CLEAR LAKE GEM AND MINERAL SOCIETY, INC.

Post Office Box 58072, Houston, Texas 77258

CONSTITUTION, BYLAWS, AND OPERATING PROCEDURES

Revised July 14, 2026

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CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Clear Lake Gem and Mineral Society, Inc., herein after referred to as the Society.

This Society is created solely and exclusively for educational and scientific purposes, limited to the Earth Sciences. Its net income shall not inure, in whole or in part to the benefit of any individual, and no distribution of its property or income shall be made to any individual or individuals. Upon dissolution, all money and property belonging to the Society shall be given to clubs, organizations, schools, scholarships at the discretion of the current board when/if dissolution occurs.

ARTICLE II – OBJECTIVES AND GENERAL PURPOSES

Section 1:
The Society shall promote education and popular interest in the various earth sciences, in particular those hobbies dealing with the art of lapidaries and the science of minerals, fossils, as well as their associated fields.

Section 2:
The Society shall cooperate with educational and scientific institutions or other groups engaged in increasing knowledge in the earth sciences.

Section 3:
The Society shall cooperate with other similar societies in the United States and elsewhere.

Section 4:
This non-profit Society shall be non-political and non-commercial and none of its assets shall be used for the pecuniary gain or profit of any individual who is or may become a member.

Section 5:
All of the assets, property and funds of the Society shall be devoted to the furtherance of the primary objectives and purposes of the Society. Its works, purposes, and objectives are primarily educational and are solely in the interests of the advancement of its members and the public along educational and scientific lines.

Section 6:
The Society shall not attempt to influence legislation by propaganda or otherwise, for the pecuniary benefit of the Society.

American Federation of Mineralogical Societies South Central Federation of Mineral Societies.

ARTICLE III – MEMBERSHIP

Membership in this Society shall be open to all individuals having interest in the earth sciences, lapidary, and related arts.

ARTICLE IV – OFFICERS

The Officers of this Society shall be the President, Vice President, Secretary, Treasurer and Program Director. These officers shall be elected at the March meeting and shall serve without remuneration. The term of office shall be for two years with three consecutive two year term limits (officers will present themselves in February for voting in March).

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors of this Society shall be the President, the Vice President, the Secretary, the Treasurer, the Immediate Past President, the Program Director, the Newsletter Editor and four to six elected Directors. The term of office for the elected directors shall be for two years.

ARTICLE VI – MONTHLY MEETING

The Society shall hold monthly meetings for the transaction of its business.

ARTICLE VII – AMENDMENTS

Any article or provision hereof may be altered, amended, supplemented or repealed by the affirmative vote of two-thirds (2/3) of the voting power of the members present, provided that notice of any proposed change herein shall be proposed in writing to the members prior to the meeting preceding the voting meeting.

Proposals for changes in the Constitution may be originated by any interested member but must be formally proposed to the Constitution and Bylaws Committee of the Society. All proposals must be presented in writing to the Constitution and Bylaws Committee 30 days prior to the notification to the membership. All proposals will be studied by the Constitution and Bylaws Committee and should be presented at the next monthly meeting along with the recommendations of the Constitution and Bylaws Committee.

All changes made in this Constitution shall be effective immediately upon passage by the members of this Society.

ARTICLE VIII – RULES OF ORDER

Robert's Rules of Order shall govern all the meetings of this Society.

BYLAWS

ARTICLE I – MEMBERSHIP

Section I:
Membership in this Society shall be open to all individuals having interest in the earth sciences, lapidary, and related arts. Membership shall not be constrained by race, color, religion, sex, age or national origin.

Section 2:
Honorary membership in the Society will be awarded for a period of one year to those persons who have in the eyes of the Society made an outstanding contribution and merit honorary membership. The Board of Directors must cast a unanimous affirmative vote to award an Honorary Membership. Members in good standing age of 70 or higher shall also be honorary members with voting rights and exempt from annual dues.

Section 3:
Junior members shall be those persons under the age of eighteen (18) and shall not be eligible to vote or hold office in the Society. We should delete this section (after reading thru it on 1/21/26 some more and us removing junior members MYD)

Section 4:
Any person desiring admission to the Society shall apply in writing to the Membership Chairperson, giving name, address, and field of interest.

ARTICLE II – DUES

Section 1:
The dues of the Society members shall be as enumerated in Addendum A. Changes to Membership dues rates require Board of Directors approval.

Section 2:
All members' dues shall be payable prior to the April meeting. All members who have not paid their dues by the July meeting shall be considered delinquent and dropped from membership in the Society. If a new member pays dues prior to the monthly meeting, that member shall be given the right to vote at that meeting. Dues are valid for one year from date of payment.

