

# THE CONSTITUTION OF THE FREDERICKSBURG ROCKHOUNDS

## ARTICLE I - NAME

**SECTION 1.** The name of the organization shall be The Fredericksburg Rockhounds.

**SECTION 2.** The organization shall be ongoing and non-profit.

## ARTICLE II - PURPOSE

**SECTION 1.** The organization shall exist exclusively for charitable, educational and scientific purposes within Section 501(c) (3) of the Internal Revenue Code. These purposes include:

- a. To bring about a close association of those persons interested in earth sciences and lapidary art.
- b. To increase and disseminate knowledge about rocks, minerals, fossils and other geologic materials.
- c. To encourage lapidary art and the collection of rocks, minerals and fossils.
- d. To conduct field trips, meetings, lectures, displays and participate in an annual show.
- e. To participate in worthwhile projects--local, state and national.

**SECTION 2.** In furtherance of the above purposes, the organization will be affiliated with the South Central Federation of Mineral Societies and the American Federation of Mineral Societies, provided this affiliation is based upon recommendation by the Executive Council and approval by the membership.

## ARTICLE III - MEMBERSHIP

**SECTION 1.** Membership in the organization will be open to all persons interested in earth sciences and lapidary art.

**SECTION 2.** Membership categories will consist of:

- a. Regular (over age 18).
- b. Junior (18 years or younger).
- c. Honorary. The name of any person who has provided outstanding service to the organization may be submitted to the Executive Council for consideration as an honorary life member. Upon recommendation by the Executive Council and approval by two-thirds of the members attending a regular meeting, the person will be designated an honorary life member.

## ARTICLE IV - DUES

**SECTION 1.** The fiscal year will begin on January 1 of each year. All dues will be payable at the beginning of the fiscal year. Any member who has not paid his/her membership dues by January 31 will be automatically dropped from the membership rolls.

**SECTION 2.** Regular members will pay annual dues of \$8.00.

**SECTION 3.** Junior members will pay annual dues of \$3.00.

**SECTION 4.** Families will pay annual dues of \$15.00.

**SECTION 5.** Honorary life members do not pay dues.

## **ARTICLE V - NOMINATION AND ELECTION OF OFFICERS**

**SECTION 1.** A Nominating Committee shall be organized at the regular September meeting. It shall consist of one member appointed by the Executive Council and two members elected by the membership-at-large. The committee shall elect its own Chairperson. This committee will submit a slate of candidates at the November meeting; nominations may also be made from the floor at that time, providing the nominees are willing to accept nomination. New officers will be elected at the November meeting. They will be installed at the December meeting and will assume their duties on January 1.

**SECTION 2.** Elected and non-elected officers and members of standing committees will serve two-year terms. No officer shall be eligible to serve for more than two consecutive terms in the same office.

**SECTION 3.** An election will be held each year. Elections for President, Secretary and Second Vice-President will be held during odd-numbered years and elections for Treasurer and First Vice-President will be held during even-numbered years.

**SECTION 4.** A vacancy in an elected office will be filled by appointment by the Executive Council.

## **ARTICLE VI - OFFICERS**

**SECTION 1.** The elected officers of the organization shall be:

- a. President.
- b. First Vice-President.
- c. Second Vice-President.
- d. Secretary.
- e. Treasurer.

## **ARTICLE VII - DUTIES OF OFFICERS**

**SECTION 1.** The President will:

- a. Supervise ongoing activities of the organization.
- b. Represent the organization to the general public.
- c. Preside over regular meetings of the general membership and call and preside over special meetings.
- d. Call and preside over meetings of the Executive Council.
- e. Install new officers.
- f. Appoint non-elected officers and members of standing committees.
- g. Serve as an ex-officio member on all committees.

**SECTION 2.** The First Vice-President will:

- a. Preside at meetings in the absence of the President.
- b. Be responsible for all property of the organization.
- c. Serve as custodian of keys.

**SECTION 3.** The Second Vice-President will:

- a. Preside at meetings in the absence of the President and the First Vice-President.
- b. Serve as chairperson of the Nominating Committee.
- c. Serve as Program Chairperson.

**SECTION 4.** The Secretary will:

- a. Attend to all correspondence and related matters of the organization.
- b. Take minutes at regular meetings, maintain a complete and current record of minutes and make the minutes available upon request.

