

Magic Valley Gem Club Vice President: job description:

Note: No individual member may encumber, commit, charge, or in anyway make the Club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. All expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Vice President  
Reports to: President, Executive Board, and General membership

Job Overview: Perform duties as outlined in the Club Bylaws/Standing rules and as requested by the President, Executive Board or by 2/3 vote at a regular meeting by the members attending.

**YOU MUST READ AND STUDY THE CLUB BYLAWS AND STANDING RULES**

Duties: AS OUTLINED IN THE MVGC BYLAWS

(Must fill in if the President is not in attendance or as assigned as such)

**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 January 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, and shall have charge of the property of the corporation other than the money.**

**The Vice President will provide new members with name tags and insure their questions are answered and insure they understand the Club's Ethics and collecting guide lines.**

**Powers and duties of a Sergeant-at-Arms with authority to control and safeguard the meeting or Club event is granted the Vice President.**

Shall have overview powers delegated by the President to insure the Field Marshal insures the Field Trip Policies and collecting site maps and information is properly maintained as outlined in the Club Bylaws.

Updated 1/12/12

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Page 6 By-Laws of Magic Valley Gem Club, Inc.  
Twin Falls, Idaho

**Section 7:** The Club shall act as the purchaser and holder for its members any assets and holdings needed to run and for the functions of the club itself. A 2/3 majority vote by members in attendance in a regular or special meeting and in favor of all such actions will be required in two published meetings held within a six month period.

Section 8: ALL equipment purchased or otherwise acquired by the Club for use at trainings and meetings will be directly under the control and physical presence of the CLUB VICE PRESIDENT. All expenditures will first go through the Executive Board for approval followed by a 2/3 general meeting yes vote. No monies are to be committed from the Club funds until after final vote. No individual may use Club equipment for Personal use. Repair and upkeep is the responsibility of the Club Vice President. Donations of all equipment and supplies must go through the Executive Board to insure proper procedures are followed and the wishes of the individuals donating such are upheld.

To carry out such purposes the Club shall have the power to acquire, own, hold, sell and dispose of such real and personal property as may be necessary or proper. Particularly to locate, hold and own mining locations and mining claims, to incur debts, execute promissory notes and secure the payment of same by debts, execute promissory notes and secure the same by pledge or mortgage of real or personal property. A permanent Club meeting place or Club Shop will require the same procedure.

The Club shall be the agent for receiving all donated, willed, and by any other means monies, property, real estate, equipment, and other monetary items. The Club shall have total control over the use, disposal, and donation of any acquired items addressed above.

Updated 1/12/12

**Standing Rules are the operational details that are set by the Club membership.**

Changes made to Standing Rules during a regular business meetings in which the voted change was advertised (In the Magic Valley Gem Bulletin) 30 days before and requiring a two thirds majority favorable vote shall be adopted as Club law.

1. Library books checked out are to be returned in one month, or a fine of \$1.00 per month will be levied. The Librarian will maintain and publish a listing of available library materials **while working with the Vice President whom is charged with overseeing Library operations, expenses, and insuring proper methods of tracking loans are followed.**
2. ID badges will be procured by the Vice President or his **designee.**
3. No firearms are allowed on Field Trips (rock trips) or meetings.
4. No alcoholic beverages are allowed on Field Trips (rock trips) or meetings.
5. **Club equipment cannot be loaned/rented to members and must only be used for the Club meeting Trainings or during the Club Show.** Equipment purchased or donated for the Club Show will only be used during the Show and will not be loaned/rented or used by members even for Club trainings. This will insure units are ready for Club Show Demonstrations

Serve as a member the Magic Valley Gem Club Executive Board

Respond to any request or other correspondence given to you.

Insure request for information is set out and responded to promptly.

(Others may have this responsibility but you must insure follow up.