

**AUSTIN GEM AND MINERAL SOCIETY, INC.**

**Austin, Texas**

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**OPERATIONAL PROCEDURES**

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**ARTICLE I - STANDING COMMITTEES AND CHAIRS**

- Section 1. Standing Committee Chairs shall be prepared to report to the membership at all regular meetings as part of the standard meeting agenda and to the Board of Directors at Board meetings upon request of the Board. Any Board request for a Committee Chair report must be issued a minimum of seven (7) days prior to the Board meeting. No issues or requests shall be acted upon by the Board without the Committee Chair or other requestor appearing before the Board.
- Section 2. Unless otherwise stipulated by the Bylaws or Operational Procedures, the Committee Chairs may appoint as many members as needed to assist them.
- Section 3. The Board of Directors shall appoint any Committee to coordinate with the American Federation of Mineralogical Societies (AFMS) and/or South Central Federation of Mineralogical Societies (SCFMS) committees as required.
- Section 4. The following is a suggested list of Standing Committees and Chairs. Committees can be established by the Board or President; however, only the Board can dissolve a committee. (See Article V, Section 5 of the Bylaws.) Any one approached to serve as a Committee Chair or member will first be given a copy of the committee duties as outlined in these Operational Procedures to be read before a response is expected or accepted.

a. **NEWSLETTER EDITOR**

The Newsletter Editor (NE) is responsible for publishing the AGMS newsletter, *The Stone Chipper*, once a month and disseminating it to all AGMS members in good standing. The NE may use others for proofreading, editing, printing and disseminating the newsletter. However, it is ultimately the responsibility of the NE to produce and deliver the newsletter in a timely fashion.

The NE shall maintain a list of AGMS members and their delivery preferences, including mailing addresses and email addresses. The AGMS Treasurer shall provide the NE with a list of members in good standing. The NE may at his/her discretion email copies of the AGMS newsletter to exchange with other editors from either AFMS or SCFMS societies.

The NE shall provide an abridged copy of the newsletter to the Webmaster for inclusion on the AGMS web site. This version shall include no personal or financial information. This version shall be published no later than the Friday before the regularly scheduled AGMS meeting. The newsletter editor shall provide 6 – 10 extra copies at the meeting to be made available to visitors.

The NE shall publish reminders to AGMS members when membership dues are due.

- In January, a general reminder notice shall be published to the membership.
- In February, members who have not renewed shall be notified.
- On March 15 of each year members who have not renewed their membership dues shall receive a final notice. Members who have not paid their dues by the March general meeting of each year shall no longer receive the newsletter and roster and shall be removed from the AGMS Yahoo List. [Adopted by the Board on November 6, 2012.]

A membership roster (name, home address, and – with member’s permission – email address) shall be published and disseminated once a year to all AGMS members in good standing. This shall be published no later than the end of May.

The NE may be called upon from time-to-time to produce Patron booklets, occasional pamphlets and flyers for the AGMS using the publishing software provided to the NE by the society.

The NE may at his/her discretion voluntarily participate in the AFMS and SCFMS newsletter competitions each year by submitting newsletters or newsletter articles in accordance with the rules and regulations set forth by the AFMS and SCFMS competition committees. The NE may at his/her discretion voluntarily become a member of SCRIBE (Special Congress Representing Involved Bulletin Editors) which is a national organization designed to assist editors.

#### Advertising in Newsletter

<sup>1</sup> Advertising may be accepted for publication in the *Stone Chipper*, depending upon available space. The NE may choose whether to accept an ad, or if the editor is not sure if any ad is appropriate for the *Stone Chipper*, the decision may be passed to the Board. Rates for advertising shall be \$12.50 for a business card size, \$25 for one quarter page, \$50 for half page, and \$100 for a full page ad. The Board may choose ways to solicit ads.

<sup>2</sup> (1) The deadline for advertising will be by the 15<sup>th</sup> of the month prior to publication;

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<sup>1</sup> Approved at the December 4, 2012 Board meeting.

<sup>2</sup> Approved at the January 8, 2013 Board meeting.

(2) Notification of advertising rate payment will be sent to NE by the Treasurer; and

(3) The NE is to provide suggestions on print-ready requirements, i.e., submitting .jpgs, formatting, etc.

b. FEDERATIONS LIAISON

The Federations Liaison shall be responsible for special collections and funds raised to promote American Federation Mineral Societies (AFMS) and South Central Federation of Mineral Societies (SCFMS), special projects and scholarship programs. S/he shall keep the club informed of pertinent Federation and conservation matters, including those of the American Lands Access Association (ALAA).

Regarding the AFMS Club Awards Program, the Liaison shall work with the Board to enter the annual AMERICAN FEDERATION OF MINERALOGICAL SOCIETIES evaluation program, compile the required information, fill out the forms, and mail them to the Educational Chairman of the SCFMS before the AMFS Annual Show.

c.\* SCHOLARSHIP CHAIR (Awaiting Stretch Young's further input.)

