



BY LAWS

FARWEST LAPIDARY & GEM SOC. INC,

2008

COPY



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BY LAWS

FARWEST LAPIDARY & GEM SOCIETY, INC.

ADOPTED DEC. 1992

Articles of Incorporation filed August 27, 1962 at Salem, Oregon.

ARTICLE I

NAME AND LOCATION

- Section 1. The name of this organization shall be: The FarWest Lapidary & Gem Society, Inc.
- Section 2. The headquarters of this Society shall be in or near Coos Bay, Oregon(Coos Bay, North Bend, or Empire area.)
- Section 3. The mailing address shall permanently be: P.O. Box 251, Coos Bay, Oregon; 97420

ARTICLE II

- Section 1. The object of this Society shall be: The study and teaching of Lapidary, Mineralogy, and Geology and locating and preservation of mineral specimens.

ARTICLE III

FISCAL YEAR

- Section 1. The fiscal year shall be from January 1st of each year to December 31st of each year.

ARTICLE IV

OFFICIAL BULLETIN

- Section 1. The official publication of this Society shall be known as "The Rock Chip Reporter" and shall be published monthly eleven (11) months of the year.

ARTICLE V

MEMBERSHIP

- Section 1. There shall be four classes of membership, namely: Members, Honorary Members, Life Members, and Junior Members.
- Section 2. Any person of good character is eligible to apply for membership in this Society.

By laws, FarWest Lapidary & Gem Society, Inc., cont.

ARTICLE V

- Section 3. Junior Membership shall be any person who is not more than 18 years of age.
- Section 4. An Honorary member shall be only a person of acknowledged eminence as a mineralogist, geology, or a ~~laparist~~ laparist.
- Section 5. A Life Member shall be one who has given exceptional or meritorious service to the club.
- Section 6. There shall be no limit to the number of members in this Society.

ARTICLE VI
AMENDMENT #1

To the By Laws of FarWest Lapidary & Gem Society, Inc. adopted December 1992
To Articles of Incorporation filed August 27, 1962 at Salem, Oregon.

At a regular business meeting of the FarWest Lapidary & Gem Society on June 6, 1995, the membership declared Article VI as adopted December 1992 null and void and replaced it with AMENDMENT #1 which reads as follows;

ARTICLE VI
APPLICATION FOR MEMBERSHIP
Amended June 6, 1995

- Section I. Prospective members and junior members shall be introduced at the first meeting they attend. They will be furnished with application forms by the club secretary at that time.
- Section II. At the second meeting that prospective members attend, they will submit their filled-out application forms to the club secretary, remit the current dues to the treasurer and become an active member.

ARTICLES VII & VIII

HONORARY MEMBERS

- Section 1. An Honorary Member shall be recommended to the Board of Directors by a petition signed by five (5) members in good standing in the Society. Upon the unanimous approval of the Board of Directors, the petition shall be presented to the Society at a regular meeting and approved by a 2/3 vote of members present and voting.

By Laws, FarWest Lapidary & Gem Society, Inc. cont.
 Article V, Membership, cont.

ARTICLE IX

MEMBERSHIP DUES

- Section 1. The dues of the Society shall be based on a term of one year and are payable to the Treasurer on/or before the first of January each year, with a thirty day period of grace.
- Section 2. Dues for a single adult shall be fifteen (\$15.00) dollars annually.
 Dues for a couple adult members shall be twenty (\$20.00) dollars annually.
 Persons becoming members after July 1st shall pay one half the regular dues.
- Section 3. Dues for a Junior Members shall be five (\$5.00) dollars annually.
- Section 4. Any member not paying dues by the first of January, with a 30-day period of grace, or with the time extended by the Board of Directors in cases of hardship or good cause, shall be dropped from membership in the Society and must reapply for membership in the regular manner.

ARTICLE X

RESPONSIBILITIES OF MEMBERS

- Section 1. Members must be cooperative, show good sportsmanship and be of good character.
- Section 2. Members shall respect and protect property, etc., as set forth in the American Federation of Mineralogical Societies Code of Ethics. See your Northwest Newsletter or your Directory for a copy.

