

# Parma Lapidary Club By Laws

## Revised 07-12-2014

### 1 Article I: Name

2 **Section 1** The name of the organization, an all-volunteer nonprofit organization  
3 chartered by the state of Ohio, shall be "PARMA LAPIDARY CLUB".

### 4 Article II: Mission Statement

5 **Section 1** The mission of the Parma Lapidary Club is to create for our members,  
6 visitors and general public, opportunities to appreciate, learn and develop skills in  
7 lapidary, metal working and jewelry arts as well as geology, mineralogy, paleontology  
8 and other related earth sciences.

### 9 Article III: Membership

10 **Section 1** Any person of good character who is interested in the objectives of this  
11 club may become an active voting member upon filling out a membership application  
12 and payment of the dues. Active memberships may be either single or family, the latter  
13 consisting of one or two adults sharing the same address and any children under 18  
14 years of age. Each adult shall have one vote. Young persons aged 10 to 18 may hold  
15 junior membership in the club independent of family membership if sponsored by an  
16 adult but may not vote or hold office.

17 **Section 2** For the safety and welfare of all members and guests, our club has  
18 adopted a code of conduct, which everyone joining the club must read and  
19 acknowledge acceptance as condition of membership. Conduct, which seriously  
20 violates the code of conduct at meetings, events and or in the workshop, shall result in  
21 the removal of shop privileges and/or membership.

22 **Section 3** Since the show provides funds to operate the workshop, all members who  
23 use the shop are expected to contribute a minimum seven hours of assistance to the  
24 annual show in some manner, e.g. planning and preparation, publicity, setup and take  
25 down, or show operations. Requests for exemptions from the show labor are to be  
26 submitted to the show Chairperson as early as possible and, when approved shall be  
27 recorded by the secretary.

28 **Section 4** Any adult who has held continuous membership in the club and paid dues  
29 for 30 years shall automatically become a member for life. He/she shall have all  
30 privileges of an active member, including the right to vote and hold office, but shall be  
31 exempt from further payment of dues. Persons who joined the club as children under a  
32 family membership shall not be eligible for life membership until they have held  
33 independent membership for 30 years.

34 **Section 5** Any person who has given outstanding service to the club may be  
35 selected as an honorary member by a majority vote of active members present at any

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1 meeting. He/she shall have all privileges of membership except the right to vote or hold  
2 office and is exempt from paying dues.

3 **Section 6** Any person caught stealing property of the club, or any of its members,  
4 will immediately forfeit membership in the club, and may be prosecuted to the fullest  
5 extent of the law.

6 **Section 7:** Club members shall not be permitted to operate Club equipment or  
7 machines unless supervised or properly trained in the use and care of said equipment.

## 8 **Article IV: Meetings and Voting**

9 **Section 1** The regular meetings of this Club shall be held on the first Wednesday of  
10 each month. When such a date is a holiday, the meeting for that month shall be decided  
11 by the members at a prior meeting or by the Board of Directors.

12 **Section 2** The first Wednesday in November shall be the annual meeting.

13 **Section 3** Special meetings may be called by the Board of Directors. All members  
14 shall be notified of such meetings not less than seven days prior to the meeting and  
15 shall include the purpose of the meeting.

16 **Section 4** A quorum for transacting business shall be 25 members of the active  
17 membership. A majority vote shall decide matters at any meeting, a quorum being  
18 present, unless otherwise required under these By-Laws.

19 **Section 5** All elections shall be decided by secret ballot unless only one person  
20 has been nominated.

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### 1 Article V: Dues

2 **Section 1** All persons joining the Club, including each participating family member,  
3 shall pay the cost of a permanent nametag.

4 **Section 2** Annual dues for each type of membership shall be set by an affirmative  
5 vote of two thirds of the ballots cast at any meeting provided proper notice has been  
6 given at the preceding meeting. New members joining the club between June and  
7 September can pay half the regular price of membership, providing they pay the  
8 upcoming year's dues in addition to the current year's dues. New members joining after  
9 September can pay one-fourth the year's dues along with the dues for the upcoming  
10 year.

11 **Section 3** Dues are due January 1<sup>st</sup>. Members who have not paid will be dropped.  
12 Any member dropped for nonpayment who wishes to rejoin later that year, must pay  
13 current dues plus a reinstatement fee.