The scholarship shall be named "The Austin Gem and Mineral Society (AGMS) Sayers Memorial Scholarship."

d. BYLAWS CHAIR

The Bylaws Committee shall study any proposed changes to the Bylaws or Operational Procedures submitted in writing by any member. The Committee shall submit proposed alterations to the Board, along with the Committee's recommendations.

The Bylaws committee shall also be responsible for making recommendations for broader changes to the Board on an as-needed basis.

e. MEMBERSHIP CHAIR

[Note: To fulfill the duties of Membership Chair, the candidate must be able to commit to attend all meetings (or have appointed a substitute) and be present at least 45 minutes prior to the start of each meeting.]

The Membership Chair (MC) shall wear a nametag identifying him/herself as the MC to new members and guests. S/he should be at the "Welcome Table" as people arrive, greeting members, potential new members, and guests. The MC should have paper nametags available for members, new members and guests. The new members' and guests' nametags should identify them as such so they may be welcomed by all. The MC should have a special "Speaker" tag available for the Program Chair to fill out and give to the speaker of the evening.

The Welcome Table should have the following items:

1. Copies of the club newsletter to offer to new members and guests (placed there by the editor upon his/her arrival to the meeting).
2. Membership application forms. (If new members join, the MC should collect the application and payment and forward it to the Treasurer.)
3. The "sign-in" book. (The MC should encourage all to sign the book as a permanent record of attendance at the meeting.)
4. A sign-up sheet for permanent nametags. (As members sign in, the MC should encourage people to sign up and pay for a club nametag. New nametags could then be ordered when sufficient numbers were requested.)

As part of the regular meeting agenda, the MC will report the number of members, new members, junior members and guests when called upon by the President and will introduce the new members and guests at that time. The MC will also assist the President in the door prize drawings.

f. PROGRAM CHAIR

The Second Vice-President shall serve as the Program Chair and is responsible for providing speakers for each regular meeting. These programs shall be relevant to the interests and purpose of the Society. The name of the presenter and the topic shall be reported to the newsletter editor prior to publication of the monthly newsletter. The Program Chair shall also prepare a nametag for the speaker and give it to the Membership Chair prior to the meeting.

The Program Chair shall also be responsible for the annual AGMS Swap Meet and Sale and the annual auction. For the auction s/he shall be responsible for asking for donated materials, shall arrange for auctioneers and cashiers and shall be responsible for publicity for both the swap meet and the auction.

g. HISTORIAN

The Historian shall keep a history of the AGMS activities by documenting current activities and be the custodian of all historical papers of the Society with the information to be stored at the clubhouse. Historical papers include such items as the scrapbook, photographs, awards documents, charitable activity documents, and the history book.

The history book and scrapbook should be on exhibit at the annual show. The historian is encouraged to follow AFMS rules and enter the history book in the AFMS Club Awards Competition.

h. COMMUNITY OUTREACH CHAIR

The Community Outreach Chair shall respond to requests from the public and see that groups such as schools, scouts, retired citizens and other organizations are informed about our hobby.

S/he may arrange exhibits in banks, libraries, and other suitable locations with a card stating this exhibit is courtesy of the AGMS.

i. FIELD TRIP CHAIR

The Field Trip Chair shall be responsible for planning and conducting, at a minimum, six (6) field trips during the year. Trips should cover the interests of both rock collectors and mineral collectors as well as other club interests. Field trips may also be planned in conjunction with other area clubs.

At the site of any given field trip, the FTC shall ensure that every participant signs the “Release From Liability on Field Trips” form prior to participation. This form can be found in the Operational Procedures, Appendix A.

j. HOSPITALITY CHAIR

The Hospitality Chair has two main responsibilities:

1. Overseeing the refreshments served at the monthly meetings;
2. Organizing the December Induction of Officers/Christmas Party.

Overseeing the refreshments served after the monthly club meeting involves:

1. Maintaining a sign-up sheet with volunteers signing up to bring snacks for each meeting. The HC is responsible to check the list and be sure enough people are signed up for the next month.
2. Submitting a list of volunteers for the next meeting to the editor of the newsletter before publication.
3. Calling the volunteers the week before each meeting to remind them of their commitment.
4. Assisting the volunteers as needed with setting up the refreshments and cleaning the area before leaving the clubhouse.
5. Keeping the kitchen area organized and stocked with paper goods, utensils, etc. for each meeting.
6. Providing drinks and ice for each meeting. (S/he will then turn in any expenses to the Treasurer for reimbursement.) Refreshments shall be served only after the meeting is adjourned.

A copy of the sign-up form for refreshments can be found in the Operational Procedures, Appendix A.