ARTICLE XI

GOVERNMENT

- Section 1. The Executive Officers of the FarWest Lapidary & Gem Society shall be President, Vice-President, Treasurer, Secretary, and the Federation Director.
- Section 2. The Board of Directors shall consist of seven (7) members, namely the five Executive Officers and one (1) elected member of the Board and the immediate past president.
- Section 3. The Board of Directors shall have general charge of affairs, property of the Society, and all other matters not herein provided for.
- Section 4. All decisions of the Board of Directors, concerning disposition of monies and/or property of the Society shall be subject to approval of the majority of the members present.

ARTICLE XII

OFFICE ELIGIBILITY

- Section 1. No person shall be President unless he/she has been a board member in good standing for a period of at least one (1) year in this club.
- Section 2. No person shall hold the office of Vice-president, Secretary, Treasurer, Federation Director, or Board Member unless he/she has been a member in good standing for at least one year in this club.

ARTICLE XIII

ELECTION OF OFFICERS

- Section 1. Annually, prior to the first regular meeting in September, the Board of Directors shall appoint a nominating committee of five (5) members who are in good standing in the Society, not more than two (2) of which shall be of their body. They shall select candidates for the Elective offices. Their report shall be presented to the Society at the first regular meeting in October, at which time nominations may be made from the floor. It shall be understood that any candidate presented by the nominating committee or independently nominated from the floor has signified his/her willingness to accept the nomination and if elected will perform the duties of the office.
- Section 2. Annually, the election of the Executive Officers and one (1) Board Member shall be held at the first regular meeting in November. They shall be elected by a majority of the members voting by secret ballot only. Further, absentee ballots may be cast by members who are ill, or plan to be away, and received prior to election.
- Section 3. In case of a tie vote, the office shall be decided by the flip of a coin.
- Section 4. The elected officers shall be installed at the first meeting in December.

ARTICLE XIV

PART A. RESIGNATION

- Section 1. Any person holding elective or appointive office and wishing to resign shall submit a written resignation to the Society. This vacancy shall be filled by a member eligible for the office who shall be appointed by a unanimous approval of the Board of Directors, except as otherwise provided for in these By Laws.

PART B. BOARD OF DIRECTORS MEETINGS

- Section 1. The members of the Board of Directors shall be held once a month on the call of the Vice President of the Society. Any special Board of Directors meeting may be called by the President of the Society, the chairman of the Board, or requested in writing by three (3) Society members in good standing.
- Section 2. The Vice President of the Society shall be Chairman of the Board of Directors and shall preside over all meetings. In the absence of the Vice President, the Board Members shall select an alternate.
- Section 3. Any Board Member failing to attend two consecutive meetings of the Board of Directors may be dropped from his/her elected office. (Absence may be excused for due cause.)
- Section 4. A quorum shall consist of four (4) members of the Board of Directors.
- Section 5. Any member of the Society may attend any Board meeting as a spectator.

PART C. SOCIETY MEETINGS

- Section 1. The first and third Tuesdays of each month are designated the times for the regular meetings of the Society. However, a majority vote of the members present and voting at any regular meeting may cancel or change the date of the following meeting. There shall be only one meeting in December, that being the first Tuesday in December.
- Section 2. The first meeting of each month shall be a business meeting and the second meeting shall be a social meeting. Visitors and guests shall be welcome to attend all regular meetings of the Society. Visitors MUST apply for membership after attending two (2) regular meetings.
- Section 3. A quorum of at least thirteen (13) members, including at least three (3) Board Members shall be required for a regular meeting to conduct any business.
- Section 4. Controversial issues, at the discretion of the President, shall be referred to the Board of Directors for their recommendation and then voted on by secret ballot by the members of the Society.
- Section 5. No officer shall miss more than two consecutive regular meetings of the Society unless by request to the other Executive Officers.

ARTICLE XV

DUTIES OF MEMBERS

- Section 1. It shall be required of the Members of the Society to provide instructions and instructors to any member of the society wishing to learn any of the following:
- | | |
|------------------|--|
| a. Cabochon | b. Specimen cutting |
| c. Micromounts | d. Silversmithing |
| e. Tumbling | f. Faceting |
| g. Sphere making | h. Other forms of Mineralogy,
Geology, and Lapidary |

The only requirements for these instructions shall be that members wishing instructions shall be taught on their equipment and use their own materials if required by the instructor.

