

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

***Magic Valley Gem Club Incorporated By-law Twin Falls, Idaho***

**By-Laws of the Magic Valley Gem Club, Inc.  
An Idaho Corporation (Non Profit – but not tax exempt)**

This Document is entirely owned by the MVGC and is not available to the public.

**Article 1 Corporate Name and Purposes:** A non-profit Corporation is to be known as the Magic Valley Gem Club Inc. (Incorporated). For legal purposes of this document, the Magic Valley Gem Club is also referred to as MVGC or just the Club. Its purposes are set forth in these Articles of Incorporation (By-Laws and Standing Rules). The purpose of the Magic Valley Gem Club is to promote the study of mineralogy, allied Earth Sciences, and the Lapidary and Faceting Arts.

**Club's Mission Statement:** The Club's purpose is the education and dissemination of information to its membership, schools, and the general public via activities and training. The Club adheres to the American Federation of Mineralogical Societies Code of Ethics included at the end of this document. The mission statement includes finding raw materials and protecting the rights of Club members to do all the activities related to the rock hounding hobby.

**Article 2      Officers – Their Powers and Duties**

**Section 1:** The **Elective officers of the Corporation** are: President, Vice President, Secretary, Treasurer, Field Marshall, Federation Director, Gem Show Chairman, Bulletin Editor, Show Chairman Advisor, First Assistant Show Chairman, Hospitality Chairman, Public Relations Director, Mining Claims Manager, who shall be elected at the January meeting and shall assume duties in March after the Gem Show and installation at the end of the March Club meeting. Financial officers of the Club are President, Vice President, Treasurer, and Secretary. The Club Show Chairman is to be included in all financial show decisions.

**Section 2:** The **Executive Board officers shall incur no indebtedness** on behalf of the Corporation or have cause to be paid out funds unless so authorized by the annual approved Club budget and the preapproved amounts. All monies over the budgeted amounts must be brought before the members at a regular meeting for a vote of approval. The Executive Board is empowered to carry out the details of any project authorized by vote of the members and to incur and have paid from the Corporation's funds any indebtedness arising from within such limits as the resolutions of authority may affix. Club members must adhere to the same policies and procedures!

## **Continuation of Articles of Officers – Their Powers and Duties**

**Section 3:** The **President** is the Chief Executive Officer (CEO) of the Corporation.

The president shall have general direction of the affairs of the Corporation, subject to the control of the members thereof. Day to day operations, decisions, and running of the Club's business resides in this office as it relates to the Club By-Laws. The President is charged with ensuring all of the Magic Valley Gem Club By-Laws and Standing Rules and Regulations are followed by all members of the Club.

The President shall preside at all meetings of the members and the Executive Board.

In May and June of each year the President will present a detailed proposed working budget for the coming year. See the details in Article 4: Articles Management and Finances portion of the By-Laws. The Club financial calendar runs from July 1 to June 30.

The president will publish a President's yearly Calendar of Club major events, meetings and time requirements with the approval of the Executive Board. The President is responsible for keeping the Club officers informed of their duties as it relates to activity times on this calendar. The calendar will be made known to the membership through publication on the Club web site.

The President shall appoint all Club non-elected positions. He will work directly with each Executive Board member on appointments within their defined duties. The President will appoint all Club non-elected positions and may set a length of service for each position.

The President shall appoint all Committees and work with the Executive Board members in their areas of responsibilities to help choose committee members. He shall either sit as its head or appoint a chairman for all committees.

Presidential duties are further defined in the By-Laws and Standing Rules of this document.

**Section 3:** The **Vice President** - Chief Operations Officer (COO) of the Corporation shall assist the President; preside at all meetings in the absence of the 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 mining claims and monies.

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. will preside over the Raffle Operational Details, Library and Field Marshalls to ensure Club Policies are being followed.** The Vice President will ensure their questions are answered and they understand the Club's Ethics and collecting guide lines. Specific duties overseen by the Vice President are located in the Bylaws of the Corporation in detail.

The V.P. oversees the Field Marshalls to ensure every person going on a field trip fills out the **Magic Valley Gem Club's ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**. Maps supplied to members will have a filed, completed copy of the maps release waiver form. This form states there will be no liability on Club's behalf ensuring the accuracy of the road's access, conditions or legality of collecting.

The V.P. is to ensure the Field Marshalls are fully trained in safety and procedures as defined in the Field Marshall's duties.

**No one outside of the Club membership may have access to maps or site information. This restriction includes but is not limited to businesses, rock dealers, rock shops or individuals selling such materials (Except for personal hobby uses.) This follows the guidelines of the Federal and State land-use managers. No Club information may be used in a manner not consistent with the AFMS CODE OF ETHICS!**

**Section 4:** The **Secretary** - Chief Records Officer (CRO) of the Corporation shall keep an accurate record of the proceedings taken at meetings of the members and of the Executive Board. 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 the Club meetings, regular and special, within five days.

The secretary shall keep a roll of the names of members in good standing, sign and disburse to all members membership cards good until membership lapses.

The secretary shall conduct all correspondence with the help of the Public Relations Director and the Federation Director.

The secretary is to receive all monies due the corporation. The secretary shall write in Triplicate a receipt for the same, showing from who received, the amount, and on what account payment is made, and shall promptly turn the money and one copy of the receipt over to the Treasurer.

Communications to members about their status of membership, dues, and other member issues from the President or Executive Board is responsibility of the Secretary or the Secretary's designee.

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.

The Secretary shall be responsible for procuring and presenting to the incoming President, at the beginning of his term of office, a gavel to be used during his tenure in office.

The Secretary shall send a list of the newly-elected Club Officers promptly after the election, to the MVGC Federation Director who is charged with its submittal. The secretary shall ensure that the Club Federation Director sends to the Northwest Federation of Mineralogical Societies, the complete roster of the membership on the forms received from the Federation. This list is to be sent by January 1 and must include a check for the Federation dues.

The Secretary shall give notice to members in danger of suspension for non-payment of dues. Members whose dues are not paid by January 1 shall automatically be suspended from membership and their names shall be removed from the membership roll.

**Section 5:** The **Treasurer** – Chief Financial Officer (CFO) of the Corporation shall have charge of the monies of the Corporation. The Treasurer shall keep the monies deposited in a Bank as directed by the Executive Board 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 keep a true and accurate account of the monies of the Corporation. The Treasurer shall file the sales tax for the Magic Valley Gem Club on the appropriate forms, (non-profit corporation) by January 1.

The Treasurer shall report to the membership at the regular meetings during the following months: January and June. The report will contain actual monies in the bank checking account minus encumbered funds. Encumbered funds are defined as committed expenses included in the membership voted on approved budget.

The Treasurer shall ensure all the Bank accounts require two signatures. Two signatures on each financial transaction and check are required; any two financial Executive Board members (Corporate CXO's) who are signed up on the accounts can sign.

A reserve of at least \$2000 will be maintained in a CD or other type of account in the bank to be accessed only in case of extreme emergency. Maintain a checking account, a savings account and CD type reserve (\$3000.00) and ensure logical returns on deposited monies.

The Treasurer will provide monthly written financial reports to the Club President.

**Section 6:** The **Public Relations Director (PRD):** The public relations director shall assist the Secretary in doing whatever correspondence for the club the PRD is called upon to do.

The PRD's duties include promoting and providing club meeting dates, times, and places, plus ensuring 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.

Duties will include the duties found in the Standing Rules of the Corporation, the duties of Show Promotion Specialist and Club Promotion Specialist. These duties are found as one assignment under the title of Public Relations Director. The Specialist duties may be assigned to an active qualified member by Presidential appointment and will be part of the committee the PDR leads.

The PRD must ensure proper oversight of all aspects of your area of assignment and committee persons under your direction.

The Public Relations Director, under the direction of the President or the Executive Board is charged with the over-site of all types of social media. This includes information found in the Club's Website, Facebook, Twitter, and all other social media.

The PRD must ensure all aspects in and implied by the Club Bylaws are followed to the letter. This means he must ensure everyone dealing with the electronic media is informed of the Club rules and regulations in order to publish anything regarding Club activities.

