

CONSTITUTION AND BY-LAWS OF THE BRISTOL GEM & MINERAL CLUB

ARTICLE I - Name

The name of this organization shall be “THE BRISTOL GEM AND MINERAL CLUB, INC.” (hereafter to be referred to as “the Club”).

ARTICLE II - Objectives

1. To foster interest in the earth and geological sciences, minerals, fossils, meteorites and the lapidary arts.
2. To hold regularly scheduled meetings where educational enterprises are presented for the advancement and knowledge of the public and members in these fields.
3. To be financially able to establish a continuing and adequate meeting place, cooperate with like organizations, and support the expenses thereby incurred.
4. To encourage the spread of the mineral, lapidary, and earth science hobbies with the general public, schools, and other organized groups.
5. To promote these objectives, the club may hold regular monthly or special meetings, Board meetings, collecting or other educational field trips, or any other activity approved by the Board of Directors. Additionally, the club may maintain collecting properties and / or a lapidary facility for the educational benefit of the members.

ARTICLE III - Membership

1. Membership shall be accorded to any interested person.
2. The corporation has two classes of membership, active and honorary. Active members shall all have an equal right in the voting. Honorary members shall have no right to vote.
3. Dues for active members for individuals or families will be recommended by the Board of Directors and approved by a majority of members at a regular meeting. Dues are payable annually by January 1st. Members in arrears with their dues by April 1st shall be dropped from the Club rolls as of that date.
4. Voting privileges shall be granted to all members 18 years of age and older.
5. If the conduct of a member becomes detrimental to the welfare of the Club, he/she may be expelled by a majority vote of The Board of Directors. The club reserves the right of not admitting new members who join for the sole purpose of collecting at club-maintained collecting areas, or for using the Lapidary Center equipment. Club members who do not follow the rules for use of the club-maintained collecting areas and/or the lapidary facility, or do not abide by club rules on collecting trips or other club activities may be expelled from the club by a majority vote of the Board of Directors. Club members shall not use the club-maintained collecting areas or Lapidary Center for the sole purpose of personal profit.
6. Honorary members shall constitute a class paying no dues. Candidates for Honorary Membership may be proposed, discussed, and acted upon at any meeting.
7. All meetings and events that do not require the Club’s liability insurance coverage are open to the public without the requirement of Club membership.

ARTICLE IV - Officers and Elections

1. The officers of the Club shall consist of a President, First Vice-President Second Vice-President, Secretary, Treasurer and Director of the Lapidary Center.

- a. The President shall preside at all meetings, both regular and Board meetings.
 - b. The First Vice-President shall act as program chairman and shall sit as President in the President's absence.
 - c. The Second Vice-President shall chair special projects and assist the President as needed. The Second Vice-President shall sit as President if the First Vice-President cannot, or is not willing to assume that role.
 - d. The Secretary shall record all minutes from monthly meetings and Board meetings and shall see that those minutes are disseminated to the Club membership in the monthly bulletin.
 - e. The Treasurer shall maintain the accounting records of the Club, shall promptly deposit all funds received into the Club's bank accounts, and shall promptly pay all of the Club's obligations. Annually, he/she shall present to the Board a summary of all receipts and disbursements for the prior calendar year and shall make available to the Board supporting documentation for all financial transactions. The Treasurer shall promptly provide any interim financial information requested by the Board.
 - f. The Director of the Lapidary Center shall oversee the operations of the Lapidary Center in accordance with the Lapidary Center Governing Document agreed to by the Club and Lapidary and Mineral Society of Central Connecticut.
2. A Nominating Committee shall be appointed by the President in an open meeting in September of each odd numbered year, with elections to be held at the regularly scheduled November meeting. A report recommending a slate of officers shall be brought to the membership at the November meeting. New officers shall assume their offices in January of the even years. The terms of office shall be two years.
 3. Additional nominations for all offices may be added from the floor at the November meeting. In the case of a contested office, voting shall be held by secret ballot.
 4. Installation of officers shall be the first order of business at the regularly scheduled January meeting.
 5. A vacancy in the office of President during his/her term of office shall be filled by the First Vice-President. The Second Vice-President shall fill the role as President if the First Vice-President cannot, or is not willing to assume that role. A new Vice-president shall then be voted from the floor. Vacancies in other officer positions during their term of office shall be appointed by the club President and approved by members.
 6. The Board of Directors may appoint an Assistant Secretary or an Assistant Treasurer, or establish any committee deemed necessary to carry out the objectives of the Club. The appointment of "assistants" or "special committees" shall be approved by a majority vote of the general membership present at a regular meeting.

ARTICLE V - Meeting and Quorum Requirements

1. Meetings shall be held on the second Tuesday of each month. A special meeting may be called either by a petition signed by a majority of the members in good standing or by the Board of Directors. All members shall be notified of such call to meeting at least two weeks in advance of such a special meeting.
2. A quorum shall consist of twenty members.

ARTICLE VI - Board of Directors

The responsibilities of the Board of Directors will be to set the strategic direction for the Club and

ensure that the objectives of the Club are being met. The Board of Directors shall oversee and approve the operating budget for the club and conduct an annual audit of the Club finances. Expenditures not in the budget greater than \$100 need to be approved by the Board. The Board shall approve the Lapidary Center Governing Document and any other document pertaining to club activities.

The Board of Directors shall be composed of the immediate past president, the current Club officers and two non-officer Members at Large. The Chair of the Board of Directors shall be the current Club President. Nominations and elections for non-officer Board members will be coincident with the elections of officers as defined in Article IV (2).

The Board of Directors shall meet from time to time upon request of the President or upon request of any three members of the Board. Board members shall be notified with at least five days' notice. A Board of Directors meeting must be attended by at least 50 percent of the Board members before business can be transacted or motions made or passed. Each Director shall have one vote and such voting cannot be done by proxy. The Board may vote issues by email or other electronic means provided the Club Secretary maintains a record of the votes.

ARTICLE VII - Committees

Committees shall be appointed by the President. Standing Committees shall include:

1. Field Trip - to arrange places and times of Club field trips.
2. Hospitality - to provide refreshments at all regular meetings.
3. Library - to maintain, organize and track the Club's reading and reference material.
4. Show - to achieve a successful show.

ARTICLE VIII - Termination of the Club

The Club shall be dissolved by the vote of 80% of the members present at a special general meeting called for the special purpose of terminating the Club, either by the Board of Directors or by petition of at least 50% of the then current membership of the Club. Upon dissolution, all assets of the Club shall be distributed to educational institutions and organizations determined to best carry out the goals and traditions of the Club that are exempt from tax under Internal Revenue Code Section 501(c)(3). The Board shall submit a proposed plan of distribution for approval by a majority vote of the then current membership at the next regularly scheduled meeting.

ARTICLE IX - Amendments

Amending this Constitution and By-Laws shall be by a two-thirds majority vote of members present at a regular meeting. Changes must be submitted to the membership at least one regular meeting in advance of the vote.

ARTICLE X - Suggested Order of the Meeting

1. Meeting called to order.
2. Minutes of the previous meeting approved.
3. Treasurer's report presented and approved.
4. Pertinent correspondence read.
5. Reports of standing committees given.

6. Reports of special committees presented.
7. Unfinished business discussed.
8. New business discussed.
9. Announcements presented.
10. Meeting adjourned.
11. Program presented.

THIS VERSION OF THE CONSTITUTION AND BY-LAWS HAS BEEN ACCEPTED AT THE REGULARLY SCHEDULED MEETING OF September 11, 2018 SUPERSEDING ALL PREVIOUS VERSIONS.