

PASADENA LAPIDARY SOCIETY
OPERATING REGULATIONS
ADOPTED 10/20/16 by the Op Rules Committee

SECTION I - STATEMENT OF PURPOSE

These Operating Regulations are established via the by-laws of the Pasadena Lapidary Society, Inc. as a supplement to those by-laws. The Operating Regulations provide additional details with respect to the operations of the Society, its administration, and its committees. The Operating Regulations are more easily amended than the by-laws, thereby providing officers and committee chairpersons with controlled flexibility in their implementation.

Sections of this document may be partitioned into regulations that are binding, and guidelines that describe actions that are acceptable, but not mandatory.

In addition, Appendices to the Operating Regulations shall be used as placeholders for items, such as, the calendar of the annual business cycle of the Society, and standard forms or other documents used by the Society.

SECTION II - LIABILITY DISCLAIMER

Pasadena Lapidary Society activities are outings among friends. No liability is assumed by Pasadena Lapidary Society, its officers and members, individual participants or anyone else, for the personal safety or property of the participant and everyone in the participant's party. All participants in club activities will be required to sign a Liability Disclaimer.

This caveat includes all time at Pasadena Lapidary Society activities as well as on the field trips and on other highways and desert or mountain back roads.

If you cannot accept this do not plan to participate in Pasadena Lapidary Society activities.

SECTION III - COLORS

The colors of the organization are blue and yellow.

SECTION IV - LOGO

The logo of the organization is:



SECTION V - APPLICATION FOR MEMBERSHIP

- A. All persons wishing to apply for membership shall complete an application form - the format of which shall be submitted by the Membership Chairperson and approved by the (BOD) Board of Directors.
- B. Applications shall be accompanied by the annual dues fee, a badge fee and an application processing fee. These fees shall be determined by the Board.
- C. Applications and fees shall be held until the applicant has completed the membership requirements. These requirements shall be determined by the Board.
- D. Prior to an application being reviewed by the Board, applicants shall sign a waiver of liability.
- E. Upon induction, new members shall receive a badge, a copy of the bylaws, a copy of the membership list and a membership card.
- F. Prior to an application being reviewed by the Board, applicants shall attend and participate in a minimum of three (3) Society activities. These activities may include meetings, field trips, workshop visit, or any other society activities.
- G. Prior to acceptance for membership, applicants may not participate in workshop activities.

SECTION VI - MEMBERSHIP, FEES AND ASSESSMENTS

- A. A recommendation to revoke an individual's membership shall be made in writing to any member of the Board of Directors by any voting member.
- B. The President will appoint a Grievance Committee consisting of five voting members from the Board of Directors. If by 3/5 vote the Grievance Committee finds sufficient cause for revocation of membership a special Board of Directors meeting shall be called - and on 2/3 vote of a quorum present at the meeting, membership shall be revoked.
- C. Before such action is taken - fifteen (15) days prior written notification, and the reasons thereof, shall be given the subject member inviting him/her to appear before the Board of Directors at a time and place to be designated - and to show cause why such action should not be taken in his/her case.
- D. Notice regarding these procedures must be given by first class and registered mail with proof of delivery. Such notice will be sent to the last address of the member shown on the Society records. In the event that proof of delivery is not obtained, through absence of the member, such first class effort shall constitute acceptable service.
- E. Members who have not paid their dues by the first day of January will be dropped from the rolls and will not receive a Rockhound Ramblings bulletin.
- F. Former members who have been dropped from the membership rolls for nonpayment of dues, may renew their membership within 1 (one) year by the payment of the full amount of the annual dues - plus a reinstatement fee as determined by the Board of Directors. For reinstatement for non-payment of dues after more than 1 (one) year refer to Section V.

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- G. No dues shall be levied upon the members of the Society by the Board of Directors without a four-fifths (4/5) majority vote of the full membership of the Board at two (2) successive meetings of the Board, a mailing and ratification by a majority vote of the members present at a regular monthly meeting of the society.
- H. Special assessments, when voted by the membership, must be paid by each member to remain in good standing. Honorary, life and junior members shall be exempt.
- I. Fees for participation at social events such as workshop shall not be considered as an assessment.
- J. Only the Board of Director's can make policy for the Society.