The Public Relation Director, the President, or their designee will be the only voices of the Club in cases where the Club has emergencies, critical situations or official responses are required.

**Section 7:** The **Field Marshall** shall select the locality for any official field trips of the members, make the arrangements therefore, and may ask the President to 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 information, a written handout ½ page minimum covering the information about the trip with complete details.

**No Club information or Field trips may be used for any commercial collecting of any kind. This includes obtaining material for resale. (Reference to land use government agencies guidelines) COLLECTING IS LIMITED TO ROCK HOUNDING HOBBY USE ONLY. NO RESALE ALLOWED AND COLLECTED ITEMS MUST COMPLY WITH THE SPECIFIC LAND USE AGENCY HAVING JURISDICTION OVER COLLECTING SITES AND THE AFMS CODE OF ETHICS.**

**A signed Field Trip Liability Agreement Form for each person attending must be in the leader's possession for everyone on a field trip. The Information liability release form for liability for personal and the maps liability release form will be attached to this document.**

**The personal liability release form MUST be filled out each year for every person, no exceptions, and must be brought on all outings by the leaders.**

The Field Marshall must keep three binders of information, maps, gathering sites, and types of material to be found. The Field Marshall shall ensure these binders are kept by the Field Marshall, the President and in the safe deposit box and updated yearly by the Field Marshall.

**(Ensure all members receiving any information know all the rules.) This book or any of its contents is not to be copied for Individuals outside our Club, other clubs, or any business or Rock Shop in order to preserve the sites for amateur collecting. The Executive Board must approve any variations to the rules.**

No junior member is allowed to come on a field trip without their adult parent, sponsor or guardian.

**Continuation of Articles of Officers – Their Powers and Duties**

**Section 8:** The **Club Federation Director** (CFD) shall perform the following duties.

The Club Federation Director shall receive from the Club Secretary a list of the newly-elected Club Officers promptly after the election to be immediately submitted to the Northwest Federation Treasurer or his designee in charge of the Federation membership.

The CFD shall send to the Northwest Federation of Mineralogical Societies, the complete roster of the membership on supplied Federation forms. This list is to be sent in by January 1 of each year along with a MVGC CHECK for the **Federation membership dues**. It shall be the responsibility of the CFD to take orders for the directories, car stickers, AFMS pins, etc., and forward these orders to the Treasurer of the Northwest Federation of Mineralogical Societies in time for the CFD to pick them up at the mid-term meeting.

The Club Directory is stored in the Club Library.

The CFD is to ensure the annual Club membership dues to the (ALAA) PLAC are paid (the Club pays for the Club option which covers all the members) A check must be sent by the first of January accompanied by the renewal registration form.

The CFD shall be the delegate to the Northwest Federation of Mineralogical Societies meetings and shall represent the Club 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.

The CFD shall represent the corporation in all dealings with the AMFS and the NFMS Federations. 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 ensure he or an appointee is working with the ALAA-PLAC action committee of the American and Northwest Federations.

The CFD must read information from the Federations and ALAA and forward the information which is appropriate to the Club members and submit a reduced version to the Magic Valley Gem News each month.

CFD will work with the President on appointment, if needed, of a PLAC person over whom they are in charge and must work to ensure information given is correct and timely.

The CFD is responsible for sending to the Federation Executive Secretary, at least five months prior to the annual meeting, all proposed amendments to the Constitutional By-Laws and all Resolutions for this Federation Society.

The Federation Director is to present to Federation Society all business to be considered or transacted at the Annual Meeting. CFD will give a report at the Club's Meeting, the minutes of the Annual Federation meeting.

CFD will perform such other duties as may be necessary between this Society and the Executive Committee of the Northwest Federation of Mineralogical Societies.

**Continuation of Articles of Officers – Their Powers and Duties**

**Section 9:** The **Gem Show Chairman (GSC)** 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 Chair persons 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 their use or disposal this is mandated by the State.**

GSC must follow the Executive Board approved Show calendar to ensure all items will be covered in a timely manner and that all Show expenses are preapproved by budget or by membership vote at a regular meeting.

GSC must maintain and update the MVGC Show manual.

**Section 10: The Magic Valley Gem Show First Assistant Chairmen** 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.** The first assistant show chairman must follow the Executive Board approved Show calendar to help the Show Chairman ensure all items will be covered in a timely manner and that all Show expenses are preapproved by budget or by membership vote at a regular meeting.

First Assistant Show Chairman must maintain and update the MVGC Show manual under the direction of the Show Chairman.

**Continuation of Articles of Officers – Their Powers and Duties**

**Section 11: The Magic Valley Gem Show Advisor (GSA)** shall have the authority delegated by the President, and the Executive Board.

Responsibilities include working with the Show Chairman to keep within the Budget, ensure the calendar of show events are all executed and ready on time.

Ensure the Show Chairman is functioning properly and the Show Staff are trained in a timely manner.

Ensure the Show is operated in a proper manner or report to the Executive Board with specifics and timely manner for their actions.

GSA must ensure the Executive Board approved Show calendar is followed, to help the Show Chairman ensure all items will be covered in a timely manner and that all Show expenses are preapproved by budget or by membership vote at a regular meeting.

The Show Advisor must ensure the Show manual is maintained-updated by the MVGC Show Chairman.

**Section 12: The Club Bulletin Editor (CBE)** shall publish a newsletter, 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 month's meeting notes. The bulletin, upon the confirmation and any changes or additions of Club members' approval vote at the following meeting, will be accepted as **the written official record of the Club**.

The CBE must maintain an accurate membership mailing list, and send as many electronic bulletins as possible, and procure copying and postage at the best possible price.

The CBE shall ensure all related bills are submitted to and paid by the Treasurer

**Section 13: Club Hospitality Chairman (CHC) Duties** include: Greet members and guests at each monthly meeting and make them feel welcome, to pass the Registration Book around and see that all members and guest sign the book and return book to the Secretary.

Make a listing for the year of those who are to serve on the Refreshment Committees each month, using from 3 to 4 persons per month, with one of them acting as group specialist for that month. Notification shall be sent out well in advance to those individuals responsible for refreshments that month.

The CHC must assist in setting and keeping within budgeted amounts in all activities (Yearly Club budget set in May).

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, and setup needed is your responsibility. Your help will be from Club members, just ask for help and if you need extra members for your committee work with the President as he is authorized to make appointments.



**Continuation of Articles of Officers – Their Powers and Duties**

**Section 14: Mining Claims Manager (MCM) Duties** includes: The MCM (shall have total responsibility for all Claim activities, expenses, income and commitments made on behalf of the Club for all mining claims.

The MCM must submit a detailed proposed budget by April to the President. The MCM must confirm that yearly claim maintenance fee or exemption forms, insurance, fees, contracts with various land agencies are completed and filed by January of each year.

All claim forms will be copied and the originals given to the President to put in the Bank safe deposit box. All filing papers and agreement forms will be kept by the MCM on behalf of the Club, but a duplicate of all such papers will be given the President to act as a backup if something happens to the original papers. (This shall include all correspondence with land use agencies or private landowners.)

Working with the Club President, the Magic Valley Gem MCM shall have the authority to issue expenses in relation to the Gem Club Claims within an approved budget. i.e., Insurance, license, annual expenses relating to Claim production are within this authority as is the responsibility to acquire and maintain Claims.

The RULES must be followed to the letter and intent, no changes or waivers will ever apply.

The Club Mining Claims Manager shall be under the direction of the Executive Board and must attain a 2/3 majority vote by the Executive board members and followed by a 2/3 majority vote of attending members at regular or specially called meeting; before a Mining Claim may be filed in the Club's name.

Working with the Club President, a Yearly Claims budget must contain all expected expenses, needed items, government fees, filings, mailings and other related items.

A record of purchased items and donations, listing their use or disposal shall be maintained, as this is mandated by State and Federal mining laws.

The Club's Vice President is in Charge of tracking, usage, and disposal of all the Club's Physical assets.

