be held in the club-house on the fourth Tuesday of each month. Hor-d-oeuvres (unless change of menu) will be at 6:30 pm, and general meeting at 7:00 pm.
IX	2	Meetings	The Body may meet at any time at the call of the and shall meet no less than once every three months.
IX	3	Meetings	<p><b>Special Board Meetings</b> may be called by the President or at the request of (10) ten members which shall include the President or the First Vice President. Membership shall be notified by e-mail or phone tree (7) seven days in advance of the meeting. Such notice shall state the purpose of the called meeting.</p>

# VICTOR VALLEY GEM and MINERAL CLUB BY-LAWS

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ARTICLE #	SECTION	TITLE	BY-LAW
IX	4	Meetings	<p><b>Order of Business:</b></p> <ul style="list-style-type: none"> <li>(a) Pledge of allegiance to the flag.</li> <li>(b) Roll call of officers.</li> <li>(c) Introduction of guests.</li> <li>(d) Reading of the minutes and of special meeting.</li> </ul> <p><b>Note:</b> If the membership desires, reading of the minutes may be dispensed with, unless even one member requests they be read.</p> <ul style="list-style-type: none"> <li>(e) Treasurers' report.</li> <li>(f) Communications and bills.</li> <li>(g) Report of Special Committees.</li> <li>(h) Unfinished business.</li> <li>(i) New business.</li> <li>(j) Good of the Order.</li> <li>(k) Program</li> <li>(l) Adjournment</li> </ul>
IX	5	Meetings	<p>The <b>Education Meeting</b> shall be held at the club-house on the third Tuesday of each month at 7:00 pm.</p>

# VICTOR VALLEY GEM and MINERAL CLUB BY-LAWS

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ARTICLE #	SECTION	TITLE	BY-LAW
X	1	Standing Committees	<p>Upon taking office, the President shall attempt to ensure to the best of his/her ability that there is a Chairperson for each of the standing committees recognized as important to the organization as follows:</p> <p><b>The following will be appointed positions:</b></p> <p>Membership, Education, Gem Show, Tailgate, CFMS, Past President, Publicity, Hospitality, Wagon Master (Field Trip), Historian, Purchasing Agent, Financial Advisory Committee, Librarian, Web Master, Sunshine Person, Photographer, Bulletin (Newsletter), Petrified Pups Advisor, and By-Law and other such Committees as are necessary.</p>
XI	1	Duties of Committees	<p>Reference Policies and Procedures Article 19 Sections 2 thru 28 for information regarding Job Descriptions.</p>
XII	1	Standing Policy	<p>These By-Laws shall not be suspended at any meeting, but may be amended at any regular meeting by (2/3) two thirds vote of the membership present, provided that notices of the proposed amendment shall have been e-mailed or by posted mail to all members (10) ten days prior to the next general meeting.</p>
XIII	1	Standing Procedure	<p><b>Rules of Procedure:</b> Roberts' Rules of Order insofar as not to be inconsistent with these By-Laws shall govern the proceedings of all meetings.</p>

## VICTOR VALLEY GEM and MINERAL CLUB BY-LAWS

Amended August 2, 2016

ARTICLE #	SECTION	TITLE	BY-LAW
XIII	2	Standing Procedure	These By-Laws shall become effective immediately upon adoption.
XIII	3	Standing Procedure	These By-Laws shall automatically become amended to conform to the Articles of incorporation in the event they are or shall be inconsistent with the Incorporation Code and/or laws of the State or Federal Government.
XIII	4	Standing Procedure	Fiscal Year: The fiscal year shall terminate on December 31st of each calendar year. The club books shall be closed by midnight that day.
XIV	1	Setting Duties	The Board will set all duties and requirements for all Officers and all Committee Chairpersons.
XV	1	Minor Changes	Minor changes to the By-Laws, Policies and Procedures and/or Standing Rules may presented and changed at the general meeting by the voting process. " MINOR CHANGES " will be determined by a ( 2/3 ) two thirds vote of the membership present at the general meeting.

See copy of Oct. 4. 2016

Corrections made Per Board Meeting held October 4, 2016

**Requested corrections made after October 4th Board Meeting Oct. 8, 2016 goes to membership for vote on October 25, 2016.**