

ORCUTT MINERAL SOCIETY, INC.
STANDING RULES & OPERATING REGULATIONS

July 2009

The purpose of the Orcutt Mineral Society, Inc. (OMS) founded in 1958 includes the collection, lapidary treatment of and the stimulation of interest in, rocks and minerals. The Society has banded together to gain knowledge of methods and procedures for collecting, identification, classification, cutting, polishing and mounting of rocks and minerals. In addition, a goal of this Society is to promote good fellowship and proper ethics in the pursuit of the Society's endeavors. Toward these ends, these operating rules are set forth to guide the Officers and members of the Society in accomplishing these purposes.

1.0 GENERAL

- 1.1 All proposed amendments to the Bylaws must be dated when presented for action by the membership.
- 1.2 Any member, with approval, making a commitment beyond the standard committee functions in the name of the Society with an outside agency shall submit a report at the first subsequent meeting.
- 1.3 It shall be the policy of the OMS to not burden any officer, committee chairperson delegated by an officer or chairperson with unreasonable expenses in the performance office or duty on behalf of the Society. The Board of Directors shall accept receipts for actual expenses encountered for approved and/or supported events of the OMS. Approved expenses shall be presented to the Treasurer for payment.
- 1.4 The President shall have the authority to award special recognition awards up to a \$50.00 value for each single award at the President's discretion. The intent of these awards are to provide recognition of a member or members who had volunteered time for a onetime event or for going over and above the call of duty on a special project. Multiple special events or projects undertaken during the Presidents term shall be eligible for this award.

2.0 SECRETARY

- 2.1 Membership dues shall be paid to the Treasurer. The Treasurer shall notify the secretary of the members whose dues are paid. The Secretary will issue membership cards. (9-10-91)
- 2.2 After the March meeting the Secretary shall submit to the Bulletin Editor a list of all members whose dues are paid.
- 2.3 The Secretary shall maintain a historical file of all membership applications.
- 2.4 A membership list that is current as of the last day of December of each year shall be provided to the treasurer for forwarding to the California Federation of Mineralogical Societies (CFMS) with the annual Federation dues.

3.0 TREASURER

- 3.1 All moneys received from committees as income from rental of OMS property shall be entered into a ledger that will provide a reserve for the operation, maintenance and replacement of required equipment.

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- 3.2 The Board of Directors shall authorize all bills up to One Hundred (\$100.00) dollars and all non-budgeted expenses exceeding One Hundred (\$100.00) dollars shall require the authorization of the membership before payment.
- 3.3 All proposed non-budgeted expense items for general operating expenses submitted for payment in excess of One Hundred (\$100.00) dollars shall be presented to the Board of Directors for review and then presented to the membership with a recommendation of approval or disapproval. Other expenditure proposals in excess of one hundred (\$100.00) dollars of the budgeted amount shall be submitted to the Budget and Audit Committee for review and a recommendation to be forwarded to the Board of Directors for action.
- 3.4 The Treasurer shall, with advice from the Federation Director, determine the amount of dues and insurance premium payable to the CFMS and render such payment by the end of January.
- 3.5 The Treasurer shall ensure that Society obligations are resolved in a timely manner.
- 3.6 The Treasurer shall register with the State Attorney General for the annual raffle permit as required by law.

4.0 MEMBERSHIP

- 4.1 A Membership Committee is established to accept, review and process candidate applications for membership in the Society.
- 4.2 Honorary members may be appointed, after performing beneficial services to OMS for an extended period of time, only by majority vote of the membership present. Excluded from this rule are present and/or former members of the OMS. (10/12/93)
- 4.3 Applications for membership shall include a recommendation from the Membership Committee and verification that membership requirements have been satisfied to the Board of Directors. Upon approval of the application by the Board of Directors, the Membership Chairman shall collect the dues from the applicant and submit the application to the Secretary and dues to the Treasurer for processing.
- 4.4 Dues are established to be as set forth herein, effective 01 January 2010, in the following amounts:
 - a. Regular adult membership \$24.00
 - Two adult family members: \$34.00
 - Each additional family member at the same address \$5.00
 - Processing fee: \$10.00, a one time fee for each new adult member for name badge (required).
 - Membership includes one monthly bulletin per family.
 - b. Junior Membership (Under 18) \$5.00
 - c. Charter Membership -\$0
 - d. Honorary Membership -\$0
 - e. Life Membership -\$0