**SECTION 5.** The Treasurer will:

- a. Collect all money due the organization.
- b. Pay all bills upon order of the Executive Council.
- c. Prepare receipts and maintain a record of all expenditures.
- d. Maintain a bank account in the name of the organization.
- e. Report on the financial status of the organization at regular meetings and upon request.
- f. Prepare and present an annual balance sheet to the members.
- g. Submit necessary statements, receipts and other pertinent documents to a person or organization qualified to prepare and submit the annual income tax and financial statement.
- h. Maintain a record, list or directory of all members.

**SECTION 6.** The Immediate Past President will:

- a. Attend meetings of the Executive Council.
- b. Vote on issues brought before the Executive Council.
- c. Accept responsibility for duties assigned by the President.

## **ARTICLE VIII - EXECUTIVE COUNCIL**

**SECTION 1.** The Executive Council shall consist of the elected officers and the immediate past president.

**SECTION 2.** The Executive Council will:

- a. Establish policies and procedures to facilitate the ongoing activity of the organization.
- b. Submit recommendations to the general membership for consideration and possible action.
- c. Provide advice and support to the President and other elected and appointed officers as deemed appropriate.
- d. Approve expenditures for payment.

## **ARTICLE IX - STANDING COMMITTEES AND THEIR DUTIES**

**SECTION 1.** The Program Committee, under the direction of the Program Committee Chairperson (Second Vice-President), will plan all programs and facilitate their presentation.

**SECTION 2.** The Publicity Committee, under the direction of the Publicity Committee Chairperson, will solicit publicity for all activities of the organization.

**SECTION 3.** The Field Trip Committee, under the direction of the Field Trip Committee Chairperson,

will plan and conduct all field trips.

**SECTION 4.** The Show Committee, under the direction of the Show Committee Chairperson, will organize and conduct the annual show.

**SECTION 5.** The Editor will publish a monthly newsletter and will serve as a clearing house for information about members and activities of the organization.

**SECTION 6.** The Membership Committee, under the direction of the Membership Committee Chairperson, will facilitate the recruitment of new members and will represent the organization in communications of good will to members experiencing significant events in their lives.

**SECTION 7.** The Social Committee, under the direction of the Social Committee Chairperson, will ensure that refreshments are served at regular meetings and will help plan and coordinate special events undertaken by the organization.

**SECTION 8.** The Historian will organize and maintain an ongoing record of the organization's activity and will serve as custodian of all papers and permanent records of the organization.

**SECTION 9.** The President will appoint other standing committees as necessary.

## **ARTICLE X - MEETINGS**

**SECTION 1.** A regular meeting of the organization will be held on the first Monday of each month, at a time recommended by the Executive Council and approved by the general membership.

**SECTION 2.** Special meetings of the organization may be called by the President or upon written petition by at least five members-at-large.

**SECTION 3.** A quorum at a regular or special meeting shall consist of not less than twenty percent of the membership and/or ten members, provided that either the President or one of the Vice-Presidents is present and presiding.

**SECTION 4.** The Executive Council will meet when called by the President or upon receipt of a written request by three or more Council members or five or more members-at-large.

**SECTION 5.** Any member-at-large who wishes to attend a meeting of the Executive Council may do so and raise an issue or offer comments and suggestions but may not vote.

**SECTION 6.** Meetings of the Executive Council will be announced in advance so that members-at-large may attend if they so desire. If it is necessary to conduct a meeting without prior announcement, decisions made at the meeting will be submitted to the general membership at a regular meeting for approval.

**SECTION 7.** Committee meetings will be subject to the call of their respective chairpersons

## **ARTICLE XI - ORDER OF BUSINESS**

REGISTRATION  
CALL TO ORDER  
PROGRAM  
REFRESHMENTS  
BUSINESS MEETING  
ADJOURNMENT

## **ARTICLE XII - RULES OF ORDER**

**SECTION 1.** All questions of parliamentary procedure not covered by this Constitution will be covered by the latest edition of Roberts Rules of Order, Newly Revised.

## **ARTICLE XIII - REGULATIONS**

**SECTION 1.** No absentee or proxy vote shall be recognized by the organization.

**SECTION 2.** The organization shall not be responsible for any indebtedness incurred by any member without authorization of the Executive Council.

**SECTION 3.** The organization shall not assume responsibility for injuries incurred on any field trip. Members or guests who participate in a field trip sponsored by the organization do so at their own risk.

**SECTION 4.** Gifts or donations to benefit the organization will be accepted at any time.

**SECTION 5.** All members may vote on policy matters.

## **ARTICLE XIV - AMENDMENTS**

**SECTION 1.** This constitution may be amended by a two-thirds vote of the members at a regular meeting, a quorum being present, provided that the proposal has been presented in writing to the members at a previous regular meeting.

