

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

In effect as of: February 19<sup>th</sup> 2020

**ARTICLE I**

**NAME**

- Section 1. The name of this organization shall be the Santa Ana Rock and Mineral Club. Any abbreviation for marketing/promotional/monetary purposes must also have the complete name.
- Section 2. All payments to and from the club must be made out to the complete name. This is for bank purposes to avoid filing a dba.
- Section 3. Corporate ID: CO0475605, State Tax ID: 0475605. Articles filed: August 4<sup>th</sup> 1964.
- Section 4. Use of the club logo and colors, which is agreed upon by the board must have authorization for use within and outside the club. The club colors are dark blue, black and white.
- Section 5. Place of Business:
- 1) The club keeps a P.O. Box which shall be maintained by a Board member. The current club address is: P.O. Box 51, Santa Ana, CA. 92702.
  - 2) All general member meetings unless changed by the Board and with prior notification to the members are currently held at: Green Valley Clubhouse, 10739 Los Jardines West, Fountain Valley, CA. 92708.

**ARTICLE II**

**PURPOSE**

- Section 1. The purpose of this organization shall be to offer an opportunity for those interested in rocks, gems, minerals and fossils to gather at regular meetings in order to:
- A. Display and examine items of interest.
  - B. Promote the study of rocks, minerals, fossils and to promote and encourage the art and practice of lapidary.
  - C. Exchange experiences and ideas.
  - D. Organize field trips for members.
  - E. Promote general interest in and knowledge of the hobby.
  - F. Provide information through guest speakers and other forms in rocks, minerals, gems, fossils and lapidary.

**ARTICLE III**

**CLUB COLORS & MARKETING**

- Section 1. The Club colors shall be dark blue and white. They can be black and white as needed for easier printing of forms etc.
- Section 2. Any marketing materials must be approved by the board. Marketing materials must have the clubs full name and contact information. These materials must not be purchased or used without the Boards approval.

**ARTICLE IV**

**MEMBERSHIP**

- Section 1. Membership in the Club shall be divided into four (4) categories.
- A. Adult Member
    - 1) A person who is or will attain the age of eighteen (18) years or over during the year of membership.
  - B. Junior Member
    - 1) A person who will not attain the age of eighteen (18) years during the year of membership,
    - 2) and is sponsored by an adult member in Good Standing who will be responsible for said Junior Member.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

C. Life Member

- 1) A person who shall have at least ten (10) years of active membership, and has rendered meritorious service to the Club. They shall enjoy all of the privileges of a Member in Good Standing and are no longer required to pay membership dues.
- 2) No more than two (2) Awards of Life Membership may be made during one year.

D. Honorary Member

- 1) An individual selected by the Board of Directors by virtue of said individuals' past service to the club or prestige in the field of earth sciences or lapidary arts, or other as needed position. Honorary members are subject to annual review by the Board of Directors and have all the rights of regular members, but shall not be required to pay the annual membership dues.

Section 2. A "Member in Good Standing" is an Adult or Junior Member who is not in arrears in the payment of dues or any conflict within the club.

Section 3. Members are responsible;

- For being courteous and helpful to other members and visitors.
- Being 'safety' conscious, watching out for members or non-members that may attend or be in the area of a function or meeting that may propose a safety issue.
- For bringing in new possible members and promoting the club, including new ideas for such.
- Members are not authorized to purchase items on behalf of the club without prior approval from a majority vote of the Board.
- Pay dues in a timely manner. (See fees.)
- Help set up and take down meetings and events as necessary.
- Members will use the workshop with respect and common sense.
- Documenting by way of pictures and articles of the club meetings, fieldtrips and events to be passed on to club officers respectively. This will be used for inclusion to social media, newsletter, historian and other offices as needed.

Section 4. A Member may be expelled from membership without a refund provided they exhibit disregard to the purposes, good, and welfare of this Club that prove to be detrimental and irreconcilable.

