

Quartzsite Roadrunners Gem and Mineral Club, Inc

Bylaws

Amended November 30, 2017

Quartzsite Roadrunners Gem and Mineral Club, Inc

Bylaws

Article 1 - Organization

Section 1 - The Organization's Board consists of seven (7) Directors, of which there are four (4) Officers: President, Vice President, Secretary, and Treasurer, and three (3) Trustees.

Section 2 - At the first meeting after taking office, it shall be the duty of the Board of Directors to appoint a qualified auditor to audit the Club's books.

Section 3 - The Board of Directors shall appoint a committee to review the bylaws and recommend any changes every three (3) years.

Section 4 - All of these bylaws will become effective November 30, 2017.

Section 5 - All records or Club related items may be reviewed by any member by written request in a timely manner, except membership personal information.

Article 2 - Duties of the Officers

Section 1 - President

- A. It shall be the duty of the President to preside at all business meetings of the Club. He/she shall appoint at least one (1) or more members of each committee and meet and work with these committees when possible or necessary.
- B. The President shall conduct a meeting of the Board of Directors at the beginning of each year to familiarize the Board with the bylaws and each Board member is to be given a copy.
- C. All bylaws shall be dated and signed by the President when approved. He/she shall also initial each page.
- D. The retiring President may act as an advisor to the new President.

Section 2 - Vice President

- A. The Vice President shall preside at meetings during any absence of the President and carry on any of the work of that office under the authority of the President during his/her absence. It shall be his/her duty to assist in the appointment of committees or any other help when requested by the President.
- B. The Vice President shall be the Chairperson in charge of all Pow Wow fundraising activities and be responsible for recruiting help to do the job.

Section 3 - Secretary

- A. It shall be the duty of the Secretary to accurately take down the minutes of each regular meeting or Special meetings that may be called. The minutes of all meetings shall be read and approved or corrected at the next regular meeting. The minutes will be signed and dated when approved.
- B. The Secretary shall keep all non-financial records of the Club in a suitable and secure computer file. These records are to remain at the Club office at all times. A paper copy will be maintained at the Club premises for any member seeking information pertaining to the business or welfare of the Club.
- C. Minutes of all Board meetings must be read at the next membership meeting and open to the membership for questions.
- D. All changes of the constitution or bylaws must be read to the membership before a vote is taken by the membership. If approved, the Secretary shall update the constitution or bylaws, date, file, and distribute them to the Board or Directors and Shop Supervisors.

Section 4 - Treasurer

- A. The Treasurer shall receive all funds of the Club. He/she shall pay all authorized bills in a timely manner. Checks shall be jointly signed by any two of the four Officers on an account for the sole use of the Club.
- B. The Treasurer shall give a detailed report of Club income, expenditure and account balances for the previous month at the second (2nd) general meeting of each month, having previously given copies to the Board of Directors, Shop Supervisors and posted a copy on the Club notice board. Upon approval, the Treasurers report shall be filed at the Club office for entry into the computer. Reports for March through October are to be read at the November Board meeting.
- C. The Treasurer shall have the records in order for a monthly audit and at the end of his/her term in office.
- D. All banking shall be the responsibility of the Treasurer and he/she is responsible for acquiring and dispensing all checks.
- E. At the last Board meeting in February, the outgoing Treasurer shall submit to the Board of Directors, a detailed budget for the forthcoming year, based on information from the previous year and input provided by the Shop Supervisors.
- F. The Treasure will receive all mail and turn all correspondence over to the Secretary.
- G. The outgoing Treasurer shall assist the Treasurer in preparing the Club Income Tax Report for the previous financial year in March, submitting it for the approval of the Board of Directors no later than the last meeting of the Club year. Immediately following that meeting, the report shall be filed by the Treasurer with the IRS.
- H. All Club financial records must be retained for seven (7) years in paper and/or computer with disc backups.