The HC’s second responsibility is organizing, ordering food for, and overseeing the meal for the Induction of Officers Meeting and dinner in December. The HC shall make tickets for the meal available at the annual show and prior to the dinner.

k. SUNSHINE CHAIR

The Sunshine Chair shall report on illnesses, weddings, births, etc. of the club members. The SC shall send cards as appropriate and send a status report on ill members to the Newsletter Editor and through any other expedient methods to the membership, such as AGMS group email as appropriate.

l. WORKSHOP MAINTENANCE CHAIR

The Workshop Maintenance Chair shall make sure that AGMS equipment is in good repair and shall recommend to the Board purchases for the workshop as needed.

The WMC shall be responsible for making the workshop available to members weekly and for collecting workshop usage fees.

<sup>3</sup> The workshop will be open for all listed authorized users of lapidary equipment on regular workshop nights, Board meeting nights, show committee meeting nights, and any of the regular SIG meeting nights, or any night there is a scheduled class not needing the workshop. Prohibited times would be during general meetings or meetings by other organizations. If the workshop is used during one of the allowed times, users must sign in and pay the posted shop fees.

m. JUNIOR ADVISOR CHAIR

The Junior Advisor shall work with and organize the junior members of the AGMS, oversee their activities, and plan programs for their meetings.

n. AUDITING COMMITTEE CHAIR

The Auditing Committee shall be comprised of at least one Board member and two general AGMS members in good standing, not to include the Treasurer.

The Auditing Committee shall audit the club Treasurer's books and the Gem Capers Show treasurer's books at the close of the calendar year and report their findings to the Board and Membership. <sup>4</sup>The report shall be a written report to the Board.

Additionally the Auditing Committee shall at the end of the year audit all other accounts that the club might maintain.

o. LIBRARY CHAIR

The Library Chair shall maintain the AGMS library. These duties include but shall not be limited to selecting and purchasing new library items, accepting donated items, choosing memorial books, shelving returned items, notifying members when their items are overdue and cataloging and processing new items for library usage. Only AGMS members in good standing may check out library materials.

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<sup>3</sup> Approved at the 2013 Board meeting.

<sup>4</sup> Approved at the March 5, 2013 Board meeting.

## Library Rules

1. No food or drinks are allowed in the library area.
2. AGMS library materials are available to any member in good standing (dues paid for current year; no overdue material).
3. The library is accessible when the building is open for club activities and a librarian is present to open the library for usage.
4. REFERENCE materials are marked as such (R) and may be used only inside the library area. See one of the librarians for access.
5. To check out an item fill in the checkout card with your name, date, phone number, and email address. Then place the checkout card in the box provided on the work table. Most checkout cards are located inside the back cover of each book. DVDs/Videos have checkout cards in the protective cases. Periodicals and catalogs have a separate sign-out clipboard on the library work tables. The subject files (located in the beige lateral file drawers) have individual checkout cards to be signed.
6. Up to a total of three (3) items may be checked out at a time by any one member.
7. There is a two month checkout time allowance for all regular library materials. If no reserve request has been made by another member, library materials may be renewed with the approval of the librarian.
8. Materials are expected to be returned within the allotted timeframe. A book drop (mail slot) is provided at the AGMS building door adjacent to the library for convenient returns at any time. Should an item become overdue, lost or damaged, these procedures will be followed:
  - a. After one month beyond due date a reminder shall be sent out by phone, email, or mail.
  - b. After two months beyond due date a notice shall be posted on AGMS group mail and in the *Stone Chipper*.
  - c. After three months beyond due date a notice shall be posted in the *Stone Chipper*.
  - d. After four months beyond due date the AGMS Treasurer shall issue an invoice to the borrower for the replacement cost of the item and the Treasurer shall notify the Board.
  - e. After five months beyond due date if the issue is still unresolved, library and club privileges shall be suspended and club membership may not be renewed until obligations are cleared.



p. BUILDING CHAIR

The Building Chair shall be responsible for coordinating improvements and maintenance of the AGMS building. Any major structural changes and repairs, or large expenditures must have prior approval of the Board.

q. EDUCATION CHAIR

The Education Chair shall maintain a list of members interested in taking classes given by qualified AGMS volunteers. S/he shall coordinate finding member volunteers to teach the desired classes and help them to set up a schedule for the classes. S/he shall be responsible for gaining entrance to the building for instructors, and securing the clubhouse once the class is over.

Classes are limited to club members. The EC shall collect class fees in advance of the class to guarantee the participant's spot in the class. Payment for the class must be made to the EC two weeks in advance of the class and shall not be refunded unless approved by the Board. Under special circumstances, at the EC's discretion, the EC may collect the class fee at any time prior to class.

The EC is responsible for advertising all classes through the AGMS group email list, announcing classes at general meetings, and posting scheduled classes on the website calendar, including class fees. No class announcements shall be made by instructors without prior approval of the EC.

