

CONSTITUTION

CENTRAL DAKOTA GEM & MINERAL SOCIETY

BISMARCK-MANDAN, NORTH DAKOTA

ARTICLE I – NAME

The name of this organization shall be CENTRAL DAKOTA GEM & MINERAL SOCIETY, located in the central counties of North Dakota.

ARTICLE II – OBJECTIVES

The object of the Society shall be:

1. To further the study of mineralogy and geology
2. To arrange field trips to collect minerals, gems, fossils, and artifacts
3. To help its members improve the art of cutting, polishing and mounting, and identification of gem and mineral materials and to assist with other related artistic activities
4. To provide opportunities for gem and mineral education and the exchange, purchase, and exhibition of equipment, specimens, materials, and artifacts
5. To share knowledge about gems, minerals, fossils, artifacts, and activities of the Society with the general public.

ARTICLE III – MEMBERSHIP

Section 1. Membership shall consist of these three types:

1. Family, which shall include adult spouses and may include all dependents and grandchildren of adult members under age twenty one.
2. Individual Adult, which shall include single adults over age twenty one.
3. Individual Junior, which shall include persons under the age of twenty one who are interested in the objectives of the Society but who are not included in Family category.

Section 2. The membership year shall be from January to the end of December.

ARTICLE IV – DUES

Annual dues shall be as follows and payable at the beginning of each year:

First year membership in the Society shall be free. Thereafter the dues are as follows:

1. Family Membership – \$15.00 per year
2. Individual Membership – \$15.00 per year

3. Individual Junior Membership – \$10.00 per year with scholarships available as granted by the board.

ARTICLE V – OFFICERS

Section 1. The officers of the Society shall be the president, vice-president, secretary, and treasurer.

Section 2. The nominating committee shall nominate at least one candidate for each office and shall announce the nominations at the meeting prior to the scheduled elections to be held in December.

Section 3. Officers shall be elected in even numbered years by ballot or acclamation and shall serve for a period of two years or until their successors are elected. Their terms of office shall begin in January.

Section 4. In the event of a vacancy in any of the offices, the president or vice-president, in the event of a vacancy of the office of president, shall call a special election to be held at the next regular meeting following the announcement of the vacancy.

Section 5. No member shall hold more than one office at one time, and no member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE VI – DUTIES OF THE OFFICERS

Section 1. The president shall preside over all meetings of the Society and its executive board; appoint all committee chairpersons identified in this document and all special committees deemed necessary by the Society; declare an office vacant when an officer, without good cause, has been absent for four consecutive meetings; and shall be an ex officio member on all committees.

Section 2. The vice-president shall preside over all meetings in the absence of the president; carry out all duties assigned by the president; and assume the office of the president at such time as the office of president becomes vacant.

Section 3. The secretary shall keep the official minutes of all regular, special, and executive board meetings. Unless otherwise indicated, the secretary will be responsible for all Society correspondence and shall be the custodian of all records and documents and shall maintain a current list of all members including addresses, telephone numbers, and e-mail addresses. The secretary shall also provide by email to all members a dues notice at the beginning of each year.

Section 4. The treasurer shall receive and deposit all moneys from dues and other sources; keep accurate account of all receipts, expenditures, and funds; pay all approved bills; keep an up to date record of all currently paid up members; may issue membership cards; present an up to date financial report of receipts and expenditures to the membership at their regular meetings; prepare for an annual audit report of the previous year's finances to be presented during the first three months of the new year.

ARTICLE VII – MEETINGS

Section 1. The regular meeting of the Society shall be held on the first Sunday of each month unless otherwise ordered by the Society members or the executive board.

Section 2. The regular meeting in January shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports from officers and committees, and for regular business.

Section 3. Special meetings may be called by the president, the executive board, or by twenty percent of the currently paid up membership. The purpose of the meeting shall be stated in the notice to members of the special meeting. Except in extreme cases, a three day notice of the meeting shall be given to the membership.

Section 4. Ten percent of the paid up membership shall constitute a quorum at the annual meeting and three board members plus five paid up members shall constitute a quorum at the regular meetings.

ARTICLE VIII – ORDER OF BUSINESS

Section 1. The order of business at regular meetings shall be: Call to order, reading of the previously unapproved minutes, treasurer's report, reading of communications, committee reports, unfinished business, new business, adjournments, followed by a program.

Section 2. Any sales, trades, or silent auction of gem or related materials shall be conducted only after the formal meeting. Ten percent donation of all proceeds from the sales on the date of the meeting or of any Society sponsored event are voluntary and encouraged by members and shall be paid to the treasurer for deposit into the Society's general account.

ARTICLE IX – EXECUTIVE BOARD

Section 1. The executive board shall consist of all currently elected officers and the immediate past president of the Society.

Section 2. The board shall meet at the call of the president, or the request from three members of the elected board.

ARTICLE X – COMMITTEES and SUBCOMMITTEES

Section 1. The following committee chairpersons shall be appointed by the president for the term of his/her office or the duration of the committee. A committee chairperson may select up to four other members to serve on their committee. Any committee expenses may be submitted to the treasurer for reimbursement. The establishment of any subcommittee needs the approval of the executive board.

- a. Program – to be responsible for the monthly program.
- b. Field trip – to be responsible for planning and coordinating any field trips for the Society.
- c. Auditing – to be responsible to work with the treasurer and to audit the financial records at the close of each year and to provide a report to the membership at any of the first three meetings of the year.

- d. Membership – to be responsible for the recruitment of new members and retention of existing members
- e. Technology and communications – to be responsible for the Society web site, electronic communications, and any other technological means of communicating with members or promoting the Society.
- f. Nominating – to be responsible for finding and presenting candidates for office for the Society.
- g. Annual show – to be responsible for the organization of the “annual CDGMS show” and shall develop policies for the purpose of conducting an effective, successful, and efficient show. Such policies must have the approval of the executive committee.
- h. Special committees – to be responsible for the activity of any special committee created by the Society board or membership.

ARTICLE XI – AMENDMENTS

This Constitution can be amended at any regular meeting of the Society by a two-thirds vote of the members present, providing the amendment has been announced to the membership at the previous meeting or electronically at least thirty days prior to the meeting at which the amendment will be considered.

ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert’s Rules of Order Newly Revised shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with this Constitution and special rules of order the Society may adopt.

ARTICLE XIII – DISSOLUTION

In the event of the disbanding of the Society, all money and property belonging to the Society shall be given to other organizations created for like or similar purposes.

Last Revised 5-5-2013, Susan Gerenz, President of the CDG&MS.