Revised January 2014

### **Article 3 Club Operations and Management**

**Section 1: The elected officers named in Section one of these Articles shall constitute the Executive Board (Board of Directors of the Corporation).** This Board shall have the powers by these By-Laws conferred by 2/3 of attending membership vote at the regular meeting.

The Executive Board meetings shall be reported by the Secretary at the next succeeding regular meeting of the members and published in the MVGC News. Items of a sensitive nature will be brought up at the meeting for the membership, but not published. The information will be retained in the official records.

Executive Board meetings shall be held biannually for the Audit/budget meetings in May, and January as required by Idaho laws of Incorporation and others as called by the President.

### **Section 2: Operations and meeting methods and guide lines for the Club**

Club meetings will be ruled (directed) by The Robert's Rules of Order as revised in 1961. Basic meeting format and interaction by the membership will be based on this reference. Club operations not defined specifically in the Club By-Laws or the Standing rules will default to the referenced section of Robert's Rules of Order. This will ensure that the rights and privileges of members are not impinged or reduced.

The By-laws or Standing rules will set time limits, number of rebuttals in any given specific topic or subject (these will be found in the official Club records). Their purpose will be very specific in nature and that is to allow discussion and debate while keeping the meeting from going excessively long. Robert's Rules of Order motions such as to table debate, postpones etc. still apply, insuring the membership has the continued right to act and maintain control of the meetings.

### **Section 3: BY-LAW changes required by Idaho Corporations requirements.**

In 2007 the rules and regulation of Corporations by the Federal and State Governments changed the way and methods non-profit Corporations do business. Changes were made to the By-Laws and Standing Rules of the Magic Valley Gem Club to incorporate these required changes in 2010-2014. Changes include, limited membership, top four Executives of the Corporation (Financial) duties and liability as officers. These rules changes and certain operating procedures had to be changed. These were accepted unanimously by the membership as recorded in the minutes of the meetings.

**Section 4: Raffle specialist, (Non-elected position-- thus appointed), 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 an item is purchased for a raffle prize, the amount paid, receipt, and value must be included along with raffled amount. This information will be kept and a compilation turned into the Treasurer in June and December. **YOU MUST FOLLOW ALL THE RULES!**  
Personal and Corporation criminal penalties apply.

Revised March 2014

### **Continuation Article 3 Club Operations and Management**

#### **Section 5: Media requests of members involving MVGC responses.**

Any club member contacted by any media person shall contact the Executive Board first, before any response is given.

Only the Public Relation Officer or the President shall talk to the media, as to relay a club approved response to any questions, especially questions of sensitive nature.

Individuals may not make verbal, written, or other conveyances in relation of matters concerning the Club or its members. This is to ensure responses are based on the facts and only the needed information is given out to authorities and the media.

#### **Section 6: Club meeting games, raffles, drawings, auctions, and similar activities.**

Revenue generating games, auctions, raffles, drawings and including Tailgate gatherings or like activities, etc. will **follow these guidelines and rules to the letter and intent**. All such events will comply with State and National laws regarding such activities. The Club Vice President will attain such Governmental information and ensure the Club operations are in full compliance with all laws. Each type of event will be given a precise accurate clause in the Bylaws with rules and regulations quoted.

Vice President will be the Executive Board member in charge of the raffle.

**The Executive Board may appoint a Raffle Specialist** (approved by the Board), under the Vice President, but due to State and Federal regulatory nature of this position will have an oversight committee. An Oversight Sub Executive Board Committee will be made up of the President, Vice President, Secretary, and Treasurer to ensure the Federal, State and local laws are followed and enforced. They shall have complete oversight of all activities under Article 9 of the Club Bylaws. Specific oversight responsibilities are divided as follows. President, ensure overall compliance with Governmental laws, Vice President insuring all rules are followed, proper selection of items and a Club profit is made on each event. Treasurer making sure all monies and winners names and amounts are properly handled and recorded as required by State and Federal gaming laws.

Club games, raffles, auctions; ***including the Show***, will be under the direction of the Executive Board with the Vice President insuring all rules and regulations set forth in the Club's Bylaws and Standing Rules are followed to the letter and intent thereof.

All monies are to be collected immediately and receipted by the Secretary and turned into the Treasurer to be logged and deposited. No items will be sold or taken unless the valued amount is received in full to the Club's Officers for deposit in the Club's account.

A receipt will be recorded and given to purchaser.

All Club games must fully comply with the State of Idaho gaming and tax laws.

Specific regulations and rules will be found in the Standing rules.

**Article 4: Articles Management and Finances**

**Article 4: Articles Management and Finances**

***Section 1: The direction and control of the affairs of the corporation is in its members' authority as expressed by majority vote of the members present at any regular or special meeting, duly noted as required by the preceding articles.***

***No indebtedness shall be contracted on behalf of the corporation by the Executive Board or its members and its funds paid out unless so authorized.***

***The Corporation uses the accrual finance method in which expenses are preapproved to the limits stated in the yearly approved budget by the membership in an approved budget for the year.***

*Definition of 'Accrual Accounting': An accounting method that measures the performance and position of a company by recognizing economic events regardless of when cash transactions occur. The general idea is that economic events are recognized by matching revenues to expenses (the matching principle) at the time in which the transaction occurs rather than when payment is made (or received). This method allows the current cash inflows/outflows to be combined with future expected cash inflows/outflows to give a more accurate picture of a company's current financial condition.*

**Section 2:** All financial decisions and money matters brought before the Executive Board or the membership at any meetings must have a two thirds positive vote for approval to spend any Club funds.

**Section 3: The president will submit a yearly operations budget at the May Executive Board budget meeting for the year. The budget will include all known yearly expenses and operational costs for running the Club.**

The Executive Board, (Non-Profit Corporation Board of Directors) must vote by 2/3 majority attending for acceptance. The President will then present the approved Executive Board Budget to the members at the May meeting. Any amendments or changes will be noted and another E.B. Meeting will be called if changes are necessary.

The proposed budget will be voted on by the Club members at the June Club meeting and requires 2/3 majority of members attending the meeting.

**Section 4:** Upon passing, this document will be the authorization for the Treasurer to pay all bills included in the budgeted amounts.

**If a bill exceeds the budgeted amount or is an item not included in the budget, the President must bring the Bill before the membership for an item vote to authorize payment; with a 2/3's majority vote of the members present at a regular meeting.**

The Treasurer is authorized to pay the bills up to the approved amount. No Club member or officer may encumber any funds over the budgeted amount unless the majority of attending members votes for such, during a regular or special meeting.

**Continuation Article 4: Articles Management and Finances**

**Section 5: The Club's Executive Board shall be the Agent for receiving and controlling of all donated, willed, and other means monies, property, real estate, equipment, and all other items.**

**The Executive Board shall have total control over the use, disposal of all DONATED GOODS OR SERVICES.** To carry out such purposes the Club's Executive Board shall have the power to acquire, own, hold, sell and dispose of such real and personal property as may be necessary and proper.

**The Executive Board** is the agent to locate, hold and own mining locations or mining claims.

**The Executive Board** is empowered to incur debts, execute promissory notes and to secure the payments of monies owed to the Club; and secure the same by pledge or mortgage of real or personal property.

**Section 6: All monies received to the corporation shall be first delivered to the Secretary** whom shall write, in Triplicate, a receipt for the same, showing from whom received, the amount, for what the payment is made, and shall turn the money and a copy of each receipt over to the Treasurer.

**Section 7: All receipted monies of the Corporation shall be handled by the Treasurer.** In the Treasurer's extended absence two assigned Board members shall record and deposit any money. Upon the return of the Treasurer the records must be returned as soon as possible.

**Section 8: All financial transactions are to be handled by the Treasurer and if absent, two Executive board members.** The payment of bills will require initials of one other Executive Board member. All checks will require the signature of the any two Executive Board financial members. The President or an Executive Board member designee shall retain the check book during the extended absence of the Treasurer.

**Section 9: All financial purchases shall be paid to businesses** with Club checks or by electronic means with received receipts from whom the product or service was attained. **It is preferred the Club pays for expenses directly to Companies and not reimburse members.** (Exception can be made but not abused –This allows for better records and fewer payments to members.)

