

CAPITAL DISTRICT MINERAL CLUB

BYLAWS*

Article I: MEMBERSHIP

- Section 1 Membership in the Club shall consist of Charter Members and Regular Members who may affiliate with the Club after the limitations of Charter Membership have expired.
- Section 2 Those members who shall have attended three (3) meetings of the Club prior to the ratification of the Constitution shall be designated Charter Members.
- Section 3 Application for membership shall be made in person or by letter to the Secretary of the Club.
- Section 4 An application for membership must be accompanied by a fee which shall cover the dues for the fiscal year unless the application is made after May 15, in which case the dues shall be credited for membership during the following year.

Article II: DUTIES OF THE OFFICERS

- Section 1 The President shall preside at all meetings of the Club and shall perform such other duties as commonly pertain to the Presidency. The President shall be eligible to serve as Chairman of the Board of Trustees. The President shall appoint chairmen of standing committees and of ad hoc committees. The President shall administer the budget for all operational purposes.

The term of office for the President shall be one (1) year; he shall be ineligible for re-election immediately upon the completion of a term as President.

At the November meeting during his tenure, the President shall appoint a nominating committee of three (3) members who shall nominate a candidate for each office of the Club for the next annual election in January.

The President is authorized by the Board of Trustees to sign checks in the event the Treasurer is unable to do so or is absent for an extended time.

The President, in consultation with the Program Chairman, is authorized to cancel a scheduled meeting in case of inclement weather or other dire emergency.

- Section 2 The Vice President shall perform the duties of the President in the event the President is absent or unable to serve, and shall succeed to the Presidency in the event of a vacancy in this office. The Vice President shall also perform such other duties as may be assigned to him by the President. The term of office for the Vice President shall be one year.

*Includes revisions of 1967, 1972, 1976, 1989.

Article II: DUTIES OF OFFICERS (cont'd.)

- Section 3 The Secretary shall accurately record the proceedings of all regular meetings of the Club and also of meetings of the Board of Trustees. The Secretary shall take charge of all correspondence addressed to the Club, take care of notices for all meetings, report items of interest at meetings, and be custodian of current Club records and files. The term of office for the Secretary shall be one (1) year.
- Section 4 The Treasurer shall receive all dues or other monies and shall make disbursements when so authorized by the President. At the direction of the Board of Trustees, the Treasurer shall deposit all funds of the Club in an appropriate depository. He shall keep an accurate record of all receipts and disbursements. He shall present a monthly statement of the financial status of the Club to the membership, and at the Annual Meeting in January shall submit a financial report for the preceding year. The Treasurer shall notify each member by mail during the month of August of his dues for the current year. He shall send a second notice on December 1 to those members in arrears. The term of office for the Treasurer shall be one (1) year.
- Section 5 Any officer who is derelict in the discharging of his duties or whose conduct may be considered detrimental to the welfare or reputation of the Club may be removed from office by a three-fourths (3/4) vote of the Board of Trustees. This vote shall be by closed ballot, in writing. Three-fourths (3/4) of the membership may petition, in writing, the Board of Trustees to consider the impeachment of an officer.

Article III: ELECTION OF OFFICERS

- Section 1 The Nominating Committee shall present the names of nominees for the offices of President, Vice President, Secretary and Treasurer at the Annual Meeting in January, such names having been announced previously at the December meeting.

Nominations for any office may be made from the floor at the December and the January meetings by any member, providing the member shall first have secured the consent of the nominees.

Election shall be made by simple majority vote of the attending membership.

- Section 2 The officers elected at the January meeting shall assume their duties upon the adjournment of that meeting.

Article IV: DUES

- Section 1 (Annual dues shall be _____ dollars () per member.)
Annual dues shall be determined by the Board of Trustees.

- Section 2 The fiscal year of the Club shall begin on September 1st and terminate on August 31st.

Article IV: DUES (cont'd.)

- Section 3 A statement of dues shall be mailed annually in August to each member.
- Section 4 On December 1st following, the Treasurer shall send a 2nd notice, in writing, of dues to those members in arrears. Section 5 following shall be quoted in the notice.
- Section 5 Members in arrears by the first day of January (4 months) 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 V: STANDING COMMITTEES

- Section 1 The Program Committee shall consist of at least three (3) members including a chairman. This committee shall establish a yearly program that is well balanced and of interest and value to the membership, and shall furnish the Secretary a complete program release for each meeting.
- Section 2 The Field Trip Committee shall consist of at least four (4) members including two (2) co-chairmen with power to name field captains. This committee shall set up a schedule of field trips subject to the approval of a majority of the membership.
- Section 3 The Nominating Committee shall consist of at least three (3) members including a chairman. This committee shall submit a list of nominees at the (annual meeting in January) December meeting.
- Section 4 The Public Relations and Publicity Committee shall consist of at least three (3) members including a chairman. This committee shall be responsible for all public relations activities of the Club and for any publicity issued for any purpose as directed by the President.
- Section 5 The President shall, at his discretion, appoint temporary committees when and as the need arises.
- Section 6 The In-Service Committee shall consist of at least two (2) members appointed for a two (2) year period, whose duties shall be to cooperate with any Earth Science organization or group, to promote or further interest and knowledge in this field.

Section 7 The Map Committee shall consist of a chairman and at least three (3) other members, whose duty will be to prepare maps of geological and mineral areas.

These maps are to be filed with the New York State Geological Department, the Secretary of the Capital District Mineral Club, Inc., and the chairman of the Map Committee.

Article VI: RULES OF ORDER

The deliberations of the Club and of its standing and special committees shall be governed by parliamentary usage as contained in "Robert's Rules of Order - Revised" when not in conflict with the Constitution and By-Laws of the Club.

Article VII: ORDER OF BUSINESS

The order of business at any regular meeting of the Club or meeting of the Board of Trustees shall (be as follows:) include the following as appropriate:

1. Opening of meeting by the presiding officer
2. Reading of minutes of previous meeting and any action thereon
3. Reports of officers
4. Reports of committee chairmen and announcements
5. Unfinished business and new business
6. Election of officers
7. Introduction of new officers
8. Miscellaneous business and social
9. Adjournment
10. Program of the evening

Article VIII: AMENDMENTS TO BYLAWS

Any Article, Section or provision of these By-Laws may be altered, supplemented or repealed by the affirmative vote of the majority of the members present and voting at any meeting, provided that the proposed change shall first be stated, in writing, to each member of the Club at least thirty (30) days prior to the designated meeting at which the change is to be voted upon.

Adopted 1958
Amended October 5, 1967
Amended March 2, 1972
Amended April 1, 1976
Amended November 2, 1989