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- 4.5 Membership dues are payable the first of January. Members who have not paid dues by the third meeting of the year shall be dropped from the membership list. (2/09/99)
- 4.6 New members shall pay dues upon acceptance by the Board of Directors. The dues shall be prorated to one half the amount if after the month of June. The one time fee for new adult members shall also be prorated.
- 4.7 A parent or guardian shall accompany junior members while participating in all society functions. Exception to the above is allowed to members 14 to 18 years of age when prior permission is obtained from parent or guardian for the member to participate unsupervised but remaining their responsibility. (13 May 1997)

5.0 VIDEO LIBRARY

- 5.1 The video library shall operate within and for the purposes of the requirements in the OMS Bylaws. OMS members only shall be granted service from the library.
- 5.2 The video librarian shall follow the approved operational procedures and provide for the acquisition, maintenance and loan of educational video material. A nominal fee shall be collected from the members borrowing the equipment/material. Exception: Property assigned to committee chairpersons for OMS use.
- 5.3 The video librarian shall have full custody of the video equipment/material and provide support to all activities as required.
- 5.4 Any member that contributes a video program tape deemed appropriate by the video librarian shall receive free utilization of the video program library for the term of six months from the date of donation. Video equipment is not included in the above.

6.0 FEDERATION DIRECTOR

- 6.1 A Federation Director shall be appointed to serve as liaison between the Society and the CFMS. The Federation Director shall take an active interest in all Federation activities; carefully study all reports received and present to the Society membership, information regarding programs, projects, seminars, workshops and the progress of the Federation. Once appointed, the Director shall serve until removed by the Board of Directors or until a resignation is tendered to the Board of Directors.
- 6.2 The Federation Director shall receive the sum of One Hundred (\$100.00) dollars to cover expenses of attending a Federation business meeting.

7.0 BULLETIN EDITOR

- 7.1 The Bulletin Editor shall publish the Society information periodical containing timely information relative to the Society and its objectives to members free of charge. (5/12/98)
- 7.2 The Bulletin Editor shall provide for delivery of the monthly bulletin to affiliated clubs and societies on an exchange basis free of charge. (5/12/98)
- 7.3 The Bulletin Editor shall provide for delivery of the monthly bulletin to non-members and organizations in the continental United States upon the payment of annual subscription fee in

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the amount of \$10.00 US currency. Non-continental subscription fee shall be \$14.00 US currency. (5/12/98)

8.0 COMMITTEES

8.1 The President shall be an ex-officio member of all Standing Committees. The following shall be the Standing Committees:

8.1.1 Gem Show & Tailgate Committee

8.1.2 Budget & Audit Committee

8.1.3 Refreshments Committee

8.1.4 Abused Children Committee

8.1.5 Bylaws Committee

8.1.6 Sunshine Committee

8.1.7 Annual Business Meeting & Awards Banquet Committee

8.1.8 Scholarship Committee

8.1.9 Publicity Committee

8.1.10 Field Trip Committee

8.1.11 Golden Bear Award Committee

8.1.12 Property Committee

8.1.13 Nominating Committee

8.1.14 Public Lands Access Committee

8.1.15 Door Prize Committee

8.1.16 Monthly Breakfast Committee

8.1.1 Gem Show & Tailgate Committee

a. A Gem Show & Tailgate Committee is established to organize and plan the Annual Rainbow of Gems and Earth Science Show.

b. Show Committee chairperson(s) shall have the authority to expend Society funds in the exercise of their duties with the limit of Six thousand Seven Hundred Fifty (**\$6750.00**) dollars per Gem Show event. Additional funds may be expended with approval of the Board of Directors and the membership as required. (12/8/07)(12/6/08)

8.1.2 Budget & Audit Committee

a. A Budget and Audit Committee is established to advise the President and the Treasurer in matters of finance. The Committee, with input from the Standing Committee Chairpersons, shall prepare an estimated annual budget for approval by the membership at the Annual Business Meeting.

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b. The Committee shall perform an audit on all of the Society books as directed by the President. This audit shall include the General Ledger and all special funds such as Scholarship, Abused Children Fund, Property fund and the Door Prize.

c. A preliminary audit report covering the current year shall be generated and delivered to the Board of Directors at the December board meeting. The final audit report shall be provided at the January Board meeting.

8.1.3 Refreshments Committee

a. A Refreshments Committee is established to support the general monthly meetings with courtesy refreshments during the break of the general meeting. The Committee shall ensure that adequate supplies for coffee, tea and associated condiments are present at each meeting.

8.1.4 Abused Children Committee

a. An Abused Children Committee is established to provide support to the local Social Services organizations through donations received by the Committee and the Society membership.