- Section 2.
- a. It is encouraged that members should within a year, show materials they have collected in the field, at a club meet.
 - b. Within two years it is encouraged that members should show materials they have worked up in one of the categories listed in Section 1 of this article, at a club show.

ARTICLE XVI

DUTIES OF OFFICERS

- Section 1. The President shall preside over all meetings of the Society with the exception of the meetings of the Board of Directors. He/she shall, with the Secretary sign all contracts and obligations of the Society.

He/she shall aid the Society and perform all other duties as may become the office of the club President. The president shall have the power to appoint all standing and temporary committees, except for the nominating committee.

- Section 2. The Vice President shall be chairman of the Board of Directors meetings, and shall preside over the Board of Directors meetings.

The Vice president shall perform all the duties of the President in the absence or disability of the President.

The instructional phase of the Society shall be conducted under arrangements made by the Vice President.

By Laws, FarWest Lapidary & Gem Society, Inc. cont.
Article XVI cont.

Section 3 The Secretary shall keep the minutes of all meetings of the Society and of the Board of Directors. These minutes shall be printed in the bulletin (The Rock Chip Reporter) or read at the following meeting of the Society or both.

The Secretary shall conduct the correspondence and maintain the secretarial record of the Society; these records shall be open to the membership at all times.

The Secretary shall perform such duties as may be assigned by the Board of Directors or as may pertain to that office.

The secretary shall have the current year's minutes in his/her possession at all times.

The minutes of the past year shall be turned over to the incoming Secretary, who will turn them over to the librarian for safe keeping after the first business meeting of the new fiscal year.

Section 4. The Treasurer shall collect all monies due the Society and shall pay all bills (which have been approved by the membership) and shall make a report to that body when so requested.

~~All checks~~ shall require the Treasurer's and President's or Vice President's signature.

The Treasurer shall file, with the Secretary, at each business meeting a written statement of the financial standing of the Society, and shall be responsible for filing of the annual report and for filing of the yearly income tax reports as may be required.

The Treasurer shall perform such duties as may pertain to the office.

The Treasurer shall maintain a financial record of the Society; all records shall be open to the membership at all times.

The Treasurer shall have the current years Financial Records in his/her possession at all times. These records shall be turned over to the Librarian upon termination of his/her office.

Copy to Mike Lisdley

By Laws, FarWest Lapidary & Gem Society, Inc. cont.
Article XVI Section 5, cont.

Section 5. The Federation Director shall take charge of all business transactions between the Society and the Northwest Federation of Mineralogical Societies and the membership informed of all Federation business. He/she shall attend the Mid-Year meeting, the Annual Business Meeting, and the Convention of the Northwest Federation of Mineralogical Societies.

The Federation Director shall perform such duties as may be assigned by the membership or as may pertain to that office. He/she shall convey the wishes of the membership to the Northwest Federation.

The Federation Director shall conduct the correspondence and maintain the Secretarial records of that office. These records shall be open to the membership at all times. These records shall be turned over to the incoming Federation Director upon his/her office. Records over one year old shall be given to the Librarian for safe keeping.

ARTICLE XVII

DELEGATES AND REPRESENTATIVES

Section 1. Delegates, Representatives and Alternates to any Federation Convention of inter-club meetings in which the Society shall take part at any time, shall be chosen from the membership. It is understood that any delegate so chosen has signified his/her intention of attending said meeting.

Section 2. One delegate and one Federation Director will represent the Society at each Annual Meeting of the NFMS.

ARTICLE XVII

AMMENDMENTS TO THE BY LAWS

Section 1. The By Laws may be amended as follows: The PROPOSED AMENDMENT shall be signed by five (5) members in good standing and submitted to the Secretary who shall read it before the Society at a regular meeting. It shall then be submitted to the Board for their recommendation. On the recommendation it shall be read again at the next regular meeting. It must be passed by two thirds (2/3) of all members voting.

Section 2. The Board of Directors may propose Amendments, submit them for three-fourths (3/4) of those voting. These must be signed by a majority of the Board.

