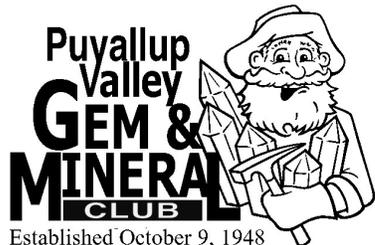


Puyallup Valley Gem & Mineral Club



Meeting at: 11102 86th Ave E, Puyallup, WA 98373
Mailing Address: P.O. Box 134, Puyallup, WA 98371
Website: <http://puyallupvalleygemandmineralclub.com>
Email Address: pvgamc@gmail.com
Phone #: (253) 987-6751

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STANDARD OPERATING PROCEDURES

February 2021

Purpose

The purpose of these procedures are to help guide the Board of Directors and members of the Puyallup Valley Gem & Mineral Club (PVG&MC) on how to handle day to day activities, Club funds, Club functions, conduct at meetings, membership and any other details that might need more clarification than what can be found in the bylaws. Please review the bylaws for an overview if additional details are not indicated below.

For general clarification, a set of definitions has been created for documents, Club functions, abbreviations, reporting, etc. These definitions, known as the PVG&MC Standard Operating Procedures Definitions can be found in APPENDIX A.

Membership

A. Membership

A.1 Membership application procedure

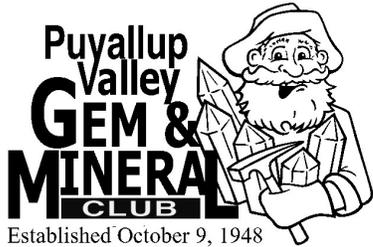
A.1.1 New membership application procedure

- A.1.1.1 Request a new membership application for the current year from the Treasurer or any other designated Club member and fill in the information completely and clearly;
- A.1.1.2 Submit the completed new membership application and the appropriate subsequent dues to the Treasurer at a Club meeting, by mail, or at the Club House and;
- A.1.1.3 Attend a Club meeting to receive your membership card, otherwise known as the "*Certificate of Membership*", unless you have indicated that you would like to receive your card by mail or email.

A.1.2 Renewal membership application procedure

- A.1.2.1 Request a membership renewal application for the next calendar year from the Treasurer or any other designated Club member and fill in the information completely and clearly;
- A.1.2.2 Submit the completed membership renewal application and the appropriate dues to the Treasurer at a Club meeting, by mail, or at the Club House
- A.1.2.3 Your membership card, otherwise known as the "*Certificate of Membership*", will be emailed to you with an email containing welcome information unless you have indicated that you would like to receive your card by mail.

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B. Voting

- B.1 Voting may be conducted at the Club business meeting, the Club program meeting, or a special meeting, as outlined in the bylaws;
- B.2 The President of the Club or a designated member of the board will be the only one to call for a vote after the details of the agenda item up for vote have been read;
- B.3 Any member in good standing may ask questions about the agenda item up for vote after the details have been read; and
- B.4 Only members who are in attendance at the meeting where the vote is being called will be able to vote. There is no provision for proxy voting.

C. Junior Members: No additional procedures

D. Dues: Dues need to be made payable to the Puyallup Valley Gem & Mineral Club. No specific individual should ever be listed as receiving payment on behalf of the Club. You can send payment with your application to the Club PO Box or other address detailed on the membership form, bring payment and application to a Club meeting, or bring payment and application to the Club House, Attn: Treasurer.

E. Honorary Membership: No additional procedures

F. Lifetime Membership: No additional procedures

G. Certificates of Membership

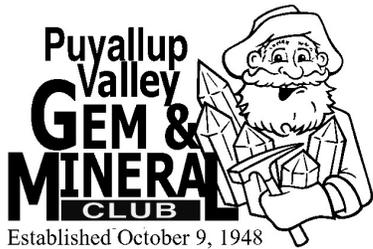
- G.1 Each member is responsible for carrying his/her certificate of membership on their person when attending Club activities, on Club property, or representing the Club at a designated function. At any time, a member may be asked to prove membership by showing his/her certificate of membership.
- G.2 The certificate of membership allows members discounts at the following establishments:
Jerry's Rock Shop – Kent, WA.
Rice Museum – Hillsboro, OR.

H. Lost Certificates: No additional procedures

I. Voluntary Withdrawal: No additional procedures

J. Inspection of Books: No additional procedures

Puyallup Valley Gem & Mineral Club



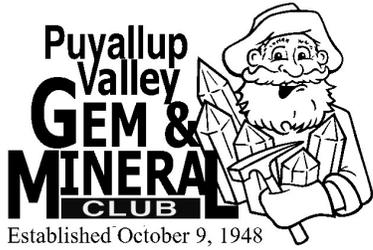
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Meetings

- A. Regular Meetings: All regular meetings will follow Roberts Rules of Order and use Section C for conduct procedures. A sign-in sheet will be used at the meetings if an establishment of quorum is required.
- B. Special Meetings: All special meetings will follow Roberts Rules of Order and use Section C for conduct procedures. A sign-in sheet will be used at the meetings if an establishment of quorum is required.
- C. Conduct of Meetings
- C.1 Agenda
- C.1.1 This document describes the procedures used to prepare the PVG&MC meeting agenda document. This occurs after the agenda items, order, attendees, and primary reviewers have been determined.
- C.2.1 The Meeting Agenda document is used to communicate pertinent information about an upcoming PVG&MC meeting to PVG&MC members.
- C.3.1 Complete and consistent accuracy of the Meeting Agenda document is vital, as it becomes the core of the PVG&MC meeting minutes which are the official documentation of the PVG&MC meeting and are subject to audit.
- C.4.1 These procedures are the responsibility of the board of directors.
- C.5.1 Maintenance and revision of the Meeting Agenda templates – APPENDIX B. PVG&MC board will use the Meeting Agenda template to prepare the Meeting Agenda document for each PVG&MC meeting. The template is a Word document that uses data from emailed agenda items provided by other board members.
- C.5.1.1 The template is customized for each PVG&MC, with respect to:
- C.5.1.1.1 PVG&MC name and contact information;
- C.5.1.1.2 Default meeting day and start time;
- C.5.1.1.3 Default list of PVG&MC members; and
- C.5.1.1.4 Formatting preferences in describing the items to be reviewed
- C.5.1.2 PVG&MC member list. The PVG&MC membership Chairman is responsible for maintaining the accuracy of the PVG&MC member listings on each template.
- C.5.1.2.1 A PVG&MC Membership Chairman maintains and revises the official rosters registered with the appropriate associations. When the rosters change, the Membership Chairman updates the roster and informs the appropriate associations.; and
- C.5.1.2.2 The Membership Chairman revises the lists on the roster template, to match the revised rosters. The relevant PVG&MC members are informed of the change and are responsible for

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double-checking the accuracy of the listing each time the template is used.

C.5.2 Edit the Meeting Agenda document. The following items on the Meeting Agenda documents are to be reviewed and edited as needed.