8.1.5 Bylaws Committee

a. A Bylaws Committee is established to receive proposed changes to the Bylaws from the membership. The Committee shall process the proposed changes, checking for conflict between the Articles of Incorporation, other Bylaw provisions and any State or Federal Statutes. The Committee shall also receive proposed changes to the Standing Rules and Operating Regulations and prepare a report to the Board of Directors as to the acceptability of the proposed Bylaws or Standing Rule change.

8.1.6 Sunshine Committee

a. A Sunshine Committee is established to maintain cognizance of those members suffering from illness or ill health, informing the membership at the general meeting of members in such state.

b. The maximum on flowers or plants to ill or deceased shall be fifty- (**\$50.00**) dollars. (6-10-86) (Revised 9-10-91)

c. The maximum amount disbursed as a memorial for a deceased member shall be One Hundred (**\$100.00**) dollars. 06/08/93

8.1.7 Annual Business Meeting & Awards Banquet Committee

a. An Annual Business Meeting & Awards Banquet Committee is established to support the annual installation of officers and Awards Banquet. The committee shall, with approval from the Board of Directors, plan, arrange and schedule the Awards Banquet. The estimated budget for the banquet shall be provided to the Audit & Budget Committee for inclusion in the annual budget.

b. The awarding of service pins and bars purchased from the CFMS shall be presented at the Awards Banquet covering the Society Officers and Directors. Recognition as deemed

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appropriate by the retiring President should be made for the Standing Committee chairs and others who have performed valuable service to the Society.

c. The Committee shall generate a budget for and procure the service awards using the CFMS Pins & Bars price list provided by the Federation Director.

8.1.8 Scholarship Committee

a. A Scholarship Committee is established to provide annual scholarships to qualifying students matriculated in local colleges or universities. The committee shall be responsible for the size and number of grants to be awarded each year with approval from the Board of Directors. The Committee shall make an effort to follow up on the progress of students aided by the Society and shall invite them to attend the next annual Awards Banquet as a guest of the Society.

b. The committee shall consider the following criteria in selecting an awardee:

1. Demonstrated need.
2. Grade point average.
3. Class standing.
4. Demonstration of extra class effort.
5. Other criteria expressed by school or instructor.

c. Donation to the scholarship fund shall be \$300.00 plus 10% of the Gem Show proceeds. (12-11-84, 12-2-86, 9-10-91, 6/14/94)

8.1.9 Publicity Committee

a. A Publicity Committee is established to provide liaison between the local community and the Society. The goal is to provide the community at large with notice of significant events involving the Society. This includes general meetings and the programs being presented.

b. The Committee shall prepare an estimated budget for use in carrying out the publicizing of Society events and provide it to the Budget and Audit Committee for inclusion in the annual budget estimate.

8.1.10 Field Trip Committee

a. A Field Trip Committee is established to promote the visitation of areas remaining accessible for the purpose of gathering rock and mineral specimens.

b. To the extent possible, the Committee shall maintain liaison between the CFMS field trip committees and other societies to ensure members have opportunities for collecting.

8.1.11 Golden Bear Committee

a. This award was established by the Board of Directors in December 1989. The award shall consist of a CFMS Golden Bear lapel pin and an appropriate Certificate, Plaque or other award form. This award shall be presented to a Society member whom the Society wishes to honor in appreciation for and recognition of outstanding services to the Society.

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b. Nominations for this award may be made to the committee from any member in good standing of the Society. The committee in consideration of the nominee should provide simple justification for use. The nominee shall not be informed of the proposed nomination. More than one award may be presented in a given year.

c. The Award Committee shall be composed of all past recipients of the award. The Chairperson shall be the President Elect.

8.1.12 Property Committee

a. A Property Committee is established to maintain control of Society capital property. The Committee shall ensure that the material stored in the Society locker is well maintained, conducting cleaning and sorting work parties as required. An inventory of stored property should be maintained for Society records.

b. Property such as tables, roasters, etc., shall be available for use by OMS members on a limited basis free of charge.

c. OMS tables shall only be removed from the storage facility with the members' signature upon a sign out sheet giving the date and location of use of the table(s).

d. Property borrowed shall be returned in good condition. The member shall be responsible for replacement/repair of damaged property. Exception: Club Cases used by non-member guest exhibitors will remain the responsibility of OMS.

