

**Elected officers of the Magic Valley Gem Club and duties as outlined in the ByLaws
There are other assigned duties which are address in other areas of the Club operations.**

Article 2 Officers – Their Powers and Duties

Section 1: The **Elective officers of this Corporation** are: President, Vice President, Secretary, Treasurer, Field Marshall, Federation Director, Gem Show Chairman, the Bulletin Editor, Show Chairman Advisor, Assistant Show Chairman, Refreshment Chairman, Public Relations Director, whom shall be elected at the meeting and shall assume duties in March after the Show and installation in March Club meeting.

Section 2: The **President** shall preside at all meetings of the members and of the Executive Committee. He shall have general direction of the affairs of the Corporation, subject to the control of the members thereof, and shall appoint such committees as from time to time may be necessary. In May of each year the President, with the approval of the Executive Committee, will present a detailed proposed working budget for the coming year. This will include all expenses or revenues generated by the activities of the Magic Valley Gem Club.

Section 3: The **Vice President** shall assist the President; preside at all meetings in the absence of the President. Powers and duties of a Sergeant-at-Arms with authority to control and safeguard the meeting or Club event is granted the Vice President.

The V.P. shall have charge of the physical properties of the corporation. This includes maintenance, upgrades, safety, security, and licenses needed for trailers and any other items. Exclusions will include Club Claims and monies. **The V.P. will preside over the Library and Field Marshals to insure Club Policies are being followed.** The Vice President will insure their questions are answered and they understand the Club's Ethics and collecting guide lines. Following the field trip a written handout ½ page minimum covering the information about the trip with complete details and listing their responsibilities.

No Club information or Field trips may be used for any commercial collecting of any kind. COLLECTING IS LIMITED TO ROCK HOUNDING HOBBY USE ONLY. NO RESALE ALLOWED AND COLLECTED ITEMS MUST COMPLY WITH THE SPECIFIC LANDUSE AGENCY HAVING JURISTICIAN IN THE COLLECTING SITE.

Supervising the Field Marshall and assistants, must keep a binder of information maps, gathering sites and

types of material to be found. Insure updated Copies are kept in the Club library, Field Marshalls, and the

President. This book is not to be copied for other clubs or any Business or Rock Shops to preserve the sites.

Revised January 2013

Page 2 By-laws of Magic Valley Gem Club, Inc. Twin Falls, Idaho

Continuation of Article 2 Officers – Their Powers and Duties

Section 3 Continued:

V.P. oversees the Field Marshalls will insure every person going on a field trips fills out the Magic Valley Gem Club's **ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM.**

Maps supplied to members will have a filed copy of the map waiver form:

stating no liability on Club's behalf insuring accuracy, road access conditions or collecting permissions.

Section 4: The **Secretary** shall keep an accurate record of the proceedings taken at meetings of the members and of the Executive Committee meetings. These are the OFFICIAL DOCUMENTAL RECORDS of the MVGC and must be kept and stored, (State Law). The Secretary will give notice to members of meetings, regular and special, keep a roll of the names of members in good standing, sign and disburse to all members cards, conduct correspondence and receive all monies due the corporation and deliver the same receipted to the Treasurer. Communications to members about status of membership, dues, and other member issues from the President or Executive Board is responsibility of the Secretary or their designee. The Secretary shall issue a membership card good until membership laps or is voted out of the Club. The Secretary shall deliver to the Magic Valley Gem News Editor by the 25th of each month any minutes taken at meetings for inclusion in the Magic Valley Gem News the official communication to members as to Club actions. The Secretary shall maintain a calling committee whose job it will be to contact the Club membership when notifications are required.

Section 5: The **Public Relations Director:** duties include providing club meeting dates, times, and places, plus insures timely information about annual Gem Show or club activities are published in the media. This will include contacting and providing information to all Magic Valley, Wood River Valley, and other surrounding communities. Maintain an active list of Radio Stations, Newspapers, Television Stations, Schools, Cable TV Providers, Local community internet sites, Chambers of Commerce, Government and local tourist centers and other media or outlets to advertise our club.

Section 6: The **Treasurer** shall have charge of the monies of the Corporation, shall keep the same deposited in a Bank as may be directed by the Executive Committee and shall keep true account thereof. Disbursement of funds occurs when bills and request for payment forms are completed and the expense is part of an approved budget, or when approved amounts are voted by majority of the members at regular or special meetings. The Treasurer shall report to the membership at the regular meetings during the following months January, May, and October. THE REPORT WILL CONTAIN ACTUAL MONIES IN THE BANK CHECKING ACCOUNT MINUS ENCUMBERED FUNDS. Encumbered funds defined as committed expenses as included in the Approved Budget or Executive Board vote or by the Show Chairpersons within the approved Show Budget. The Treasurer shall insure all the Bank accounts require two signatures. Two on each check; any two Executive Committee members who are signed up on the accounts can sign. A reserve of at least \$1500 will be maintained in a CD or other type of account in the bank to be accessed only in case of extreme emergencies. Maintain a checking account, a savings account and CD type reserve and insure logical returns on deposited monies.