- C.5.2.1 Voting PVG&MC members who will be present. (This is proxy voting and prohibited under section B.4.)
- C.5.2.2 Voting members who will be present by video or teleconference;
- C.5.2.3 Number of members comprising quorum and number who will be present. (Suggested: Whether a vote is to be determined by a simple majority or 2/3 majority and how quorum will be established);
- C.5.2.4 Names of the individuals who will fill the listed roles at the meeting (e.g., chair);
- C.5.2.5 Names and other information for any others who will be present at the meeting, including any guests;
- C.5.2.6 Description of any items listed in the “Routine PVG&MC Business” Section; and
- C.5.2.7 Specific agenda items: any customization that is required too adequately describe (or add) the items.

C.5.3 Revision of the Meeting Agenda after distribution. Agendas may need to be revised after they have been distributed to the PVG&MC members. The supporting PVG&MC members are responsible for revising and re-distributing agendas as needed.

- C.5.3.1 Revision is generally best accomplished by editing current agenda rather than creating a new agenda; and
- C.5.3.2 Revisions should be identified in some manner for the PVG&MC members when the revised agenda is distributed.

C.6.1 PVG&MC Meeting Agenda Template: See APPENDIX B

C.2 Meeting Minutes Creation – See APPENDIX C

C.2.1 Purpose

- C.2.1.1 This procedure establishes the process for taking PVG&MC minutes;
- C.2.1.2 This procedure begins when the meeting is called to order; and
- C.2.1.3 This procedure ends when the minutes are finalized.

C.2.2 Responsibility

- C.2.2.1 The PVG&MC secretary, or designated member of the board, is to carry out these procedures.

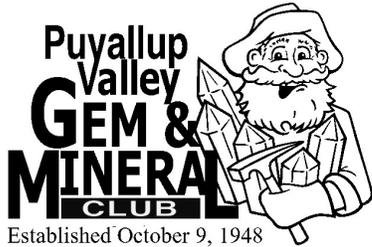
C.2.4 Procedure

- C.2.4.1 Use the “Minutes” template to record minutes for each individual agenda item and the “Minutes Cover Sheet” to record attendance and general meeting information.

C.2.4.2 Complete the Minutes Cover Sheet.

- C.2.4.2.1 Record the following information on PVG&MC members present at any time during the meeting and having voting status at least once

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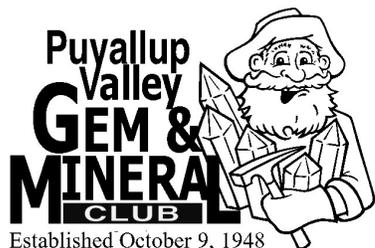
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during the meeting:

- C.2.4.2.1.1 Name.;
- C.2.4.2.1.2 Status;
- C.2.4.2.1.3 Whether the PVG&MC member is an alternate; and
- C.2.4.2.1.4 Whether the PVG&MC member attended by teleconference.
- C.2.4.2.2 Record the following information on individuals present at any time during the meeting who never had voting status:
 - C.2.4.2.2.1 Name; and
 - C.2.2.2.2 Role
- C.2.4.2.3 Record the total number of regular members present at the meeting, and the minimum number of members required for quorum. (quorum is usually determined by the number of voting members at a meeting, then the percentage needed to pass, i.e., 30 members present, 16 to pass simple majority or 20 required to pass 2/3 majority. Bylaws sets a minimum quorum required to conduct business of 15 members for regular business, or 20 minimum to change the bylaws, etc.).
- C.2.4.2.4 If PVG&MC members are present by teleconference, indicate whether they received all pertinent material before the meeting and were able to actively and equally participate in all discussions
- C.2.4.2.5 Record the time the meeting is called to order.
- C.2.4.2.6 Record a summary of the discussion of items unrelated to the review of specific research.
- C.2.4.3 For each item related to specific research:
 - C.2.4.3.1 Record the type of review
 - C.2.4.3.2 Record relevant information about the research:
 - C.2.4.3.2.1 Title; and
 - C.2.4.3.2.2 Principal investigator
 - C.2.4.3.3 When needed for clarity, summarize previous PVG&MC actions.
 - C.2.4.3.4 If any item is not acted upon, record the reason
 - C.2.4.3.5 If a consultant provided an oral report, summarize the key information provided.
 - C.2.4.3.6 If there were any controverted issues (PVG&MC members expressed a difference of opinion), summarize the issue, label as a controverted issue, and summarize the resolution, if any.
 - C.2.4.3.6.1 If there were no controverted issues, record this.
 - C.2.4.3.7 Record the motion.
 - C.2.4.3.7.1 For a motion of "Approve" or "Conditionally Approve" related to an initial or continuing review submission record:
 - C.2.4.3.7.1.1 The approval period
 - C.2.4.3.7.1.2 Whether the risk is or greater than
 - C.2.4.3.7.1.3 Any required checklist determinations along with study-specific findings supporting those determinations
 - C.2.4.3.7.1.4 Any rationale for any or determination
 - C.2.4.3.7.2 For a motion of "Conditionally Approve" record the PVG&MC

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- modifications required to secure approval and the reasons for those modifications.
- C.2.4.3.7.3 For a motion of “Defer” record the PVG&MC’s reasons and recommendations.
- C.2.4.3.7.4 For a motion of “Disapprove” record the PVG&MC’s reasons.
- C.2.4.3.7.5 For a motion of “Suspend” record the specific activities suspended and the PVG&MC recommendations, if any.
- C.2.4.3.7.6 For a motion of “Lift Suspension” no other information needs to be recorded.
- C.2.4.3.7.7 For a motion of “Terminate” record the PVG&MC’s reasons.
- C.2.4.3.8 Record the vote as the numbers:
 - C.2.4.3.8.1 “Total”: Total number of members voting
 - C.2.4.3.8.2 “For”: Voting for the motion.
 - C.2.4.3.8.3 “Against”: Voting against the motion
 - C.2.4.3.8.4 “Abstain”: Present for the vote, but not voting “For” or “Against”
 - C.2.4.3.8.6 “Recused”: Not present for discussion and voting due to a
 - C.2.4.3.8.6.1 Record the names of recused members
- C.2.4.4 Record the time the meeting is adjourned.
- C.2.4.5 Provide the minutes to the Board of Directors or membership for review and approval, and provide to the PVG&MC members who attended the meeting as an information item.
- C.2.4.6 Provide approved minutes to the [Organizational Official/Members] upon request.

D. Notice of Meetings: No additional procedures

E. Quorum: No additional procedures

F. Voting: No additional procedures

Officers

A. Officers: No additional procedures

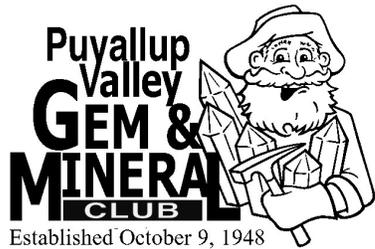
B. Terms of Office: No additional procedures

C. Nominations: Any individual who is in good standing wishing to apply for election to a board position needs to make his/her intention known to the nominating committee in writing prior to the October Business Meeting. If you are unsure who the nominating committee is, please contact the President for that information.

