

BYLAWS OF THE  
OLATHE GEM AND MINERAL SOCIETY

May 1, 2017

ARTICLE I

Name

The name of this organization shall be the:

OLATHE GEM AND MINERAL SOCIETY

ARTICLE II

Purpose

The purpose of this organization (hereinafter also referred to as the "Club") shall be to promote Lapidary, Jewelry Making, Mineralogy, paleontology and fossil interests by members sharing their knowledge and skills, by giving mutual aid and fellowship in the promotion of these common interests, and to provide free education to the general public. The Club shall annually maintain membership in the Rocky Mountain Federation of Mineralogical Societies (RMFMS) and retain insurance through that entity. The Club shall also maintain annual membership and active involvement with the Association of Earth Science Clubs of Greater Kansas City, Inc.

ARTICLE III

Membership and Dues

**Section 1. Member.** Any person willing to support the purpose of this organization and shows an active interest in lapidary, jewelry making, minerology and fossils shall be eligible for membership.

**Section 2. Dues.** Dues for membership shall be \$10.00 per person per year, or \$5.00 per year for students 12-17 years of age. Dues are free for members under 12 years old. Honorary and/or Emeritus status memberships may be granted from time-to-time on a case-by-case basis at the discretion of the Executive Board, and shall be duly documented in minutes.

**Section 3. Dues Schedule.** Dues shall per payable at the May meeting of each year and are considered delinquent by the Sept. meeting of the year. New members joining after January 1<sup>st</sup> of each year shall be considered paid through May of the following year.

ARTICLE IV

Executive Board

**Section 1. Executive Board Members.** The Executive Board shall consist of all of the elected officers for the year, the most recent Past President, the Membership Committee Chair and the Website Chair. The Executive Board shall meet as necessary to conduct any organizational business and to prepare for regular meetings and special events. In recognition of fluctuating organization membership size and operations, some individuals may hold more than one position simultaneously (except as President and Vice President), however will be permitted only a single vote on any issue. For purposes of a quorum and voting such dual positions will be considered as a single individual.

Section 2. Immediate Past President Role. The Immediate Past President, not being a currently elected officer, may serve on the Executive Board for continuity of operations and in an advisory role. While not normally participating in a vote, in case of a tie, this individual shall be enlisted to break the tie on any club related issue, and the instance shall be duly noted in the minutes.

## ARTICLE V

### Officers

Section 1. Elected Officers. The elected officers shall make up the Executive Board, and shall consist of the President, Vice-President, Secretary and Treasurer.

Section 2. Terms of Office. The term of office at any position shall normally be one for year. To promote continuity and efficiency, the Secretary and Treasurer may express the intent to serve multiple years, however they must announce their final intent by NLT the March general meeting each year to allow the Nominating Committee ample time to act. The Vice President normally is also considered the President-elect for the following year – and like the Secretary and Treasurer must announce the intent to serve as President for that following year by NLT the March general meeting each year.

Section 3. Removal. Any officer not fulfilling the responsibilities of their particular office may be relieved/removed by a majority vote of the Executive Board. The administratively vacated position shall be populated via an appointment by the remaining Executive Board majority vote. The appointment shall be for the remainder of the term.

Section 4. Vacant Officer Positions. An officer position becoming vacant for other than relief/removal for cause (i.e. resignation, re-location from the area, ill health, etc). shall be populated via an appointment by the remaining Executive Board majority vote. The appointment shall be for the remainder of the term.

## ARTICLE VI

### Nomination and Election of Officers

Section 1. Nominating Committee. The President shall appoint the Chair of the Nominating Committee during the April regular general meeting. The Chair shall normally be the Membership Committee Chair, and if this is not so, the Membership Committee Chair will be one of the two (2) appointed members to the Nominating Committee.

Section 2. Nominations. The Nominating Committee shall present a slate of potential officers (consisting of fully paid up members) for the coming year at the May general membership meeting, at which time nominations from the floor may also be made/accepted. Elections will take place following the close of nominations. New officers shall be seated/take their roles as a part of the business of the Sept. meeting. As protocol, the current Secretary and Treasurer shall stand annual election regardless of if they have submitted interest and acknowledge intent to continue in their roles. The current Vice President shall be exempt from running for President if intent had been submitted by the March meeting to assume the President role for the coming year.

Section 3. Election. Election shall be by written ballot or voice vote after nominations are closed. Votes shall be by all active (paid) members present at the meeting, of which a simple majority shall rule/suffice.

Section 4. Terms of Office. Officers shall be elected for a term of one (1) year and shall take office at the Sept. meeting.