Participants must sign the "Release From Liability for Classes" form which can be found in the Operational Procedures, Appendix A. Further details regarding "Class Structure and Fees" can be found in the Operational Procedures, Appendix A.

r. NOMINATING COMMITTEE/CHAIR

The Nominating Committee is covered in the Bylaws Article V, Section 1. Refer to this section for definition of the committee, its powers and duties.

Additionally, the NC shall give the potential nominees copies of the position descriptions as recorded in the club Bylaws so they can make informed decisions as to their willingness and ability to serve.

<sup>5</sup> The NC Chair shall present a slate of officers and non-officer directors to the membership at either the October or November general meeting. This constitutes a motion to elect the slate. The president shall ask for additional nominations from the floor. If no additional nominations are offered, the president shall ask for a second to the motion and call for a vote. An affirmative vote of a majority of the members present is required.

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<sup>5</sup> Approved at the June 4, 2013 Board meeting.

If additional nominations are made from the floor, the president shall:

- a. Secure the agreement of the nominated person(s) to serve in the indicated capacity;
- b. Call for a vote on each separate officer or director for which an additional nomination has been made; and
- c. Call for a vote on the remainder of the candidates.

The NC Chair shall supply each new officer and Board member with a current copy of the Bylaws and Operational Procedures prior to assuming office.

s. PATRON SELECTION COMMITTEE

In 1994, AGMS member George Browne (deceased), in conjunction with the South Central Federation of Mineral Societies (SCFMS), established the Patron Endowment Fund Award for the AGMS. The purpose of this annual award is to honor one or two longtime active members who have contributed considerable effort toward making the AGMS a success.

Every year a Patron Selection Committee is formed comprised of the preceding three years' honorees. The purpose of this committee is to choose one or two Patrons for the current year. The selected Patron/s then serve for three following years as member/s of this committee, with the longest serving member serving as the Chair of the committee.

The Chair is responsible for calling a meeting of the Patron Selection Committee in September for the purpose of selecting the honoree(s) for the current year.

Patron Selection Guidelines:

1. Current member in good standing;
2. An active member for 10 years or more;
3. Served as an officer or board member;
4. Chaired a committee listed in the Operational Procedures; and
5. Took responsibility for such activities as the annual show, teaching classes, building maintenance, school education outreach, special projects, etc.

The names of the honoree/s shall be submitted to the SCFMS Endowment Fund Chair along with \$100 per honoree. (See the SCFMS website for a list of officers and chairs). This process must be completed in September to give the SCFMS time to process the award certificate for the December Officer Induction/Awards Dinner.

A brief biography including rock history and accomplishments shall be written for each new honoree (without notifying the honoree as to the purpose to maintain the surprise of the award). This shall be submitted, along with a recent photo of the honoree, to the *Stone Chipper* editor to be printed in the pamphlet for distribution at the December Officer Induction/Awards Dinner. The pamphlet shall only be distributed by the Chair after all awards have been announced.

Aside from the AGMS/SCFMS representative, *Stone Chipper* editor, Treasurer and AGMS President, the Patron Selection Committee shall notify no one of their selection/s so that the element of surprise may be maintained for the December Officer Induction/Awards Dinner.

After receiving the award in December, the new Patron/s shall be given a copy of these guidelines to inform them of their new duties as members of this committee.

t. ROCKHOUND OF THE YEAR AWARD SELECTION COMMITTEE

In 1998, the AGMS began honoring one member (or couple) each year with the presentation of “The Rockhound of the Year Award” affiliated with the SCFMS. The recipient of the award should be a fairly recent member who has been most active in the interests and work of our Club since joining.

The Rockhound of the Year Award Selection Committee shall be formed in September and shall be comprised of the past year’s recipient serving as chair and the recipients of the preceding two years serving as committee members. The sole purpose of this committee is to select the recipient of the award for the coming year.

The chair is responsible for calling a meeting of the Rockhound of the Year Award Selection Committee in September for the purpose of selecting the new honoree for the current year. The committee offers up nominees and votes on who the new honoree should be.

Selection Guidelines:

1. A fairly recent member or couple (< 5 years).
2. Has been very active in and supportive of the club.

Once the honoree has been selected, the name of the person is submitted to the AGMS representative to the SCFMS who will then forward the information to the SCFMS endowment fund chair. If there is no current AGMS representative to the SCFMS, the committee chair will forward the information directly to the SCFMS chair (see SCFMS Newsletter for a list of officers and chairs). This process must be completed in September to give the SCFMS time to process the award certificate for the December AGMS Officer Induction/Awards Dinner at which the recipient is recognized and the award given.