D. Election and Installation of Officers

D.1 See Nominating Committee Below for specific details about the nomination of

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Officers.

E. President

E.1 The President typically performs those duties usually performed by a President of an organization similar to the PVG&MC. The President shall be the Chief Executive Officer of the Club and shall exercise general administrative authority over the its affairs; preside over all meetings of the membership; and have the power and duty to sign correspondence and other documents on behalf of the Club. He/she may serve in good faith and in a manner he/she reasonably believes to be in the best interests of the Club with such care as an ordinarily prudent person in a like position in a similar Club would do under similar circumstances.

E.2 The President is responsible for carrying out the following procedures.

E.3 The procedures the President is responsible for are as follows but are not limited to:

- E.3.1 Appoint an auditing committee of at least two, naming one the chairperson, to audit the books. The Treasurer is to sit in on the audit.
- E.3.2 Appoint a chairperson for each of the standing committees as soon as Possible. The president is a standing member of all committees. (See Article VII bylaws for a list of standing committees);
- E.3.3 Ask for nominations of officers at the September business meeting, to be voted upon at the November business meeting
- E.3.4 The President will make up ballots for the November Business meeting for voting. Have someone make a base for the awards. Order the plaques from Big John's Trophies in Tacoma.
- E.3.5 Make the Certificates for Show and Tell.
- E.3.6 Select Show and Tell themes and Program night events for the coming year at the Board meeting in October

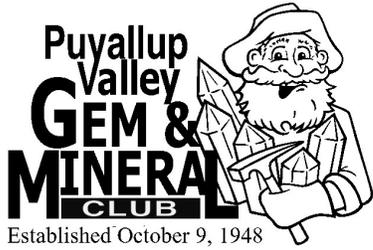
F. Vice-President

F.1 The Vice-President typically performs those duties usually performed by a Vice-President of an organization similar to the PVG&MC. A major responsibility of the Vice-President is to maintain contact with the President so that the Vice-President can assume the powers and responsibilities of the President should he/she be absent or unable to perform his/her responsibilities.

F.2 In addition, the Vice-President is also responsible for the following:

- F.2.1 Creating the agenda for, and conducting regular and special Club board meetings;
- F.2.2 Coordinating and/or performing an annual inventory of Club property and submitting it to the Board by the June business meeting;
- F.2.3 Maintaining the Club operating supplies such as, but not limited to, items required for meetings, auctions, programs, dinners, etc.; and

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F.2.4 While typically, the President is an “ex-officio” member of all Club committees, the President may assign this responsibility to the Vice-President.

G. Secretary

G.1 The Secretary typically performs those duties usually performed by a Secretary of an organization similar to the PVG&MC. In the event both the President and Vice President are unable to perform their duties; the Secretary will assume the powers and responsibilities of the President until such time as the Board can elect a new President.

G.2 The Secretary is responsible for maintaining all the official Club records using the official PVG&MC Meeting Minutes Template (see section C.2 for meeting minute creation and APPENDIX C).

G.2.1 These records include the taking of meeting minutes of the following:

G.2.1.1 The Board of Directors monthly meetings;

G.2.1.2 The Club’s Monthly Business Meeting; and

G.2.1.3 Any specialty meeting called by either the President or the Board of Directors.

G.2.2 These records need to be kept both electronically and physically in a Binder and stored in a file cabinet at the Grange Hall.

G.2.3 The Club’s monthly Business Meeting records need to be shared with the Website Chairman to be posted on the Club Website.

G.3 The Secretary is also responsible for reading commercial Club correspondence and announcing at Club meetings any upcoming Club shows and bulletins.

H. Treasurer

H.1 The Treasurer shall keep and be responsible for all the funds of the organization and shall:

H.1.1 Deposit income from all sources.

H.1.1.1 Income shall be deposited in a timely manner in the Club’s bank accounts (checking and/or savings).

H.1.1.1.1 Income received shall be deposited within the same calendar month (unless not feasible).

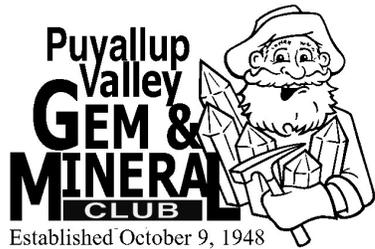
H.1.1.1.2 Income may include, but not be limited to: membership dues, silent auction sales, potluck auction sales, kitchen donations, Club Show receipts, equipment rentals, donations, etc.

H.1.1.1.2.1 Silent auction income shall be verified against the bidder sheets.

H.1.1.1.2.2 Potluck auction income shall be verified against the tabulator’s participant (bidder) spreadsheet.

H.1.1.1.2.3 Club Show income shall be verified by second party before being deposited.

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H.1.2 Pay all expenses (bills and debts).

H.1.2.1 Payments for expenses shall be made in a timely manner to Club members and vendors.

H.1.2.1.1 These expenses may include, but not be limited to: regular operating expenses; Children's Club; Rock-A-Teer; magazine subscriptions; Club Show; Grange meeting rent (paid quarterly and due before the beginning of the quarter); liability insurance premium; property insurance premium; P. O. BOX annual charge; scholarships; Non-Profit Corporation annual fee (to Secretary of State); Association(s) dues; income tax to IRS (if necessary); Show & Tell (man and woman) gifts, etc.

H.1.2.2. Do not pay bills or advance funds with un-deposited cash; use checks only.

H.1.2.3 Make sure all check recipients cash checks within a reasonable amount of time, especially at year end. Cancel un-cashed checks after 90 days (may be reissued).

H.1.2.4 Have all retail product and service providers bill the Club directly, if possible, not members.

H.2 The Treasurer shall keep accurate and up to date records of all transactions.

H.2.1 A detailed and accurate check register shall be kept showing:

H.2.1.1 A separate deposits for each individual source of income (i.e., dues, auctions, kitchen, etc. as mentioned above).

H.2.1.2 A payment for each individual (as much as possible) type of expense (as mentioned above).

H.2.1.3 This type of entry provides accurate and quick information for producing the financial reports.

H.2.2 Bank statements should be reconciled in writing each month.

H.2.3 Account for all checks, including voided ones.

H.2.4 Account for all receipts, including voided ones.

H.2.5 New duplicate checks only should be purchased, if necessary.

H.3 The Treasurer shall produce and file the following reports:

H.3.1 Monthly financial reports to the Board and to the members at the first meeting of each month detailing the:

H.3.1.1 Checking account(s) income and expenses, as well as beginning and ending balances;

H.3.1.2 Savings account(s) deposits (if any), withdrawals (if any) and interest earned (if any), as well as the beginning and ending balances;

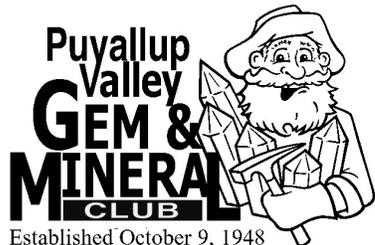
H.3.1.3 Monthly financial reports shall be based on the calendar month (e.g. March 1 to March 31, not March 8 to April 6).

