

Cañon City Geology Club

**Educational Non-Profit
By Laws**

and

Operating Procedures

Revised May 2015



Affiliated with
American Federation of Mineralogical Societies, Inc.
and
Rocky Mountain Federation of Mineralogical Societies

BYLAWS
of the
CANON CITY GEOLOGY CLUB

Revised May 2015

Article I - Name

The name of this organization shall be the CANON CITY GEOLOGY CLUB.

Article II - Objectives

The objectives of the club shall be:

1. To increase knowledge and appreciation of gems, minerals, fossils and rocks.
2. To promote interest and fellowship among people who are interested in earth sciences.
3. To conduct lectures, displays, shows and field trips for the promotion of earth science.
4. To conduct business, educational and social meetings for any and all membership in the promotion of increasing of the knowledge of earth sciences.
5. To perform the objectives of a NON-PROFIT organization.
6. To cooperate with other similar organizations in accomplishing the above objectives.

Article III - Policies

Section 1

This Club is NON-PROFIT, and none of its assets, or the proceeds there from, shall be used for the pecuniary gain or profit of any officer, the membership at large, or any individual who is, or may become, a member thereof.

Section 2

All of the assets, properties and funds of the Club shall be devoted to the furtherance of the primary objectives and purposes of the Club. Its works, purposes and objectives are purely scientific and educational, and are solely in the interest of the advancement of its members and of the public, along scientific and educational lines.

- (a) The Club may hire individuals and contract such services or properties as will advance the objectives of the Club.
- (b) The Club may lease such properties, real or intellectual, as it may control, to provide funds to further its objectives.
- (c) The Club may enter into any contract in cooperation with another group or groups for the furtherance of its objectives.

Article IV - Membership

Section 1

There shall be two types of membership in this club:

- (a) Individual/Single – Those who have attained their 18th (eighteenth) birthday.
- (b) Family – comprised of a parent and dependents 17 and under living at the same address.

Section 2

Applications for membership shall be in writing on a form provided by the club and accompanied by one years' advanced dues payment. Any person joining as a new member after October 31 shall have membership for the current year and the next year.

Section 3

Annual membership dues will be from January 1st through December 31st. Renewing members shall fill out a new application yearly.

Section 4

Voting members must be 18 years of age and older. Voting membership in this organization is open to any person interested in earth science who will uphold the objectives and policies of this Club, contingent upon the payment of dues. Such a person with their dues paid up to date shall be termed a "member in good standing."

Section 5

The amount of dues and fees shall be determined, regulated, or altered by a two-thirds vote of those present and voting at a regular meeting, provided a quorum is present. Dues shall be payable January 1, and a member whose dues are in arrears three months shall forfeit membership.

Section 6

A member may be removed from the Club by petition from a member in good standing to the Board of Directors for conduct detrimental to the welfare and objectives of the Club and/or its members.

Section 7

All members attending field trips must sign a Release of Liability form yearly. Family members 17 and under must have parent, guardian or responsible party sign their release of liability form.

Section 8

All members attending field trips must abide by AMFED and CCGC Field Trip Rules and Regulation, as well as Code of Ethics.

Article V - Board

Section 1

Officers of this Club shall be PRESIDENT, VICE PRESIDENT, SECRETARY, and TREASURER, plus four DIRECTORS. These officers shall perform the duties prescribed by these Bylaws and by the *Parliamentary Authority* adopted by this organization.

Section 2

At the September meeting the PRESIDENT shall appoint a nominating committee to present a list of nominees at the October meeting.

- (a) Nominating Committee. It shall be the duty of this Committee to nominate candidates for each office and directors. This report shall be in writing, and shall be presented to the membership at the regular October meeting. At the October meeting the Nominating Committee may ask those present if they would be willing to hold an office, and additional nominations may be made from the floor.

- (b) NO PERSON MAY BE NOMINATED OR APPOINTED TO OFFICE WITHOUT HIS OR HER CONSENT

Section 3

At the November meeting, the election shall be by ballot unless there is but ONE nominee for an office, in which case the vote may be ballot or by hand-count.

- (a) Nominees shall introduce themselves and give their interests qualifications.
- (b) Votes shall be counted by a member of the nominating committee. In the event of a tie, there will be a run-off by second ballot on those candidates only.

Section 4

Section 4 (Revised March 2017, implemented with elections for 2018)

Term of office is two years, commencing at the January meeting. Any board member may be reelected an indefinite number of terms.

The terms will alternate so that there are always 2 officers and two directors who overlap into the next year. That is, two directors shall always be up for election, but they will be the two that have not been elected the previous year. Likewise, two officers will be up for election, only after serving two years.

Section 5

Replacement of vacated offices:

- (a) PRESIDENT: should the office of the President be vacated, the Vice President shall fill the remainder of the term as President.
- (b) All other vacated offices: should any office other than President become vacant, the President shall appoint an individual to fill the office for the remainder of the term.

Section 6

Board Attendance: Board members are required to be present at each board meeting unless proper notification is given.

- (a) Board members should not miss more than two board meetings in a year. When a meeting is missed board members shall be listed as excused or not excused.

Article VI - Duties of Officers

Section 1

The President shall preside over all meetings of the organization and of the Board of Directors. The President shall be an ex-officio member of all committees other than the Nominating Committee. The primary duty of the President shall be coordination and communication with the officers and committees of the club to insure the smooth functioning of the club, its programs, meetings, field trips, committees, and the experience of the members.

