

Art. I; Membership

1. Membership in the Club shall be open to any person. Each member in good standing shall have the right to exercise one vote. Good Standing means membership fee up to date
2. The membership year shall commence on January 1 and end on December 31.
3. All members are required to conform to all by-laws, constitution and to all policies and regulations that govern the Club, and BCLS.
4. Prospective members may attend two meetings before joining the club. And attend one field trip.
 - a) Junior memberships shall be extended to members under the age of 18 years. They may attend meetings and take part in organized outings, but not hold office or vote. All junior members attending outings, but not accompanied by their parents, must be under the control of a responsible Club member and must have written consent from their parents.

Art. II; Dues: Membership fees shall be such amounts per annum as shall be proposed by the Club. Any changes to fees shall be presented to the membership at the minimum of 30 days prior to the vote.

- a) Dues shall be amounts as fixed by the Club members. Junior member dues shall be half the regular dues required of members over 18 years of age if not included in family membership.
- b) Dues are payable at the September – December meetings to cover membership for the following year. The Membership list will be published once a year following the December meeting. Anyone paying after this date will not be included on the membership list submitted to BCLS. The membership list will be forwarded to the B.C. Lapidary Society Directory falling the December meeting. A copy of the membership updated/list will be provided to each paid- up member upon request.
- c) Family membership does not include a son or daughter once they reach 18 years of age. Grandchildren may be added to Grandparents membership.

Article III; Offices: The Executive: _The officers of the Club shall consist of:

1. President.
 2. Past President
 3. 1st Vice President
 4. 2nd Vice President
 5. Secretary
 6. Treasurer
 7. Five Directors
- a) The officers shall hold office for 2 years. With half officers elected every other year. No member may hold office of the president more than two consecutive terms of 2 year each. And can put name forward after 4 years.
 - b) Directors will hold office, for 2 years
 - c) No member shall receive any sort of payment for their related duties.

Article IV; Elections of Officers:

- a) The President shall appoint a committee of two at the September meeting to petition members to let their name stand for the offices for the following year. The Past President may be appointed to this committee if he or she agrees.
- b) The election of officers shall be held at the November at the Annual General Meeting of the Club.
- c) Nominations may come from the floor at the November meeting, voting shall be by ballot or show of hands.

- d) The elected members assume their duties at the following January meeting after working closely with the officers they will be replacing. Elected officers will be given a list of duties in November required for their position to ensure they understand the required responsibilities.
- e) Elections of the following positions:
 - President
 - 1st Vice President
 - 2nd Vice President
 - Secretary
 - Treasurer
 - 5 Directors

Article V; Amendments: To the Constitution or the By-laws.

- a) This constitution/by-law may be amended at any regular meeting by two-thirds majority vote of eligible members present, provided that a notice of motion has been made at a previous meeting and a copy of the proposed amendment/s has been presented to the secretary for distribution to the membership.

Article VI Meetings:

- a) Meetings shall be held once a month except July and August. The December meeting will be replaced by the Christmas Dinner (if there is one) at this event any pertinent information that needs to be presented before the January meeting will be presented.
 - b) A quorum of 25 members shall be required for the transaction of any Club business.
 - c) The Annual Meeting of the Club held in November.
 - d) The general and special meeting are the ultimate decision-making authority in the Club.
 - e) All individuals belonging to the Club in good standing shall have the right to attend and speak at all general and special meetings of the Club.
1. Special meetings of the Club may be convened by the Executive in accordance with the Society Act and these By-laws.
 - A) Special meetings shall also be convened by the Executive upon the written request of not less than six or at least 10%, whichever number is greater of voting members in good standing. The request must state the purpose of the meeting and must be signed by the members requesting the meeting and deposited at the address of the Club.
 - B) The Executive must, within thirty days of receipt of the written request from the members, send out a notice for the special meeting to the membership.
 - C) Resolutions put to the vote shall be decided by a show of hands unless a poll is, before or on the declaration of the result of a show of hands, demanded by at least 3 members entitled to vote. Whereupon the Chair shall direct that a poll is taken. Such a poll will be taken immediately. In the event of an equality of votes, the Chair shall have the deciding vote.
 2. The quorum at a general meeting shall be not less than one-fifth of the voting members in good standing, there shall not be any motions/business voted on, but tabled to the next meeting.

Art. VII; Executive and Duties:

If a vacancy occurs on the Executive between meetings the executive can appoint someone on a interim basis to fill that position. The person appointed is subject to the approval of the membership at the next meeting. This term will expire when the original position expires.

The Quorum necessary for the transaction of business of the Executive shall be a majority.

Past President Duties: The immediate Past President shall be an ex-officio member of the Executive.

- 1 The Past President shall co-operate and assist the oncoming President to insure a smooth transition of all offices of the Club and turn over the past years performance data to the new President, who will officially take over as of January 1st.