Section 5 - Board of Trustees

- A. The Board of Trustees shall consist of three (3) members. They shall serve a term of three (3) years. One (1) Trustee shall be elected each year at the general election.
- B. The Board of Trustees shall act as advisors to the Club. It is their obligation to see that it and the Officers function within the confines of the constitution and bylaws and to take appropriate steps to rectify any deviance.
- C. The senior Trustee, by years, shall chair any Trustee meeting and be responsible for schooling his/her juniors.

Section 6 - Obligations

- A. Each Officer of the Club is expected to perform his/her duties in accordance with the constitution and bylaws. If any Officer misses more than three (3) meetings in succession, the President may declare the office vacant and appoint a substitute until a special election can be held, or until the next general election, whichever the membership wishes.
- B. Should this corporation ever dissolve, the building shall go to the QIA as per the lease agreement. The Officers shall donate all other net assets to the Salvation Army.
- C. The Quartzsite Roadrunners Gem and Mineral Club will award a \$500.00 scholarship to a graduating senior student from the Quartzsite area each year. The Board of Directors shall have the authority to increase the amount and number of scholarships if the Club has sufficient funds. All scholarship awards must be dispensed by March 1st of the calendar year after the year of award. Failure of the recipient to claim the scholarship will result in forfeiture of award and funds will become available to be awarded in the future to another individual.

Article 3 - Appointed Officers

Section 1 - Wagon Master Coordinator

- A. A Wagon Master Coordinator shall be appointed by the President for a term of one (1) year and may serve in this capacity as long as the President deems his/her work is satisfactory.

- B. The duty of the Wagon Master Coordinator or his/her assistants is to lead the field trips. The Wagon Master may pick his/her assistants.
- C. The Wagon Master shall see that everyone on the trip is signed in properly and do all in their power to see that the trip is a success and rule on the time of return or changing of any plans during the trip.

Section 2 - Purchasing Agent

- A. The Board of Directors shall appoint a Purchasing Agent for the Club from qualified personnel and review this appointment at the beginning of each year.
- B. A written requisition must be used for all purchases. Purchases not budgeted and over \$250.00 must be presented to the Board of Directors and membership for approval. All completed purchase invoices and receipts must be turned in to the Purchasing Agent, who shall in turn, submit them to the Treasurer for payment.
- C. At the beginning of February each year, the Purchasing Agent shall provide the Treasurer with an itemized inventory of all significant Club equipment machines tools, and consumables, with purchase dates and depreciated values.
- D. The Purchasing Agent shall assist Supervisors and the Treasurer in preparing the budget by advising with prospective pricing of items.

Section 3 - Computer System Supervisor

- A. The Board of Directors shall appoint a Computer System Supervisor for the Club from qualified personnel and review this appointment at the beginning of each year.
- B. The Computer System Supervisor shall be responsible for the security and integrity of the Club's computer system, allowing only authorized Club software to be run on it and to restrict its use to Board of Directors, Purchasing Agent and Shop Supervisors.
- C. A log of all computer use and of the backup status must be maintained at all times.
- D. The computer system shall be connected to the internet for the purpose of researching information and prices on materials, equipment and supplies needed by the Club. Access to the internet shall be under the control of the Computer System Supervisor.

Section 4 - Summer Custodian

- A. The President shall appoint, with the Board of Directors approval, a Summer Custodian to hold keys to the Club premises for security use only and shall only enter the property for this reason. The Summer Custodian will also pick up mail while the Club is closed.

Section 5 - Security Officer

- A. The President shall appoint, with the Board of Directors approval, a Security Officer for the Club from qualified personnel and review this appointment at the beginning of each year.
- B. The Security Officer shall oversee the general security of the Club grounds and buildings, making sure all doors are locked and secure and report any suspicious activity to the President and/or law Enforcement.
- C. The Security Officer shall account for and assign keys to Club personnel; Board members, Supervisors, Foremen, and Instructors at the beginning of each season. All keys must be turned in to the Security Officer at the end of the season, except for the President and Summer Custodian. The Security Officer shall maintain an updated and current log of all keys assigned. The Security Officer or President will be the only personnel authorized to have keys made or copied.