**Section 10: 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 Chairperson is responsible to acquire and maintain Show Demonstration equipment for the sole purpose of use during the Gem Show, includes all aspects of the Show. Primary duty for the up-keep of all equipment is delegated to the Assistant Show Chairman working with the Vice President of the Club whom is responsible for overall physical Club Inventory. Show budget must contain purchased items and any donations or deletions noted in writing to the Club.

**Section 11: The Magic Valley Gem Assistant Show Chairman shall have the authority delegated to them by the Show Chairman.** The areas of **responsibilities may include:** Overseeing the registration or 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. 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 (no exceptions).**

**Continuation Article 4: Articles Management and Finances**

**Section 12: Show equipment will not be lent out, borrowed, or rented for any purpose** not even for Club meetings or trainings. This will ensure it is always ready for the Show.

**Section 13:** All Show expenses over the individual allotted categories of the approved show budget must have an approval vote of the members present at a regular or special meeting. Show building rental is the single exception and must be in the budget.

**Section 14:** Show monies received are to be receipted first by the Secretary and Treasurer or designate. Two persons shall account for and sign each collection and monies will then be turned over to the Treasurer.

**Section 15:** In May and January of each Calendar year, the Executive Committee shall meet to audit the books, insure filings completed for the Secretary, the Treasurer and the Raffle records.

**Section 16: The Club's Executive Board shall act as the purchaser and holder for its member's 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 in favor of all such actions will be required in a published meeting.

**Section 17: Donations to or on behalf of the Club includes all Items, rocks, equipment and supplies must go through the Executive Board to ensure proper procedures are followed and the wishes of the individuals donating such are upheld.** A written request is required so the Executive Board understands the wishes of the person donating.

**Section 18: ALL equipment purchased or otherwise acquired by the Club for use at trainings and meetings will be directly under the control and physical responsibility of the CLUB VICE PRESIDENT.** All expenditures will first go through the Executive Board for approval, large expenditures will require a 2/3 general meeting yes vote. No monies are to be committed from the Club funds until after a final vote. **No individual may use Club equipment for Personal use.** Repair and upkeep is the responsibility of the Club Vice President and should be included as a yearly budgeted amount.

**Section 19: Emergency assessments** will be made at the direction of the Executive Board and approved by the two-thirds majority of the membership at any regular or special meeting. Each assessment is voted on by the membership and on its own merits and may not be joined.

**Section 20: Club Members Actions and or Activities regarding SALES TAX requirements.** Individual Club members may not use the Name or Association of the Magic Valley Gem Club for purposes other than those listed in the Bylaws or by Vote consent by 2/3 majority of the members present at the general meeting. Regardless of the EVENT or intent of the group, all Magic Valley Gem Club events are subject to IDAHO SALES TAX collection. The Club must remain responsible to collect and submit all monies from SALES or exchanges, (Bartering), as required by LAW. Each person, business, or others will collect and pay all sales taxes due and complete Forms. ST-124. **The CLUB WILL GET THE NEEDED SALES TAX FORMS AND ENFORCE THE USE AND COMPLIANCE.** Individual members doing sales, exchanges, or bartering not associated with the Magic Valley Gem Club will be responsible to collect and file the proper forms and fees: This would include Tailgate gatherings or like activities. Temporary Sales permits obtained at the State of Idaho Tax Commission Office 208-736-3040 in Twin Falls, Idaho.

Revised March 2014

**Article 5: Club meeting games, raffles, drawings, auctions, and similar activities.**

**Section 1: Revenue generating games, auctions, raffles, drawings and including Tailgate gatherings or like activities, etc. will follow these guidelines and rules to the letter and intent.** All such events will comply with State and National laws regarding such activities.

The Club Vice President will attain such Governmental information and ensure the Club operations are in full compliance with all laws. Each event will be given a precise and accurate review and ensure is follows the Bylaws.

**Section 2: Vice President will be the Executive Board member in charge of the raffle,** but due to the State and Federal regulatory nature of this position will have an oversight committee.

An Oversight Sub Executive Board Committee will be made up of the President, Vice President, Secretary, and Treasurer to ensure the Federal, State and local laws are followed and enforced. They shall have complete oversight of all activities under Articles of the Club Bylaws.

Specific oversight responsibilities are divided as follows. President, ensure overall compliance with Governmental laws, Vice President insuring selection of items, and that a Club profit is made on each event and all rules are followed. Treasurer making sure all monies and winners names and amounts are properly handled and recorded as required by State and Federal laws.

**Section 3: Club Games, raffles, auctions; including the Show, will be under the direction of the Executive Board with the Vice President insuring all rules and regulations set forth in the Club's Bylaws and Standing Rules are followed to the letter and intent thereof.**

All monies are to be collected immediately and receipted by the Secretary and turned into the Treasurer to be logged and deposited.

No items will be sold or taken unless the valued amount is received in full to the Club's Officers for deposit in the Clubs account.

A receipt will be recorded and given to purchaser. All items will have sales tax collected or included in the selling price of the item.

All Club games must fully comply with the State of Idaho gaming and tax laws.  
(Specific regulations and rules will be found in the Standing rules.)

**Article 6: Magic Valley Gem Club's Management of Social Media relating to the CLUB.**

**Section 1: The Magic Valley Gem Club will maintain** an official Web site, Facebook and ALL other types of Social Media are under the DIRECT SUPERVISION of the President, Public Relations officer and with the Executive Board majority voting on policies outside those here stated.

The President and Executive Board will appoint a Web Master and Supervisors of other Social Media's. The Club will pay associated costs of the maintenance of all authorized presents. Expenses must be in the annual Club budget or voted on by the membership at a normal meeting.

**Section 2: The MVGC Web Master and Facebook Club managers and other social medias; must be authorized by Executive Board. This includes all types of Internet, WIFI, Cell Phone or Social Networking maintained on behalf of the Magic Valley Gem Club.**

**Section 3: All posted materials must comply within the boundaries of this Article. NO unauthorized social media sites will be allowed.**

**NO ONE may link, sponsor or post any material** of the Gem Club Activities, events, membership, materials or policies unless given written limited authorization from the Executive Board Majority.

**Section 4: All material must be free of commercial advertising** of any kind (Executive Board Majority vote required for any exception). No political postings will be allowed, except those provided by the Northwest Federation of mineralogical Societies and the American Federation of Mineralogical Societies or their authorized affiliated associations. Links and posting must be approved before posting. Everything posted must meet the highest standards of decency and be Rock Hound related.

**Section 5: NO POSTING containing Negativity** about members will be allowed.

**Section 6: No Editorial comments or Advertising will be allowed** without permission from the President and the Executive Board voting majority.

**Section 7: If in doubt do not post the material. . NO EXCEPTIONS!**  
**Posting of members pictures, (especially the youth), phone, addresses, emails are prohibited unless written permission granted by each individual or their guardian.**

**Section 8: NO unauthorized social media sites will be allowed.** NO ONE may link, sponsor or post any material of the Gem Club Activities, events, membership, materials or policies unless given written limited authorization from the Executive Board Majority.

**Section 9: Club information published in the Club bulletin is the official record of the Clubs Activities and has its own rules.**



**Article 7: Member qualifications, Admissions, Meetings, Dues, Conduct, etc.**

**Section 1:** Any person desiring admission for membership shall make and file with the President or Secretary, a written application for membership, sponsored by at least one member in good standing.

The President or Secretary shall read each application at the current or following regular meeting of the members.

Objections to membership will be noted by the president in private before the next meeting and he shall consult with the Executive Board. The application shall be submitted to the vote of the members present at the next regular meeting of the members.

When the majority of the members present at such meeting vote in favor of the admission of the applicant, upon paying the initiation fee and dues to the end of the year shall be members; and be entitled to have from the Secretary, a membership card good until membership lapse or the member is voted out of the Club.