H.3.2 An annual financial report to the Board and to the members consolidating the 12 monthly reports.

H.3.3 A Club Show financial report detailing income and expenses.

H.3.4 Other financial reports whenever required or as directed to do so by the vote of

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the members.

H.3.5 Form 990 (the e-postcard) with the Internal Revenue Service (IRS).

H.3.5.1 Must be filed no later than May 15, based on IRS regulations.

H.3.6 The "Non-Profit Corporation Annual Report" to the Secretary of State (WA) accompanied by the appropriate fee.

H.3.7 Information to the Association's Treasurer accompanied by the appropriate dues for the upcoming year.

H.3.7.1 This information includes:

H.3.7.1.1 A cover sheet with Club information and officers.

H.3.7.1.2 Calculation of the coming year's dues based on the current year's Club roster of paid adult and child memberships.

H.3.7.1.3 Verification of the correctness of the prior year's Club roster names, addresses and telephone numbers.

H.3.7.1.4 Deletion of Club members not on this year's roster.

H.3.7.1.5 A list of new Club members (name, address and telephone number) on the current Club roster.

H.3.7.2 The dues must be paid and filed by January 1st of the upcoming year.

H.4 The Treasurer shall initiate the membership recording process by:

H.4.1 Distributing membership applications forms upon request to renew memberships and to prospective new members.

H.4.2 Verifying the information on the returned membership application forms.

H.4.3 Taking membership dues.

H.4.4 Issuing membership cards either electronically or physically and giving the card to the membership chairman.

H.4.5 Delivering the completed and verified membership application forms to the Membership Chairperson to add to the official Club roster.

H.5 The Treasurer shall work with the annual financial audit team to provide:

H.5.1 The annual financial audit spreadsheet containing information from the annual financial report, the monthly bank statements (both checking and savings) and any outstanding checks as of December 31 of the audited year and the prior year;

H.5.1.1 The annual financial report,

H.5.1.2 The monthly bank statements (checking and savings), and

H.5.1.3 Any outstanding checks as of December 31st.

H.5.2 The check book register;

H.5.3 The checking account(s) bank statements;

H.5.4 The savings account(s) bank statements;

H.5.5 The year's receipts and bills;

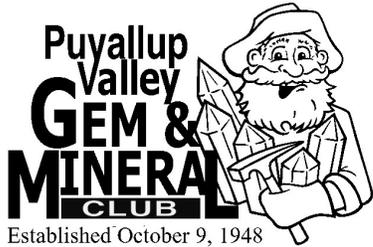
H.5.6 Any other financial records required by the audit team; and

H.5.7 The Audit Report template.

H.6 The Treasurer shall provide the following banking related services.

H.6.1 Send any new Club Articles of Incorporation or bylaws (or changes thereto) to

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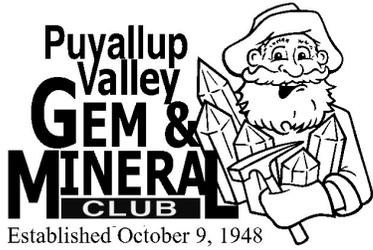


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- the Club's banks;
- H.6.2 Set up internet banking only for monitoring the checking and savings account Status; and
 - H.6.3 Provide new signature cards/paper work for the newly elected Treasurer.
- H.7 The Treasurer shall provide the following postal related services.
- H.7.1 Check the Club PO BOX for mail at the local post office (currently BOX 134);
 - H.7.2 Distribute any mail to appropriate Club members (usually the Secretary) if not needed by the Treasurer;
 - H.7.3 Pass on the P O BOX combination to the newly elected Treasurer; and
 - H.7.4 Provide new signature cards/paper work for the newly elected Treasurer.
- H.8 The Treasurer shall provide the following Club Show related services.
- H.8.1 Provide the cash draw amounts for the various Club Show activities;
 - H.8.2 Pay for rental/lease of required facilities for location of the Club Show;
 - H.8.3 Collect space and Club table rental revenue;
 - H.8.4 Create and/or use a spreadsheet to track all Club Show vendor information including:
 - H.8.4.1 Business information, to include Vendor name, name (contact), address, email, telephone number(s), tax ID #, and/or Resale Certificate #.
 - H.8.4.2 Physical information, to include Contract received date, indoor feet, outdoor feet/space(s) and number of Club tables (if needed).
 - H.8.4.3 Financial information, to include Total amount due; Deposit amount – deposit date and payment type (cash/check and check #), Final payment amount, final payment date and payment type (cash/check and check #); Total amount paid (should be equal to total amount due) and Amount owing (if any).
 - H.8.4.4 Notes or remarks; and
 - H.8.4.5 Names of people authorized in vendor space.
 - H.8.5 Pay deposit for rental/lease of required facilities for next year's Club Show at the current location or a future location as approved by the Board and Club; and
 - H.8.6 Attend Club Show planning meetings, if possible.
- H.9 The Treasurer shall provide the following information and filing services.
- H.9.1 Put the following information (originals or copies) in the permanent Club files (currently the file cabinet at the Grange):
 - H.9.1.1 Bank statements (checking and savings);
 - H.9.1.2 Financial reports of all types;
 - H.9.1.3 Check registers;
 - H.9.1.4 Check duplicate books;
 - H.9.1.5 Receipts;
 - H.9.1.6 Receipt books (if applicable);
 - H.9.1.7 Bills; and
 - H.9.1.8 Any other pertinent information, financial or other.
 - H.9.2 Provide the newly elected Treasurer with all electronic files, when available, of

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all above spreadsheets and reports.

H.9.3 Provide the newly elected Treasurer with any and all information, tips and help that he/she may need.

I. Association's Director

I.1 The Association's Director will be responsible for representing the Club membership in all associations the PVG&MC has voted to be affiliated.

I.1.1 The Association's Director shall perform duties required of such official under the Constitution, Bylaws, Rules and Regulations of all associations that the Club is affiliated with and act as advisor to the Club on all matters pertaining to said associations' activities.

I.1.2 The Association's Director shall consider all applications for membership with Club and its associations, and make recommendations to the membership.

I.1.3 The Association's Director shall attend all meetings of affiliated organization and an ask another member to attend as well.

I.1.3.1 Attendance and/or representation will be by any means available and if not in person, then by any form of proxy, i.e. internet communication, phone calls, etc.

I.1.3.2 The Association's Director is to summarize in writing and give a verbal reporting to the Club membership the issues shared at these meetings.

I.1.4 It shall also be the Association's Director's duty to see that any Club display case entered in an Association Show is/are properly registered and displayed.

I.1.5 It is the responsibility of the Association's Director to gather any and all pertinent information from any government agencies, either locally or nationally, that may affect the Club in any way, i.e. dig site closures, changes in laws and/or regulations, etc. and report those findings to the Club membership in a timely manner.