Section 5. Swearing In. The Membership Committee chair shall swear in incoming officers at the Sept. meeting.

## ARTICLE VII

## Duties of Officers

**Section 1. President.** The President shall develop an agenda, preside at all regular meetings, and have general supervision of the business and finances of the club. The President shall serve as Chairperson of the Executive Board and see that the organization follows the guidelines of its Bylaws. The President shall appoint Chairpersons for all committees and two (2) representatives and two (2) alternates to attend meetings of the Association of Earth Science Clubs of Greater Kansas City. For the annual Rocky Mountain Federation of Mineralogical Societies (RMFMS) convention, depending upon the location and anticipated costs, the President, upon determination of the Executive Board to attend, shall appoint a primary and alternate delegate to represent the club at the convention. As an alternative to attending and representing the club (should location and cost be a determining factor), the President shall execute the Proxy to the RMFMS.

**Section 2. Vice President.** The Vice President, along with at least two (2) club members, shall serve as Program Chairperson and perform such duties as are assigned by the President. In the absence of the President, the Vice President shall perform the duties of the President. The Vice President shall assist in coordinating special activities. Normally the Vice President becomes the President-elect for the succeeding year, however should the Vice President decide to not hold that position, he/she shall notify the Executive Board of that intent by NLT the March general meeting date of the present term.

**Section 3. Secretary.** The Secretary shall keep current minutes of all regular and Executive Board meetings. In doing so minutes shall be issued in draft form within two weeks of any meeting for review/comment and subsequent approval. Once approved the minutes will be distributed/posted on the club website and a hard copy maintained in the Secretary's notebook. The Secretary shall be in charge of all books and records for the club and shall handle (and keep a hard copy of) all related club correspondence. At the end of the term the Secretary shall pass forward to the incoming Secretary all of the updated and current club books and records. These documents shall be maintained as historical record in a manner or format to be determined by the Board. As protocol, a current Secretary who has submitted intent to continue their role into the next term shall regardless stand annual election. (See Article V, Section 2.)

**Section 4. Treasurer.** The Treasurer shall have custody of, and be responsible for all monies and finances of the club, receive and give receipts for monies paid out, keep accurate accounts of all transactions, and deposit all monies received into the organization's checking or savings accounts. The Treasurer shall give a financial report at each meeting and present the Treasurers books for an Executive Board audit at the end of each organizational year (normally in August before the Sept. last term meeting). The books shall also be subject to audit at the occurrence of a change of Treasurer. The club fiscal year shall be from each Sept. meeting to the next Sept. meeting. The Treasurer and at least one other club member (to be approved by the Executive Board) shall have signature authority to the club checking and savings accounts. As protocol, a current Treasurer who has submitted intent to continue their role into the next term shall regardless stand annual election. (See Article V, Section 2.)

## ARTICLE VIII

### Committees, Appointments, Etc.

**Section 1. Membership Committee.** The Membership Committee shall be comprised of the Membership Chair, and variously other organization members as required/desired from time to time, to attract and grow the club membership, maintain accurate hard copy and electronic records of current and past members, and aid in the communication within the club. Additionally the Membership Committee shall keep accurate hard copy records of the attendees at each of the official (general and Executive/Board) meetings related to club functions. The Membership chair, a voluntary and/or appointed (by the President) position and a non-elective office, shall be a member of the Executive Board and have voting privileges within that body.

**Section 2. Website Committee.** The Website Committee shall be comprised of the Website Chair, and variously other organization members as required/desired from time to time, to post current club information which shall be available to club members as well as interested public viewers. It is intended that other club officers serve as ad hoc Website Committee members by sharing administrative oversight of the site postings and submitting current and related content. Additionally the Website Chair shall be responsible for keeping licensing, website addresses, etc. agreements current for the site. The Website chair, a voluntary

and/or appointed (by the President) position and a non-elective office, shall be a member of the Executive Board and have voting privileges within that body.

**Section 3. Bulletin Committee.** The Bulletin Committee shall be comprised of the Bulletin Chair, and variously other organization members as required/desired from time to time, to post current club information which shall be available to club members. It is intended that other club officers serve as ad hoc Bulletin Committee members by sharing administrative oversight of the postings and submitting current and related content. The Bulletin Chair, a voluntary and/or appointed (by the President) position and a non-elective office, shall be a member of the Executive Board and have voting privileges within that body.

**Section 4. Program Committee.** The Program Committee Chair shall be the current club Vice President, who shall select and/or appoint at least two other club members to serve on this body. The intent is to aggressively pursue and arrange for speakers/programs of high club related interest for each general membership meeting. Such arrangements shall be timely and such that the program can be identified to the membership in person at least a month in advance of the next meeting and through the club bulletin. Programs shall be live presentations to the extent possible, back up presenters shall be arranged for in case of unexpected cancellations, and video/media presentations shall be made only as a last emergency resort.