Section 6 - Office Manager

- A. The President shall appoint, with the Board of Directors approval, an Office Manager for the Club from qualified personnel and review this appointment at the beginning of each year. The Office Manager reports directly to the President.

- B. The Office Manager shall manage all office administrative duties of the Club, such as maintain and keep up-to-date files and Club forms and, maintain office inventory, such as printer ink, pens, paper, etc.
- C. The Office Manager shall keep Club bulletin boards up-to-date with Club communications and information, such as the newsletter, notices and current sign up sheets.
- D. The Office Manager shall schedule and train membership renewal staff for the office and communicate with the Membership and Orientation staff, and provide office staff with duties, such as making copies, filing, etc.
- E. The Office Manager shall post the name and phone number of the Summer Custodian on the bulletin board for the summer months.

Section 6 - Maintenance Supervisor

- A. The President shall appoint, with the Board of Directors approval, a Maintenance Supervisor for the Club from qualified personnel and review this appointment at the beginning of each year.
- B. The Maintenance Supervisor shall be responsible for the general maintenance of the Club premises and buildings.

Article 4 - Amendments

Section 1

- A. All changes to the bylaws must be brought before the Board of Directors before being presented to the membership at a regular business meeting of the Club for ratification by a two-thirds (2/3) majority vote of the members present. There must be at least fifty (50) members in good standing present.
- B. All proposed changes to these bylaws must be posted in the Lapidary Shop for one (1) week and read at the general meeting one (1) week prior to a vote being taken.
- C. Each change to these bylaws must be voted on separately by section.

Article 5 - Voting

Section 1

- A. Election for the new Board of Directors shall be held at the third (3rd) meeting in January each year.
- B. When voting by paper ballot, all members must present a valid membership card.
- C. Winners of the elections and all appointed Officers and Trustees must be entered into the minutes of the next Board meeting.
- D. The Club does not allow any absentee voting.
- E. All tie votes will be decided by a coin toss administered by the Election Judge.
- F. Any mis-marked ballot will be declared void and discarded only for that office or bylaw that is mis-marked.
- G. The ruling of the Election Judge will be final on voting matters.
- H. Two (2) ballot boxes will be used for voting to speed up the vote counting.
- I. The newly elected Officers shall assume their duties the first (1st) meeting in March of the year they were elected.
- J. The Election Judge cannot be related to any of the candidates running for office.
- K. The Election Judge must be a Club member in good standing and be appointed by the Board of Directors.

Article 6 - Meetings

Section 1

- A. No Meetings will be held during Pow Wow.
- B. Meetings will be held from the fourth (4th) Thursday of October through the fourth (4th) Thursday of March.
- C. All votes to be by show of hands.

Article 7 - Membership

Section 1

- A. Membership dues shall be collected on a yearly basis. The year starts on the first (1st) day of November and ends October 31st. The amount is to be determined by the Board of Directors and ratified by the membership at any business meeting. The amount of the membership dues shall become part of the by-laws.
- B. The annual dues are twenty (\$20) dollars per year per member. This amount may be changed whenever necessary by amending these by-laws. Funds accumulated with this five (\$5) dollar increase will be held separately in a restricted account and expended only for major projects approved by the Board of Directors and membership.
- C. For the purpose of these by-laws, a family is defined as a married couple, their children, or brothers and sisters, or children and parents. No two (2) members of the same family may hold and elected office at the same time.
- D. The Board of Directors may issue Life Memberships from time to time as they see fit.
- E. Members must be of legal age as defined by the laws of the State of Arizona.
- F. Temporary membership is available for the purpose of participating in club field trips or the field trips the club sponsors for the QIA during the Pow Wow. The fee for temporary membership shall be set by the Board of Directors.