I.1.6 The Association's Director shall further perform such other duties as may be from "time-to-time" prescribed by the membership or other officials of the Club having authority to do so.

J. Trustees: No additional procedures

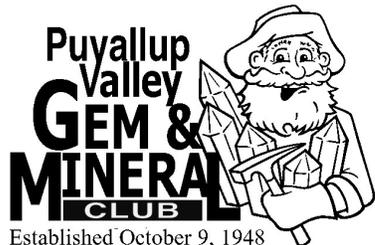
K. Directors: No additional procedures

L. Board of Directors: No additional procedures

M. Quorum and Voting: No additional procedures

N. Vacancies in the Board of Directors: No additional procedures

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Finance

- A. Depository: No additional procedures
- B. Building Fund: No additional procedures
- C. Annual Audit: No additional procedures

Committees/Chairman

A. Standing Committees:

A.1 The creation or dismissal of any standing committee is governed by the Board of Directors.

A.1.1 The creation or dismissal of a standing committee must be submitted to the board of directors in writing and voted on during a monthly board meeting.

A.1.2 The Board of Directors will review the list of standing committees annually and assign or adjust assignment of chairman. The President will be in charge of contacting new chairman and requesting their participation.

A.1.3 The Board of Directors will assign a chairman for any standing, newly created, or chairman less committee.

A.1.3.1 The Chairman is the person who is in charge of setting the committee's goals, determining the number of members on the committee, scheduling meetings, reporting to the Board of Directors, requisitioning funds, assigning committee members tasks, following up on committee assignments, and any other tasks related to the management of the committee.

A.2 Current Standing Committees:

A.2.1 Annual Club Show Committee

A.2.1.1 Please See APPENDIX D the PVG&MC Show, and the Club Show Binder for details

A.2.2 Auditing Committee

A.2.2.1 The Audit Committee is responsible for:

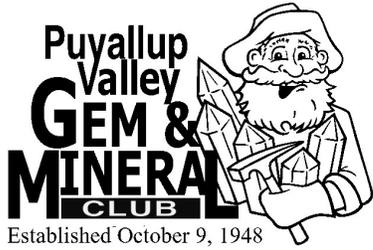
A.2.2.1.1 Verifying the end of year financial statement of the Club;

A.2.2.1.2 Verifying all checks cut by the Club Treasure are in order and Recorded;

A.2.2.1.3 Verifying all supporting documentation is present and in order;

A.2.2.1.4 Verifying the Club credit card statements have been reconciled, the expenses have been reviewed and approved by a board member, the documentation for expenses is present, and

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payment for the credit card bills has been made by the treasure in a timely manner;

A.2.2.1.5 Verifying all income is verified and deposited within a Club financial account; and

A.2.2.2 Reporting findings of the audit in a formal written and signed report to the Board of Directors.

A.2.3 Christmas Dinner Chairman

A.2.3.1 The duties of the Christmas Dinner Chairman are to:

A.2.3.1.1 Determine if the Christmas dinner will be catered or potluck

A.2.3.1.1.1 If Catered, contact suitable establishments and garner quotes for services to present to the Board of Directors

A.2.3.1.1.2 If Potluck, organize who in the Club will bring a turkey and who will bring a ham. All other dishes will be brought by Club members.

A.2.3.1.1.3 Organize utensils, plates, bowls, cups, napkins, and drinks provided by the Club for the members to use.

A.2.3.1.2 Organize all Christmas decorations or assign that duty to a member the Chairman determines reliable.

A.2.4 Club Auction Chairman

A.2.4.1 The Club Auction Chairman is in charge of coordinating the auctioneer, runners, receptionist, recording of donations, identification, and storage of auction prizes for the Club auctions held in April and October of every year.

A.2.4.2 The Club Auction Chairman is to also coordinate with the Club Treasure to ensure that all auctioned items have a recorded price, that all Club members pay for their auction purchases, and that the results of the auction are presented to the Board of Directors and the membership (most likely in the next month's financial report).

A.2.4.3 The funds generated by the Club auction are to go towards the Club Scholarship Fund and should be set aside for this purpose only.

A.2.4.4 The procedure for the Club auction are as follows (unless otherwise published):

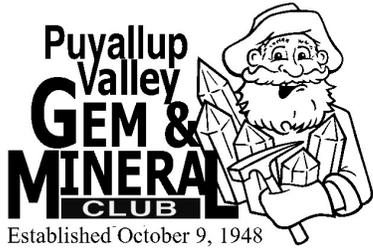
A.2.4.4.1 All auction items are either donated by Club members or purchased by the Club for the auction;

A.2.4.4.2 All items need to be previously identified with either a sticker or note card. If the individual donating is not sure what the item material is, a Club member(s) will be identified to assist with identification before the auction begins;

A.2.4.4.3 The number of auction items will be limiting to 150 or the auction length limited to 2 hours, whichever comes first.

A.2.4.4.4 If the Club has more than 150 item or the 2-hour auction mark is reached, all remaining items will be held for the next auction; and

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A.2.4.1.5 There will also be a kid's only bidding section. This section will have a chronological age limit of 12 years and younger so the children can get a chance to bid on special items just for them.

A.2.5 Club House: 4 parts; equipment, instructors, Chairman and Committee

A.2.5.1 Equipment – See APPENDIX E

A.2.5.2 Instructor

A.2.5.2.1 Membership Workshop Instructors

A.2.5.2.1.1 The Club House Instructor is responsible for arriving at the club house prior to their scheduled instruction time to open the club house, turn on the heater, air conditions, or lights if needed, make sure the equipment is ready to use, turn on the DOP pot and check the wax, put warm soapy water on one side of the sink, and any other preparations required.

A.2.5.2.1.2 When individuals who are new to lapidary come to the club house, the instructor is to provide a tour, have them sign the club house liability waiver, familiarize them with the process and procedures of the club house, and start basic instruction of trim saw and cabbing machine.

A.2.5.2.1.3 Verify the individuals who are attending the club house are members using the club roster or by checking with the membership chairman, and that they are certified to use the equipment.

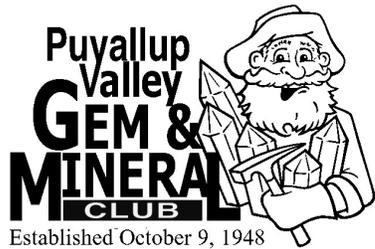
A.2.5.2.1.4 Re-certify members annually using the certification check sheets – See APPENDIX I

A.2.5.2.1.5 Instructors need to watch members using the equipment and make corrections to any behaviors that are dangerous to the member or the equipment. They are to make sure members using the Slab Saw do not leave the equipment unattended.

A.2.5.2.1.6 Fifteen (15) minutes before the workshop time is over, the instructor is to notify members to start the clean-up process, ensuring the members return the equipment to the condition they found it.

A.2.5.2.1.7 After the members have left, the instructor is to reverse the "opening" procedure and turn off all the equipment, lights, heaters, air conditioning, etc. then lock up the club house.