Section 3:
Annual dues to the South Central Federation of Mineral Societies, Inc. shall be paid by this Society by December 31, based on the total membership of this Society as of October 31.

ARTICLE III – DUTIES OF OFFICERS

Section 1: President
It shall be the duty of the President to preside at all meetings of the Society and its Board of Directors, appoint Chairpersons of all committees and perform such other duties as are needed for the office.

Section 2: Vice President
It shall be the duty of the Vice President to preside at meetings and perform all the duties of the President in the event of the President's absence or inability to serve. The Vice President shall perform such other duties from time to time as directed by the President.

Section 3: Secretary

It shall be the duty of the Secretary to keep an accurate record of the proceedings of all meetings of the Society and any other duties as outlined in the Operating Procedures.

Section 4: Treasurer
It shall be the duty of the Treasurer to receive all dues and other monies and disburse them in a timely fashion, to keep full and accurate accounts of transactions, to post a written itemized report at the monthly meeting, to close the books two weeks prior to the April meeting at which time all accounts and bank pass books must be presented to the Auditing Committee Chairperson, and any other duties as outlined in the Operating Procedures.

Section 5: Program Director
It shall be the duty of the Program Director to arrange and schedule programs for each monthly meeting.

Section 6: Board of Directors
The Board of Directors, as the legal representative of the Society, shall convene at the call of the President, or any other officer, to conduct regular affairs of the Society and to consider such other matters as may be brought to the attention of the Board. The minutes of each Board of Directors' meeting shall be available to the General Membership at the next monthly meeting. An outline of significant items shall be printed in the monthly newsletter.

Whenever the Board of Directors is convened, a quorum shall consist of a minimum of four Board members. The President shall only vote in case of a tie vote and does not count towards the quorum.

The Board shall have the power to decide upon and transact business with the following exception:

- Shall not incur debt without a majority vote of members present at a regular Monthly Meeting.

Any Society member may attend any meeting of the Board of Directors, but only members of the Board itself shall have a vote in its proceedings.

ARTICLE IV – NOMINATIONS OF OFFICERS

The President shall appoint a chairperson and two (2) members to act as a Nominating Committee. These members are to be appointed no later than December 1 of the current year, and the Society members so notified.

The Nominating Committee shall solicit and poll members with regards to possible or desirable nominees. The Nominating Committee shall name one or more eligible candidates each for President, Vice President, Secretary, Treasurer, Program Director, and two Directors, for the ensuing term. The Nominating Committee shall determine from candidates at least thirty (30) days prior to the March meeting, the name of at least one candidate for each office to be tilled. All members shall be notified of the names selected by the Nominating Committee via the newsletter prior to election of officers at the March meeting. Nominations from the floor will be accepted if the candidate has expressed a willingness to serve.

ARTICLE V – VOTING POWER

Each adult member, with dues paid to date, shall have the right to vote. The vote for all elected officers shall be held at the April meeting by voice if there is no contested position on the ballot. Otherwise any contested position will be voted by secret ballot at the April meeting. Absentee ballots submitted to the President by April 1 of the election year will be accepted. The President shall appoint two (2) tellers from the members present. The candidate receiving the greatest number of votes for a specific office shall become the holder of that office for the next calendar year. Newly elected officers will assume their duties at this Annual Meeting.

ARTICLE VI – SUCCESSION OF OFFICERS

If the office of the President shall be vacated, the Vice President will assume the office of the President for the unexpired term. Any other vacancy, including the Vice President if the Vice President steps up to President, shall be filled through an election by a majority vote of the remaining members of the Board of Directors.

ARTICLE VII – MONTHLY MEETING

The monthly meeting shall be conducted by the Current Presiding Officer and shall include:

1. Call to order.
2. Approval of the Minutes of the previous monthly meeting as published in the newsletter.
3. Treasurer's report.
4. Report any significant items discussed at the Board of Directors meeting.
5. Report of committees.
6. Unfinished Business.
7. New Business.
8. Announcements.
9. Program.
10. Adjournment.

ARTICLE VIII– FISCAL YEAR

The fiscal year of the Society shall be April 1, to March 31, of the following year.

ARTICLE IX – AFFILIATIONS

Section 1:
This Society is a member of the South Central Federation of Mineral Societies, Inc. and the American Federation of Mineralogical Societies.

Section 2:
The President may serve as Delegate to the South Central Federation of Mineral Societies, Inc. annual meeting. If the President is unable to attend, it shall be the duty of the Board of Directors to appoint a voting delegate and alternate if the board decides to send a delegate to the meeting.

Section 3:
The Society shall annually pay to the South Central Federation of Mineral Societies, Inc., dues for each member in good standing of the Society as assessed by the South Central Federation of Mineral Societies, Inc.