SECTION VII - BOARD OF DIRECTORS MEETINGS

- A. The Business meeting (Board of Directors) is normally held monthly.
- B. The Board shall meet at such time and place as the President or Presiding Officer designates.
- C. Agenda
 - 1 The President, with the assistance of the Secretary, will develop an agenda for all board meetings.
 - 2 The deadline for submitting items to be discussed is 72 hours before the meeting.
 - 3 The agenda is to be sent to board members not less than 48 hours before the meeting.
- D. The meeting of the Board shall be conducted according the same parliamentary procedure as that used by the California Federation of Mineralogical Societies or the Robert's Rules of order at the discretion of the President. The order of business at regular Business (Board of Directors) meetings will be as follows:
 - 1 Call to order
 - 2 Confirm a quorum
 - 3 Reading and approval of the minutes of the previous Business meeting
 - 4 Presentation and approval of bills
 - 5 Communications
 - 6 Reports of Committees
 - 7 Old business
 - 8 New business
 - 9 Adjournment
- E. The President shall have the authority to table, and refer to a future meeting, any debate felt to be impeding the progress of the meeting.
- F. The President or any member of the Board may request a secret ballot on any issue being voted upon by the membership.
- G. The Secretary of the Society (or an attendee appointed by the presiding officer) generates minutes to document actions taken at the current meeting. A copy of the minutes from the immediately prior meetings (both Board of Directors and General Meetings) shall be made available for review by members at the general meeting of the society.

SECTION VIII - REGULAR GENERAL MEETINGS

- A. General meetings are required by the by-laws of the Society. Since the Board of Directors acts as Society representatives in conducting business, etc., the January meeting is the annual (business) meeting of the Society, where annual reports from the Board of Directors, the Treasurer, and Committees are presented. See APPENDIX for the complete annual calendar of the Society.
- B. The Order of Business at General meetings will be as follows:
 - 1. Call to order
 - 2. Pledge of Allegiance
 - 3. Introduction of guests
 - a. Sign-in sheets shall be made available to members and guests
 - 4. Special announcements
 - 5. Committee reports
 - 6. Program or entertainment, drawing, refreshments, etc.
 - 7. Field trip information
 - 8. Adjournment
- C. The President shall have the authority to table, and refer to a future meeting , any debate felt to be impeding the progress of the meeting.
- D. The President or any member may request a secret ballot on any issue being voted upon by the membership.
- E. Members of the public, prospective members and their associates shall be treated as guests. At any meeting, the Membership Chairperson may extend an invitation to join the club in order to participate in the meetings and activities of the Society.

SECTION IX - SPECIAL MEETINGS

- A. The President shall schedule and call for a Special Board of Directors meeting with at least 14 days notice. This notice may be performed via phone, mail, email or in person. the 14-day rule can be waived by the President in situations deemed necessary.
- B. Written notice of each special meeting of the membership shall be sent to each voting member not more than twenty (20) days, and not less than five (5) days, before the designated meeting date by mailing such notice to the address on record with the Secretary.
- C. No business other than that for which the meeting was called shall be transacted at any special meeting.
- D. Special meetings of the general membership shall have prior approval by the Board of Directors.

SECTION X - BY-LAW ADMENDMENTS

- A. A copy of the proposed amendment, together with an explanation of the reason for the amendment, shall be presented in writing to the President by a voting Member or Members at a regular General Membership meeting.

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- B. Proposals to amend the By-Laws may be made by any voting member. This proposal must be presented in writing at any regular Board of Directors meeting and, upon being duly seconded and carried by the majority of the Board members, shall be recorded by the Secretary.
- C. The President will read the request to the membership and instruct the Secretary to send a copy of the proposed amendment to the bulletin editor to be then sent to each voting member through the organization's official publication, Rockhound Ramblings. Provided that the notice is received 15 days before the next meeting - said amendment will be acted upon at the second General Meeting thereafter.
- D. At the next General Membership Meeting the President will accept a motion to bring the proposed amendment to the vote. After the motion is made and seconded, discussion will follow. After discussion, the President will ask that the vote be taken.
- E. An affirmative vote by two-thirds (2/3) majority of the voting members present at said second General Meeting shall be required for adoption of a proposed amendment.
- F. If the amendment passes, the President will instruct the Secretary to send a copy of the new amendment to each member.
- G. Adopted proposals will become effective immediately unless otherwise stated in the proposal itself.