**The Magic Valley Gem Club reserves all rights regarding membership acceptance or rejection, and for any reason the membership may so vote.**

**Section 2:** All members of the Magic Valley Gem Club in good standing at the date of adoption of these By-Laws shall be members of Magic Valley Gem Club, Inc.

**Section 3: Members 17 years of age and under shall be known as junior members.** Each junior member, in order to become a member of the Club, must be sponsored by an adult member in good standing. Junior members must be accompanied by their sponsors at all Club Meetings and field trips require at least two adult leaders. Junior Members have no voice or vote in the business of the Club, other than within the Junior Club.

All activities are under the direction of the adult Junior Club advisor and committee, whose authority comes from the Executive Board.

**Section 4:** The regular business meetings of the Corporation shall be held at a designated location, at 8:00 P.M., on the third Thursday of each month if such day be not a legal holiday: if such day is a legal holiday, the meeting shall be held on the date fixed at the regular meeting of the preceding month. "A designated location" is defined as any place which has been selected by the Executive Committee and approved by a two thirds majority vote of the membership at any previous meeting of members. The Secretary shall give notice to each member by phone or through the Magic Valley Gem News, mailed or emailed to their address, at least five days prior to the day of the meeting. Special meetings may be called by the President or the Executive Committee, but no business shall be transacted at any special meeting which was not specified in the notice of the meeting.

**Continued: Article 7 Member qualifications, Admissions, Meetings, Dues, Conduct, etc.**

**Section 5: In May and January of each Calendar year**, the Executive Committee shall meet to **audit the books** of the Secretary and the Treasurer and the Raffle records.

**Section 6: The annual dues of the Magic Valley Gem Club** shall be set by the Executive Committee and with a two-thirds majority vote of the members present at any regular Club meeting, and is payable by October 1st of each year. (See Standing rules for amount of dues).

**Section 7: Dues for Junior Members** shall be one-half that of regular membership dues. Junior members will be those members 17 years old and younger.

**Section 8: A member's dues not paid by December 20** shall be automatically suspended from membership, and his/her name removed from the membership roll. It shall be the duty of the Secretary to notify all members whose dues are becoming delinquent, before they are dropped from membership. Federation dues are due January 1 of each year!

**Section 9: A member dropped** from the membership roll may be reinstated by payment of the amount of the delinquent dues.

**Section 10: Permanent membership for an older member.** Upon recommendation of an active member and a 2/3 majority vote of the Club members attending a regular meeting, an older member of long standing may be voted in as a permanent member of the MVGC with dues paid from Club funds. (This is done only to assist monetarily for those with limited means.) Permanent members shall not have their names submitted to the Federation, unless requested, but will receive the Club bulletin and full Club membership.

**Section 11: Requirements for holding an Executive Board office –**

Members must have at least two years of active meeting attendance defined as serving in one of the President's appointed positions. Thereby showing the members your willingness to serve the Club, learn the Clubs procedures and operations, and allowing members to get to know the individual. This ensures individuals are familiar with Club operations and culture. The top four financial responsible officers must serve at least two years on some of the other Executive Board positions. Executive Board financial candidates must have the following skills and qualifications: verified education or work experience, and two years of Club service to meet the requirements for holding these club financial officers. The Show Chairman must serve two years as first assistant Show Chairman and/or a club financial officer. The Show is the Club's single largest source of funds and requires a large time commitment and financial responsibilities. All Executive Board officers require at least two years of active meeting attendance defined as serving in one of the President's appointed positions. Therefore showing the members your willingness to serve the Club, learn the Club's procedures and operations, culture, and allows members to get to know the individual.

**A time commitment of a minimum of two years is asked of those seeking an E.B. office.**

Revised March 2014

**Section 12: Each member is responsible for their own decisions** and must carry personal Automobile, Health, Accident and Liability insurance sufficient to cover them and any guests they bring in case of an accident, injury or illness.

**Section 13: Each member shall abide by the American Federation of Mineralogical Society CODE OF ETHICS** to belong to our CLUB.  
This information is found at the end of this document.

**Section 14: Club membership loss and individuals removed.**

Upon receiving a written request from an active member to remove a member from the Club membership, the Executive Board will enact the following procedures. The President shall convene a special closed Executive Board Meeting to discuss the written request. The Executive board may or may not contact the member in question about the situation. The Executive Board decision in the matter is then brought before the Club membership at the next regular meeting. At the regular meeting, discussion about this matter is limited only to the basic proven facts.

If the majority of attending members vote for removal from membership of the Club, said individual(s) shall have their membership canceled.

The secretary shall type a polite business letter to the individual(s) informing them of the Club's membership decision. A copy must be retained as part of the corporation's records.

**Section 15: Removal of individuals from Elected Offices.**

Upon receiving a written request from an active member to remove an elected club officer, the Executive Board will enact the following procedures. The President shall convene a special closed Executive Board Meeting to discuss the written request. The Executive Board may or may not contact the officer in question about the removal request. The board will then make its decision. The Board's decision is then brought before the Club membership at the next regular meeting for a majority rule vote.

Discussion will be held to the basic proven facts and if the majority of attending members vote for removal from office of the Club, said individual(s) shall have their office nullified immediately after the vote is registered.

The secretary shall type a polite business letter to the individual(s) informing them of the Club's membership's decision. A copy must be retained as part of the corporation's records.

**Section 16: EQUAL MEMBERSHIP OPPORTUNITY STATEMENT**  
**Magic Valley Gem Club, Inc. policy on membership and Elected officers!**

It is the policy of the Corporation to afford equal membership opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, medical condition, gender identity or sexual orientation. Our members, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic, or any other form of unlawful harassment and/or discrimination. In addition, the Corporation adheres to the equal membership opportunity requirements of all States and localities in which it does business. We are committed to these principles, not only because of the various laws which address these subjects but because it's the right thing to do. The corporation's commitment to equal opportunity is applied through every aspect of the membership relationship, including, but not limited to, Club elected officers recruitment, selection, placement, training, compensation, promotion, transfer, termination, and all other matters of membership. This policy is in response to the Federal Governmental laws in regarding equal opportunities.

Revised March 2014

**Section 1: Standing Rules of the Magic Valley Gem Club.** The By-Laws of this corporation are intended to contain our basic purposes and organizational structure. Standing Rules are intended to help cover that wide area of operational details that should not clutter our basic documents. Standing Rules are found following the Club's Articles.

**Section 2: Hereafter, future additions to our By-Laws** will be limited to major provisions and rules that cannot be adopted, changed, suspended or rescinded without prior notice as listed in Robert's Rules of Orders (revised).

**Section 3: A proposed amendment or standing rule (addition or change)** to these By-Laws shall be first submitted in writing to the Secretary, who shall read the proposed amendment at the next two following regular meetings of the members, the proposed amendment to be voted upon at the second meeting. A vote of two-thirds of members present at the second meeting in favor of the proposed changes to an amendment or standing rule shall be necessary for its adoption.

#### **Article 9 Liability of Magic Valley Gem Club Inc.**

**Section 1: The Club makes no statements** as to Safety, identification, value, or liabilities in regard to the membership or guests' exposure to environmental hazards or conditions of access to collecting sites such as roads or trails. (Club release forms filled, signed, and filed.)

**Section 2: The safe use of tools,** hand or mechanical is the responsibility of the user and appropriate safety equipment must be worn at all times.

**Section 3: Members are responsible for their decisions** and carry personal Automobile, Health, Accident and liability insurance sufficient to cover them, and their quest, in case of an accident, injury or illness.

**Section 4: To attend any Club Activity** except a regular meeting, a one time quest must sign a wavier of responsibility for Magic Valley Gem Club Inc. and show evidence of self insurance. This form must be in the File held by the Field Marshall or his appointee.

**Article 10: Club meeting games, raffles, drawings, auctions, and similar activities.**

**Section 1:** Revenue generating games, auctions, raffles, drawings and including Tailgate gatherings or like **activities, etc. will follow these guidelines and rules to the letter and intent.** **All such events** will comply with State and National laws regarding such activities. The Club Vice President will attain such Governmental information and ensure the Club operations are in full compliance with all laws. Each event will be given a precise and accurate review and ensure it follows the Bylaws.