ARTICLE X – AMENDMENTS

Any article or provision hereof may be altered, amended, supplemented or repealed by the affirmative vote of two-thirds (2/3) of the voting power of the members present, provided notice of any change herein shall be proposed in writing to the members prior to the meeting preceding the voting meeting.

Proposals for changes in the Bylaws may be originated by any interested member, but must be formally proposed to the Constitution and Bylaws Committee of the Society. All proposals must be presented in writing to the Constitution and Bylaws committee 30 days prior to the notification to the membership. All proposals will be reviewed by the Constitution and Bylaws Committee. If found to have merit, the proposal will be presented at the next monthly meeting along with the recommendations of the Constitution and Bylaws Committee.

All changes made in these Bylaws shall be effective immediately upon passage by the members of this Society.

OPERATING PROCEDURES

PRESIDENT

The President shall prepare an agenda and preside at the monthly meetings and all meetings of the Board of Directors.

The President shall serve as ex-officio of all committees. The President shall serve as the Society's Delegate to the South Central Federation of Mineral Societies, Inc., Annual Meeting, if a delegate from the Society is sent.

The President shall complete all correspondence promptly and shall maintain a complete file of all correspondence to pass on to the next President.

The President and Treasurer shall coordinate on all expenditures. The President shall appoint a two-member Auditing Committee to complete the audit of the Treasurer's books before the February meeting and shall request a written report from this Committee. The President shall assure that the Treasurer has maintained the Society's non-profit status with the IRS and other government entities.

In the event of the hospitalization of a member or of a death in a member's family the President shall be responsible to see that a gift or card is sent from the Society. In the event of hospitalization of someone in a member's family (a non-member) the President may arrange for a card to be sent from the Society. (Members in turn must be responsible to see that the President is kept informed of these situations.)

The President is a leader who encourages committee people to do the work; and guides the committee. The President should:

1. Know how a meeting should be conducted.
2. Open meetings on time.
3. Know the business to be discussed.

VICE PRESIDENT

The Vice President shall perform all duties of the President in the event of the President's absence or inability to serve the office. The Vice President shall work closely with and assist the President upon request. The Vice President shall be responsible for the purchase and engraving, at the Society's expense, of a suitable plaque to be presented to the retiring President in recognition of his term of office.

SECRETARY

The Secretary shall attend monthly meetings and meetings of the Board of Directors, and shall be responsible for recording the minutes of these meetings. The Secretary shall prepare a copy of the minutes to be published in the newsletter.

The Secretary shall conduct general correspondence of the Society and shall be custodian of the Society minutes. Minutes shall be included with the yearly March Treasurer audit.

TREASURER

The Treasurer shall receive all income and write receipts. The Treasurer shall coordinate with the Membership Chairperson on paid-up Society membership. The Treasurer shall deposit all income

and pay by check, debit or credit card all regular expenses as well as additional expenses approved by the Board. If it is desired by the current administration, a petty cash fund may be utilized by the Secretary to handle small day-to-day expenses. This fund shall be reimbursed when necessary upon submission of vouchers by the Secretary.

The Treasurer shall be responsible for securing officers' signatures and returning signed signature cards to the bank of the Board of Directors' choice.

The Treasurer shall maintain accurate and up-to-date records and shall furnish a monthly financial report of receipts and disbursements at the monthly meeting, and shall be responsible for preparing and submitting any required governmental forms. The Treasurer will maintain the Society's non-profit status with the IRS and other government entities.

The Treasurer should:

1. Keep all financial records; cash received, and cash disbursed by date.
2. Keep a permanent file of bills paid and payable and all cancelled checks.
3. Submit books for audit to the Auditing Committee two weeks prior to the February meeting.

PROGRAM DIRECTOR

The Program Director shall plan and schedule speakers, activities, etc. for each monthly meeting, and set up any audio/visual equipment needed for the program.

DELEGATES TO THE SOUTH CENTRAL FEDERATION CONVENTION

If the board approves to send a delegate from the Society, the President shall serve as the delegate to the SCFMS convention. An Alternate Delegate may be appointed. The Society may pay the Delegate, Alternate Delegate, and Newsletter Editor a nominal cash assistance.

EDITOR OF NEWSLETTER

The Editor shall be appointed by the President and shall:

1. Be responsible for preparation and editing the Society Newsletter and seeing that it is published monthly.
2. Work with the South Central Federation of Mineral Societies, Inc. Publications Chairperson.
3. Current records/documentation shall be added to prior records.

PUBLISHER OF NEWSLETTER

The Publisher shall be appointed by the President and shall:

1. Be responsible for printing and distributing the newsletter to all members.
2. Current records/documentation shall be added to prior records.