Additionally, a brief article (rock-oriented-“history/accomplishments/biography”) shall be written for each new honoree (without notifying the honoree as to the purpose so as to not spoil the surprise of the award) and submitted, along with a recent photo of the honoree, to the current *Stone Chipper* editor so that it may be printed in the pamphlet to be distributed at the December AGMS Officer Induction/Awards Dinner.

Aside from the AGMS/SCFMS representative, *Stone Chipper* editor and AGMS President, the committee should notify no one of their selection so that the element of surprise may be maintained for the December Officer Induction/Awards Dinner.

After receiving the award in December, the new recipient shall be given a copy of these guidelines to inform him/her of his/her new duties as a member of this committee.

u. WEBMASTER

The Webmaster shall be responsible for maintaining the AGMS website, [www.austingemandmineral.org](http://www.austingemandmineral.org), and the three pointers assigned to the website, [www.gemcapers.org](http://www.gemcapers.org), [www.gemcapers.com](http://www.gemcapers.com) and [www.austinrocks.org](http://www.austinrocks.org), and the emails associated with the website.

The website shall be maintained to present a professional, yet personal and educational experience for all who browse. All information on the website will be presented in a format that is appropriate for any age audience (G rating). No obscene or inappropriate content will be allowed. All information contained on the website must relate to the mission statement of the club which is to promote popular interest, education and enjoyment in the earth sciences, including minerals, gemstones, lapidary arts, metal crafts, fossils and jewelry.

The Webmaster may use various AGMS members for proofreading, and/or uploading to the website. Any and all passwords associated with the website are to be kept confidential with limited access, on an as-needed basis only. It is the responsibility of the Webmaster to update, manage and determine appropriate web content as it relates to the mission of AGMS prior to posting on the website, hence insuring the integrity, consistency and G rating of a professional yet family-friendly, inviting website.

The Webmaster shall notify the Treasurer as soon as possible in writing either by email or US Mail when monetary matters concerning the website are received. These may include but are not limited to server fees, domain registration fees, new software, and/or software updates needed to maintain the website.

The website shall not contain any personal member information other than name, position held in AGMS, and AGMS email. Email addresses are provided to officers and select individuals, i.e., directors and committee chairmen, through the AGMS website server on an as-needed basis. A member-at-large may request an AGMS email address from the Webmaster. The request must be submitted in writing and will include the justification for the email address request, along with the forwarding email address to be used. The Webmaster will then determine the need and if warranted, bring the request to the Board for approval. Once approved, the requestor will be notified via email. The requestor is responsible for ensuring the posted information on the website is correct as requested.

No financial information regarding the Club or its members will be displayed on the website.

While it is ultimately the Webmaster's responsibility to maintain and update the website, it is not the sole responsibility of the Webmaster to provide all information displayed on the website. However, any and all submissions for the website will be reviewed by the Webmaster prior to posting for compliance with the goals of the website.

Updates to the slate of officers shall occur at the beginning of the calendar year once they have been provided to the Webmaster. This will include updates to all links and email address forwarding.

Standard emails for AGMS are as follows:

- President president@austingemandmineral.org
- 1<sup>st</sup> VP vpresident1@austingemandmineral.org
- 2<sup>nd</sup> VP vpresident2@austingemandmineral.org
- Secretary secretary@austingemandmineral.org
- Treasurer treasurer@austingemandmineral.org
- 6 Board Members [Board Member name]@austingemandmineral.org
- Newsletter Editor stonechipper@austingemandmineral.org
- Show Chairman/  
School Coordinator showchairman@austingemandmineral.org
- Dealer Chairman dealerquestions@austingemandmineral.org
- Webmaster webmaster@austingemandmineral.org
- Librarian librarian@austingemandmineral.org
- Request request@austingemandmineral.org
- Interest interest@austingemandmineral.org
- Classes classes@austingemandmineral.org
- Trip trip@austingemandmineral.org
- Juniors juniors@austingemandmineral.org

These email addresses are consistent with those listed in the *Stone Chipper*. Emails will be forwarded by the Webmaster from the website server to the email address of choice to the corresponding position holder. This will not only enable fewer changes to the actual website, but will expedite emails reaching their intended recipient.

AGMS is not responsible for materials found on third-party sites that are linked to our website. Viewers are reminded to “Please use caution when visiting an unfamiliar site” on our links page. AGMS accepts no liability for personal computers or other apparatus used for viewing the website.

The Webmaster may also monitor the Yahoo lists associated with AGMS. The Yahoo lists are not the official communication means of AGMS. They are informal means for AGMS members to communicate information that may be of interest to other AGMS members. Only paid members of AGMS are granted access to these lists as they are closed to the general public. AGMSList@yahoo.com (owned by Lester Wetherell) is monitored to only contain information that adheres to the mission statement of AGMS. AGMSClassified@yahoo.com (owned by Diann Hill) is to be used for any other type of non club-related information a member wishes to post. Both Yahoo lists will only condone appropriate language, legal activities, and no flaming (personal attacks) will be allowed. Inappropriate use of the Yahoo lists will result in the

poster (member) being placed on moderated status until their actions warrant being removed from moderated status. Continued inappropriate use of the Yahoo list will be grounds for removal from said list where the repeated offenses have occurred.