## **ARTICLE XV - DISSOLUTION**

**SECTION 1.** In the event the Fredericksburg Rockhounds deem it necessary to dissolve, all real assets and equipment shall be sold and the money deposited in the Fredericksburg Rockhounds bank account. After all outstanding debts of the organization have been paid, the balance of all remaining cash on hand shall be donated to the Pioneer Memorial Library of Fredericksburg, Texas. In the event the Pioneer Memorial Library is unable or not qualified to accept said assets, the assets will then be distributed to such an organization or organizations operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Executive Council shall determine. Any such assets not so disposed of shall be disposed of by the County Court of Gillespie County, Texas, exclusively for such purposes or to such an organization or organizations as said court shall determine, which are organized and operated exclusively for such purpose.

This Constitution and Bylaws was adopted by the Executive Council on October 22, 1968, and by the general membership on March 3, 1969. Members of the Executive Council included: President, Troy Foster; First Vice-President, Ed Immel; Secretary, Claribel Hanneman; Treasurer, Irma Lentz.

**Revised:** 4 May 1974, 1982, 1 June 1992, 1 February 1993, 4 October 1993, 7 June 1999, 3 April 2000, 1 May 2000, 7 October 2002, 4 November 2002, 6 January 2003, 5 July 2004, 2 August 2004, 7 March 2005.

## **STANDING RULE 1 - IMPLEMENTATION OF TREASURER'S DUTIES**

### **BASIC RESPONSIBILITIES**

The Treasurer is responsible for maintaining records of income and disbursements.

1. Receipts should be written for all income, with copies in a receipt book.
2. No funds shall be disbursed without proper authorization. This might consist of a blanket authorization for routine items, an item in the minutes of an Executive Council meeting or a meeting of the general membership, or a written authorization by a club officer.
3. Copies should be kept of all invoices.
4. The Treasurer's records shall be reconciled monthly with bank statements.
5. An outgoing Treasurer is responsible for submitting all financial records to the incoming Treasurer by the February meeting. This includes:
  - Copies of relevant receipt book pages.
  - Copies of relevant check register pages.
  - Invoices/authorization forms.
  - Monthly account statements and record reconciliations.
6. In the event that a Treasurer is unable to fulfill the duties of the office, the First Vice-President will perform those duties until the Executive Council can appoint a replacement.

### **BANK ACCOUNTS**

Accounts should have three members as signatories: The Treasurer, the President and the Secretary. No two signatories should be related; if two officers are related, then a member-at-large should be appointed by the President to replace one of the officers.

Account signatories should be updated within a month of a change of officers.

### **AUDIT**

There shall be an annual audit of the club's moneys by an Audit Committee consisting of two club members who are neither signatories nor related to signatories. Members of the Audit Committee are appointed by the president. The Audit Committee shall report to the membership no later than the March meeting. The audit should consist of:

- A review of all bank accounts.
- Verification of the December 31 balance of each of the bank accounts, as shown on bank statements.
- Spot checks of reconciliation statements of bank accounts with the Treasurer's records and the actual receipts, checks and invoices.

Adopted 9/6/04

## **STANDING RULE 2 - PROCEDURE FOR AWARDING A SCHOLARSHIP**

Each year, during the summer or early fall, the Executive Committee will determine an amount of club funds that is appropriate to be awarded as a scholarship during the next fiscal year. This figure is presented to the general membership for approval at either the October or November meeting.

At the February meeting of the next fiscal year, club members may suggest institutions of higher learning that have programs in the earth sciences with students eligible for a scholarship. If an institution is to be considered, the club member making recommendation must have already communicated with the institution and identified a faculty or staff member willing to work with the club to select a worthy recipient, as defined by the Scholarship Process.

The Club will consider the institutions recommended and vote to choose the one that will receive scholarship funds that year. If no institution is recommended or if an institution fails to acquire a majority vote, a scholarship will not be awarded that year.

The Club member who recommends the institution which has been chosen to receive funds, will continue to serve as the Club's liaison with the institution until the scholarship process is complete for that year. He/she should work with the institution to have the proposed recipient identified prior to the April meeting.

A prospective recipient for a scholarship must be a senior or graduate student in the earth sciences who graduated from a high school in the Hill Country\* and has appropriate academic achievement, need, and potential to contribute to the field. If a qualified recipient from the Hill Country area is not available, the name of a worthy recipient from any other place in Texas may be submitted.