HISTORIAN

The Historian, appointed by the President, shall he responsible for photographing, compiling and recording all Society activities, which may be of historical importance and interest. Current records/documentation shall be added to prior records.

CONSTITUTION AND BYLAWS COMMITTEE

The President may appoint a Chairperson of the Constitution and Bylaws Committee. This Chairperson will appoint two other members to serve on the Committee. This Committee shall receive amendments, supplements, alterations to the Constitution and Bylaws of the Society for further study and make recommendations regarding proposed modifications.

COMMUNITY OUTREACH & EDUCATION COMMITTEE

The President may appoint a Community Benefits Chairperson who shall:

1. Establish guidelines for a continuing method of supporting the community (schools, churches, other societies, etc.). This may include scholarships, school gifts, etc.
2. Houston Gem & Minerals, public libraries, and other educational projects in a mutually supportive role.
3. Encourage members to offer programs to schools, museums, churches, social groups and young people's clubs.
4. Encourage and assist in educational exhibits.
5. Educate Society members by selective educational programs, Field Trips, Etc.
6. Encourage members to give 5-minute talks on a mineral, fossil, or a current geologic event, etc.

AUDITING COMMITTEE

The President shall appoint an Auditing Committee of two members. The books of the Society shall be closedforauditing two weeks prior to the March meeting and auditing completed by the December meeting. The Committee will give their written report to the incoming President at the December meeting, who will then turn the books over to the incoming Treasurer.

PUBLICITY

The President may appoint a member who shall obtain media coverage of our monthly meetings, programs, workshops, field trips, etc. Timely communications are required with the Program Chairperson, President and Newsletter Editor. (Show publicity is the responsibility of the Show Committee).

EOUIPMENT COMMITEE

The President may appoint members to be responsible for Society owned equipment. They shall ensure that the equipment is properly maintained and loaned out to members, who have been trained to its use, on a fair and equitable basis. They shall be responsible for the collection of the equipment rental fees, if any, which shall be turned over to the Treasurer, and keep track of who has each piece of equipment.

MEMBERSHIP CHAIRPERSON

This Chairperson, appointed by the President, shall assist applicants to become members of the Society. The Chairperson shall:

1. Work closely with the President, Treasurer and Newsletter Publisher regarding applications of membership.

2. Maintain an up to date list of names and addresses of all current members.

3. Maintain custody of the available door prizes.

4. Maintain the sign-in register and drawing for door prizes at the monthly meeting.

SHOW CHAIRPERSON

This Chairperson shall be appointed by the President and shall be responsible for appointing all committee chairpersons needed for the Annual Show. The Show Committee shall set all show policies for the Society Show. (A separate operating procedure defines the duties of the Show Committee). Chairperson should appoint an assistant.

REFRESHMENTS CHAIRPERSON

The President may appoint a Refreshments Chairperson who shall ensure that refreshments are provided by the Society at each monthly meeting. The Refreshments Chairperson shall submit request for reimbursement for the purchase of the refreshments in a timely manner.

UNIFORM RULES

Volunteer members shall wear the red vest at annual show or volunteering at other events while representing the club (please look at this statement and adjust, take out, modify MYD 1.21.26)

INCORPORATION

In accordance with the minutes of the Corporate Board of Directors meeting dated October 11, 1979, the annual meeting of the corporation shall be in March of each year, concurrent with the regular meeting of the Society. The Presiding officer shall announce that the meeting is the Annual meeting of the Corporation and shall ask for a motion that the present officers of the Society be elected the officers of the Corporation as well. Any other items of Corporate business may be conducted at this time.

NOTE:

Operating Procedures of the Clear Lake Gem and Mineral Society cover the details of operations not covered by the Constitution and Bylaws. The Operating Procedures shall not conflict with the Constitution and Bylaws. The Operating Procedures are not to stifle initiative but will cover the minimum duties of officers and committees.

Operating Procedures may be submitted by any member in good standing to the President and Board of Directors for consideration at any monthly meeting. Operating Procedures may be adopted or suspended at the monthly meeting by a majority vote of those present and entitled to vote.

Transition of Office: Each elected officer and each appointed Committee Chairperson should maintain a file. This file should include copies of the Constitution and Bylaws and Operating Procedures, along with the important correspondence and suggestions for succeeding administrations and a list of do's and don'ts. This will promote continuity and eliminate duplication. The file should be turned over to the incoming officers and Chairpersons at the April meeting.

Addendum A – Membership Dues

Effective 1/1/2015, Annual Membership dues are as follows:

1. $15.00 for adults
2. $20.00 for families
3. Members in good standing of age 70+ free.