8.1.13 Nominating Committee

a. A Nominating Committee is established to carry out the process of Society officer elections.

b. Nominations shall be made for all officers except President by a Nominating Committee of three (3) members appointed by the President at the September general meeting. The Nominating Committee shall select one (1) or more candidates for each elective office and five (5) or more for Directors, from the regular members and present the slate of candidates at the October meeting.

c. Nominations from the floor may be accepted at the October and the November meeting.

d. The election shall be held at the November general meeting. Voting shall be by secret ballot if more than one candidate is nominated for any office.

e. Installation of officers shall occur at the December Annual Meeting.

f. The President and the immediate Past President shall automatically be members of the Board of Directors.

8.1.14 Public Lands Access Committee

a. A committee known as the PLAC is established to monitor events involving public lands where any proposed action has the potential to limit access and recreational collecting activities.

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- b. The committee shall be composed of volunteer members of the Society and a committee chairperson appointed by the President.
- c. The duty of this committee is to keep track of any activity, policy, or plan concerning the Multiple Use status of public lands and thus protect, within the limits of our established policies, our rights to “recreational mining” which is the term used by the Bureau of Land Management (BLM) to indicate our hunting and collecting.
- d. The committee members may attend any and all meetings called by the BLM (as assigned or within their immediate vicinity) or other meetings that pertain to our hobby. After each meeting, the PLAC member attending will keep the chairperson informed as to status, potential affects on our hobby, and possible actions that can be taken. The Chairperson will then inform the CFMS PLAC chair as appropriate. The committee keeps informed constantly of any legislation pertaining to our hobby and/or right to hunt on public lands and reports to the membership as necessary
- e. The Board of Directors shall approve any correspondence recommended by the committee prior to release

8.1.15 Door Prize Committee

A Committee is established to enhance attendance at our General Meetings and provide knowledge and accessibility to lapidary (rocks and rock related) materials. This is not intended to be a fund raising activity of the Society or any of its functions.

- a. The committee shall consist of at least three members, drawn from both the Board and the General Membership, one of who will be the Chairman. Their duties will be to set up a method of distribution of free tickets (3) to all attendees, sales of extra tickets (a limit of \$10 worth per person per meeting), and the actual running of the ticket picking and the distribution of prizes. All tickets will have equal access to the awarding of all prizes. The Committee shall provide for at least 10 but no more than 20 prizes per meeting. The selection and distribution should last no more than 15 minutes.
- b. Revenues from the sale of tickets will be used to purchase materials for the prizes in accordance with the approved annual budget as authorized by the committee. The number of prizes acquired shall be sufficient to accommodate 10 monthly meetings. Donations of materials will also be accepted. These will be awarded the day they are received unless the limit of 20 prizes (excluding groups of items representing a single prize) on the table is exceeded. The Chairman will write a notice to be published in the newsletter acknowledging all donations. Excess donations shall be held for future drawings and shall be added to the inventory. There shall be no modification, substitution, high-grading or cutting and polishing of donated items which shall be awarded in the state they are received. Any donation of non-rock related material will be gratefully accepted and given to either the Treasure Chest or the Country Store as appropriate.

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- c. All monies (cash and/or checks) from ticket sales will be counted and turned over to the Treasurer or his/her designee immediately after the meeting. (Cash amount should equal number of tickets sold divided by 3). The Committee will submit a bi-annual accounting of all inventory, donations and money taken in, reconciled with the number of tickets sold and present it to the Board at the June and December Board meetings. Members having questions or comments about the conduct, goals or inventory of door prize items are requested to ask a member of the Committee.

8.1.16 Monthly Breakfast Committee

A Committee is established to enhance attendance at the Society monthly breakfast social and provide materials as an incentive for members to participate. This is not intended to be a fund raising activity of the Society or any of its functions.

- a. The monthly breakfast committee shall consist of at least one member appointed by the President who will automatically be the chairperson if no others are appointed.
- b. The chairperson shall schedule the location of the breakfast social for the entire year if possible. The Bulletin Editor shall be informed of the planned locations and any changes made there to.
- c. The annual budget allocated to this activity shall not exceed \$100.00 unless the Board of Directors approves additional amounts.
- d. Donations will be accepted and used for the purpose defined herein at the discretion of the chairperson. Any unused donation shall be transferred to the Country Store, general meeting Door Prize or the Treasure Chest as appropriate.
- e. There will be no selling of tickets or of any items donated to this activity. If a drawing of tickets is conducted each attendee shall receive one free ticket to participate.

9.0 DISSOLUTION

- 9.1 The Orcutt Mineral Society, Inc. shall be dissolved upon the recommendation of the Board of Directors and approval by a two-thirds majority vote of the membership.
- 9.2 The Board of Directors shall, in compliance with the Bylaws, establish the process by which the Society assets will be disposed of.