President Duties:

1. It is the duty of the President to preside at all meetings.
2. Should be an ex-officio member of all committees.
3. To open meetings at the required time by taking the chair, calling the meeting to order, announce the format of the meeting according to the Clubs addenda, and following 'Roberts rule of order'.
4. To state and put to a vote, all motions that are regularly made and those that arise during the meeting.
5. To announce the results of a vote on motions.
6. To restrain members engaged in debate and enforce order and proper conduct on all occasions, among its members.
7. When a member has the floor the chair cannot interrupt as long as the member is in order, the chair must not take sides on any issue brought forward, but must get the feelings of the members, and if necessary put it to a vote, should it be a tie vote, the chair will vote to break the tie.
8. To authenticate by his/her signature, when necessary, all the acts, orders, and proceedings of the Club.
9. To appoint an election committee of 2 members on the October meeting, whose responsibility will be to prepare a list of members who will let their name stand for officers and executives of for the following years, nominations will also be called from the floor, the new officers and executives will be elected at the November meeting.
10. To act honestly and in good faith and always in the best interest of the Club,
11. To form any working committee that is needed for less than one year.

1st Vice President Duties:

1. To preside at all functions in the absence of the President, who will be bound by the rules of the President.
2. To assist the publicity person in the performance of his/her duties, in the absence of the publicity person to assume that position.

2nd Vice President Duties:

1. To assist the 1st Vice President in his/her duties and in the absence of the 1st Vice President, to assume his/her duties.

Secretary Duties:

1. Conducting the correspondence of the Lapidary Club, receiving the mail and making the President aware of any important correspondence upon receiving same.
2. Keeping accurate record of all Club and Executive meetings, in a minute's book to be provided by the Club.
3. Keeping custody of all Club records and documents. Except those required by other officers and executives.
4. If unable to attend a meeting, to pass on the required material to another member for that particular meeting.
5. To peruse all correspondence, highlight pertinent material that is of interest to the Club and read this info at meetings.

Treasurer Duties:

1. Keep records of all Club income and expenditures, present these at each meeting.
2. Deposit all incoming funds promptly, in the designated financial institute. Pay bills which have been approved by the Club.
3. Two designated officers and or executive s to sign all cheques.
4. Designate someone to Audit the books yearly after the year end being December 31st. Who will make up a financial statement which includes all income and expenditures for that year, and report findings.
5. Pay yearly Club insurance, membership dues and membership list, Rockhouser etc. To the BCLS.

6. Make a new membership list as soon as possible after the December meeting. The top showing Officers, executives and Directors, including phone numbers and addresses. Keep an updated membership list to be produced on request.
7. To keep accurate records of all assets of the Club (including equipment of the workshop)
8. An Auditor, approved by the Membership, once a year shall audit the Clubs financial books.

Ways and Means:

To set up and assist in Club, events, door prizes.

1. In charge of setup for meetings etc. Delegate help required.
2. Keep record of income from 50:50 draw and Silent actions at meetings, to be reported at meeting, turn over money to treasurer for deposit.

Publicity Phoning/Communications:

1. In charge of public relations, make sure of reception (i.e. greeting people at door) at Club functions etc.
2. Co-ordinate promotion of the club through the various media outlets, and promote the Club at every opportunity. Pub. Place events on various web sites for community events.
1. Chair person for the phoning committee in charge of informing members of Club functions, to help as required or as the President advises, this is a very important function!

Wagon Masters:

1. Plan a series of field trips for spring, summer and fall, provide a list for the member's perusal in January or February of each year.

Shop Master Duties:

1. Charge a fee to club members using the shop, will be \$5.00/session (a session means one supervisor). If working for the club no fees will be charged.
2. Responsible for annual training of shop supervisors, to keep shop clean and equipment in good repair.
3. Schedule certain hours for Club members to use the shop.
4. Keep a record of shop revenue/expenses, to be reported at monthly meetings, turn over monies to treasurer for deposit.

Directors

To attend all executive meetings called by the President prior to the regular meeting.

1. To be willing to assist the officers as they may be required.
2. Represent the Club at B.C. Lapidary Society.
3. There will be one 3 directors elected.
 - A. One is responsible for Vernon's representative for the annual Okanagan Gem Show,
 - B. The second to be responsible for organizing the mall sales and assist with the Vernon Rocks Show.
 - C. The Third is responsible for Phone committee/communications.

Annual Events:

The annual Christmas party: Time and place to be decided yearly by the executive for in place of the December meeting.

June meeting will be a pot-luck.

Display case/s (not for sale) material should be used in the workshop, educational, and may be used at Events.

Art.VIII; Expulsion of member

A member may be expelled from the Club for conduct prejudicial to the detriment of the Club, by a majority secret ballot of the membership at a regular meeting. A statement of facts, and the member to be considered for expulsion may present their side shall be presented to the membership one month prior to the vote.

- . A member may be expelled from the Club through a majority vote of the membership for the following:
- a. failing to comply with the terms and provisions of the Society Act and the Club's by-laws and constitution.
 - b. failing to conform to the rules and regulations of the Club and BCLS.
 - c. for conduct prejudicial or detrimental to the Club and BCLS.

Dissolving of the Club:

Should the Vernon Lapidary and Mineral Club be dissolved, the Club assets shall be sold and all debts paid, the balance remaining shall be placed in trust with the B.C. Lapidary Society, to be held for a future Lapidary Club in Vernon and these funds turned over to this new Club after one year of successful operation.