- A. This action must be majority approved by the Board of Directors.
- B. That said member shall be notified of this action by a letter from the Board and sent return receipt.
- C. Said member may appeal to the Board in writing within 30 days of receipt of letter.

Section 5. All new members must be provided/have access to a copy of the club ByLaws and any Amendments. This can be accomplished with posting ByLaws and Amendments on the website and the Secretary will have available a copy(ies) at all meetings upon member request.

**ARTICLE V**

**FEES**

Section 1.

Dues

- A. Shall be determined by vote of the membership and remain in effect until changed by a quorum majority vote of attending members at a General meeting.
- B. Membership dues are due for the next year starting at the October meeting with a deadline of February 1<sup>st</sup> in the new year.

Section 2.

Membership Fees –for the year as stands in 2020.

- A. Adults \$20.00 a member.
- B. One adult couple at the same address \$30.00.
- C. Add third adult member at same address \$15.00
- D. Junior Members \$10.00 (under 18 years of age)

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

- Section 3. Workshop Fees
- A. Shall be determined by vote of the membership, and remain in effect until changed by a quorum majority vote of attending members at a General meeting. As stands in 2020 it is \$3.00 per visit.
  - B. Only members are allowed to use the workshop. (For insurance purposes.)

**ARTICLE VI**            **MEETINGS**

- Section 1. Regular/General Members Meetings
- A. Shall be determined by vote of the membership, and remain in effect until changed by a majority vote of attending members at a General meeting. As it stands in 2020 meetings are held on the third Wednesday of each month, at 7:00 P.M., except July.
  - B. There will be no December meeting but holiday party, date to be determined.
  - C. An assembly of fifteen percent (15%) of the Members in Good Standing will constitute a quorum for the conduct of business.
  - D. The Pledge of Allegiance shall be stated at the beginning of all general meetings.
  - E. Every meeting shall have an activity/education after club business is conducted.
  - F. The club allows Visitors to attend no more than three meetings annually before they must pay dues.

- Section 2. Board of Directors and Officer Meetings
- A. An annual organizational meeting will be held in the beginning of January, date to be determined.
  - B. Additional meetings shall be held as needed and called by the president who will inform the secretary in time to send out a notice of meeting to the Board/officers/ all members as needed.
  - C. "Actions" may be taken as need arises in lieu of a special meeting upon majority vote by the board members where immediate attention is required and noted by secretary. Actions may or may not be disclosed to members at a general meeting.

**ARTICLE VII**            **OFFICERS AND THEIR ELECTIONS**

- Section 1. The Board of Directors of this Club with voting rights shall be members in good standing which in the month of November are nominated and voted into the office of: President, Vice President, Secretary and Treasurer.
- Section 2. The Officers/Chairman with voting rights will be the following Officers; Parliamentarian, Newsletter/ Editor/E-mail, Fieldtrip Officer, Membership Officer, Hospitality Officer, Librarian Officer, Historian Officer, Website Officer and Federation Officer. These offices will be open to voting upon but may also be assigned by the President. (Note: the offices of; newsletter, editor, e-mail and website may need to be updated with the changing times.)
- Section 3. Election of all Offices:
- A. Nominations to be held annually open to the floor at the October meeting and approved at the November meeting.
  - B. Names of all nominees shall be printed in the club newsletter prior to the November meeting.
  - C. Nominees to be authorized by a majority vote of members in attendance at November meeting to win the election. A vote taken by show of hands from members is valid, including for Offices/Chairmen that the president elects.
  - D. The Officers Elected shall be installed and assume their Duties at the close of the December Meeting (holiday party), and shall hold their offices for one (1) year or until their successors have been elected and installed.
  - E. No member may hold more than three positions of office.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

**ARTICLE VIII            BOARD OF DIRECTORS**

Section 1.            The Board of Directors shall consist of all officers and Committee Chairmen.

