

Mid-Michigan Rock Club By-laws
October 26, 2010
Amended and Approved January 4, 2011
Amended and Approved September 6, 2011

ARTICLE I: NAME

The name of the organization shall be the Mid-Michigan Rock Club (MMRC). Previous names include Mid-Michigan Gemcraft and Mineralogical Society.

ARTICLE II: PURPOSES

The purpose of the MMRC is to provide both social and educational opportunities for our members and the public who are interested in geology, fossils, minerals and the lapidary arts. The MMRC may choose to affiliate with various groups to further the Club's purpose. All MMRC activities shall be consistent with activities covered by the club's current insurance policy.

ARTICLE III: MEMBERSHIP

Members of the MMRC include all persons who have paid their annual dues. Complimentary membership may be granted by the MMRC Board of Directors.

ARTICLE IV: GOVERNING AUTHORITY

MMRC operates as a club. MMRC is governed by the laws of the State of Michigan. The MMRC Board of Directors may choose to define the club's operating practices in a written format.

ARTICLE V: MMRC GOVERNANCE

Section 1 – Club Governance

MMRC will be governed by the Board of Directors (BOD).

Section 2 – Board of Directors Communication with Club members

- A. The BOD will communicate in writing the status of the club to all members at least annually.
- B. On an on-going basis, the BOD will survey the Club membership regarding club business.

ARTICLE VI: BOARD OF DIRECTORS

Section 1 – Functions of the Board of Directors

Management of the MMRC is vested in a Board of Directors (BOD) that meets at least once a year. The Board is responsible for at least the following:

- A. Establishment and amendment of MMRC Rules and Operating Procedures
- B. Adoption of the annual budget, including setting annual membership dues
- C. Approval of appointments of Committee Chairs
- D. Review the MMRC / affiliate's responsibilities
- E. Audit of Finance Records
- F. Annual Planning
- G. Items (b), (d), (e), and (f) may be delegated.

Section 2 -- Board Composition

The MMRC BOD is composed of the President, Immediate Past President, Vice-President (Program Chairperson), Treasurer, Secretary, Education/Affiliate Liaison Chairperson, and Annual Show Chairperson. All Directors must be Members of MMRC.

Section 3 – Meetings

Meetings of the BOD are called by the President and must be held at least once a year. A quorum is required for BOD meetings. A quorum will exist when a simple majority of Board Members are present. Members are encouraged to attend Board Meetings. Written notice and the Order of Business (agenda) is prepared by the President and Secretary, and must be sent to all Board Members and Members at least one week prior to each meeting.

ARTICLE VII: OFFICERS and COMMITTEE CHAIRPERSONS

Section 1 -Terms of Section Officers and Chairpersons

President	- one year
Vice-President	- one year
Secretary	- one year
Treasurer	- one year
Committee Chairs	- one year

All terms shall commence January 1.

Section 2 – Duties of Officers

- A. President
 - 1.) The President is the leader of the MMRC's business meetings (often held in conjunction with program meetings) and of the Board of Directors meetings.
 - 2.) The President is responsible for appointing committee chairpersons and liasons to the Club's affiliate organizations.
- B. Vice-President
 - 1.) The Vice-President is the back-up for the President, and is to assume all the President's responsibilities in the absence of the President.
 - 2.) The Vice-President is to act as the Program Chairperson.

C. Secretary

- 1.) The Secretary is responsible for compiling the records of the MMRC's business and Board of Director's meetings, nominally in the form of meeting minutes.
- 2.) The Secretary is responsible for running the annual officer elections and certifying the ballots.

D. Treasurer

- 1.) The Treasurer is responsible for collecting and disbursing all MMRC funds.
- 2.) The Treasurer is responsible for reporting the MMRC's financial standing at club business and Board of Directors meetings.
- 3.) The Treasurer is responsible for maintaining the membership list.
- 4.) The Treasurer is responsible for the MMRC's checking account.
- 5.) The Treasurer is responsible for preparing a budget proposal when directed by the Board of Directors.

Section 3 – Committee Chairpersons

- A. The duties of the committees and their chairpersons will be defined by the BOD.
- B. All committee chairpersons are encouraged to form committees, standing or ad hoc, to assist them in carrying out their responsibilities.
- C. Committee chairpersons report to the club President.

Section 4 – Other Duties of Officers, Committee Chairpersons or Members

In addition to responsibilities as an MMRC Director and other duties outlined herein, the President may delegate additional duties to be performed by an MMRC Officer or Member. Committee Chairpersons may ask Members to assist them. The Officer or Member must agree to these duties for the appointment to be made effective.

ARTICLE VIII: MMRC ELECTIONS

Section 1 -- Elections

MMRC Officers are elected annually in October and no later than December 15th. They are elected by secret ballot of the MMRC membership. The election by secret ballot may be at a regular meeting or electronically. The Secretary is responsible for running the election and determining the membership of all voters. All club members are to be offered the opportunity to vote.

Section 2 -- MMRC Nominating Committee

The President may appoint a Nominating Committee from the Membership. The committee will nominate eligible members for each vacancy for the next year and present its nominations to the Board of Directors by September 15th.

Section 3 -- Eligibility of Members to Serve

Every Board Member (including Officers and Committee Chairpersons) must be an adult member of MMRC in good standing at the time of nomination, election and during their term.

Section 4 -- Criteria for Officer Eligibility

- A. There may be no more than three candidates for each position
- B. A candidate must be a member in good standing
- C. A candidate must have indicated a willingness and ability to serve
- D. Nominations can be made by any Member if accepted, seconded, and the nominee gives consent

Section 5 -- Election Procedure

If more than one nomination for an office is made, election will be by secret ballot. (If one nomination is made, a voice vote is permissible.) Officers are elected in the following order: President, Vice-President, Secretary, and Treasurer. The person with the majority of votes cast is the winner. Ties will be resolved by a coin toss.

ARTICLE XI: AMENDMENTS

These by-laws may be amended by the Board of Directors with the approval of the MMRC Membership. Voting on amendments may be done electronically or at a meeting. A majority of the votes cast is needed to enact the amendment(s).