Vice President or a Raffle Specialist (approved by the Board) will be the Executive board member in charge of the raffle, but due to the State and Federal regulatory nature of this position will have an oversight committee

An Oversight Sub Executive Board Committee will be made up of the President, Vice President, Secretary, and Treasurer to ensure the Federal, State and local laws are followed and enforced. They shall have complete oversight of all activities under Article 9 of the Club Bylaws. Specific oversight responsibilities are divided as follows. President, ensure overall compliance with Governmental laws, Vice President insuring selection of items, and that a Club profit is made on each event and all rules are followed. Treasurer making sure all monies and winners names and amounts are properly handled and recorded as required by State and Federal laws.

Club Games, raffles, auctions; ***and the Show***, will be under the direction of the Executive Board with the Vice President insuring all rules and regulations set forth in the Club's Bylaws and Standing Rules are followed to the letter and intent thereof. All monies are to be collected immediately and receipted by the Secretary and turned into the Treasurer to be logged and deposited. No items will be sold or taken unless the valued amount is received in full to the Club's Officers for deposit in the Clubs account. A receipt will be recorded and given to purchaser. All items will have sales tax collected or included in the selling price of the item. All Club games must fully comply with the State of Idaho gaming and tax laws. (Specific regulations and rules will be found in the Standing rules and addendums.)

**Article 11: PROCEDURES FOR THE SELECTION, NOMINATION, AND ELECTIONS OF THE CLUB OFFICERS SERVING ON THE EXECUTIVE BOARD (MVGC - CORPORATION BOARD OF DIRECTORS).**

**Section 1: PROCEDURES FOR THE SELECTION, NOMINATION, AND ELECTIONS OF THE CLUB OFFICERS SERVING ON THE EXECUTIVE BOARD (MVGC - CORPORATION BOARD OF DIRECTORS).**

In October and November meetings the president announces that all elected offices of the Club are open for nominations. He will have on hand blank written nomination forms to be completely filled out and submitted to the nomination chairman. There will be published in the October and November, in the MVGC Bulletin a notice as to how the procedure for nominating candidates and reference made to the MVGC Web site which contains the officer's duties and requirements. Nominations end on the last day in November at which time the Nomination Chairman will call a meeting of the nominating committee whose job will be to ensure all submitted candidates meet their office requirements and are willing to serve in each office. They will then make a list of proposed candidates to take to the (January) Year End audit meeting of the Executive board. The Executive Board will then select their choices for Officers for the President to present at the January meeting of the Club's members. During the meeting the president will inform those attending how the Nomination process works. He will then read and or display the names of the Executive Board nominees and after that he will call for further nominations from the floor. The President must allow sufficient time for any nominations and if there are nominations from the floor he will ensure they are noted by the Nomination Chairman and the Secretary. The challenged nominees will then go through the same process as the other candidates by the nominating committee and a run off will occur in February's meeting to determine the winners. He will instruct the members that all the remaining non challenged Executive Board Nominees will now be voted on for their respective offices.

A majority of Club members present at the regular meeting must approve, if the vote fails then the entire process is repeated in the February meeting. Officers will be installed in the March meeting and will take office for a minimum of one year going from April 1<sup>st</sup> to April 1<sup>st</sup> as this is calendar of service to allow the new Show chairman time to prepare and run the Magic Valley Gem Show and the President to prepare a Club operating budget before June. (It is suggested that no more than two of the four serving club financial officers be replaced in any one year to ensure proper financial club operations are followed.)

A copy of the nomination forms will be found at the end of the By-Laws after the Standing rules.

Page 24 By-Laws of Magic Valley Gem Club, Inc. Twin Falls, Idaho  
**Article 12: Privacy Notice to comply with the Personal Privacy Information Act**

**Article 12: Privacy Notice to comply with the Personal Privacy Information Act**

Magic Valley Gem Club Inc. is committed to maintaining your privacy on the Internet and protecting your personal information in the same fashion we protect our Corporation's information. Should you have any concern about the information you provide to MVGC Inc. please contact us and we will work with you to satisfy your privacy needs. We adhere to the following privacy policies:

- MVGC, Inc. collects your personal information only with your informed consent.
- MVGC, Inc. uses your information for personalization, identification, communication and in the conduct of business at our request.
- MVGC, Inc. does not sell or distribute your personal information without your express consent.
- This includes membership lists information usage outside the Executive Board level of the Club.
- You always have the right to request that certain portions of your personal information be removed.

**Ways to protect your privacy:** Never share your private information with anyone who you don't want accessing your social media sites. Use caution in sharing your email address, or other personal information, in chat rooms and on message boards. Know that chat rooms and message boards are generally viewable by the public, unless otherwise noted, and any information posted within these areas may be retrieved by persons unknown to you. If you have any concerns or doubts about posting information, don't do it. Messages posted on message boards cannot be removed unless specifically requested of that site. Government, business, and individuals may record the dialogue of chat and message boards to make available to persons who do not have access to that resource.

**Website**

The MVGC Inc. website is designed to facilitate the providing and sharing of information. We do this to enhance communications, make informed decisions, and offer Internet-specific services for our members. The MVGC never asks of our users to provide information that may be considered "private" in nature. The MVGC Inc. complies with corporation standards for protecting the privacy and personal information of the users of our website. MVGC, Inc. internally reviews our compliance with these standards on a periodic basis. MVGC, Inc. may, at times, provide aggregate data to our Federations to better serve our members. In all cases, the provision of such data is in compliance with the rules, regulations and laws of an Idaho Corporation, federal, state and local government. MVGC, Inc. never provides information that could be used to identify you personally, without first obtaining your express consent. Any data that we may use is always presented in a format that retains the personal privacy of our users. Your personal mailing information is required for the mailing of (electronically or by USPS) the MVGC Inc. News Letter. The other exception is the membership information required for your membership in the Northwest Federation of Mineralogical Society and the American Federation of Mineralogical Society. Your email and contact information is used to contact or service you with information or services that you have requested to receive. At all times, you may request to be removed from such distribution by contacting us directly. Your personal contact information is not shared with any outside company or person unless it is specifically stated as part of that request process. We train all Elected Club officials in the aspects of maintaining privacy. Further, we ensure that the tools necessary for maintaining such privacy are available. We are not responsible for the privacy policies and procedures of other external sites links maintained by linking to them from our web site, including whether they collect and sell personal information about users. We suggest contacting these sites directly for information on their data collection and disbursement policies.

**Social Media Sites**

**All Social media sites maintained by or associated with the MVGC, Inc. will adhere to the same or more stringent rules and regulations of the Personal Privacy Information Act. These requirements and procedures are found in the Club By-Laws and include the information covered above in this document.**

Revised March 2014



**Standing Rules for the Magic Valley Gem Club, Inc.  
Operational details set by a (yes) 2/3 vote of attending Club  
membership at a regular Club meeting.**

**Section 1:** 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 (or two consecutive Club meetings) and requiring a two thirds majority favorable vote shall be adopted as Club law.

**Section 2:** Listing of various operational details for all aspects of the Club operations.

- 1. All billed expenses will be paid by a Club Check and to the company to whom it was purchased. (Not to an individual club members if at all possible)**
2. Any unsolicited shipments and advertisements to the Club shall be refused.
3. 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.
4. Treasurer's Report shall not be printed in the Club bulletin, just stated it was done.
5. Identification badges according to the style approved by the Club are to be worn at the regular monthly meetings, Show, and public events. The Club will assume the cost of the first pin for each member.
6. ID badges will be procured by the President or his designee.
7. No firearms are allowed on Field Trips (rock trips) or meetings.
8. No alcoholic beverages are allowed on Field Trips (rock trips) or meetings.
9. Field Marshals must attain any Government or Private Permits and ensure member compliance.
10. Show respect for Government Agencies' land closures and access rules.
11. On a field trip, no sign should remain behind to tell others you have been there.
12. Respect must be shown to the owner's property and rights. If the GATE is closed, close it behind you, if open leave it open. Do not harass any animals especially livestock.