Section 2.            The Board of Directors shall have authority to:

- A. Authorize expenditure up to a maximum of one thousand seven hundred (\$1,700.00) dollars annually without approval from the general members. This is to cover large club expenses/bills as well as committee expenses.
- B. Present any large request (that is not usually or regularly a club expense) to spend more than two hundred (\$ 200.00) dollars to the members at a regular meeting for approval.
  - 1) Such request shall have been previously approved by the Board of Directors.
- C. All Standing Committee Chairmen/Officers are authorized as noted under their heading to spend the maximum of their allowance before submitting to the Board and if needed the Members for approval (per 'B' above).
- D. Any board member no matter how many stations they occupy shall only hold one vote. The majority of present Board members is needed to pass a vote.
- E. The Board, Officers and Committee Chairmen will be the final vote in disputations/resolutions of the club.

**ARTICLE IX            DUTIES OF OFFICERS**

**Section 1.            President**

- A. Shall preside over all Regular Meetings including taking care of club business ie. reports of Officers and abiding by the bylaws herein described.
- B. Shall call Special Meetings of the Board of Directors when deemed necessary
- C. Shall appoint as deemed necessary Officers/committees.
- D. Shall appoint a Parliamentarian for the year, generally a past president.
- E. Shall promote the General Welfare of the Club.
- F. Shall be an Ex-officio member of all Committees/Officers ready to fill in and take on duties of an officer that is absent if needed.
- G. Will greet Members and visitors upon arrival to meeting.
- H. Shall be one (1) of three (3) Officers authorized to sign checks
- I. Shall give secretary a summary of meetings. (Agenda.)
- J. Start talks of Christmas Party and gifts no later than August meeting.
- K. Safely store as necessary inventory and equipment for use at meetings.
- L. Will safely keep a digital back up of secretary documents on thumb drive.

**Section 2.            Parliamentarian**

- A. Shall be appointed by the President and is usually the president of the prior year.
- B. Shall assist the President upon the request of the President.
- C. Shall have voting rights as a Board member.
- D. Shall enforce as needed the Roberts Rules of Order, Revised, which shall be the guide in any question not particularly covered in these ByLaws unless in conflict with any bylaw.

**Section 3.            Vice President:**

- A. Shall assist the President in the performance of their duties.
- B. Shall preside over any meeting of the Club or Board of Directors in the absence of the President or any officers, board and chairmen at the president's request.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

- C. Shall assume the full duties and responsibilities of the President in case of resignation or death.
- D. Shall serve the Club as Chairman of the Program Committee. Which;
  - 1) Organizes and assigns if necessary outside club activities like picnics.
  - 2) Organizes club activities/education at meetings which should be done ASAP (by the end of January if possible) in advance and a write up/summary given to the editor/newsletter officer to post in the club newsletter and online.
  - 3) Is authorized to spend a maximum of one hundred (\$100.00) dollars on each (one a meeting) activity/education for a meeting. Shall submit a request/statement to the Board for approval if activity is over \$100.00. Is also authorized to negotiate and offer free membership to speakers, etc in exchange for services to the club. Guest speakers that wish to also sell their wares are subject to the Boards approval. These speakers should have a heavily discounted rate if any.
  - 4) Keeps an updated binder/journal with information on speakers and activities -the last time such activities were used and how well it was accepted, as well as cost and any other opinions that may help in the future. Every once in a while with the addition of new material the binder is to be given to secretary to make a digital back up copy.
  - 5) Programs should be booked up to and including February of the next year. This will give incoming Officers a few months leeway in preparing programs.
  - 6) An outline of program activities is to be discussed at the annual January Board & Officers organizational meeting.
  - 7) You must send letters of inquiry for programs and as necessary confirmation letters.
  - 8) You must provide secretary with contact information for any thank you letters that should be sent. (Thank you's should be sent to anyone that assists the club.)