By Laws, FarWest Lapidary & Gem Society, Inc. cont.

ARTICLE XIX

CANCELLATION CLAUSE

Section 1. Immediately upon adoption of these By Laws, any amendments thereto are automatically cancelled.

These By Laws become effective immediately upon adoption.

Dated December 1992

Signed by

Bob MacMannan
Bob MacMannan

Bill Spencer
Bill Spencer

Rachel Swenson
Rachel Swenson

Lucia Yarbrough
Lucia Yarbrough

THE AMERICAN FEDERATION CODE OF ETHICS

A large measure of the enjoyment of our hobby consists of collecting in the field. For that reason, the members are proud to endorse the following:

"Code of Ethics"

I will respect both private and public property and will do no collecting on privately owned land without the owner's permission.

I will keep informed on all laws, regulations or rules governing collecting on public lands and will observe them.

I will, to the best of my ability, ascertain the boundary lines of property on which I plan to collect.

I will use no firearms or blasting material in collecting areas.

I will cause no willful damage to property of any kind - fences, signs, buildings, etc.

I will leave all gates as found.

I will build fires in designated or safe places only and will be certain they are completely extinguished before leaving the area.

I will discard no burning material - matches, cigarettes, etc.

I will fill all excavation holes which may be dangerous to livestock.

I will not contaminate wells, creeks, or other water supplies.

I will cause no willful damage to collecting material and will take home only what I can reasonably use.

I will support the rockhound project H.E.L.P. (Help Eliminate Litter Please) and will leave all collecting areas devoid of litter, regardless of how found.

I will cooperate with field-trip leaders and those in designated authority in all collecting areas.

I will report to my club or federation officers, Bureau of Land Management or other authorities, any deposit of petrified wood or other materials on public lands which should be protected for the enjoyment of future generations for public educational and scientific purposes.

I will appreciate and protect our heritage of natural resources.

I will observe the "Golden Rule," will use "Good Outdoor Manners," and will at all times conduct myself in a manner which will add to the stature and public "image" of rockhounds everywhere.

I will observe the "Golden Rule", will use Good Outdoor Manners and will at all times conduct myself in a manner which will add to the stature and Public Image of Rockhounds everywhere.

Revised July 7, 1999 at the AFMS Annual Meeting

Last Revised on September 09, 1999
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<http://www.amfed.org/ethics.htm>

INSTALLATION OF OFFICERS
DO NOT DESTROY,, SAVE

Tonight we are to seat the newly elected officers of our organization. Installation is for us a simple procedure, seating our officers in their respective offices, calling attention to their duties and asking their acceptance of the obligations of those duties.

A word, first to the members, having selected your officers your individual duties have not ceased. These officers are your voice, the administrators of your wishes. Without knowledge of your wishes., and without your active assistance in the policies and projects of this organization they have neither power nor direction. Thus the success of the year to com, if it measures up to past progress depends on you.

Will the officers of the FarWest Lapidary & Gem Society please come to the front of the room. Let's give them a hand for the fine job they did this year. Thank you for a job well done..

As the name of each elected officer is called, please come forward.

Treasurer (name of treasurer) you have been elected Treasurer of the FarWest Lapidary & Gem Society. You will collect all moneys due the Society and pay all bills which have been approved. You shall file with the Secretary, at each business meeting a written statement of the financial standing of the Society, and shall be responsible for the filing of the annual report and the filing of the yearly income tax. You shall maintain a financial statement of the Society: all records shall be open to the membership at all times. Do you accept this obligation? If so, answer "I will". (The treasurer steps to one side and remains standing.)

Secretary (name of Secretary) you have been elected Treasurer of the FarWest Lapidary & Gem Society. It is your duty to keep the minutes of all the meetings of the Society and of the Board of Directors. These minutes shall be printed in the Bulletin or read at the next meeting or both. You shall answer all correspondence and inquiries and maintain a record which shall be open to members at all times. The minutes of the past year shall be turned over to the Librarian for safe keeping after the first business meeting of the new year. Do you accept this obligation? If so, answer "I will". (The treasurer steps to one side and remains standing.)

