

Searchers Gem and Mineral Society, Inc.

A Non-Profit Corporation

Standing Rules

Adopted November 13, 2018

Standing Rules, with the exception of those governed by the By-Laws, are adopted or suspended by a majority vote of those members present after a minimum one-month notice is given.

At any Searchers meetings, the presiding officer shall ensure that a copy of Roberts Rules of Order, Revised is available, per the By-Laws.

Board of Directors:

- Consists of:
 - President
 - First Vice President
 - Second Vice President
 - Treasurer
 - Secretary
 - CFMS Delegate
 - Director
- The board has full authority to conduct the routine business of the Corporation.
- Expenditures of more than \$1000.00 for other than routine business must be approved by the membership.

President:

- In January at the Board meeting, reviews the Searchers By-Laws, Standing Rules, and Job Duties with incoming board members.
 - Appoints a committee to review the By-Laws, Standing Rules, and Job Duties as deemed necessary by the President.
- Appoints the following committee chairpersons as necessary, and provides them with job descriptions:
 - Anaheim Arts Council and chosen Alternate
 - Asset Management
 - Historian
 - Hospitality
 - Librarian
 - Meeting Host/Hostess
 - Membership
 - Monthly Drawing
 - Nominating Committee chairperson and members (must be done by August)

- Rock Slab News Editor
- Rock Slab News Mail-out
- Show Chairperson and chosen Co-Chair
- Social Director
- Special Classes
- Sunshine
- Veterans' Coordinator
- Website Webmaster
- Workshop Coordinator
- By November, sets up the working schedule for the following year and makes the meeting room reservations.
- Presents CFMS pins and bars to outgoing board members at the annual installation.

First Vice-President:

- As the Program Chairperson, plans programs/speakers for monthly meetings, February through January.
- Will be responsible for the installation of new officers.
- No program may exceed \$250.00 without board approval.
- Conducts or oversees activities of the Social Director as required.

Second Vice-President:

- As the Field Trip Chairperson, is responsible for planning and coordinating all field trips and associated events during the year, February through January.
- Shall notify all participants of field trip rules and regulations, to include but not be limited to:
 - All participants must sign the waiver form for field trips.
 - Dogs will not be allowed to run loose on field trips.
 - No discharge of firearms within two miles of camp.
 - No motor bikes to be ridden through camp area at any time.
 - Motor bikes will not be started before 8 a.m. or run after dusk in camp area.
- Shall make first aid instructions available on each field trip.
- Reimbursement of current Federal guidelines per mile, not to exceed a total of 500 miles without board approval, is available for each scouting trip.

Treasurer:

- Presents the club's ledgers to the March, June, and September board meetings each year to show that they are properly posted to date.
- Gives a monthly report at both the general and board meetings to include income, expenditures, and the current balance at hand.
- Has the books ready for audit by November, audited by December 10th, and ready for review by the board in January.
 - The auditors shall be two people appointed by the board.
- Provides a show preliminary financial report by the May general meeting.
- Provides a show final financial report by the July board meeting.
- Orders CFMS pins and bars for outgoing board members.
- A board meeting is to be held before December 15th, at which time:
 - All authority over Searchers' monies will be turned over to the Treasurer.
 - All bank signature cards will be ready for a smooth transfer of records.

- The outgoing Treasurer will present the incoming Treasurer with a list of January duties.
- Provides incoming Treasurer with sufficient working capital in the checking account.
- Determines Federal guidelines for scouting trip reimbursement.
- Files form SO 100 (11/95) and appropriate tax forms to the California State Treasurer by March 15th or by the date required by law, whichever is earlier.

Secretary:

- Keeps the minutes of the monthly board meetings and provides a written/verbal report no later than the next board meeting.
- Keeps the minutes of the monthly general meetings and makes a written report available no later than the next general meeting.
- Performs the job of secretary for the Show Committee, the By-Laws Review Committee, and other committees or meetings as assigned by the President.
- Acts as custodian of the Corporate records.

Delegate to California Federation of Mineralogical Societies (CFMS):

- Expenses for official club business will be granted for two official meetings per year plus any unscheduled meetings deemed beneficial to the Corporation and approved by the board. The official meetings are:
 - November meeting: two nights lodging and Saturday night dinner.
 - Yearly convention (summer): up to three nights lodging and banquet.
- Mileage expenses
 - A reimbursement of current Federal guidelines per mile is available for approved meetings.

Asset Manager:

- Responsible for locating, inventorying, and tracking movable property and assets of Searchers.
- Reports to the Treasurer before and after the Annual Show, and in November in time for the annual audit.
- Reports significant losses and gains immediately.

Hospitality Chairperson:

- Shall recruit members to serve on the monthly refreshment committee at general meetings.
 - A minimum of two persons is needed.
- Reasonable cost of refreshments and decorations will be reimbursed by the club.