Revised March 2014

Page 26 Standing rules of Magic Valley Gem Club, Inc. Twin Falls, Idaho

**Continued Standing Rules and regulations**

13. Advertising will be allowed in the Magic Valley Gem News. Each ad will be the size of a standard business card, the cost will be set by the Executive Board, must be prepaid yearly. Black and white only. (not a Club endorsement of the business)
14. If a speaker is obtained for a program, by the Program Chairman, a maximum of \$35.00 for expenses will be allowed or a special vote for additional funds.
15. New members joining the Magic Valley Gem Club shall pay \$ 10.00 per member per year, plus \$2.00 initiation fee, with exception that members joining the Magic Valley Gem Club after October the first shall be extended the courtesy of having dues paid during this period to be considered a payment in full for the following calendar year.
16. The Sunshine person shall send Cards instead of flowers, to any member ill or injured, the exception being if a member dies. Floral arrangements or requested in lieu of donations will be limited to \$40.00 each for funerals. If more money is needed Donations should be asked for by the Sunshine chairman.
17. Generally no use of the Club's name will be allowed for use by private individuals or businesses.
18. The rules governing names to be placed on the plaque of the Memorial case are as follows:  
by Club Show Advisor
  - a. Active members in the Magic Valley Gem Club at the time of death.
  - b. Members are eligible, provided their active membership in the Magic Valley Gem Club exceeds the lapse of time between leaving the Club and death. An exception requires a majority vote of the members.
19. A plaque, gift or a gift certificate shall be given the Show Chairman each year in appreciation for their service to the Club. The President is to procure and present to the show chairman his gift. \$30.00 is the maximum amount authorized.
20. Club equipment cannot be loaned or rented to members and must only be used for the Club meeting Trainings or during the Club Show.
21. 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 ensure units are ready for Club Show Demonstrations.

Revised March 2014



**Magic Valley Gem Club - ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**  
**Name of the Activity or Event: Rock Hunting Field Trip**

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault. **Date:** I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event. In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: The Magic Valley Gem Club, The officers, representatives, and agents, the activity or event holders, activity or event sponsors, activity or event volunteers;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise. I acknowledge the Magic Valley Gem Club and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the Magic Valley Gem Club. I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event. I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL

\_\_\_\_\_  
Print Participant's Name Age Signature (if under 18 years old, Parent or guardian must also sign) Date

Signature \_\_\_\_\_

Addendums for Bylaws as referenced – MVGC Accident and release of liability form  
Date: Revised January 2014

**Magic Valley Gem Club's Map and Information Release of Liability Form**

Notice of release from liability on behalf of the Magic Valley Gem Club Inc. information. The Club and its members are not responsible for the accuracy of locations, maps, ownership of lands, and the permissions granted to collect at a particular site.

The information provided will always by nature be outdated and subject to change. We will strive to ensure you have the most current information we have in our records. (Things are constantly changing) As of 1-1-2011 the general allotted amount of material from Public Lands is twenty-five pounds and one rock. This is a general statement and you must contact the proper authority having jurisdiction over a specific site. Be certain if the land is privately held that you allowed trespass and collect from the landowner. (Exceptions will be if you are on a MVGC sponsored field trip, then the Field Marshal will ensure compliance and permission.)

The MVGC shares information and maps of collection sites as contained in our Club's Collection. This **information may be obtained from the Field Marshall's, Assistant Field Marshal's or the Club's Vice President's** and as such do not maintain them as current or accurate. We do not verify sites or other related information or conditions.

**It is your responsibility to verify all received information.**

**It is you're responsibly to ensure the collecting site is open for collecting and that current collection amounts are correct. (NOTE: collection rules vary by Area: example Forest Service Divisions, BLM Divisions or State lands.)**

We the undersigned agree to the above provisions and understandings.

We release the MVGC from any and all Responsibilities and Liability for the information and maps showing roads, land ownership, and materials found marked upon said information.

Brief description of materials given: \_\_\_\_\_  
\_\_\_\_\_

Authorized by (print) \_\_\_\_\_ Agreement Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

One copy to the recipient and one copy retained for Club records. One copy must be given to the Field Marshal within one (1) week; signed and dated by representative and receiving person.

Addendums to Bylaws as referenced  
Date: Revised January 2014

# Nomination form for Elective officers of the Magic Valley Gem Club, Inc.

(A non-profit Idaho Corporation)

**Applications are due into the MVGC Nomination Chairman by the November 30<sup>th</sup>.**

**Nomination Chairman's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

These officers will constitute the Magic Valley Gem Club Inc. Executive Board.  
(Board of Directors of the Idaho Corporation)

Requirements for each office are listed on our website. [www.magicvalleygemclub.org](http://www.magicvalleygemclub.org)

Officers include: President, (CEO), Vice-President (COO), Treasurer (CFO), Secretary (CR0), Federation Director, Field Marshal, Bulletin Editor, Hospitality Chairman, Public Relations Director, Show Chairman, Show Advisor, First Assistant Show Chairman, Mining Claims Manager.

I, \_\_\_\_\_  
(Printed Name) (Signature) (Date of Nomination)

being a member of the Magic Valley Gem Club do hereby nominate for the office of \_\_\_\_\_

\_\_\_\_\_  
Name of nominee (Print) (phone number) (E-mail)

I certify that the above nominee has been asked and is willing to serve in the above office.

Upon receipt of this application the nomination chairman will pass the information on to the selection board which consists of the Nomination Chairman, three past presidents, and any active members so appointed by the President. They are charged with verification as to qualifications of each candidate.

The Board will then pass all eligible candidates on to the Executive Board. The Board will select a ticket of the most qualified candidates. The President will then place the ticket before the membership for their consideration. He will then ask for nominations (in writing) from the floor. If there are any he will acknowledge the nominees and ensure the Secretary and the nomination chairman have the information. Floor nominees will then go through a review by the Nomination committee and the Executive Board for qualification. A run off of contested offices will take place in February and non-contested offices will be voted on and passed in January.

Note: Nomination applications are available October 1<sup>st</sup> and the acceptance of nomination forms ends November 30<sup>th</sup>. Only printed Nominations will be accepted. All nominees must meet all requirements set forth in the by-laws of the Club. Requirements for all elected officers are listed on the [www.magicvalleygemclub.org](http://www.magicvalleygemclub.org) website, and as defined in the Magic Valley Gem Club Inc. Bylaws and Standing rules.

01/14  
RLM

**Nomination form for Elective officers of the Magic Valley Gem Club, Inc.  
(A non-profit Idaho Corporation)**

**Applications are due into the MVGC Nomination Chairman by the November 30<sup>th</sup>.**

**Nomination Chairman's Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

These officers will constitute the Magic Valley Gem Club Inc. Executive Board.  
(Board of Directors of the Idaho Corporation)

Requirements for each office are listed on our website. [www.magicvalleygemclub.org](http://www.magicvalleygemclub.org)  
Officers include: President, (CEO), Vice-President (COO), Treasurer (CFO), Secretary (CR0), Federation Director, Field Marshal, Bulletin Editor, Hospitality Chairman, Public Relations Director, Show Chairman, Show Advisor, First Assistant Show Chairman, Mining Claims Manager.

I, \_\_\_\_\_  
(Printed Name) (Signature) (Date of Nomination)

being a member of the Magic Valley Gem Club do hereby nominate for the office of \_\_\_\_\_

\_\_\_\_\_  
Name of nominee (Print) (phone number) (E-mail)

I certify that the above nominee has been asked and is willing to serve in the above office.

Upon receipt of this application the nomination chairman will pass the information on to the selection board which consists of the Nomination Chairman, three past presidents, and any active members so appointed by the President. They are charged with verification as to qualifications of each candidate.

The Board will then pass all eligible candidates on to the Executive Board. The Board will select a ticket of the most qualified candidates. The President will then place the ticket before the membership for their consideration. He will then ask for nominations (in writing) from the floor. If there are any he will acknowledge the nominees and insure the Secretary and the nomination chairman have the information. Floor nominees will then go through a review by the Nomination committee and the Executive Board for qualification. A run off of contested offices will take place in February and non-contested offices will be voted on and passed in January.