14 **Section 4** Members who are unable to participate in Club activities for an extended  
15 time, because of illness, either their own, or a family member, or who are out of town  
16 because of work or school may request a leave of absence for up to one year. The  
17 request, may be submitted to the President and approved by the Board of Directors.  
18 While in effect, this will waive the members from payment of dues and suspend all  
19 membership privileges.

### 20 Article VI: Trustees

21 **Section 1** The affairs of the Club shall be supervised by five Trustees elected from  
22 the active membership. The Trustees shall choose one of the members to act as  
23 Chairperson.

24 **Section 2** One Trustee shall be elected at each annual meeting to serve for a five-  
25 year term. Trustees shall not hold office for more than 2 consecutive terms, after which  
26 one year must pass before they can run for that office again. However, said person may  
27 run for a different position on the Board of Directors.

28 **Section 3** Any vacancy among the Trustees shall be filled for the remainder of the  
29 term by a special election at the first regular meeting after the vacancy occurs.

30 **Section 4** A Trustee may be removed from office at a meeting called for that purpose  
31 by an affirmative vote of two-thirds of the ballots cast provided proper notice have been  
32 given as required in Section 3, of Article IV above .

### 33 Article VII: Duties of Trustees

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1 **Section 1** The Trustees shall work with the Board of Directors on long- range  
2 planning for the Club, meeting at least once a year for this purpose.\_\_\_\_

3 **Section 2** The books of the Club shall be available to the Trustees at any time for  
4 review and/or for audit by any three Trustees at the close of each fiscal year or as  
5 necessary.

6 **Section 3** The Trustees shall review these By-Laws every three years and  
7 recommend any changes deemed necessary. Any typing errors can be corrected by a  
8 majority vote of the trustees.

9 **Section 4** The Trustees shall assume such other duties as requested by the  
10 President, the Board of Directors or the membership.

### 11 **Article VIII: Officers**

12 **Section 1** The officers of this Club shall be President, Vice President, Secretary and  
13 Treasurer. These offices are held for a two-year term. Officers shall not hold office for  
14 more than two consecutive terms, after which one term must pass before they can run  
15 for that office again. However, said person may run for a different position on the Board  
16 of Directors.

17 **Section 2** A slate of candidates for office and for Trustee shall be presented by the  
18 nominating committee at the November meeting. Nominations may also be made from  
19 the Floor. To be eligible for nomination a member must be at least 18 years of age, in  
20 good standing and willing to serve.

21 **Section 3** Election of officers shall be held at the annual meeting in November. They  
22 shall be installed and take office at the December meeting. Installation of officers shall  
23 be conducted by a person of the incoming President's choice.

24 **Section 4** Any vacancy occurring among the officers shall be filled for the remainder  
25 of the appointment term by the President.

26 **Section 5** An officer may be removed from office at a meeting called for that purpose  
27 by an affirmative vote of two-thirds of the ballots cast provided proper notice have been  
28 given as required in section 3, of Article IV above.

29 **Section 6** The Board of Directors shall consist of the elected officers and the  
30 standing committee chairpersons Chairperson. The duties of the Board shall be to act  
31 for the Club on matters delegated by the membership, to bring business of major  
32 importance before the Club, to make recommendations for action on such business,  
33 and to work with the trustees on long range planning for the Club.

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1 **Section 7** The Board of Directors shall meet at the discretion of the president, at  
2 least four (4) times a year. For the Board of Directors to conduct a business meeting the  
3 following members must be present, three (3) elected officials and four (4) Board  
4 Members. A majority vote of the members present shall decide matters at any Board  
5 meeting.

## **Article IX: Duties of Officers**

### **Section 1: Duties of the President**

8 **A.** The President shall be the chief executive officer of the club under the supervision  
9 of the Trustees. He/she shall preside at all meetings and shall have general charge of  
10 the business affairs and property of the Club.

11 **B.** He/she shall appoint all committee chairpersons and shall co-sign all checks drawn  
12 by the Treasurer.