Librarian

- Responsible for running the library.
- Responsible for inventorying, indexing, and labeling library items.
- Loans are valid for a two-week period with a two-week extension, for a maximum of one month.
- May appoint assistant librarians to record library loans and returns during workshop hours and at other times.
- Members who damage or fail to return items are responsible for replacement costs.

Membership Chairperson:

- Prospective new members will be required to fill out an application for membership, after which the new member will be presented with the following:
 - Receipt for dues

- Membership card
- Searchers' decal
- Welcome packet
- Information about access to the members-only section of the Searchers website, which includes the following documents. (Hard copies may be available upon request.)
 - By-Laws
 - Standing Rules
 - Job Duties
 - Workshop/special classes rules
 - Rockhound AFMS Code of Ethics
 - The current roster
- Dues are due and payable on the first day of January each year and shall not be prorated.
- Responsible for making up, printing, and distribution of the new membership rosters, to be completed by the March meeting.
- Keeps an up-to-date file on all members, and notes any change of address, name, death, etc.
- Has any Searchers-related merchandise available for sale, such as Searchers T-shirts, patches, pins, decals, and metal signs.
- By the week following the February general meeting, shall conduct a membership audit and with due diligence notify the members who haven't paid their dues.
 - At a minimum, the notification shall be by email to the last known email address, or by mail to the last known address for those who have requested mail instead of email.

Nominating Committee

- Appointed by the President in August, and presented to the membership in September, the committee is made up of three (3) members in good standing.

Rock Slab News Editor:

- Responsible for the monthly publication of the Searchers' newsletter: the Rock Slab News.
- Advises the Treasurer of type, cost, and any necessary information concerning advertising in the Rock Slab News.
 - Paid-up members' advertisements are free.
 - The commercial/non-member rate is \$25.00 for up to a quarter of a page advertisement.

Show Chairperson:

- Appointed for a term of fifteen (15) months: from May the year before the show through July following the show, and is responsible for the show.
- Shall attend all board meetings and report on the show status.
- In May, reserves the show location for the following year.
- Appoints Show Committee, except for the Secretary and Treasurer, and oversees their activities.
 - The Secretary and Treasurer board members shall perform those respective functions for the Show Committee.
- Schedules show planning and post-show meetings.
- Establishes advertising budget for board approval.
- Organizes volunteers to work at the show and coordinate volunteer schedules. Volunteers should be recruited as soon as possible.
- Arranges for security.

- Reviews security protocols with the board.
- Reviews established Corporation security protocols with security personnel, including but not limited to safety, accident, theft, and misbehavior.
- Ensures all required fees are paid.
- Obtains business licenses from City Hall for the club and vendor booths.
- Ensures that the information provided to the show insurer is accurate, sufficient, and timely.
- Presents progress reports:
 - In writing to the Rock Slab News and to the website members-only section.
 - Orally at the board and general meetings.
- Assembles and updates show report documents detailing all pertinent information, to be presented to successor.

Silent Auction (Show)

- Approved and appointed by Show Chairperson.
- Reports to Show Chairperson.
- May appoint volunteers to assist with silent auction.
- Responsible for
 - Gathering, sorting, and organizing material for silent auction.
 - Pricing initial bids.
 - Turning over money generated to the Treasurer.

Special Classes:

- Volunteer in charge will be responsible for maintaining a sign-in sheet and collecting fees, if any.
- Fees and paperwork are to be submitted to the Treasurer at least quarterly.

Sunshine Chairperson:

- In the event of the death of a paid-up member, a floral spray or donation will be limited to \$75.00. (Under special circumstances, the board will be able to extend this courtesy to former members.)
- In case of illness of members, get-well cards will suffice.

Website Webmaster:

- Responsible for creating and maintaining a comprehensive internet website for the Searchers Gem and Mineral Society.
- With board approval, has final responsibility for and approval over all Searchers website content submitted by board members, department chairpersons, Presidential appointees, members, or the public.
- Reports to the President and the board.
- Reports significant issues to the board, such as:
 - Areas requiring major revisions/additions/deletions.
 - Significant security concerns.
- Obtains, registers, and maintains domain names: Searchers Gem and Mineral Society and any other appropriate domains.
 - Advises the Treasurer of the necessary fees and their due dates for the continued ownership of the domains.

Workshop Coordinator:

- Responsible for maintaining a sign-up sheet for shop sessions and collecting fees.
 - A fee based on “rate per person per session” will be charged for any use of shop equipment.
- Submits workshop and class fees to the Treasurer at least quarterly, along with a written record and expense receipts.
- Expenditures under \$200.00 can be made at the discretion of the workshop coordinator, with receipts to be presented to the Treasurer.
- Expenditures between \$200.00 and \$1000.00 shall be presented to the board for approval.
- All expenditures over \$1000.00 shall be presented to the membership for approval.
- Quotes for purchases over \$1000.00 will be obtained from at least two (2) different sources prior to presenting to the board.

END OF STANDING RULES