

CONSTITUTION

Revised 2003

PURPOSE:

The purpose of this organization is to (a) stimulate interest in the earth sciences and lapidary arts by furthering the knowledge of its members and the public in the earth sciences and lapidary arts, (b) disseminate the knowledge, methods and procedures for the study, collection and classification of rocks, minerals and fossils, and (c) teach methods to cut, alter, fashion and convert earth science specimens for lapidary purposes.

ARTICLE I Name

This organization shall be known as the **LIVERMORE VALLEY LITHOPHILES**.

ARTICLE II Membership

The LIVERMORE VALLEY LITHOPHILES invites to its membership anyone genuinely interested in the advancement and preservation of the lapidary arts and earth sciences and desires association with others with like interests.

ARTICLE III Officers

Section 1. Elected Officers

The elected officers shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. Appointed Officers

The appointed officers shall be those such as the Federation Director, Shop Foreman, Field Trip Leader, Editor and Publisher of the "Lithogram" and such other officers, appointed by the President, as the Board of Directors shall deem necessary for the efficient conduct of the business of the Club.

Section 3. Board of Directors

The Board of Directors shall consist of the elected officers, the appointed officers and the chairmen of all active committees.

ARTICLE IV Annual Meetings

The Annual Meeting of the club shall be the regular meeting for the month of November. Officers for the following fiscal year shall be elected at the Annual Meeting.

ARTICLE V The Right to Vote

Only senior and honorary members are entitled to vote. Voting may be done by proxy if same be submitted to the Secretary, in writing, at any time prior to the voting.

ARTICLE VI Amendments

This constitution may be amended at any duly constituted meeting when a legal quorum has been declared present or represented. A two-thirds vote of the senior members present, or with proxies properly submitted, is required providing the amendment to be voted upon has been read at one previous meeting.

BY-LAWS
Revised 1986

ARTICLE I

The LIVERMORE VALLEY LITHOPHILES shall be non-sectarian and non-partisan.

ARTICLE II - MEMBERSHIP

- Section 1. Membership in this Club shall consist of three classes: 1-honorary, Senior, and Junior.
- Section 2. Only Honorary and Senior members are privileged to vote and hold office.
- Section 3. Junior members are those under eighteen years.
- Section 4. Honorary membership may be granted to any Senior member in recognition of outstanding contributions to the purposes of the Club.
- Section 5. Any member may be expelled from the Club for cause. Any senior member may request the expulsion of any other member for cause by filing the request in writing with the Secretary at a board meeting. The request for expulsion shall contain a full statement of the actions considered to warrant expulsion. The President shall then appoint a special investigating committee of five senior members to look into the charges. If recommended by the investigating committee and approved by a two-thirds vote in a secret ballot at the next meeting of the Board of Directors, the proposed expulsion shall be voted upon by the membership, in a secret ballot, at the next regular meeting of the Club. A simple majority is sufficient for decision in this ballot.

ARTICLE III - DUES

- Section 1. Cost for membership dues shall be reviewed annually by the senior membership at the regular meeting for September. Confirmation of present dues or changes in dues shall be voted upon by simple majority at the regular meeting for October. Members shall be notified in writing of the results of the vote.
- Section 2. Junior membership dues shall be half of the dues of a senior member.
- Section 3. Members may join the club on or after July 1 upon payment of one half of the annual dues. Those wishing to join on or after November 1 of any year will be granted membership for the remainder of the fiscal year upon payment of dues for the following fiscal year.
- Section 4. Membership dues become payable on November 1 for the following fiscal year. Members are delinquent after January 1 and will be dropped from the membership roster on March 1 if still delinquent at that time.

ARTICLE IV - FISCAL YEAR

The Fiscal Year of this club shall coincide with the calendar year.

ARTICLE V - NOMINATIONS AND ELECTIONS

- Section 1. Nominations for elected officers shall be made by a committee of at least three senior members appointed by the President no later than the regular meeting for August of each year. It is recommended, but not mandatory, that two nominations be made for each office. The nominating committee shall present their nominations at the regular meeting of the Club for October. Nominations from the floor with consent of the nominee will be called for at this meeting.
- Section 2. Nominations for Honorary membership may be made by any Senior member. The nomination shall be presented to the Secretary in writing and shall list the contributions for which the nominee is to be honored. If approved by a two-thirds vote in a secret ballot at a meeting of the Board of Directors, the nomination shall be placed on the ballot at the Annual Meeting together with those for elective office.
- Section 3. All voting for office or honorary membership shall be by secret ballot. A simple majority is sufficient for election.
- Section 4. Installation of the newly elected officers and Honorary members (if any) shall take place at the regular meeting for December.