Section 2

The Vice President shall be vested with all the powers and shall perform all the duties of the President in the absence or disability of the President.

Section 3

The Secretary shall keep the minutes of all regular, special, and Board of Directors meetings. The Secretary shall conduct or oversee the Club's correspondence, maintenance of the Clubs records and membership, perform such duties as are assigned by the President or the Board, and furnish a copy of the minutes of the previous meeting(s) to the President seven days after the meeting. Minutes shall be posted on the website after approval by the president.

Section 4

The Treasurer shall keep all records of dues and other monies received and/or disbursed, deposit these monies in a financial institution designated by the Board, pay all bills over \$100 upon approval by the membership, present a written financial report to the Secretary for the Club's records and to the President for his/her information at each regular and board meeting, and retain one copy for the Treasurer's file.

The Treasurer will present the financial report to the members at all regular meetings, and shall be made available for viewing by any member in good standing within three working days of the member's request.

- (a) The Treasurer shall work with the Financial Committee to create a proposed budget in December of each year. The Treasurer shall be prepared for an audit with the Audit Committee by the end of January of each year.
- (b) Treasurer should submit a balance sheet of assets, liabilities and equity, and profit and loss statement to the board each year.

Article VII - Meetings

Section 1

The regular meeting of this Club will be designated by the Board, with the meetings to be held at a regular time, location and calendar day of each month, except July and August. A dinner meeting may be held in December and a picnic may be scheduled in July.

Section 2

Special meetings of the Club may be called by the President or by a majority of the Board.

Section 3

Quorum for a regular meeting shall be one-third of the voting members in good standing.

Section 4

Meeting notification will be by email.

Section 5

Regular meetings may be suspended at the discretion of the President. A notice will be sent to the club members by email or club members may call any officer. Meetings will be canceled due to adverse weather.

Article VIII - Board of Directors

Section 1

The officers of this Club together with the Directors shall constitute the Board of Directors.

Section 2

It shall be the duty of the Board to assist the President in drawing up the programs for the year, make budgetary provisions and determinations, and carry out the wishes of the Club.

Section 3

Meetings of the Board may be called by the President or by three members of the Board, providing a 72-hour notice is given.

Section 4

Quorum of the Board of Directors shall be four (4) members.

Section 5

The President shall vote on any motions before the Board only to break ties.

Article IX - Standing Committees, et al

Section 1

Standing Committees shall be Programs, Public Relations, Field Trips, Hospitality, Name Tags. New Hope Amethyst Mine/Claim, Financial, Grants and any others judged necessary by the Board of

Directors. The President and Board may add or discontinue committees as needed. The installation of these committees shall be made as soon as possible by the President after his/her inauguration, by calling for volunteers and naming a coordinator(s) from the Board of Directors to help start the committee(s). Thereafter each committee shall elect its own chairperson.

Section 2

At the November meeting, the President shall appoint an Auditing Committee of two or more members to report at the January meeting.

Section 3

Nominating Committee, see Article V, Section 2.

Article X - Parliamentary Authority

Section 1

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any Special Rules of Order the organization may adopt.

Article XI - Amendments

Section 1

These Bylaws can be amended at any regular meeting of the Club by a two-thirds vote of the members in good standing, provided that the amendments were sent by email no later than 10 days before the meeting, and that a quorum is present for the vote. The vote will be taken by ballot during the business meeting.

Section 2

Should a quorum not be present, a regular meeting be canceled, or some other mitigating factor intervene, a ballot vote of the proposed Bylaws or changes will taken at the next regular business meeting. Such results will be provided at the next regular meeting.

Article XII - Dissolution

Section 1

In the event of the orderly dissolution of this Club:

- (a) Its assets, which are free and clear of encumbrance, shall be disbursed, at the discretion of the Board of Directors, either to the Canon City Municipal Museum, should that institution be a fully accredited member of the American Association of Museums and have its own curator with an over-seeing Board of Directors, or to a nonprofit association or corporation for the continuation of such educational and scientific projects as the Club has commended.
- (b) Its assets which are shared or derived with the cooperation of another organization such as the American Federation of Mineralogical Societies, the Colorado State Historical Society, or the Garden Park Paleontology Society shall be offered to those organizations first and if declined shall revert to the discretion of the Board of Directors to determine a suitable recipient.
- (c) Assets with encumbrance(s) shall be either forfeited, cleared or, where the real interest is substantial, that interest may be conveyed or sold to others of interest so that the proceeds may further the stated objectives of this Club which must continue even into dissolution.

Section 2

In the event of a disorderly dissolution of this Club, which shall be said to exist when the Board of Directors is either unable or unwilling to discharge its duties in dissolution:

- (a) The assets and their disposition shall be offered to either the Rocky Mountain Federation of Mineralogical Societies, the American Federation of Mineralogical Societies or to some non-profit organization in the local community with similar objectives with which our club may have entered into cooperative ventures and which is willing to take on these responsibilities.
- (b) Should the above be less amicable and the dissolution is in some way contested, then the process should be resolved in a court of law and the recorded intent of these bylaw may be represented by a member of the Club or by a representative as may be appointed by the Rocky Mountain Federation of Mineralogical Societies.