Vice-President (name of Vice-President) You have been elected Vice-President of the FarWest Lapidary & Gem Society. The Vice-President shall be Chairman of the Board of Directors, and shall preside over the Board of Directors meetings. The Vice-president shall perform all the duties of the President in the absence or disability of the President. The Vice-President shall conduct the Instructional Phase of the Society. Do you accept this obligation? If so, answer "I will". (The treasurer steps to one side and remains standing.)

FarWest Lapidary & Gem Society

INSTALLATION OF OFFICERS
CONTINUED
DO NOT DESTROY,, SAVE

Federation Director (name of Federation Director) You have been elected Federation Director of the FarWest Lapidary & Gem Society. and shall take charge of all business transactions between the Society and the Northwest Federation of Mineralogical Societies and keep the membership informed of all Federation business. You shall attend the Mid-Year and Annual Business Meeting. You shall convey the wishes of the membership to the Northwest Federation. Do you accept this obligation? If so, answer "I will". (The treasurer steps to one side and remains standing.)

President (name of President) You are the newly elected President of the FarWest Lapidary & Gem Society. By your election, the members have indicated their belief in you and your ability to conduct the affairs of the Society. You shall preside over all meetings, except the meetings of the Board of Directors. You shall with the Secretary sign all the contracts and obligations of the Society. You shall have the power to appoint all standing and temporary committees except for the nominating committee. You are the Executive Officer of the Society. Do you accept this obligation? If so, answer "I will". (The treasurer steps to one side and remains standing.)

Congratulations and best wishes to you all in the coming year. We know you will do a fantastic job. You should review the by-laws so you may be advised of all phases of your office.

Members,, you should respect the code of ethics and protect private property, obtain permission to enter, close gates, fill up holes and respect the land-owners wishes. The FarWest Lapidary & Gem Society is your organization. You are vital to its success and can help. Please give the incoming officers your support and help.

I now declare all of you duly installed officers of The FarWest Lapidary & Gem Society..

TEN COMMANDMENTS FOR CLUB GROWTH

By Velma Moss, Editor Rocket City Rock & Gem

- 1 ACTIVELY RECRUIT NEW MEMBERS: Make the annual show your annual membership drive. Give membership information as well as show information in all your show publicity. Stress that new members do not have to be experienced in the hobby – only interested. List the ways the club has to teach new members. (field trips, programs, bulletin and training classes)
- 2 STRIVE TO REACH YOUNG FAMILIES: The future of any organization or hobby is its young people. By involving young families, you teach generations. A good selling point is they don't need a baby sitter. Since young people often do not have money to invest in equipment, stress collecting, gem tree making, crystals, etc. Encourage them to start by buying a tumbler. Have a club workshop where they can be trained and have a place to work later.
- 3 ALWAYS HAVE A FRIENDLY WELCOME AT MEETINGS: Visitors and new members should be made to feel a part of the club as soon as possible. Allow time for fellowship at every meeting and encourage older members to spend time getting to know the new ones.
- 4 CONDUCT A SURVEY TO LEARN WHAT THE PEOPLE WANT: if you are to keep your new members, you must meet their needs. Don't assume they will want the same things this year as last year. Use the survey. The survey will do no good unless you put it into action. Give the people what they want. Plan field trips and programs that interest members.
- 5 PLAN SOCIAL EVENTS: Plan social events that members and visitors feel at ease. Circulate at these events – don't divide into little clans.
- 6 ASK NEW MEMBERS TO SERVE AS OFFICERS AND ON COMMITTEES: Learn what talents the new members have and use them. Don't put a damper on new ideas, "We've always done it this way" is a sure way to turn new people off. You can explain that we have done so and so in the past because -- but leave the door open for new ideas.
- 7 Ask every member to be a roaming host at the show: Have members wear "Host Ribbons" and walk the aisles at the show. Ask them to watch for visitors who may need information or help. And don't be surprised when they start bringing new members to the information booth to "sign up". Above all, be sure to have smiling, friendly people at the information booth.
- 8 HAVE CLASSES IN THE LAPIDARY ARTS, SILVERSMITHING, FACETING, OR OTHER FACETS OF THE CLUB: Again, find out what members want and give it to the. Keep fees low enough so young people can afford to attend.
- 9 USE THE BULLETIN TO NURTURE NEW MEMBERS IN THE HOBBY: I cannot stress this enough, the bulletin is the only way to reach all members. If articles are too technical, many new members will not profit from them. You must feed them milk before meat. Have some basic earth science articles written in simple form that anyone can understand. Some adults in our club tell us they enjoy the "Pebble Pup" articles more than the adult articles. Have local information and print names in CAPS. Everyone likes to see his name in print. It's nice to win federation awards but more satisfying to please your own members. After all, they are paying the bulletin, so give them what they want.
- 10 HANDLE AS MUCH BUSINESS AS POSSIBLE IN THE EXECUTIVE BOARD MEETINGS: Try to keep controversial subjects off the floor until the board has thoroughly explored them and can make a recommendation to the members.