ARTICLE VI - DUTIES OF THE OFFICERS

The duties of the officers shall be such as are implied by their respective titles and such as are specified by these By-Laws. All officers shall keep permanent records of their work and turn them over to their successors. Correspondence and itemization of bills may be disposed of after three years.

- Section 1. The President shall preside at all meetings of the club, and of the Board of Directors. The President shall appoint the appointive officers and such committees as may become necessary from time to time.
- Section 2. The Vice-President shall perform the duties of the President in his absence and shall be an ex-officio member of all committees.
- Section 3. The Secretary shall keep the minutes of all meetings of the Club, shall incorporate in full all amendments to the Constitution and By-Laws in the minutes of the meeting at which they were adopted, and shall keep an accurate, classified list of the names and addresses of all members of the Club, and of all Chairmen and members of committees. Also the Secretary shall maintain an accurate, up-to-date copy of the constitution and By-Laws as amended and shall furnish the President and Vice-President with copies of same. The Secretary shall also keep minutes of the Board meetings and shall conduct the correspondence of the club as directed by the President and shall preserve a file of all records and correspondence of value to the club and its officers.
- Section 4. The Treasurer shall have custody of all monies of the Club and shall receive all club funds, giving a receipt for same. After approval of bills by the Board of Directors, the Treasurer shall pay same by check. The Treasurer shall keep an itemized record in a permanent file of all receipts and expenditures and shall give a written report to the Board of Directors annually at the January Board meeting and to the general membership at the regular meeting for February. There shall be an audit of the books every two (2) years and at the change of the office of Treasurer.

ARTICLE VII- THE BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consider the affairs of the Club in accordance with the Constitution and By-Laws and the policies laid down by the club from time to time. It shall report matters of interest to the club. It shall fill vacancies in office for the unexpired term when no provision has been made by the Constitution and By-Laws. The Board of Directors shall approve all accounts to be paid by the Treasurer.
- Section 2. It shall be the duty of the Board of Directors to recommend policy, facilitate routine operations of the Club, and expedite conduct of business at regular meetings. Any member may attend any meeting of the Board of Directors. The courtesy of a vote on all matters coming before that meeting will be extended to all Senior members present at any meeting of the Board of Directors.
- Section 3. A full report of all actions taken by the Board shall be recorded in the minutes of the meeting of the Board of Directors, and which minutes shall be published in the "Lithogram". Any action of the Board of Directors is subject to discussion by the membership at the next regular meeting of the Club upon request by any Senior member and may be rescinded by a majority vote.

ARTICLE VIII - ORDER OF BUSINESS

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| 1. Call to order | 4. Program (may precede Business) |
| 2. Greetings to Visitors | 5. Adjournment |
| 3. Business | |

ARTICLE IX - MEETINGS

- Section 1. Regular meetings shall be held once each month on a fixed day of a fixed week agreed upon by the Club. Meeting dates may be shifted or canceled on occasion to avoid conflicts with other activities provided notice of a change is given at a previous regular meeting and published in the "Lithogram" or the membership is notified in a special mailing.
- Section 2. Special meetings of the club may be called by the President, Board of Directors, or any five senior members. The call must be published in the "Lithogram" or sent by a special mailing to all members at least 7 days prior to the meeting. The call shall state the date, time, and place of the meeting and the nature of the business to be transacted. No business other than that listed in the call may be transacted at a special meeting.
- Section 3. Meetings of the Board of Directors are held once a month, normally, approximately midway between regular meetings. Special meetings of the Board of Directors may be called by the President or a quorum of the board as required. The call shall state the date, time, and place of the meeting and the nature of the business to be transacted. No business other than that listed in the call may be transacted at a special meeting.

ARTICLE X - QUORUM

- Section 1. A legal quorum must be present for the transaction of business at any meeting of the Club or its Board of Directors.
- Section 2. A quorum shall consist of 25% of the voting members, who shall be present or represented by proxy, but not less than ten, or the entire membership if that be less than ten. A proxy shall not be valid for more than one meeting.
- Section 3. A quorum of the Board of Directors shall consist of any two elected officers and three additional members of the Board who must be present in person.

ARTICLE XI- AMENDMENTS

These By-Laws may be amended at any regular meeting by a simple majority vote, providing a legal quorum has been declared. The amendment to be voted upon must have been read at the previous regular meeting. Voting shall be by secret ballot.