Revised January 2013

Section 7: The **Field Marshall** shall select the locality for any official field trips of the members, make the arrangements therefore, and may appoint such assistants as maybe deemed necessary. A yearly projected list of field trips shall be submitted in a timely manner. Field Marshalls shall at all times maintain Safety as a highest priority. They shall provide to the membership at each meeting with the following field trip a written handout ½ page minimum covering the information about the trip with complete details

A signed Field Trip Agreement Form must be in the leader's possession for everyone on a field trip. This form and a map and information liability release form will be attachments to this document.

Keep a binder of information maps, gathering sites and type of material to be found.

Insure Copies are kept in the Club library, Assistant Field Marshalls, and the President and updated.

This book is not to be copied for other clubs or any Business or Rock Shop to preserve the sites.

Section 8: The **Federation Director** shall be the delegate to the Northwest Federation of Mineralogical Societies meetings and shall represent the corporation in all dealings with the Federation. They will use their own discretion in voting on resolutions presented at the Federation business meetings, unless instructed otherwise by the Club or their Designee. Responsibilities include being an activist on behalf of the Club in political and land issues and insure he or an appointee is working with the PLAC-ALAC action committee of the American and Northwest Federations. (Work with President on appointment of PLAC_ALAC person.)

Section 9: The **Gem Show Chairman** shall have total responsibility for all show activities, expenses, income and commitments made on behalf of the Club for the annual Gem Show. The Chairman must submit a detailed proposed Show Budget by May. Chairman must confirm that Show insurance, Event place rent and Dealers are contracted by January. The assistant Show Chairman must be kept informed by the Show chairman of all actions taking place and receive the needed training to become a future Show Chairman. The Magic Valley Gem Show chairman shall have the authority to issue expenses in relation to the Gem show within an approved budget. i.e., Building rental, Insurance, trailer up-keep and license, annual expenses relating to show production are within this authority. The Show Chairpersons are responsible to acquire and maintain Show Demonstration equipment for the sole purpose of use during the Gem Show, includes all aspects of the Show. **Show budget must contain purchased items and list donations to the show and there use or disposal this is Mandated by the State.**

Section 10: The **Magic Valley Gem Show Assistant Chairman** shall have the authority delegated to them by the Show Chairman. The areas of responsibilities may include: Overseeing the registration, ticket tables, games, Demonstrations table, Silent Auction, Wheels of fortune, Setup and takedown, Security for the Show, placing outside signage, and any other so designated activities of the Show by the Show Chairman. Primary duty for up-keep and readiness of equipment is delegated to the Assistant Show Chairmen, working with the Vice President of the Club whom is responsible for overall physical Club Inventory. **All purchases must go through the Show Chairman.**

Revised January 2013

Page 4 By-laws of Magic Valley Gem Club, Inc. Twin Falls, Idaho

Continuation of Article 2 Officers – Their Powers and Duties

Section 11: The Magic Valley Gem Show Advisor shall have the authority delegated to them by the Show Chairman and the Executive Board. Responsibilities include working with the Show Chairman to keep within the Budget, insure the calendar of show events are all executed and ready on time. Insure that the Show chairman is functioning properly and the Show Staff are trained in a timely manner. Insure the Show is operated in a proper manner or report to the Executive Board with specifics and timely manner for their actions.

Section 12: The Bulletin Editor shall publish a news letter, the Magic Valley Gem News, monthly (or as by Membership vote) for Club communication. It shall contain at least the last Executive board meeting information, and the previous months meeting notes. The bulletin, upon the confirmation of Club members' approval vote at the following meeting, will be accepted as **the written official record of the Club**. You maintain an accurate membership mailing list, and send as many electronic bulletins as possible. Procure coping and postage at the best possible price. Insure all related bills are paid by the Treasurer.

Section 13: Refreshment Specialist Duties include all the following and must assist in setting and keeping the budgeted amounts in all activities. Arrange for food for following events; Show setup noon meal, Show takedown snacks and drinks, refreshments at meetings, annual picnic (July), annual Barbeque (August), Thanksgiving Club banquet, and Christmas party. All events have a set amount in the Budget and must not go over. All aspects of planning, preparing , setup needed is your responsibility. Your help will be from Club members, just ask for help.

Section 14: Raffle specialist duties are delegated from the Executive Board, President and Vice President. Duties are to run a monthly raffle at the MVGC Club's meetings following all the rules from the State of Idaho gaming commission and those additional rules from the Executive Board. Limits as to amount of monies which shall be raised must be followed to the letter. \$1000.00 total from no more than 12 raffles, (the show also counts as one of the twelve). The Vice president of the Club will be your immediate supervisor. All monies collected will be turned in to the Club Secretary receipted and then turned over to the Treasurer to be deposited directly after the meeting. Records must be kept of the winner's names, addresses, and phone numbers. The date, place, time, amount collected, number of tickets sold and the ticket price. If a purchase is made amount paid, receipt, and value must be included along with raffled amount. This information will be kept and copies turned into the Treasurer in June and December. YOU MUST FOLLOW ALL THE RULES! Personal criminal penalties apply.

Section 15: The elected officers named in Section one of these Articles shall constitute the Executive Committee. This Committee shall have the powers by these By-Laws conferred by 2/3 of attending membership vote at a regular meeting. The Executive Committee meetings shall be reported by the Secretary at the next succeeding regular meeting of the members. Meetings of the Committee shall be held as deemed necessary by the President and the Audit/budget meetings in May and January as as required by Idaho laws of Incorporation.

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