

DAISY MOUNTAIN ROCK AND MINERAL CLUB

CONSTITUTION AND BYLAWS

February 6, 2024

ARTICLE I – NAME

Section 1: The name of this corporation shall be Daisy Mountain Rock and Mineral Club.

Section 2: The principal office shall be located at Post Office Box 74215, Phoenix, Arizona 85087.

Section 3: Other locations for the transaction of business, if any, shall be located at such places, as the Executive Board deems necessary.

Section 4: The Corporation functions on a fiscal year beginning January 1st and ending December 31st.

ARTICLE II – PURPOSE

Section 1: The purpose of Daisy Mountain Rock & Mineral Club is to promote and further an interest in geology, mineralogy, and lapidary arts, through education, field experiences, public service, and friendship.

Section 2: This Corporation is not formed for profit, and none of its assets shall be used for monetary gain or profit by any individual who is or may become a member thereof.

Section 3: All assets, properties, and funds of the Corporation shall be devoted to the furtherance of the primary purposes of the Corporation. The Corporation's works and purposes are purely scientific, educational, social and recreational and are solely in the interest of the advancement of its member societies, of their members, and of the public.

Section 4: Upon the dissolution of the Daisy Mountain Rock and Mineral Club, all monies, assets, and liabilities shall be liquidated in accordance with the laws of the State of Arizona.

ARTICLE III – EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the elected Officers: President, Vice President, Secretary, Treasurer and the elected or appointed Trustees.

Section 2: The duties of the Executive Board are to discuss and approve all decisions necessary to conduct the business of the Daisy Mountain Rock and Mineral Club

Section 3: A maximum of two non-voting Youth Board Memberships shall be available to Daisy Mountain Rock and Mineral Club teenage members between the ages of fourteen (14) and eighteen (18). The youth members must be in good standing.

ARTICLES IV – OFFICERS AND ELECTIONS

Section 1: The Officers of this Club shall be the President, Vice President, Secretary and Treasurer.

Section 2: There shall be a minimum of four elected Trustees. The maximum number of Trustees shall be sixteen (16) Trustees. The additional Trustees are to allow participation of members that want to take an active role in running the club.

Section 3: The term for Daisy Mountain Rock and Mineral Club Officers (President, Vice President, Secretary, and Treasurer) and Trustees will be for a period of one year, commencing on January 1st and terminating on December 31st.

Section 4: Members must be in good standing with the Daisy Mountain Rock and Mineral Club before holding an elected office. “Good Standing” refers to timely payment of yearly club dues as well as abiding by the Field Trip Committee rules.

Section 5: Nominations of Officers shall be made at the November general meeting; elections shall be at the December general meeting; and installation shall be at the January general meeting.

Section 6: Nominations for Officers shall be made by a nomination committee appointed in October by the President.

Additional nominations from the floor can be made by the members at large at the November general meeting. Any active member in good standing may nominate any other member in good standing for any office. Nominations shall remain open until the opening of the December general meeting. Nominations made by members in good standing at the opening of the December general meeting will be handled as a write-in on the secret election ballot.

Section 7: Elections of Officers and Trustees shall be at the December general meeting and all voting shall be by secret ballot, unless there is only one nominee for an office, in which case a floor vote will be taken by raising of hands. A majority of votes cast shall constitute an election.

Section 8: A vacancy in any Executive Office due to death, resignation, removal, disqualification, or otherwise, shall be filled from the Board of Trustees for the remainder of the vacant term.

ARTICLE V – DUTIES OF OFFICERS

Section 1: President: The President or their designee shall preside at all Daisy Mountain Rock and Mineral Club meetings. In the event that the President is unable to preside over a meeting, he may request that the Vice President preside over the meeting. The duties of the President shall be to:

1. appoint Chairpersons or Chairs of standing committees and of ad hoc committees
2. administer the budget for all operational purposes
3. obtain speakers for monthly meetings
4. make deposits, when necessary
5. authorize all checks over \$500. The president is also authorized to sign checks in the event the Treasurer is unable to do so or is absent for an extended period-of-time

Section 2: Vice President: The duties of the Vice President shall be to:

1. assist the President in all duties assigned
2. assume all Presidential duties during the absence of the President
3. chair the Field Trip Committee, which shall be composed of an adequate number of members in good standing

Section 3: Secretary: The duties of the Secretary shall be to:

1. keep an accurate record of all Executive Board and Executive Committee meetings
2. manage the correspondence of the Daisy Mountain Rock and Mineral Club by means of email and USPS
3. keep duplicate copies of all correspondence
4. provide the Newsletter Editor with an approved copy of the Board Meeting Minutes in a timely fashion
5. provide the Newsletter Editor with an approved copy of the General Meeting Minutes in a timely fashion
6. maintain all corporate records, including but not limited to Articles of Incorporation, Bylaws, Meeting Agendas and Meeting Minutes with access made available to the Executive Board upon sufficient notification (defined as reasonable period-of-time not less than 3 days or more than 10 days)

Section 4: Treasurer: The duties of the Treasurer shall be to:

