|  |  |  |
| --- | --- | --- |
| IV | 1a | MEMBERSHIP :Any adult may become a member by making a written application and paying their dues for the fiscal year. If the new member is accepted for membership at the June regular meeting or thereafter the dues for the balance of the current fiscal year shall be reduced to (50) fifty percent of the normal fee. Dues for junior members shall be $5.00 per year. A name tag may be purchased at an additional cost. |
| IV | 1b | MEMBERSHIP Adult members shall have all powers and privileges conferred by these by-laws including the right to vote and hold office.  |
| IV | 2a | MEMBERSHIP All applications shall be writing and shall be signed by the applicant. Payment of dues is to be submitted with the application. A name badge may be purchased by the member at an additional cost. The new member will be presented at the next general meeting to the membership. |
| VI | 3 | OFFICERS OF THE ORGANIZATION In **July**, 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 **August**, **September**, or **October** General Meetings. |
| VI | 4 | OFFICERS OF THE ORGANIZATION A secret ballot will be called for by the President at the close of nominations at the **October's** GeneralMeeting. The nominees receiving at least 20% of 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 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 | 9 | OFFICERS OF THE ORGANIZATION**Removal of Officer**. An Officer may be removed by a majority vote of the Board at any regularly scheduled or special meeting of the Board whenever the Board judges it to be in the best interest of the Club.  |
| VII | 3-9 | DUTIES OF THE OFFICERSAll Officers duties and responsibilities are listed in the Job Description Document |
| VIII | 6 | DONATIONS (OVER $500)The Board will ensure that any donation over ($500.00) five hundred dollars shall be inventoried or accounted for by the Treasurer. |
| IX | 1 | MEETINGS The **regular meetings** shall be held in at the Club House on the fourth Tuesday of each month at 7:30 p.m. A quorum of all regular meetings shall be 10% of the membership. Such dates, times, and places may be reset by the **Board**.  |
| IX | 3 | MEETINGS **Special Board meetings** 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 email or phone tree seven days in advance of the meetings. Such notice shall state the purpose of the called meeting. |
| X | 1 | STANDING COMMITTEEUpon taking office, the **President** shall ensure that there is a **Chairperson** for each of the standing committees recognized as important to the organization as follows: Membership, Publicity, Hospitality, Wagon Master (Field Trip), Historian, Program and Education, Show/Shows, Purchasing Agent, Financial Advisory Committee, Librarian, Webmaster, Silver Room, Grinding Room, Saw Room, All You Need, Sphere Room Supervisors, Sunshine Person, Photographer, Bulletin (Newsletter), Petrified Pups Advisor, and By-Laws, and other such committees as are necessary. |
| XI | 1-20 | DUTIES OF COMMITTEES All COMMITTEE CHAIRPSERSONS duties and responsibilities are listed in the Job Description Document |
| XIII | 1 | CENSURE, SUSPENSION AND EXPULSION OF MEMBERS:As a member of the Victor Valley Gem and Mineral Club, it is each person’s duty to recognize that he/she is a representative of the Club. It is each individual’s responsibility to project a favorable image of the Club. The Club recognizes that member’s opinions differ and encourages any point of view to be expressed freely to anyone. The Club however, will not tolerate slander, spreading rumors, libel, acts of malicious intent, physical threats and/or actions, sexual harassment or any other type of defamation of character. These can be grounds for expulsion from the Club. These rules will apply to all Victor Valley Gem and Mineral Club members.1. Statements that are derogatory toward the Victor Valley Gem and Mineral Club in general, or which are intended to discourage others from joining or supporting the Club may be a violation.
2. Communication on behalf of the Victor Valley Gem and Mineral Club – No member may use or infer his/her opinion in any written or oral form as being that of the Club’s unless written prior approval has been received from the Board of Directors.

Any conduct which could potentially jeopardize the Victor Valley Gem and Mineral Club’s existence, non-profit status, or that is contrary to the Club’s Articles of Incorporation and/or these By-laws, is a violation of the Club’s Code of Conduct. |
| XIII | 2 | CENSURE, SUSPENSION AND EXPULSION OF MEMBERS:Reporting – Any person wishing to report a violation of the Code of Conduct by a member shall do so in writing, with his/her printed name, signature and date included. This report is to be given to the Board of Directors. Members who do not follow this procedure and instead make unfounded allegations, attempts to discredit other members anonymously, via rumor or spreading gossip may themselves be considered to have violated the Code of Conduct and may be subject to disciplinary action by the Board/Membership. Once a complaint has been investigated and resolved by the Board of Directors, the same incident will not be revisited. |
| XIII | 3 | CENSURE, SUSPENSION AND EXPULSION OF MEMBERS:Procedure once a complaint has been received: The Board of Directors will meet in executive session to review the written complaint. The Board will determine if further action will be required. If so, they will set a date for a Closed Hearing on this complaint. Individual Board members may decide not to participate in the investigation and decision of the Code of Conduct violation. 1. The person making the charge and the accused shall be notified a minimum of (30) thirty days before the Closed Hearing date via postal service (certified, with return receipt requested)
2. The accused may submit a written response to the Board a minimum of (7) seven days prior to the Closed Hearing. It is recommended that the accused respond to each charge and list any potential witness/es to every specific charge. The witness will only be allowed in the Closed Hearing to respond to the specific item being discussed. The witness will be asked to leave the room immediately after his/her testimony. The accused shall be entitled to council. If professional council is desired, it will be at the expense of the requesting party.
3. The Board of Directors shall meet in a Closed Hearing on the date specified in the letter sent to the accused and accuser. If the accuser does not attend the hearing, all charges will be dismissed. If the accused does not attend the hearing, he/she will be found guilty to all of the charges. If both the accuser and the accused appear, the Board will hear from each side. After all testimony has been heard, the Board will discuss the matter in private and shall vote to take action or may determine to take another course of action appropriate for the situation. If the accused is a Board Member, he/she shall not be present for discussion of the matter, except at the request of the Board to provide testimony as to his/her actions. He/she will not have a vote in the matter. The Board’s decision to place the accused on probation or suspension will be final. A vote for revocation of membership requires a (2/3) two-third vote of the Board members present and voting. The accused membership privileges shall be temporarily suspended until the next membership meeting.
4. The revocation of membership action of the Board, including the reasons for the action taken, shall be presented at the next membership meeting. The membership will then take a vote to uphold or overrule the Board’s action, take a different action, or return the matter to the Board for further consideration.

All matters discussed in the Closed Hearing are to be considered confidential and private. All parties (accuser, accused, witness/es, Board members, etc.) are not to discuss, relate or otherwise make public any matters discussed in the Closed Hearing. Any outside discussion may result in additional disciplinary actions which the Board deems necessary.If the accused makes public the Closed Hearing discussion, then he/she will have forfeited his/her right to privacy in this matter. The Board may then disclose all that occurred during the Closed Hearing (reading of the minutes of the meeting) to the members at the next general meeting.  |
| XIV | 1 | SETTING DUTIES AND REQUIREMENTSThe Board will set all duties and requirements for all Officers and all Committee Chairpersons.  |
| XV | 1 | MINOR CHANGESMinor changes to the by-laws rules and/or policies and procedures may be presented and changed at the General Meeting during the voting process. “Minor changes” will be determined by the Membership at the General Meeting. The end of Bylaws if passed |