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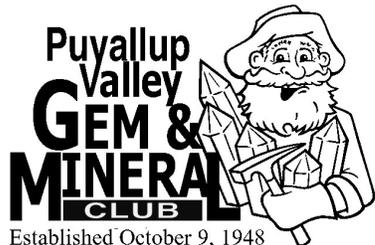
A.2.5.2.2 Specialty Workshop Instructors

- A.2.5.2.2.1 The Specialty Workshop Instructor is responsible for arriving at the club house prior to their scheduled instruction time to open the club house, turn on the heater, air conditions, or lights if needed, make sure the equipment is ready to use, turn on the DOP pot and check the wax, put warm soapy water on one side of the sink, and any other preparations required.
- A.2.5.2.2.2 Verify the individuals who are attending the club house are members using the club roster or by checking with the membership chairman, and that they are certified to use the equipment if needed.
- A.2.5.2.2.3 Specialty workshop instructors will be responsible to bringing all necessary supplies and tools for their class if not already at the club house, or will need to make arrangements ahead of the class with the club house director. If members need to bring special supplies or tools, the instructor needs to get that information to the communications director so they can pass it along to the members registered for the event, or let the communications director have their contact information so members can contact the instructor directly.
- A.2.5.2.2.4 Fifteen (15) minutes before the workshop time is over, the instructor is to notify members to start the clean-up process, ensuring the members return the club house to the condition they found it.
- A.2.5.2.2.5 After the members have left, the instructor is to reverse the "opening" procedure and turn off all the equipment, lights, heaters, air conditioning, etc. then lock up the club house.

A.2.5.3 Club House Chairman

- A.2.5.3.1 The Club House Chairman is responsible for the following;
 - A.2.5.3.1.1 Organizing the Club House committee and holding regular meeting to discuss the running of the club house.
 - A.2.5.3.1.2 Maintain consumables such as toilet paper, paper towels, cleaning supplies, etc.
 - A.2.5.3.1.3 Perform standard maintenance such as garbage removal, smoke alarm battery replacement, grounds keeping, etc.
 - A.2.5.3.1.4 Organize work parties when necessary to handle projects and keep the machines in repair.
 - A.2.5.3.1.5 Keep documents such as liability waivers, applications, renewals, sign in sheets, volunteer

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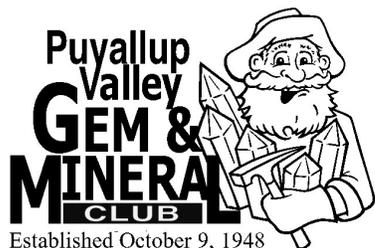


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- sheets, club history, etc. full and up to date.
- A.2.5.3.1.6 Help organize club house calendar and reach out to instructors for classes.
- A.2.5.3.1.7 Maintain supplies like DOP wax, slabs for beginners, faceting supplies, silversmithing supplies, grit, oil, polish, and other necessary items.
- A.2.5.3.1.8 Keep a record of club house keys, distribute and retrieve keys as necessary from designated members.
- A.2.5.3.1.9
- A.2.5.4 Club House Committee
 - A.2.5.4.1 The Club House Committee is comprised of members selected by the Club House Chairman and is responsible for the maintenance and operation of the club house.
 - A.2.5.4.2 The Committee will from time to time make proposals and requisition funds from the Board of Directors for the maintenance and operations of the club house.
 - A.2.5.4.3
 - A.2.5.5 All Members who wish to use the Club House will need to sign the Club House Release of Liability – APPENDIX G
- A.2.6 Communications Chairman is
 - A.2.6.1 Responsible for sending out electronic communications to all current Club members, maintaining the Club email list, maintaining the Club contact list and editing both at the beginning of and during the year as new members are added.
 - A.2.6.2 To send all Club communications in a format approved by the Board, with the membership always being Blind Copied or Bcc'd, so that all members' contact information is kept private.
 - A.2.6.3 Only to send out communications that are deemed necessary by either the President or the Board of Directors.
- A.2.7 Disciplinary Committee / Chairman
 - A.2.7.1 Any member in good standing may submit a Disciplinary Action Report to the Board of Directors in writing for review. APPENDIX F
 - A.2.7.2 All Disciplinary committee actions will be referred to the committee chairman by the Board of Directors, and the chairman will form the committee for the duration of the disciplinary process.
 - A.2.7.3 The Disciplinary Chairman will organize a meeting date, time and location for the Committee, the complainant, and the defendant to have a disciplinary hearing.
 - A.2.7.3 The Committee will review the Disciplinary Action Report, the documentation, statements, in-person statements, witnesses, etc. and using club by-laws, Rockhounding Code of Ethics, and any other codes of conduct utilized by other similar organizations as references for

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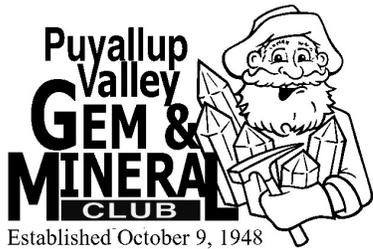


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- rendering judgement.
- A.2.7.4 The Disciplinary Chairman will write a letter of decision and mail a copy of the defendant, certified return receipt, and submit a copy to the Board of Directors
 - A.2.7.5 The Board of Directors any determine that the charge and documentation are sufficient to render immediate action and can assume the role of the Disciplinary Committee if such a judgement is determined, otherwise all other Action Report will be referred to the Disciplinary Chairman
 - A.2.7.6 The Defendant has the right to appeal the decision of the Disciplinary Committee, in writing, within 30 days of receipt of their letter of decision. This appeal needs to be submitted to the Board of Directors.
 - A.2.7.7 Disciplinary Chairman will notify the Membership Chairman if there is any change in the membership standing of the defendant
 - A.2.7.8 The Disciplinary Action Report is found as APPENDIX F
- A.2.8 Field Trip Chairman
- A.2.8.1 First and foremost, the Field Trip Chairman is to try to the best of his/her ability to provide a safe environment for Club members to collect rocks and minerals.
 - A.2.8.2 The Field Trip Chairman is to have a thorough knowledge of the rockhound Code of Ethics.
 - A.2.8.3 By the end of November each year, the Field Trip Chairman is to establish the yearly schedule for rockhounding trips for the subsequent year and is to furnish this list to the Board of Directors, the Webmaster, and the Rock-A-Teer Editor.
 - A.2.8.4 The Field Trip Chairman is to scout the locations in advance to ensure Safe access and the availability of material for members.
 - A.2.8.5 The Field Trip Chairman is to write up a comprehensive narrative of each location to include but not be limited to: materials to be found, tools required for excavation, difficulty of access, meeting locations, specialty clothing requirements, tick and mosquito danger, and food and water requirements.
 - A.2.8.6 The Field Trip Chairman will need to set up the meeting location for the members to “wagon train” from on the morning of the field trip.
 - A.2.8.7 The Field Trip Chairman, at the morning meet up, will need to have all participants fill out the Field Trip Liability Waiver and keep all Waivers for the Club record. – APPENDIX H
 - A.2.8.8 The Field Trip Chairman will be required to make a presentation during the monthly Business meeting regarding the upcoming field trip and provide specimens of the materials the members can hope to find. He/she will also be required to present any upcoming local field trips hosted by organizations outside the Club if they allow others to attend (i.e., the WA State Mineral Council).