**Section 4. Secretary:**

- A. To take, record/maintain/distribute and obtain signatures for the minutes, actions and any other documents of all meetings of the club and Board of Directors and Officers.
- B. To be responsible for maintaining the Clubs Books of Records and legally executed documents, except those that are the responsibility of a particular Committee/Officer
- C. To keep a copy of all current forms the club uses.
- D. Shall have the ByLaws and Roberts Rules of Order at all meetings.
- E. To keep a copy of Members, given by the membership officer.
- F. To keep a copy of the club's current and past documents included but not limited to; Articles of Incorporation, By Laws, FBN, Amendments, Minutes, Actions, etc.
- G. Shall be one (1) of three (3) Officers authorized to sign checks.
- H. Shall preside over any meeting of the Club or Board of Directors in the absence of the President and Vice President.
- I. Record all motions passed (Actions) that will affect the general operation of the club separately from the minutes.
- J. Secretary will update the digital thumb drive file of documents annually to be kept by the president as a backup. This will be given to the Secretary in November or December by the President and given back to the new President in December or January meeting. Paper records maybe reviewed periodically by the Board for approval to condense by destroying of documents no longer deemed necessary.
- K. To send notice of special meetings (as directed by the President) of the Board to the Board and Officers.
- L. To send condolences in case of sickness or death of a member upon notification from membership officer.
- M. Keep a copy of the audit committees report with the records.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

- N. To record the minutes of general club meetings which should include the following, but not be limited to; Date; Time call to order; In Attendance; New Members/Visitors; Hospitality; Approval of previous minutes; Treasurer report with income & expenses only (not balance); Federation news; Membership news; Workshop news; Fieldtrip; Newsletter/Editor; Junior Club; Open Floor; Share your wares segment; Activity Summary; Door prize winner as well as who donated and Time club adjourned. The President will provide an Agenda for each meeting.
- O. All Board and Officer minutes shall include but not limited to the following;
  - 1) Time of call to Order & Adjournment.
  - 2) Date.
  - 3) The matters discussed and approved or not.
  - 4) Signatures for all in attendance. (Voting Board & Officers only.)
- P. The reading of the previous minutes for the Board or General meeting maybe forgone if approved by vote. Show of hands is adequate.
- Q. Membership officer to inform Secretary of new members to add a welcome in club Minutes.
- R. A thank you letter must be sent to everyone who assists the club in any way. Secretary will keep this stationary.
- S. Shall maintain a current inventory of club property/assets including the location (particular assets will be cared/maintained by certain officers) of all said Club property. Every item owned by the club should be recorded. New purchase should be added and discarded items noted –Secretary should be informed by treasurer, and the committee/Chair /Officer or any member that it applies. A list of equipment lent to the club should also be noted.

**Section 5. Treasurer:**

- A. To receive all moneys on behalf of the Club.
- B. To record this in the Club receipt book.
- C. To deposit said funds in the designated bank account
- D. To prepare checks for payment of all Club debts, including legal, tax filing fees and dues.
- E. Shall be the primary one (1) of three (3) officers authorized to sign checks.
- F. To maintain the Club's bookkeeping records.
- G. To present a financial report at Regular Meetings. With income and expense only. NOT balance. Balance available to members upon request.
- H. Submit any bank records needed at start of new year to the annual review committee for cross checking.
- I. Every item of expense should enter books through the check book. Every bank deposit should equal the amounts shown in the receipt book. This will keep the bookkeeping system simple and accurate.
- J. A binder/set of instructions should be kept for future Treasurers to use the systems, keeping important dates and information accurate so no dues or fees are forgotten.
- K. Any new purchases for Club assets a copy to be given to Secretary to keep with inventory list.
- L. Shall have membership applications available for new comers. (Applications are to be given to Membership Officer after dues are taken)
- M. Shall have expense/reimbursement forms available on request.
- N. To have and make monetary change as needed for club activities. (ie. opportunity drawings, club activities, etc.)

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

- O. A proper, but simple set of books must be maintained for the club. Every item of income, even a 10 cent fine should enter the books through the receipt book. Every item of expense should enter books through the check book. A set of instructions should be prepared for future treasures to use the system. Also, instructions for an audit/review should be prepared for use of the club.