SECTION XI - COMMITTEES

- A. The standing committee chairpersons (except for the Programs Committee, which is chaired by the Vice-President) are appointed by the President and shall become equal voting members of the Board. The standing committees which must have chairpersons appointed include: Annual Gem & Mineral Show, Bulletin, Education, Field Trips, Historian, Librarian, Membership, Programs, Publicity, Workshop, and Ways and Means.
- B. Other committees appointed by the President may include: Annual Picnic, By-Laws, Meeting Display, Nominating, Sunshine/ Hospitality and Web Site, etc.
- C. Members may serve as chairpersons for multiple committees.
- D. The term of office for a committee chair is two years.
- E. A person may serve as the chair of more than one committee.
- F. No committee will obligate Society funds without prior approval of the Board of Directors for more than the funds designated in the budget.
- G. The Committee Chairperson is responsible for maintaining a record of the committee activity for reporting at the January business meeting.

FUNCTIONS OF STANDING COMMITTEES

SECTION 11A - ANNUAL GEM & MINERAL SHOW COMMITTEE

- 1. This committee shall consist of a Chairperson appointed by the President, and of such additional members as may be required and recommended by the Chairperson.
- 2. The Society will sponsor an Annual Gem & Mineral show, if approved by the Board of Directors and approved by a majority vote of the membership present at the General Meeting. The purpose of the show is to educate the public in the lapidary arts, the geology of our planet, and the beauty of rocks and gems.
- 3. The Show Chairman and his or her committee shall plan and conduct all show business.
- 4. The Show Chairman shall report the show progress at the Board of Director's meetings.
- 5. It is the duty of the Treasurer to submit a show financial report to the Board of Directors within 2 (two) months following the end of the show. All monies shall be deposited in the Society's checking account.

SECTION 11B - BULLETIN

- 1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
- 2. The Bulletin Committee shall edit and issue the official publication of the Society. This bulletin will contain news of the Society activities, and other news and information that will be of interest or assistance to the members of the Society.
- 3. The committee shall submit the bulletin draft for review and approval by the President prior to publication.

SECTION 11C - EDUCATION

- 1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
- 2. Arrange for presentations about minerals, gemstones, rocks, geology and lapidary to local schools and civic groups.

SECTION 11D - FIELD TRIPS

- 1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
- 2. The Chairperson of the committee is usually the Field Trip Leader.
- 3. The Chairperson shall have a Field Trip Planning Meeting at the beginning of the year.
- 4. The committee shall plan and conduct all field trips during the year.
- 5. Arrange for field trips to various areas for the purpose of obtaining rocks, minerals and materials.
- 6. Provide complete maps, route instructions, information on camping facilities, and description of materials to be found at the field trip site.
- 7. Assure that the area in which trip activities and camping facilities are located have been properly policed (cleaned and left presentable) before the area is vacated.
- 8. Report on the field trip at the next General Membership Meeting.
- 9. The committee shall take all necessary steps to inform the membership of any special rules and/or restrictions which must be observed during a field trip.

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10. The committee shall keep a list of all members who attended each field trip and the Liability Release with signatures.
11. Timely information regarding the next month's field trip must be provided to the bulletin editor in order to be included in the bulletin for the month that the field trip will be occurring.

SECTION 11E - HISTORIAN

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The Historian is a member of the Board of Directors and shall keep the history (not minutes) of the Society's activities, to wit: List of charter members; List of each year's officers and members; List of field trips with date, place and photos; List of programs; Parties, dinners, special events, etc.; Photographs (properly identified) etc.; Scrapbook containing clippings and articles that chronicle the Society's activities.