AGMS is not responsible for any money transactions that occur as a result of postings on the Yahoo lists. All transactions of this type are solely the responsibility of the poster and the responder to the post.

List members have at their discretion means to change the format in which they receive Yahoo communications (via their Yahoo account), which include individual posts, daily digests, special notices or web only. AGMS accepts no liability for any issues that might arise from use of Yahoo groups. AGMS members understand that Yahoo is not affiliated with AGMS in any manner and users of Yahoo.com proceed on their own accord without any recourse on AGMS in any form or fashion.

## **<sup>6</sup>ARTICLE II – CLASSES OF MEMBERSHIP**

There are four classes of membership:

1. Tenured members, who have been members at least two years, and who may vote in general meetings and be elected as officers, Chairman of the Show Committee, and Show Committee Treasurer;
2. Untenured members, who have been members less than two years, and who may vote in general meetings;
3. Patron (life) members, who have been honored as Patrons, who have all the privileges and rights of tenured member, and whose dues are optional; and
4. Junior members, who may not vote, but may participate in all other AGMS activities under adult

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<sup>6</sup> Article II, originally intentionally left blank, renamed Classes of Membership with content added per Board motion of December 4, 2012.



### **ARTICLE III - ORDER OF BUSINESS - CLUB MEETING**

#### Section 1. **SUGGESTED BUSINESS MEETING ORDER**

- Call to order
- Call for any corrections to minutes of the last meeting
- Introduction of new members and visitors
- Report from the Federation (SCF AND AFMS)
- Reports of Standing and Special Committees (if applicable)
- Membership report and door prizes
- Old business
- New business
- Announcements
- Show and Tell
- Adjournment

### **ARTICLE IV REGULATIONS**

- Section 1. No absentee or proxy vote will be recognized.
- Section 2. A motion asking for a roll call or ballot vote may be made by any member.
- Section 3. The Society will not be responsible for any indebtedness incurred by any member without the authorization of the Board.
- Section 4. The Society will assume no responsibility incurred on any field trip. Any member or guest who participates in a field trip sponsored by the Society does so at their own risk.
- Section 5. Field trips are open to members only.
- Section 6. Donations or gifts may be accepted at any time for the benefit of the Society.
- Section 7. No equipment belonging to the Austin Gem and Mineral Society will be sold to any individual without first notifying all members that this equipment is available. This equipment will then be sold by auction. The right is reserved by the Board to reject any or all bids.

**ARTICLES V, VI and VII - DELETED**

**OPERATIONAL PROCEDURES**

**APPENDIX A – FORMS**

**RELEASE FROM LIABILITY on FIELD TRIPS**

Date: \_\_\_\_\_

We, the undersigned, for and in consideration of the agreement of \_\_\_\_\_ to permit the undersigned, at our request, to enter and visit \_\_\_\_\_, for the purpose of collecting the various mineral specimens that may be found thereon, which visit is to be undertaken at our own risk and responsibility, do hereby release, remise and forever discharge all Owners, leasees and/or operators of any responsibility, liability, or rights of action which the undersigned have or may have on account of injury or injuries, both known and unknown, sustained by the undersigned or which may hereafter arise in consequence of any accident or occurrence incurred while on the premises of said property.

We, the undersigned, do acknowledge that the activities we intend to conduct on the above described property are potentially dangerous and we individually assume all risks for our actions and/or inactions.

It is understood that anyone entering on the above described property without having agreed in writing to the above conditions shall be considered to be trespassers on the property.

In addition, we, the undersigned, do hereby release the Austin Gem & Mineral Society, Inc. and AGMS members from any responsibility, liability, or rights of action which the undersigned have or may have on account of injury or injuries, both known and unknown, sustained by the undersigned or which may hereafter arise in consequence of any accident or occurrence incurred while engaged in an activity sponsored by the Austin Gem & Mineral Society, Inc.

**NAME**

**ADDRESS**

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Modified 7/13/2000 by AGMS Board of Directors  
Form approved 5/20/99 by AGMS Board of Directors

**RELEASE FROM LIABILITY for CLASSES**

We, the undersigned, for and in consideration of the agreement of the Austin Gem & Mineral Society, Inc. to arrange for classes to teach \_\_\_\_\_ beginning \_\_\_\_\_, do hereby release, acquit, hold harmless and forever discharge the Austin, Gem & Mineral Society, their officers, directors, agents, and instructors from any and all manners of action, causes of action, suits, proceedings, damages, judgments, claims and demands whatsoever in law or in equity and liability now accrued or hereafter to accrue on account of any and all claims or causes of action which may result including damage to personal property and/or personal injury sustained by the undersigned before, during and after participation in the above mentioned classes, and the undersigned hereby assumes all risk and waives and relinquishes any and all cause or cause of action that may result from or while engaged in participation in the classes.