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A.2.9 Historical Chairman

- A.2.9.1 The Historical Chairman is responsible for organizing and safely storing all historical documents, awards, pictures, newsletters, and other documents or paraphernalia related to the history of the Club.
- A.2.9.2 The Historical Chairman may at times be asked to give presentations to the Club related to the Club history, create historical displays, or work with the other Chairman to present information about the Club.

A.2.10 Hospitality Chairman

- A.2.10.1 The Hospitality Chairman is in charge of greeting members as they enter all Club activities or of assigning a secondary greeter if he/she will be absent.
- A.2.10.2 The Hospitality Chairman may be asked to pass out raffle vouchers to members and guests at Club activities where a raffle is allowable.
- A.2.10.3 The Hospitality Chairman may be asked questions by members or individuals interested in joining the Club so will need to be able to provide the information requested or direct these individuals to the appropriate person(s) who can do. A cursory amount of knowledge regarding the happenings of the Club is required.

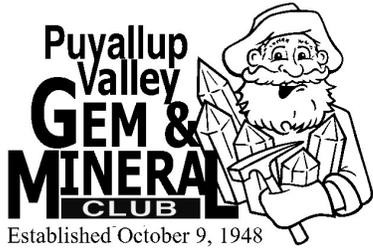
A.2.11 Library Chairman

- A.2.11.1 The Library Chairman is responsible for organizing all Club library items, books, magazines, videos, maps and equipment found at the Grange Hall and the Club House.
- A.2.11.2 The Library Chairman is also responsible for checking out any library items to members and ensuring the items are returned to the appropriate location in a timely manner (usually about 30 days). It may be necessary to give the member a call if the item is not brought back by the meeting after it is due (just in case they forget they have it).

A.2.12 Membership Chairman

- A.2.12.1 The Membership Chairman is responsible for keeping a record of all Club members, both electronically and of the hardcopy applications.
- A.2.12.2 The Membership Chairman is to receive the membership card either electronically or physically from the treasure and is to provide the member the following:
 - A.2.12.2.1 If the membership card is a physical card, the Membership Chairman needs to provide the card, a copy of the bylaws, the Club house map, and any other Club information to the member in a hard copy format. This will be referred to as the "membership packet".
 - A.2.12.2.2 If the membership card is an electronic card, the Membership Chairman needs to send out either a "Welcome" email, with the card and bylaws attached for brand new members to the Club, or a "Welcome back" email, with the card attached for

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renewing members.

A.2.13 Mineral Council Chairman

A.2.13.1 The Mineral Council Chairman has been assumed by the Association's Director and will need to refer to section I unless another individual is assigned by the President or Board of Directors.

A.2.14 Nominating Committee

A.2.14.1 The Nominating Committee is assigned by either the President or the Board of Directors by July of the current year.

A.2.14.2 The Nominating Committee is responsible for contacting all current board members to see if they are interested in continuing their position on the board for the subsequent year, if applicable.

A.2.14.3 The Nominating Committee is responsible for contacting the Communications Chairman and having an email sent to the membership asking that anyone interested in volunteering for a board position make their interest known to the committee.

A.2.14.4 The head of the Nominating Committee will need to attend the August and September Business meetings and ask the members present if anyone is interested in volunteering for a board position.

A.2.14.5 The Nominating Committee is to gather all member names who are interested in volunteering for the board of directors by September and present them to the Board of Directors, the Communications Chairman for publication and the membership for voting on at the business meeting.

A.2.15 Man and Woman of the Year

A.2.15.1 The Man and Woman of the Year are to be nominated by the membership.

A.2.15.2 Either the previous Man or Woman of the Year, or an otherwise assigned individual by the Board of Directors is responsible for collecting and presenting all submission.

A.2.15.3 The nomination timeline follows that of the Board of Directors, with the Communications Chairman asking the membership for their nominations in August, the President asking the membership at the August and September Business Meetings for their nominations, then the presentation and voting on of the nominees at the October Business Meeting.

A.2.16 Picnic Chairman

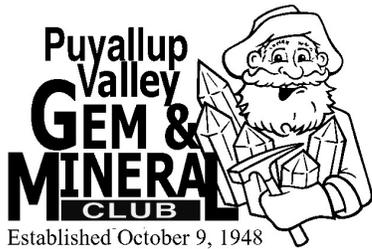
A.2.16.1 The Picnic Chairman will be assigned by the Board of Directors in June.

A.2.16.2 The duties of the Picnic Chairman are to:

A.2.16.2.1 Determine if the picnic will be catered or potluck;

A.2.16.2.1.1 If catered, the Chairman will contact suitable

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establishments and garner quotes for services to present to the Board of Directors;

A.2.16.2.1.2 If Potluck, organize who in the Club will bring the main dishes such as hotdogs, hamburgers, or BBQ chicken. All other dishes will be brought by Club members;

A.2.16.2.1.3 The Chairman will organize utensils, plates, bowls, cups, napkins, and drinks provided by the Club for use by the members at the picnic.

A.2.17 Public Lands Access Chairman

A.2.17.1 The Public Lands Access Chairman will work in conjunction with the Field Trip Chairman and the Association's Director to monitor and inform the Club of any changes to the Club's access to public lands within the State of Washington and its surrounding states.

A.2.18 Refreshment Chairman – AKA “Kitchen Queen (or King)”

A.2.18.1 The Refreshment Chairman is in charge of organizing refreshments for Club meetings.

A.2.18.2 Maintaining the Club's store of plates, napkins, cups, coffee, tea, sweeteners, other condiments, and utensils etc.

A.2.18.3 Refreshments money should be given to the Treasurer after each meeting.

A.2.18.4 Shop and purchase items to replenish the Club's stores and give the receipts to the Treasurer for reimbursement.

A.2.18.5 Make sure that one of kitchen crew is at the meeting early enough to start a pot of coffee and another pot for hot water.

A.2.18.6 If the Club members are not providing enough food/snacks for the meetings, let the President know so it can be mentioned at the meetings.

A.2.18.7 Notify one of the kitchen crew if you are not going to be in attendance so that someone will put on the coffee and hot water.

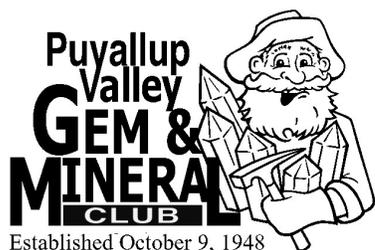
A.2.18.8 Helping to organize the “Slabs for Cookies” annual or semi-annual event. This entails organizing four or five individuals to make cookies to be traded for slabs by the membership. They will also need to coordinate with the Communications Chairman, the Rock-A-Teer Chairman, and the Website Chairman to make sure the membership is given notice of the event.