After a worthy student has been identified, the faculty or staff member will inform the Club member/liaison of the recipient's name and provide such personal and academic information as is felt to be appropriate. The Club member will announce the name of the scholarship recipient at the April meeting.

A check for the scholarship award may be sent directly to the recipient; however, typically, the institution prefers to have the funds sent to its Foundation and then dispersed to the student.

The scholarship recipient will be invited to attend a club meeting or other function.

\*The 'Hill Country' area shall consist of Kendall, Kerr, Gillespie, Kimball, Real, Edwards, Uvalde, Bandera, Medina, Mason, Llano, Travis, Burnet, Blanco, Hays, Comal and Bexar Counties.

Adopted 12/6/04

### **STANDING RULE 3 - GUIDELINES FOR DEFRAYING EXPENSES OF GUEST SPEAKERS**

The Program Committee may reimburse a guest speaker for expenses incurred if the following conditions are met:

1. The distance traveled is greater than 75 miles.
2. The presentation is judged to be of significant interest and/or benefit to the Club.
3. Presentations where reimbursement is appropriate should be limited to one or two a year.
4. The Club does not normally pay an honorarium and will only do so for a program of unusual merit.
5. The total reimbursement (room, meals, mileage) will be limited to approximately \$250. Actual expenditures will be used to determine allowances for room and meals; the current IRS allowance will be used to determine mileage. This limitation is to be made known to both the potential speaker and the Club sponsor during initial contacts.
6. The sponsor is expected to accompany the guest speaker to dinner but to pay for his/her own meal.
7. Anyone who provides accommodations for a guest speaker should be invited to dinner with the guest speaker and his/her meal should be paid for by the Club.
8. Common sense should dictate when it is appropriate to reimburse a guest speaker. If a program is judged to be of such merit that the Program Committee wishes to schedule a guest speaker whose expenses would be significantly greater than \$250, prior approval should be obtained from the Executive Council.
9. The Program Chairman or the Program Committee will make the arbitrary decision in applying these guidelines.

Adopted 3/7/05  
Amended 10/3/11

## **STANDING RULE 4 - PROCEDURE TO AWARD HONORARY LIFE MEMBERSHIPS**

There are a number of members of the Fredericksburg Rockhounds who have made significant contributions to the club over the years and who would seem to be candidates for Honorary Life Memberships.

Any member of the club may nominate another member or couple for Honorary Life Membership. This nomination is to be submitted in writing to the President for consideration and action by the Executive Council. The written nomination is to include the name or names of the member or couple being nominated and reasons why the member or couple is considered to be worthy of this recognition. Reasons generally will specify significant contributions to the club over a number of years. Length of membership is an important criterion but not by itself sufficient justification for awarding Honorary Life Membership; a nomination must speak to active participation in club activities and personal contributions. A nomination presented to the President is to be submitted to the Executive Council promptly and acted upon at the earliest opportune time. A nomination is to be submitted to the President in private; discussion and action by the Executive Council are to be undertaken in Executive Session. An announcement regarding a positive decision by the Executive Council will be made by the President at the next regular meeting of the club, at which time an award will be made to the individual or couple so honored and congratulations extended. A negative decision by the Executive Council will be transmitted by the President in private to the member who submitted the nomination; no reasons will be given. A member or couple rejected for Honorary Life Membership may be renominated at a later date. Members with Honorary Life Memberships will be so designated in the club's membership directory.

Adopted 2 August 2004  
Amended 11 July 2005

## **STANDING RULE 5 - CERTIFICATE OF APPRECIATION**

Members of the Fredericksburg Rockhounds who have made significant contributions to the Club over the years may be nominated as candidates for Honorary Life Memberships. This is the highest honor the Club can award and it normally is presented in recognition of exceptional service to the Club over an extensive period of time. Any member of the Club may nominate another member or couple for Honorary Life Membership.

A second type of award may be awarded to recognize service to the Club or to the geology/paleontology/natural sciences fields in general. The individual or couple considered for the award do not have to be long time members of the Club and the contribution does not have to be to the Fredericksburg Rockhounds specifically. Other than the purchase of a framed certificate or similar token of recognition, there will be no cost to the Club. The Executive Council will choose the individuals or couples to receive this award; the general membership will not be a part of this process other than to informally suggest individuals or couples for consideration, if they choose to. The awarding of this certificate does not preclude the awarding of an Honorary Life Membership at a different time.

Adopted 02/07/08