**Section 6.      Field Trip Officer/Chairman:**

- A. Chairman shall appoint a committee as needed.
- B. To select locations for Club field trips and present these selections to the Board of Directors for approval.
- C. To arrange and conduct such field trips as sponsored by the Club.
- D. To maintain and have available all first aid equipment owned by the Club while on field trips.
- E. Survey for a field trip and present an itemized statement to the Board for payment.
- F. Shall maintain a Roster of those planning to attend the field trip and a Roster of those attending a field trip. For liability a copy to be kept with the Field trip journal/binder.
- G. To maintain a journal/binder of possible field trips, trips taken, as well as any and all info about trips, dates and attendees for future reference and opinions.
- H. Field Trip register should be kept available for members and guests to sign up.
- I. Waivers must be signed (format on CFMS) and kept in binder for up to 5yrs or scanned and sent to the Secretary.
- J. Organize and pick up extra materials to be given to the club for use in fundraising.

**Section 6 A.      FIELD TRIP Officer to Maintain:**

- Campsites, collecting areas, and any other area visited by members of this Club are to be left in a clean, safe and tidy condition.
- No target practice or unnecessary display of firearms or weapons will be permitted in camping or collecting areas.
- All wildlife, vegetation and domestic animals shall not be molested or disturbed in any manner in accordance with the law.
- Members desiring to leave the main group must notify the Field Trip Chairman as to where they are going and for how long.
- No unnecessary use of vehicles off of established roads will be permitted.
- All domestic animals shall be kept under control at all times.
- Children should be supervised at all times by an adult member who will be responsible for them.

**Section 7.      Courtesy/ Hospitality/Refreshment Officer:**

- A. Shall appoint a committee as needed to help prepare, set up, clean up and greet all members and guests. It is recommended there should be at least three (3) members for meetings and events.
- B. To promote good fellowship at Regular Meetings and outings by greeting members & visitors.
- C. To arrange for meeting places for the Club and Board of Directors if needed.
- D. Accepts any comments or concerns to bring before the Board.
- E. Sets up and takes down before and after meetings.
- F. Will be available to help membership officer at special occasions and events.
- G. Arrange/have available refreshments at all regular meetings, and other Club functions.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

- H. Shall have authority to purchase hot beverages, cold drinks and snacks in sufficient quantity to provide refreshments for each Club function where it may be required. No more than \$25 maximum to be spent each meeting/function without prior approval from the Board. The Chairman should purchase new supplies when needed and keep supplies. Supplies provided but not limited to include the following: Coffee machine, cups, stirrers, sugar, creamer, water and a snack.
- I. Be present when informing any member they are no longer a member due to expulsion.

**Section 8. Membership Officer:**

- A. Shall appoint committee as necessary. This includes committees for special functions to be appointed and dissolved by head chair as needed and deemed necessary.
- B. Shall be a part of the meet and greet hospitality committee.
- C. Will keep/provide sign-in sheets for members and visitors, and make sure all sign in on arrival for meetings and events. These are to be kept in binder. Completed sheets are to be kept for five (5) years or annually given to Secretary to be kept in records. After (5) five years the Board may deem necessary to confidentially destroy.
- D. Shall have blank applications available for new prospective members as well as renewal applications for members. (Too be handed into the treasurer first to accept fee and write a receipt, then given back to membership.)
- E. Will keep all original applications and renewals (in binder) until such time the board deems unnecessary and will be confidentially destroyed. A digital copy may be kept by Secretary.
- F. Will forward names of new members to the Secretary for insertion in the minutes and to the Workshop officer to be allowed to use facilities.
- G. Will forward the name, birthday and email or physical address to the Editor and or e-mail officer for the newsletter respectively.
- H. Will audit information on the sign-in list as to who is attending meetings. Periodically, notes should be taken from the sign-in register and member list to show just who is not showing up regularly. Also the percentage of visitors that sign-up. Bring this to the attention of the Board so we may figure ways to get these people more involved with us.
- I. Help promote the club at outside functions as well as during meetings.
- J. To gather ideas from members to help promote the club and help Vice President organize such endeavors.
- K. To introduce guests as needed at proper time during meetings.
- L. Be present when informing any member they are no longer a member due to expulsion.