Note: Nomination applications are available October 1<sup>st</sup> and the acceptance of nomination forms ends November 30<sup>th</sup>. Only printed Nominations will be accepted. All nominees must meet all requirements set forth in the by-laws of the Club. Requirements for all elected officers are listed on the [www.magicvalleygemclub.org](http://www.magicvalleygemclub.org) website, and as defined in the Magic Valley Gem Club Inc. Bylaws and Standing rules.

01/14  
RLM

# The American Federation of Mineralogical Societies, Inc.



*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 permission from the owner.
- ◆ 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 such as fences, signs, buildings, etc.
- ◆ I will leave all gates as found.
- ◆ I will build fires only in designated or safe places 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 practice conservation and undertake to utilize fully and well the materials I have collected and will recycle my surplus for the pleasure and benefit of others.
- ◆ I will support the rock hound 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 Rock hounds everywhere.



## Magic Valley Gem Club yearly President's Calendar of events to ensure they occur on time.

### January

Nominations Committee presents names of proposed new officers (submit E.B. Jan. meeting) (Nom. Chr.)  
During the meeting: run off nomination for Officers in addition to Nomination committee. (Nom. Chr.)  
Call an Executive Board meeting to confirm and approve selection of proposed new officers. (Nom. Chr.)  
Election of new Club Officers, E.B. Proposed and Floor nominations, Elect all approved. (President)  
Recognize all floor nominations turn over names to nomination committee- run off in Feb. (President)  
Elected Officers by members for Club Offices terms starting in April (Need trained in duties) (President)  
Sales tax information due at State (Treasurer) (Filed only once for the previous year) (Treasurer)  
Corporation papers submitted to the Idaho Secretary of State office and other submittals. (Treasurer)  
Call an Executive Board meeting to approve accounting of Raffle report to send to the State of Idaho. (Treasurer)  
CSI Magic Valley Gem Club Scholarship Donation \$100.00 (Treasurer)  
Show Trailer parking space Yearly rent due \$ 200.00 x 2 = \$ 400.00 total (SHOW CHAIRMAN) (Treasurer)  
Show Chairperson acquires sales tax forms TA-124 for Membership display cases 30 needed (Show Chair.)  
Club has paid Insurance Company for Liability insurance for Club & SHOW. Certificate issued Fair! (Treasurer)  
Club bank investments gone over with treasurer- Automatic if no changes (TREASURER) (President)  
Ensure the Show Chairman is following the show Calendar and is up to date. (President)

### February

Runoff elections of contested Officers by members for Club Offices starting in April (President)  
Ensure newly elected Executive Board officers are being trained for their positions (President)  
Show Chairman and Treasurer to ensure all sellers have the proper tax filing papers on file (Treasurer/Show Chr.)  
Or they will not be allowed to Sale at the Show  
Show Chairperson to ensure sales tax forms TA-124 for Membership displaying cases are on file. (Show Chairman)  
Show Chairman must have Insurance (Show) paid & a hard copy to the Fair board at end of the month. (Treasurer)  
Show trailer specialist or Vice President must ensure trailers are ready and inspected this month (Vice President)

### March

Order Gavel for new President (Name on the Gavel) (Secretary)  
Total rental due for Twin Falls County Fair rental paid in full & pickup Building Keys (FRIDAY) (Show Chairman.)  
Show starting: Monies for the various stations ready, counted, bagged. 30-Ones, 4-Fives, 40-quarters (Treasurer)  
Annual Show 2nd full Weekend in March (Check with Show Chairman) (President)  
Order Show Chairman's Certificate or present for running the Show. (President)  
New Cleaning Deposit Check to Twin Falls Fair Board, old check returned to Treasurer. (Show Chairman)  
Cleaning Deposit Check of \$300 reserves the building for next year. (Show Chairman)  
Inure the proper dates and times of next year's show written in calendar at Fair Grounds (Show Chairman)  
Installation of New Officers By Nomination Chair, or a Past president or other former officer. (President)  
Gavel to the new President (Secretary)

### April

First Federal Saving & Loan signature cards for new financial officers within one week. (Past President & President)  
New Officer Information sent to Idaho Secretary of State, Federation, and others. (Federation Director) (Secretary)  
Sign up for Johnny Horizon Day. (Twin Falls County Parks and Recreation) by (Assigned person) (President)  
Set Place for MVGC Picnic in July Ensure, time, Date, rent paid City of Kimberly- (Hospitality Chr.)  
Set Place for MVGC Barbeque in August Ensure, time, Date, rent paid City of Kimberly- (Hospitality Chr.)  
Field Marshal ensures members fill out yearly Field trip forms, Medical and insurance releases on file (Field Marshal)  
Present and Pass Presidents work with Executive Committee on setting budgets for their areas. (President)

### May

Johnny Horizon Day..1st Saturday in May.. Check with assigned Specialist (Vice President)  
Show budget for coming year presented to executive board. Attain board approval. (Show Chairman)  
Executive and Show Committee's board meetings and proposed Show Budget and proposed Club budget set.  
Approval of Executive Board required submitting proposed budgets in the Regular May meeting. (President)  
At the general meeting 1st reading of Show & General Budgets for coming year-Information only! (President)

## **Magic Valley Gem Club yearly President's Calendar of events to ensure they occur on time.**

Continuation:

### June

Select Nominating Chairman and Committee for New Club officers (Bob Sellers) (Nominations Chairman/Pres.)  
Show Chairperson to order Tax Forms TA-124 for Dealers to mail with contracts. (Show Chairman)  
Final Vote on Show and General Budgets for the coming year & Membership Authorization Vote! (President)

### July

Picnic /Potluck and Third Thursday meeting at 6:00 pm (City of Kimberly) (Hospitality Chairman)  
Board meeting-Secretary & Treasures records review, possible needed new officers (Nom. Chairman/ President)  
Board meeting ensure records and monies are up to date and State of Idaho paper filed. (President)  
Send out Dealer Show Contract with tax forms. Must be returned by November 31st or spot taken away.  
Ensure Junior Club has a training program and Program chairmen have a program in place. (President)

### August

Barbeque party and meeting Third Thursday meeting at 6:00 pm (City of Kimberly) (Hospitality Chairman)

### September

Ensure Raffle and Silent Auction are started with meetings returning to regular meeting house. (Vice President)  
Determine date and place for Thanksgiving Dinner - Ensure Reservations are made (Hospitality Chairman)

### October

Notify that M.V.G.C. Dues are due \$10.00 per member/New member \$12 / 18 and under \$ 5.00 (President)  
Notify Members at meetings in OCT., NOV., DEC., Their membership's stops on Dec. 20th. if not paid (President)  
Notification to membership nominations for Club offices are due in writing to nomination chairman (President)  
Determine date and place; reserve for Christmas Party (Hospitality Chairman)

### November

Thanksgiving Dinner and Meeting (Hospitality Chairman)  
Nominations for Club offices are due in writing to nomination chairman (Ends on Nov. 30) (President)  
Dealers contracted by end of November or contracts voided and offered to next Dealer. (Show Chairman)  
Club Membership list due at NFMS with Dues (Needs mailed by December 15) (President)  
Set Executive Board Meeting for January and all Corporation reports are ready for Executive board (President)

### December

Christmas party members bring Christmas treats (Hospitality Chairman)  
Provide one year's supply of USPS forever Stamps to Editor... 12 mo. X 50 stamps 600 stamps. (Treasurer)  
Nomination Committee meets and goes over the membership's written nominations (Nomination Chairman)  
Confirm qualifications are met by nominees before going to the Executive Board's January meeting (Nom Chairman)  
Yearend Corporation reports due-Secretary, Treasurer, Raffle records for State of Idaho & Federation. (President)  
Rental Post Office box 725 rent Due U.S.P.S. downtown office. (Treasurer)  
Sales tax information due at State (Treasurer) (Treasurer)

Revised by Rocky Metts on March 2014