We, the undersigned, understand that there are risks inherent in the use of the provided equipment and tools, and hereby assume all such risk and waive and relinquish any and all causes of action that may arise from the use of such equipment and tools.

**PRINTED NAME**

**SIGNATURE**

**PHONE**

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Form approved 5/20/99 by AGMS Board of Directors

**AGMS REFRESHMENT SIGN-UP SHEET**

**Lite refreshments – Cookies, Chips/Dip, Cake (Please bring enough for 20 people)**

**List of names to be posted in the Stone Chipper current and next month**

**JANUARY**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**FEBRUARY**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**MARCH**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**APRIL**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**MAY**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**JUNE**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**JULY**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**AUGUST**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**SEPTEMBER**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**NOVEMBER**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_



Austin Gem and Mineral Society  
6719 Burnet Lane  
Austin, Texas 78757  
(512) 458-9546

**APPLICATION FOR SCHOLARSHIP**  
Limited to Juniors and Seniors in Geological Sciences  
**Due September 30, 20XX**

**Personal Information:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Local Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Best Time to Reach Student \_\_\_\_\_

**High School Education:**

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Year of Graduation \_\_\_\_\_ GPA \_\_\_\_\_ (All 4 Years)

**College Education:**

School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Junior \_\_\_/Senior \_\_\_ Expect to Graduate \_\_\_ Current GPA \_\_\_ (all studies)  
Primary Interest Within Geology \_\_\_\_\_

Please detail your current sources of educational funding FOR THE NEXT TWELVE MONTHS. List any scholarships, grants, and loans and their amounts. Also, if you work, how many hours per week and what percentage of this is for college?

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Please detail your current need FOR THE NEXT TWELVE MONTHS. List tuition expenses, books, lodging, utilities, etc. How much of your need is not met by current funding?

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Non-Academic Interests:

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What are your goals - academic, employment, community, etc.? \_\_\_\_\_

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If selected, would you participate in the activities of the Austin Gem and Mineral Society in educational programs, field trips, shows? Describe the area and degree of interest and involvement .

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List or attach any other data you consider relevant.

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Signature \_\_\_\_\_

Date \_\_\_\_\_



**APPENDIX TO STANDARD OPERATING PROCEDURES –  
CLASS STRUCTURE AND FEES**

**Classes Offered by Austin Gem & Mineral Society**

Classes are offered by Austin Gem & Mineral Society (hereinafter referred to as AGMS) and are taught by volunteer members for AGMS members. Classes are offered based on requests and availability of instructors and equipment. Class length and meeting times are set by the instructor and vary dependent upon the class. A nominal fee is charged for the classes to cover the cost of operating the facility. Some classes require the student to purchase consumables, generally outside the class. Previous classes have included creating cabochons, use of slab saws, beading, metalsmithing and wire wrapping.

**Use of AGMS Equipment**

Any member of AGMS wishing to use the Club's equipment is required to first either take an organized class from one of the authorized instructors in that area, or if coming from another club and/or having previous experience with similar equipment, the member will be asked to demonstrate his/her ability/knowledge of the equipment prior to being able to attend the AGMS open workshop sessions. An appointment will be made with an authorized instructor through the Education Chair for such certification.

**Approval of Classes and Instructor's Proposal to Teach**

Any AGMS member who is interested in teaching a class at the club will submit a proposal in writing and in person to the Board for approval prior to any scheduling of classes, such proposal to include class content and objective outline, course length, necessary consumable supplies (both those requested to be provided by AGMS and those to be supplied by the students and/or the instructor). Any classes that are held at AGMS will be led by current members of AGMS on a voluntary, no-fee basis. Travel expenses for the instructor may be reimbursed on a case-by-case basis.

An instructor may make his/her own proposal to the Board, or they can adopt and use an existing proposal. Instructors may amend or revise their Proposal to Teach and present it to the Board for acceptance. Instructors may email changes to EC for review by the Board prior to the next class if the changes are not substantive.

Instructors represent AGMS and are to treat class participants and other AGMS club members with courtesy, dignity and respect at all times.

**Determination of Class Fees**

The fee for each class shall be determined by the Board after considering input from the potential teacher of that class. Class fees are necessary to operate, maintain and replace the equipment provided by the AGMS and are intended to cover such equipment costs, other normal operating (non-consumable) supplies and general overhead costs borne by the AGMS (including but not limited to water usage and electrical costs for operating various equipment). Class fees are not intended to realize a profit to the AGMS.