### **Section 2: Duties of the Vice-President**

14 **A.** In the event of the President's absence or disability, the Vice-President shall perform  
15 all the duties of the President. Chairperson It is also the duty of the V.P. to plan the  
16 monthly programs.

17 **B.** He/she shall also perform such other duties as may be assigned from time to time  
18 by the Board of Directors or the President.

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## 1 **Section 3: Duties of the Secretary**

2 **A.** He/she shall conduct the Club's correspondence, keeping copies for the files.  
3 Correspondence shall be reviewed every three years and any pertinent data turned over  
4 to the historian. The Secretary also maintains copies of the current and past By Laws;  
5 the Secretary is responsible for summarizing and maintaining the official minutes of the  
6 club meetings for both the Board and general meetings

7 **B.** He/she shall also perform such duties as may be assigned from time to time by the  
8 Board of Director or the President.

## 9 **Section 4: Duties of the Treasurer**

10 **A.** The Treasurer shall receive all funds and deposit such funds in the Club's name in a  
11 bank agreed upon by the officers. He/she shall also make all distributions according to  
12 the Club's budget or as approved by the membership.

13 **B.** He/she shall record all transactions in a general ledger, including names of those  
14 paying dues and amount paid, and shall give a report of those transactions at each  
15 meeting along with the total amount of funds held in the Club's name.

16 **C.** He/she shall prepare the Club's annual budget in consultation with the President  
17 and Finance Committee and present it for approval at the November meeting.

18 **D.** At the close of the Club's fiscal year, he/she shall prepare annual financial report,  
19 mailing a copy to the Ohio Attorney General's office. He/she shall also prepare and file  
20 any tax returns of the Club.

21 **E.** He/she shall file the Certificate of Continued Existence with the State of Ohio when  
22 due and shall safely keep this and all other legal papers of the corporation.

23 **F.** The Treasurer shall prepare and hand over to a Certified Public Accountant or a  
24 Public Accountant the end of the year books. The end of the year books shall be audited  
25 and taxes filed.

26 **G.** Finally, he/she shall perform such other duties as may be assigned from time to time  
27 by the Board of Directors.

28 **H.** He/she shall implement a building fund into the annual budget. Said funds may be  
29 used for, but not limited to, maintenance, repairs, improvements, or purchase of a  
30 building for the club's use.

## 31 **Article X: Committees**

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1 **Section 1:** The President shall appoint all chairpersons of the standing committees  
2 as soon as possible after election.

3 **Section 2:** Standing Committees shall be the following: Membership, Finance,  
4 Annual Show, Field Trips, Workshop Coordinator, Editor of the "Rock Box", Safety  
5 Committee, and Projects/Publicity.

6 **Section 3:** Special committees shall be the following: Historian, Librarian,  
7 Registration, Web Master, Equipment Exchange, Outreach Program and Sunshine.

8 **Section 4:** The Nominating Committee shall be appointed by the President no later  
9 than the August meeting and shall consist of a minimum of three people.

### 10 **Article XI: Amendments**

11 **Section 1:** These By-Laws may be amended at any regular meeting by an  
12 affirmative vote of two-thirds of the ballots cast.

13 **Section 2:** No amendment shall be acted upon unless it has been read at the  
14 previous meeting and copies have been sent to all members at least seven days prior to  
15 the meeting in which action is to be taken. The amendment shall then be read again  
16 before voting.

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1 **Article XII: Parliamentary Authority**

2 **Section 1:** Roberts Rules of Order, revised, shall be the prevailing authority  
3 specified for all questions of procedure, unless otherwise specified in the By-Laws. Two  
4 (2) copies of Roberts Rules of Order shall be provided by the Club, one (1) copy for the  
5 Chairperson of the Trustees, and one (1) in the club library.

6 **Article XIII: Dissolution**

7 **Section 1:** If the Parma Lapidary Club is dissolved, all assets shall be given to one  
8 or more other 501-(C) 3 organization created for or serving similar purposes.

9 **Article XIV: Investments**

10 **Section 1:** The Club will operate with only one checking account. Savings will be in  
11 CD's or investments to be decided by a majority vote of the Board of Directors.

12 Revised 1986, Amended 11/7/90, 11/1/95, 10/04/96, 08/06/09, & 10/05/11, 05/02/12,  
13 07/12/2014