**Section 5. Field Trip(s) Committee.** The Field Trip Committee shall be comprised of the Field Trip Chair, and variously other organization members as required/desired from time to time, to identify, help organize, and execute field trip trips for the club membership as a whole. The Field Trip Chair, a voluntary and/or appointed (by the President) position and a non-elective office, shall attempt to have 2-3 such separate and unique events per year, and may when available, team with other clubs for such trips of interest. When appropriate and possible such events shall be recorded via photographs to be posted in the club Bulletin.

**Section 6. Bylaws Committee.** While not a standing committee, from time to time, depending upon circumstances, the club Bylaws shall be reviewed, modified and brought up to date by a committee to be appointed by the President. Such changes shall be presented to the membership for explanation, discussion and a vote prior to execution.

**Section 7. Finance/Audit Committee.** While not a standing committee, changes at the Treasurer position shall require an audit to be performed by a committee to be appointed by the President. Additionally, as a measure of good and prudent practice, an audit shall occur at a minimum of every two years (to be performed in Aug. prior to the start of the new club calendar year). These audit reports shall be submitted to the Executive Board and the record.

**Section 8. Special Event(s) Committee.** While not standing committees, from time to time, depending upon circumstances, committees shall be established to organize and execute special events on behalf of the club (i.e., participation the annual March gem & mineral show, picnics, Christmas parties, etc.). These events shall be approved by the Executive Board and committee members appointed by that body. The leader of each special committee shall report to the Executive Board and to the general membership as to increment progress.

**Section 9. Representatives, Delegates and Alternates.** Club representatives to the Association of Earth Science Clubs of Greater Kansas City, and the Rocky Mountain Federation of Mineralogical Societies (RMFMS) (and/or other entities if/when identified) shall be annually appointed by the Executive Board. Each representative shall report their involvement and entity activity to the club as they occur.

**Section 10. Historian.** The club historian shall be appointed by the Executive Board and shall be responsible for the generation of historical records (and record keeping) of the club. To that extent the historian shall ensure that the records of the various officers and committees are maintained as current and accurately passed forward as positions change.

**Section 11. Librarian.** The club librarian shall be appointed by the Executive Board and shall be responsible for the maintenance and distribution/control of club library documents (books, DVD's, etc.). Additionally the librarian may from time to time identify, and suggest items for acquisition and/or dispersal.

## ARTICLE IX

## Meetings

General membership meetings shall be held normally from 7-9 p.m. on the first Tuesday of each month (Sept. through May). Regular meetings are not held during June, July and August to allow for family vacations, etc. The meeting location shall be designated by the President and normally announced to the membership via the club Bulletin. Any exceptions to the regular schedule shall be announced at the preceding meeting and/or in the monthly club Bulletin and Website. Alternatively special notices may occur via phone calls or email. All meetings shall be conducted in accordance with "Robert's Rules of Order". The President will, if necessary, appoint a parliamentarian to administer any disputes that may occur regarding meeting procedures and club operations.

## ARTICLE X

### Discipline

Section 1. Charges. Charges of practices not in the best interest of this organization may be filed in a written statement signed by at least five members and presented to the President (or the Vice President should the charges be against the President), who in turn will call a special Executive Board meeting to discuss and act on the charges filed. The accused individual shall not attend such meeting.

Section 2. Meeting of the Executive Board. The charged member shall be notified in writing and may be present at a subsequent special meeting of the Executive Board in which charges will be discussed.

Section 3. Action. The charged member may be expelled from the organization by a three-fourths (3/4) vote of the Executive Board.

Section 4. Appeal. The accused may appeal a rendered decision, however any subsequent decision shall be final.

## ARTICLE XI

### Dissolution

Should the organization be dissolved, all monies and/or assets shall be donated to a non-profit organization after all outstanding obligations are satisfied. Selection of the receiving organization shall be made by a majority vote of all remaining members.

## ARTICLE XII

### Changes and/or Amendments

Changes and/or amendments to the Bylaws must be approved by a two-thirds (2/3) vote of all members present at a meeting designed for such a purpose. Written copies of proposed changes, along with explanations for the modifications, shall be given to members prior to the meeting scheduled for voting on such changes or amendments.

These Bylaws approved and effective as of May 1, 2017.

Bylaws Committee Members – (minimum of three (3) as selected/seated by the Executive Board).

1. Norman Onnen, President
2. Larry Wells, Vice President
3. Spring Wittmeier