1. maintain an accurate accounting of all receipts and expenditures and other financial activities of the Daisy Mountain Rock and Mineral Club
2. serve as bank liaison
3. make deposits, when necessary
4. pay all bills authorized by the Executive Board or associated with approved budgets (any check in excess of \$500 shall be authorized by the President)
5. present a monthly financial report to the Executive Board and the membership at the monthly meeting (report shall include all receipts, disbursements and on hand balance)
6. participate in annual audit review of Daisy Mountain Rock and Mineral Club accounts
7. file applicable tax forms and reports

Section 5: Trustees: The Trustees have a fiduciary responsibility to oversee the Daisy Mountain Rock and Mineral Club's finances. The duties of the Trustees shall be to:

1. conduct or appoint a person or persons to perform an annual audit of the Daisy Mountain Rock and Mineral Club's Treasurer accounts after the January general meeting
2. present the audit findings at the February general meeting
3. review and recommend updates to the Daisy Mountain Rock and Mineral Club's Bylaws as needed
4. perform other duties as deemed necessary by the Executive Board or President

Section 6: If any Officer is absent three (3) consecutive Executive Board or general meetings, unless the absence is considered unavoidable, the Executive Board may consider the office vacant and fill it in accordance with Section 8 of Article IV.

ARTICLE VI – MEMBERSHIP

Section 1: The Corporation shall have only one class of members. Members on the membership list as of this date shall be recognized as members. Memberships adhere to the Daisy Mountain Rock and Mineral Club's fiscal year and are valid from January 1st to December 31st.

Section 2: Applicants for NEW membership will fill out and sign the official "Application Form" and the "General Assumption of Risk and Release of Liability" form. Family applicants may include children under the age of 18.

Section 3: The signed application is then presented with the current annual dues payment to the Membership Chairperson. When paid in full, dues are valid for the calendar year in which they are paid.

Section 4: Applicants for existing membership RENEWAL will fill out and sign the form designated for '*EXISTING DMRMC MEMBERS*' and submit with payment to the Membership Chairperson. For existing members in good standing, when dues are paid in full, they are valid for the calendar year for which they are designated.

Section 5: Each member over the age of 18 is entitled to one vote on each matter that is submitted to a vote of the general membership. The voting power of each member shall be equal.

Section 6: Annual dues shall be determined by the Executive Board.

Section 7: Dues notifications will be posted by the Executive Board in the Club Newsletter from October to December. Members having not paid their Club dues by the 31st day of January shall be automatically dropped from membership, forfeiting all the rights and privileges of same, and their names shall be removed from the Club's mailing list.

ARTICLE VII - MEETINGS

Section 1: The general meetings shall be held once each month at the time and place as mutually agreed upon by the membership. Meetings will be suspended during the summer months of July and August.

Section 2: Special meetings of the members of the Daisy Mountain Rock and Mineral Club may be called at any time by the President or upon resolution of the Executive Board, or upon written petition signed by ten percent (10%) of the members of the Daisy Mountain Rock and Mineral Club. The purpose of the special meeting shall be stated in the notice thereof, and no other business shall be transacted except such as is specified in the notice.

Section 3: An Executive Board Meeting shall be deemed official when attendance constitutes a quorum (one-half plus one of the active members of the Executive Board). The voting powers of the board members of the Daisy Mountain Rock and Mineral Club shall be equal, with each board member having only one vote.

Section 4: Meetings shall be for conducting Daisy Mountain Rock and Mineral Club business and will have an educational component attached to them with speakers obtained by the President. Speakers may be recommended to the President by members in good standing.

Section 5: Field trips may be recommended to the chairperson of the Field Trip Committee by members in good standing and jointly decided upon by the Field Trip Committee members.

ARTICLE VIII – FINANCES AND COMMITTEES

Section 1: Expenditures: All expenditures of \$500 or more shall be voted on and approved by the Executive Board.

Section 2: Committees: All committees shall be created as deemed necessary by the Executive Board.

ARTICLE IX - AUTHORITY

Section 1: The rules contained in the current edition of Roberts Rules of Order, Newly Revised shall govern the Daisy Mountain Rock and Mineral Club in all cases to which they are applicable and consistent with these Bylaws and any special rules of order the Daisy Mountain Rock and Mineral Club may adopt.

ARTICLE X – AMENDMENT OF BYLAWS

These Bylaws may be altered or amended and may be adopted by a majority vote of the members in good standing present at any general meeting of the Daisy Mountain Rock and Mineral Club, or at any special meeting (called for that purpose); except that the members shall not have the power to:

1. change the club's purposes so as to decrease its rights and powers under the laws of the State of Arizona
2. waive any requirements of bond or other provisions for the safety and security of the property and funds of the association or its members
3. deprive any member of rights and privileges now existing
4. amend the Bylaws as to affect a fundamental change in policies of the Daisy Mountain Rock and Mineral Club

Notice of any amendment to be made to the Bylaws at a special meeting of the members, must be given at least ten (10) days before such meeting and must set forth the amendments to be considered.

Section 1: All proposed amendments must be submitted in writing and voted upon at the next regular meeting. Notification to members may be by newsletter, email, and/or USPS or a combination thereof.

Section 2: All amendments to the Bylaws shall be determined to be in

agreement with the Articles of Incorporation in the State of Arizona and within the regulations of the Internal Revenue Service.

Section 3: All future amendments and revisions shall be incorporated and published in the Daisy Mountain Rock and Mineral Club's newsletter and the new revision date added to the Bylaws.