

# **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 and South 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 two types:

- a. Family, which shall include adult spouses and may include all dependents of adult members under age eighteen
- b. Individual, which shall include any single person

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

#### **ARTICLE IV -DUES**

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

The dues are as follows beginning January 2025:

1. Family Membership - \$25.00 Per year

## 2. Individual Membership - \$20.00 Per year

### **ARTICLE V - OFFICERS**

Section 1. The officers of the Society shall be the president, vice-president, secretary, and treasurer. All officers must be currently paid members in good standing.

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 November.

Section 3. The President and the Secretary shall be elected in odd numbered years by ballot or acclimation and shall serve for a period of two years or until their successors are elected. The Vice President and the Treasurer shall be elected in even number years and shall serve for a period of two years or until their successors are elected. All 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, shall, at the next regular meeting, appoint, with the approval of the membership, a qualified member to fill the vacancy until the end of the regular term of office.

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 unless approved by a 75% approval of the attending members voting at a regularly scheduled meeting.

### **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 meeting 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; provide notice to the general membership of all upcoming meetings and pertinent matters of the Society.

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 email addresses. The secretary shall also provide, electronically or otherwise, to all members a dues notice prior to the beginning of each calendar 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 Society related bills approved by the Treasurer; keep an up to date record of all currently paid up members; may issue, upon request, membership cards; present an up to date financial report of receipts and expenditures to the membership at the 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 will be the meeting when newly elected officers will take office, and also shall be for the purpose 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, Pledge of Allegiance to the US flag, member and guest introductions, reading of the previously unapproved minutes, treasurer's report, reading of communications, Federation report, committee reports, unfinished business, new business, adjournment, followed by a program.

Section 2. Any sales, trades, or a 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 strongly encouraged.

#### **ARTICLE IX - EXECUTIVE BOARD**

Section 1. The executive board shall consist of all currently elected officers and the immediate past president of the Society and shall be responsible for developing the agenda for the general membership meetings.

Section 2. The executive board shall meet prior to the general membership meeting or at the call of the president, or a request from three members of the elected board.

Section 3. Executive board meetings are open to all members of the Society.

#### **ARTICLE X - COMMITTEES and SUBCOMMITTEES**

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

- a. Budget and audit – responsible for the development of an annual budget and to work with the treasurer in conducting an annual audit at the close of each year and to provide a report to the membership at any of the first three meetings of the next calendar year.
- b. Program - responsible for the monthly program
- c. Field trip - responsible for planning and coordinating any field trips for the Society
- d. Membership - responsible for the recruitment and retention of members
- e. Technology and Communications - responsible for the Society web site and Facebook page, quarterly newsletter, electronic communications, and any other technological means of communicating with members or promoting the Society

f. Nominating - responsible for finding and presenting candidates for office for the Society and finding a representative for the Federation

g. Annual show - responsible for the organization of the "annual CDGMS show" and development of policies for conducting an effective, successful, and efficient show. Such policies must have the approval of the executive committee.

h. Special committees - responsible for conducting any activity for which it is created. Special committees can be created by the president, the executive board or by a majority of the membership at a regular meeting.

#### **ARTICLE XI - AMENDMENTS**

This Constitution can be amended at any regular meeting of the Society by a 75% 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**

Consideration for dissolution of the CDGMS will be discussed with the general membership for a vote 60 days prior to the final vote. In the event of the dissolution of the CDGMS, and after membership discussion and a majority vote by the membership to do so, all property and resources belonging to the Society shall be donated to other organizations created for like or similar purposes.

Revised May 2024