**Section 9. Federation Officer/Committee**

- A. Chairman shall appoint a committee as needed.
- B. To act as liaison between the Club and CFMS. By keeping the club informed as to what is going on with the Federation and what will affect us and our members.
- C. To act as Federation Director on behalf of the Club.
- D. To report any news and write any articles/summaries from meetings to the president –for meetings and newsletter officer -for inclusion in the newsletter.
- E. Try to promote more participation with the Federation, maybe some speaker they have, or some program they have that would be of interest to us. Have the Federation's publication at meetings in case some members may want to read it. Place it in a conspicuous place. Let the President know it is there so he can let the members know about it. Let's try to gain more benefits from our Federation affiliation.
- F. Mandatory meetings by the Federation that must be attended include June/July and November meeting. This officer in attendance will be reimbursed by the club for mileage and necessary expenses once provided with receipts.



**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

**Section 10. Newsletter/ (& e-mail) Editor Officer:**

- A. Shall appoint a committee as needed.
- B. Shall be responsible for the publishing (via e-mail or standard mail) and delegating or making of the Club newsletter, 'Chips & Splinters'. Newsletters should be distributed in the first week of each month so it is received by members before the meeting and event information of that month.
- C. Shall be responsible for notifying members of events, changes and any information they may need to know in accordance with the club's purpose.
- D. Shall have authority to purchase a supply of stamps, paper, printing and necessary items sufficient to publish and distribute the Club newsletter and other marketing materials. The maximum annual amount should not exceed one hundred (\$100.00) dollars, any more must be Board approved.
- E. Membership Officer to provide ongoing members and new member names, email (or physical address) to be added to contacts email, as well as visitors email.
- F. The newsletter should include the regular following articles, but not limited to;
  - 1) Monthly member birthdays (must maintain a list –from membership).
  - 2) If Club Anniversary -Article/Notice.
  - 3) Minutes of previous months club meeting.
  - 4) Upcoming Shows, Events & Fieldtrips in the area.
  - 5) Board contact information & summary of the club.
  - 6) Workshop information.
  - 7) Include any items/articles/resources/information of interest.
- G. Shall be responsible for maintaining the clubs email site: [sarmclub@gmail.com](mailto:sarmclub@gmail.com).
  - 1) Will keep current and old members contact list.
  - 2) Will keep e-mail contact list of visitors and online subscribers, and update accordingly.
  - 3) Will keep e-mail list of other clubs that share newsletters.
  - 4) Will keep the google email account site clean and organized.
  - 5) Bring up any information to the Board as necessary.
  - 6) Will go through each email and answer or forward as necessary. (Note: periodically check spam that no new subscribers were sent there.)
- H. Shall e-mail new members and visitors previous newsletter ASAP.
- I. Take and accumulate pictures of meetings and events to be added to newsletter, but not solely responsible for taking pictures.

**Section 11. Review Committee** (previously audit committee)

- A. Shall consist of two (2) board members of the club appointed by the president at the January organizational board and officer meeting.
- B. Shall audit the Treasurers books.
- C. Any issues to be addressed to the Board at the next meeting.
- D. An accepted written summary report to be given to the Secretary for inclusion into the record book no later than March.
- E. Said Audit Committee automatically to be dissolved with the presentation of this report.
- F. Upon approval by the Board (at January organizational meeting) and Members at a general member (January) meeting -the annual audit summary submitted by the Treasurer may be accepted as a reviewed report.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