Via Open Line Bulletin

13 KEYS TO MOTIVAING MEMBERS

HERE'S HOW TO GET THEM INVOLVED IN YOUR ASSN.

- 1 Each member must feel it's HIS organization... not just the organization of the Board Executive Committee or Staff.
- 2 You must structure for maximum involvement. Gear to member participation, from Bylaws on through. Rotation and turnover are very important.
- 3 Appeal to their interests. Survey members frequently to "find out things" and act accordingly. Awards and recognition factors are included here.
- 4 Make the member's job important. Point out why he/she is vital and how he/she can help.
- 5 Appeal to the profit motive. Emphasize the opportunities for personal gain (satisfaction) through participation.
- 6 Leaders should develop other leaders. Avoid the clique problem by constantly seeking new leaders for the future.
- 7 Keep your program flexible. This creates more member interest in keeping pace with the organization and ahead of the times.
- 8 Communicate. A two-way street is necessary for maximum success.
- 9 Watch your program timing. Any program has a 'good or bad' time for action (or mediocre).
- 10 Dramatize your programs. Bring in new and exciting ways to present them for maximum interest and support.
- 11 Create boosters. Enthusiasm is contagious. Develop it, capture it, and use it effectively often.
- 12 Member orientation is very important. Have a one on one or two day orientation for members both old and new, and especially for your key committees.
- 13 Repeat and repeat. Members are busy people and they need to be reminded over and over about what the Association is doing especially for them.

By: William Dalton CAE
 Chairman, The Dalton Group
 From an issue of "Association Trends"

Dorothy Lee, Chairman
 Society officers Council
 7/81

CABBING RULES

- (1) Cabling machine to be kept permanently at the meeting place.
No Home use.
Used only for learning and demonstrations.

- (2) Anyone interested in learning should apply to club.
A sign-up sheet will be posted.
A list will be posted.
If you should be unable to use your turn, you will go to the bottom of list.

- (3) Machine is for members use only at club functions.

- (4) Students will have ONE MEMBER INSTRUCTOR ONLY.

- (5) Rules of cabling machine are to be reviewed at will of members or after 6 months.
7/1990, 9/1995

- (6) STRONGLY SUGGESTED BUT NOT A RULE
Members should read any cabachon books available to familiarize themselves with cabling terminology before use of machine.

- (7) After two (2) stones are finished by the student he/she will go to the bottom of list or stand by.

FACET RULES

- (1) Cabing machine to be kept permanently at the meeting place.
 No Home use.
 Used only for learning and demonstrations.
- (2) Anyone interested in learning should apply to club.
 A sign-up sheet will be posted.
 A list will be posted.
 If you should be unable to use your turn, you will go to the bottom of list.
- (3) Machine is for members use only at club functions.
- (4) Students will have ONE MEMBER INSTRUCTOR ONLY.
- (5) Rules of cabing machine are to be reviewed at will of members or after 6 months.
 1/1987, 10/1989, 9/1995
- (6) STRONGLY SUGGESTED BUT NOT A RULE
 Members should read any cabachon books available to familiarize themselves with cabing terminology before use of machine.
- (7) After two (2) stones are finished by the student he/she will go to the bottom of list or stand by.
- (8) After you have completed two stones, a users fee or three dollars will be charged for use of the machine, You will furnish your own stone.