Article 8 - Committees

Section 1

- A. The President shall appoint a Chairperson for each of the following committees and any other he/she feels necessary. The Chairperson shall choose his/her assistants.
 - 1. Program committee of at least three (3) members.
 - 2. Membership committee of at least three (3) members.
 - 3. Hospitality committee to consist of:
 - a. Refreshment host/hostess
 - b. Door Greeter to welcome new members and visitors.
 - c. Sunshine Chairperson to send cards to the sick, etc.
 - 4. Publicity committee to put notices of our meetings, activities, etc. in newspapers and bulletin boards.
 - 5. Cookout committee.
 - 6. Breakfast committee.
 - 7. Newsletter Editor.
 - 8. Music Night committee.
 - 9. Pow Wow Display committee.
 - 10. Scholarship committee.
 - 11. Parade committee.
 - 12. Highway Clean Up committee.
 - 13. Roadrunner Store committee.
 - 14. Claims committee.
 - 15. Historian.
 - 16. Projects committee.
 - 17. Nominating committee.

Article 9 - Quorum

Section 1

- A. At any general meeting, a quorum shall consist of four (4) Board of Directors, plus fifty (50) members in good standing.

Section 2

- A. The Board of Directors shall hold a meeting on the second (2nd) Monday of each month at four-thirty (4:30) pm, in the Annex or Shop building from November through March. A quorum at these meetings shall consist of four (4) Board members. Any member is welcome and encouraged to attend any regular Board meeting.
- B. The President or any Board member can call a Special Board meeting. A Special Board meeting may also be requested by any five (5) Club members if presented in writing and given to a Board member. A Special Board meeting can only be attended by the Board of Directors and the people involved with the reason for said meeting. Minutes will be recorded and read at the next general membership meeting.

Article 10- Shop Use

Section 1

- A. The Shop (Lapidary, Metal Shop, Faceting Shop) equipment shall be used only by Club members in good standing and only after taking the required Orientation classes; General Orientation **and** Metal Shop Orientation, Lapidary Orientation, or Faceting Orientation, as appropriate.
- B. Rules for the use of the equipment are to be posted in the Shops. Failure to follow these rules will forfeit the right to use the equipment.
- C. A fee will be charged for the use of the equipment, which can be changed as the need arises.
- D. The Club, as an organization, shall not participate in or produce commercial work for profit.
- E. Supervisors shall manage a reasonable use and quantity of items made to avoid abuse of equipment. For example, limiting the number of cabochons being produced per day. Classes that supply kits for beginners shall limit the availability of kits to members, per Supervisor discretion.
- F. Saturday mornings shall be set aside for the use of Shop personnel, Instructors, Wagon Master Coordinators, and Board of Directors, free of charge. All other times they must pay for the use of the facilities, except when Club work is being done.

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Article 11 - Finances

Section 1

- A. Petty cash funds may be maintained by Officers, Shop Supervisors and Committee Chairs as appropriate for small, local purchases.
- B. All petty cash funds must be returned or accounted for when a person leaves office or at the end of the season.
- C. The Treasurer may issue banks as needed. They must be turned in at the end of the function the banks were needed for.

Section 2

- A. All expenditures, not already included in the annual budgets, and for an amount over \$250.00 must be approved by the Board of Directors and membership before payment is made, except in the case of an emergency when authorization cannot be obtained.

Section 3

- A. All income of this Club shall be placed into the general fund before being transferred to designated funds.
- B. Net proceeds from the Music Nights are to be transferred into the Scholarship account for Quartzsite area graduating seniors.
- C. Equipment and larger machines determined to be replaced or sold shall be made available to other departments of the Club, if needed. If the Club has no need, they will be offered to the entire membership via a lottery. Winners will be drawn at the general meeting and must be present at the time of the drawing to pay. Small supplies such as hand tools shall be sold at the Silent Auction or at the Tailgate event. All equipment to be sold must be approved by the Board of Directors with Supervisor recommendation. Monies collected through the sale of machinery/equipment items will be credited back to the department that originally budgeted and purchased them. Monies collected through the sale of small, miscellaneous items will go into the general Club fund.

President_____

Date_____