SECTION 11F - LIBRARY

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The Librarian shall be custodian of any and all books, pamphlets, magazines and video medium that become the property of the Society whether through purchase with the Society's funds or by gift.
3. The Librarian shall make the library available to the membership.
4. The Librarian shall maintain a set of written rules, approved by the Board of Directors, for the operation of the library. A copy of these rules shall be available at the site of the library.
5. All monies collected by the Librarian as fines or as reimbursement for the loss of a book, etc., shall be turned over to the Treasurer monthly.

SECTION 11G - MEMBERSHIP

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. Provide membership applications to all prospective members.
3. The Membership Committee shall review all applications for membership and make recommendations to the Board of Directors for the acceptance or rejection.
4. Collect all dues and issue receipts for same. Turn all dues collected over to the Treasurer.
5. Maintain membership list which will include name, address, phone number and email address.
6. Issue annual roster of members as of April 1 and update roster on October 1. A copy of the roster will be included with the March and September Bulletins or otherwise made available to all members.
7. The Membership committee shall receive and introduce guests.
8. The Membership committee shall make available a sign in sheet at the General Meetings to record the members and guests present.

SECTION 11H - PROGRAMS

1. This committee shall consist of Vice-President as Chairperson, and of such additional members as he/she may desire.
2. The committee shall plan and coordinate programs for the Society. It will arrange for speakers and any special equipment needed. It will not obligate Society funds without prior approval of the Board of Directors, except for funds officially budgeted to this committee.

SECTION 11I - PUBLICITY

1. This committee shall consist of a Chairperson as appointed by the President and of such additional members as he/she may desire.
2. The Committee shall edit and release all publicity items pertaining to the Society without Board approval and direction.

SECTION 11J - WORKSHOP

1. This committee shall consist of a Chairperson as appointed by the President and of such additional members as he/she may desire.
2. The Workshop Committee Chairperson shall appoint members of the Society to serve as Lapidary instructors.
3. Arrange Lapidary instruction classes.
4. Arrange for the sign-in sheet to be available.
5. Collect and deliver to the Treasurer all shop fees.
6. Procure shop equipment and supplies and have repairs made to shop equipment.

SECTION 11K - WAYS AND MEANS

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The Chairperson is tasked with the meeting drawing and other Society fund raisers.

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FUNCTIONS OF OTHER COMMITTEES

SECTION 11L - ANNUAL PICNIC

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.

SECTION 11M - AUDIT COMMITTEE

1. This committee shall consist of the Trustees who sit on the Board of Directors.
2. The committee shall serve from the January Board Meeting until the conclusion of the audit.

SECTION 11N - BY-LAWS

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The Committee is tasked with reviewing and suggesting changes to the By-Laws in odd numbered years.

SECTION 11O - MEETING DISPLAY

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The committee will have responsibility to arrange for the display of items at the Society meetings.

SECTION 11P -NOMINATING

1. A nominating committee of at least five (5) Regular and/or Life members of the Society, shall be appointed at the August meeting. Two shall be appointed by the Board of Directors from within the Board and two appointed by the General Membership. One shall be appointed by the President and this appointee shall be the Committee Chair.
2. The nominating committee shall cease to exist following the elections at the November meeting. The committee may be reappointed by the President or by the Board of Directors in the event of a vacancy in an elective position.

SECTION 11Q - SUNSHINE/HOSPITALITY

1. The Sunshine/Hospitality committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. The committee shall serve refreshments as appropriate.
3. Maintain a record and make known to the members, through the bulletin, those who are ill, hospitalized, or deceased, achievements, etc. with permission of the member.
4. Send cards in the name of the Society as deemed appropriate for the occasion.
5. Reimbursement of funds spent will, upon approval of the Board of Directors, be made by the Treasurer.

SECTION 11R - WEB SITE

1. This committee shall consist of a Chairperson as appointed by the President and such additional members as he/she may desire.
2. Electronic communications - all are by Board approval and direction.

APPENDEX
Annual Calendar
PLS Show Manual
ROTY