**Section 12. Workshop Officer/s**

- A. The workshop may spend annually two hundred (\$ 200.00) dollars on repair and upkeep. All major expenses (over \$200.00) to go through the Board to be submitted to members for approval, -so members understand/reminded of the importance of the workshop being up to date and to take advantage. Members should be made aware the workshop is a great portion of the club keeping it up to date with good tools is a must.
- B. Notify the secretary of any new purchases and discards for inventory list.
- C. Will be given a current member list by the membership officer to keep track of workshop users.
- D. Keep Membership applications on hand for new sign ups to be given to membership.
- E. Maintain and keep a sign-in list including the fees paid within a workshop binder, up to as much time as board dictates necessary -then confidentially destroyed and/or scanned for Secretary.
- F. Collect workshop fees to be given to Treasurer at upcoming meetings or as discussed/agreed upon.
- G. Club lapidary and other workshop equipment to be under your supervision and maintenance.
- H. To keep safe workshop related and other club equipment and inventory as deemed necessary i.e. such as games, etc.
- I. To keep extra rocks for practice from field trips and donations for members to work on and donate.
- J. To safe keep 'rock' donations from members from field trips to be pieces to be voluntarily worked on and donated to club for prizes or auction.
- K. Workshop will be open at Officers discretion but must be open at least two days a month.

**Section 13. Website/Publicity Officer**

- A. Shall appoint a committee as needed.
- B. Maintain and update all web pages/social media as needed to be current.
- C. Paying web fees on time with assistance from treasurer, including maintaining club's domain name and paying renewal fees on time.
- D. Uploading current newsletter and appropriate news as necessary across platforms, ie website and social media accounts.
- E. Creating new pages and accounts as needed and first approved by the Board.
- F. Keeping a binder/checklist of instructions and information on all accounts/social media to make it easier to pass office to new member. This would be tips and passwords etc that are not shown on the online instructions for a website.

**Section 14. Library Committee**

- Be a volunteered or appointed member and shall appoint a committee as necessary.
- A. Shall have available at Regular Meetings the list of books and info for loan to members.
  - B. Shall maintain records of books loaned to members.
  - C. Shall update/add items to list as necessary and remove items (which must be noted with Secretary for inventory).
  - D. Shall recommend any new material or books for purchase for the Club library.
  - E. Shall request all overdue books be renewed or returned at each Regular Meeting.
  - F. Keep all records in working order.
  - G. Write a summary for inclusion in newsletter and send to Editor about 2 or 3 books available as a 'highlight' to be brought to next meeting every month.
  - H. All books must be returned at November meeting with notice given at October meeting except for those that already paid their dues for the new year.

**AMENDED AND RESTATED  
BY LAWS  
OF THE  
SANTA ANA ROCK AND MINERAL CLUB**

**Section 15.      Photographer/Historian Officer/Committee**

This officer/committee shall maintain and safe keep a recorded Club history. This includes whatever you feel is important enough to be recorded for future members to read and reminisce. Clippings from the club paper concerning field trips, pictures from field trips and meetings are good material for the history book/album. Pictures should also be taken of life members. When the history book is brought to a meeting the President should be notified so he may announce it to the membership. A display may be of interest to the public at club events.

From past history there should be some information that would make interesting reading for a Newspaper article, submit these to the editor of the club paper. Photos of club activities/ events/ education should be taken and forwarded to the editor for inclusion in the newsletter.

**ARTICLE X**

**AMENDMENTS**

**Section 1.**

Additions to, amendment of, or repeal of any portion of these By Laws may be affected by:

- A. Majority approval by the Board of Directors and Officers.
- B. Must be dispersed (by publishing in the newsletter, mailing, or physical copies at meetings) and made aware to members to be voted upon thirty (30) days in advance.
- C. Must be approved by a majority vote of the members in attendance at the meeting following said reading and publication.

-----**Certificate of Secretary**-----

The undersigned, being the duly elected and qualified Secretary of the Santa Ana Rock and Mineral Club, a California corporation, hereby certifies that:

- (a)           The above Amended & Restated ByLaws are a true and correct copy of the Bylaws of the Santa Ana Rock and Mineral Club, a California corporation, and the same are in full force and effect.
  
- (b)           The above Amended & Restated ByLaws were adopted by the Board of Directors and Members of the Santa Ana Rock and Mineral Club, a California corporation, pursuant to a general members meeting with the Board of Directors held on Wednesday, February 19<sup>th</sup> 2020.