Since the AGMS operating costs are determined by the length of class as submitted in the instructor's Proposal to Teach and the class fees are based on an hourly charge, there could be a variance in the fees for different types of classes and different instructors with different class hours. There could also be more than one instructor for the same type of class, and each instructor may include a different number of class hours.

Different courses may, and likely will, have a different costs, so the fees may be different. Class fees would be deposited into the AGMS General Fund. Due to future refinements in cost estimating or to substantial cost increases, the Board reserves the right to adjust the fee for any future offered workshop, course or class.

### **Class Registrations, Scheduling and Payment of Fees**

All registration and scheduling of classes using AGMS facilities and/or equipment shall be the responsibility of the Education Chairperson (hereafter "EC") who has been designated by the Board.

Any person desiring to enroll in a class shall be a member of the AGMS and shall indicate their interest in the class by signing the respective class sheet in the Class Sign-Up Notebook. The notebook shall be available at each general meeting. The EC may also be contacted by email and a request made to be placed on the waiting list for a class. A minor child enrolled in the class must be accompanied by an adult during all class sessions.

The minimum and maximum number of persons for each class shall be set by the instructor for that class. Once the minimum number of persons has indicated interest in a class (by signing up in the class book or emailing the EC) the EC will contact an instructor approved to teach that class and, with that instructor, schedule a class at a time and location that does not conflict with any other previously scheduled activity.

After a class time has been scheduled, the EC will then contact the people on the waiting list to advise them of the date(s) and instructor for the class and to request class fee payment. As stated in the AGMS Standard Operating Procedures (revised and adopted 12/7/10), the set fee shall be paid directly to the EC a minimum of two weeks prior to the start of class. The EC shall issue a receipt for the paid fee. Persons who are already on the waiting list may be given priority if they are still interested. In the event the scheduled class time is not favorable to a minimum number of people on the waiting list, the EC will post a notice of the class on the AGMS Yahoo Group and send a notice of the class to the editor of the *Stone Chipper*, provided the newsletter is distributed to the membership prior to the payment deadline for the class. If a general meeting is held prior to the payment deadline date, an announcement will also be made during the meeting. After the minimum number of students have enrolled and paid the fee for the class, the class will be posted on the AGMS website calendar.

At or prior to the conclusion of class, the EC shall prepare a list of class participants, fees, and total amount paid for the class and submit the list, together with class fees, to the Treasurer. Any receipts for approved supplies shall have been previously supplied to the EC by the instructor. EC shall submit those receipts to the Treasurer for reimbursement to the instructor. The instructor is responsible for providing a current mailing address to the EC. Treasurer shall mail a

check to the instructor at the address previously supplied for any reimbursements due. At the discretion of the Treasurer, the check may be hand-delivered to the instructor at the general meeting if it is within the time frame of the scheduled class.

### **Incompleted Classes**

Classes in which all students do not complete the course content within the allotted time may be extended a maximum of 15% of the original class length. Such time extension is strictly at the option of the instructor and can only be done if there are no conflicts with any other scheduled class, workshop or meeting. If a student does not complete the course content during such initial class length and any extension thereof, he may request to be placed on the waiting list and enroll in a second class, to be scheduled at a later time.

### **Definition of Equipment and Supplies**

**Non-consumable equipment:** For the purposes of this document, equipment is defined as any hand or electrical tool or device used to cut, shape or assemble any lapidary, faceting, wire, bead or metal material, or any measuring or optical device used to examine the work in progress. The club rooms and all equipment will be furnished by the AGMS for each class. All non-consumable equipment will be stored in the AGMS workshop cabinets to be used for classroom purposes. In the event an instructor specifies any additional equipment is needed for a particular class, that equipment shall be a part of the instructor's initial Proposal to Teach and will be approved or denied at the time of the proposal. A determination shall be made by the Board as to whether such additional equipment purchases are taken from the Workshop Budget or the General Fund prior to any purchases being made.

**Consumable Supplies:** Consumable supplies are defined as those materials that are incorporated into or used for the final product (such as silver sheet, solder, polishing compound, gemstones, instruction hand-outs, wire, etc.) consumed in making the final product. Students may purchase their own consumable supplies or the cost of consumable supplies may be purchased by the instructor. If purchased by the instructor, the cost of such supplies shall be included in the Proposal to Teach presented for approval by the Board and included in the class fee. As previously stated, instructors shall be reimbursed for such approved supplies from class fees based on receipts submitted by the instructor to the Education Chair. EC will submit such receipts to the Treasurer for payment.

### **Exterior Entrance to the Club to be Assigned to Instructors**

Instructors will be provided a temporary entrance code to the building during the week prior to their scheduled class. At the conclusion of the last scheduled class session, EC shall notify the person in charge of key codes so that the temporary code is deactivated.