A.2.19 Rock-a-Teer Chairman

A.2.19.1 The Rock-A-Teer Chairman is responsible for the production and distribution of the monthly Club newsletter.

A.2.19.2 It is the responsibility of the Rock-A-Teer Chairman to establish deadlines and communicate those deadlines to individuals who write set pieces.

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A.2.19.2.1 The set pieces are to include but are not limited to:

- President's Perspective
- Club House Schedule
- Monthly Article
- Field Trip Report
- Association's Report
- Meet the Member
- Community Supporters
- Club House Report
- Club Show Report
- Mineral of the Month
- From the Bench
- Word Searches
- Monthly Birthdays

A.2.19.3 The Rock-A-Teer Chairman will need to have the entire newsletter updated and ready for publishing by the last day of every month.

A.2.19.4 The Newsletter needs to be distributed to the Website Chairman and the Communications Chairman as well as whoever is printing and mailing copies to Club members who cannot receive electronic communications.

A.2.20 Scholarship Fund Chairman

A.2.20.1 The Scholarship Chairman is responsible for contacting local community or graduate colleges/universities for applicants for the Club Scholarship.

A.2.20.1.1 The applicants must be enrolled in the college/university.

A.2.20.1.2 The applicants must be majoring in one of the earth sciences.

A.2.20.1.3 The applicants must have a 3.0 or better cumulative GPA. An applicant can apply for a succeeding (2nd) year scholarship, but not more than two years in a row.

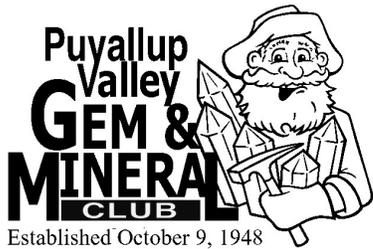
A.2.20.2 The Scholarship Chairman will have applicants fill out the Club's Scholarship application. [Full name, home address, telephone number, date of birth, social security number, name of college/university, address of college/university (if available), and student number (if one exists).]

A.2.20.3 The Scholarship Chairman will contact the designated college/university to determine what information is required to credit the winning scholarship(s) applicant(s) with the scholarship funds, address to which it is to be sent and the name the check is to be made out to.

A.2.20.4 The Scholarship Chairman will bring all qualified applications to the Board of Directors for review and approval.

A.2.20.5 Only two scholarships will be awarded each year. If there are more than two applicants, the Scholarship Chairman can either hold on to all

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applications that are not selected in the current year for consideration next year or they can have candidates re-apply each year.

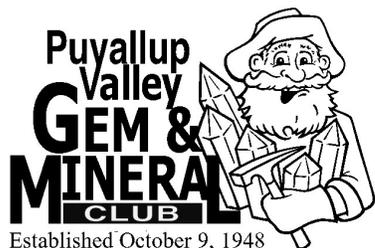
- A.2.20.6 The Scholarship Chairman will present successful applicants to the membership for their approval at the business meeting following approval by the Board of Directors.
- A.2.20.7 The Scholarship Chairman needs to coordinate with the successful applicants so they can be presented with the Certificate of Scholarship at a Club meeting (this is not the check as that is sent directly to the college/university on behalf of the winner(s) by the Treasurer).
- A.2.20.8 The Scholarship Chairman will work with the Club Treasurer to make sure the scholarship funds are sent to the college(s)/universities(s) for the scholarship fund winner(s) in a timely manner.

- A.2.21 Show & Tell Chairman
 - A.2.21.1 The Show & Tell Chairman is responsible for updating the Show & Tell Binder with the sign-in sheets for Club members who participate.
 - A.2.21.2 The Show & Tell Chairman is responsible for updating the President the November business meeting of who has had the most participation during the year so the Show & Tell Award can be created and the prize collected.
 - A.2.21.3 The Show & Tell Chairman may be asked to create/purchase the annual prize and will be reimbursed by the Club.

- A.2.22 Social Media Chairman
 - A.2.22.1 The Social Media Chairman is in charge of maintaining, updating, and monitoring all the Clubs social media presence in accordance with the standards set by the Board of Directors.
 - A.2.22.2 If Club members would like to post to the Club social media accounts, they need to go through the Social Media Chairman.
 - A.2.22.3 The Social Media Chairman will be required to make monthly posts pertaining to the Club meetings, Club events, field trips, and specialty classes held at the Club House.

- A.2.23 Space Needle Committee
 - A.2.23.1 The Space Needle Committee is responsible for the care, maintenance, and transportation of the Space Needle and it's travel case.
 - A.2.23.2 If the Committee determines that repair or maintenance needs to be done to the space needle or its case, it needs to make a proposal to the Board of Directors for funds and a timeline for repair.
 - A.2.23.3 If another Club or organization wishes to display the Space Needle, the Space Needle Committee needs to travel, setup, take down, and be present for the organization requesting the Space Needle. Any organization requesting to display the Space Needle will need to

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provide travel expenses for the Space Needle Team that are traveling with the Space Needle.

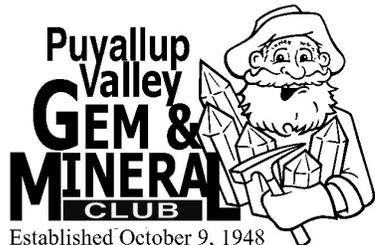
A.2.24 WA State Fair Chairman

- A.2.24.1 The WA State Fair Chairman needs to maintain open communications between the WA State Fair and the Club starting at the beginning of each year.
- A.2.24.2 The WA State Fair Chairman needs to organize the Club display by asking members to provide display pieces. After the WA State Fair, the Chairman will need to return member's display pieces to them.
- A.2.24.3 The WA State Fair Chairman will also be responsible for providing information to Club members regarding entry into the WA State Fair Competition.
- A.2.24.4 The final component of the WA State Fair Chairman is the organization of the Club's participation as demonstrators in the hobby hall. This requires the following:
 - A.2.24.4.1 Communicating with the Hobby Hall director to organize the number of days and hours the Club will participate in the fair as demonstrators.
 - A.2.24.4.2 Attend Club meetings and ask for club member volunteers to fill the date and time slots allotted for the Club. He/she will also need to put notices in the Club Newsletter, and ask the Communications Chairman to send out emails requesting Club member volunteers.
 - A.2.24.4.3 Months prior to the WA State Fair, the Chairman will need to start organizing polished rocks to be given out at the booth to children. The Chairman may need to attend club meetings to ask the membership directly for their help in polishing stones (the club will provide the grit and rough material).
 - A.2.24.4.4 The WA State Fair "setup team" will need to be organized to set up the Club booth, including the Space Needle, other Club displays, banners, copies of membership applications, flyers, and Club business cards as well as other items the WA State Fair Chairman deems necessary. The WA State Fair Chairman also needs to organize "rock wheel" and make sure we have enough polished stones as giveaway to children who come by the booth. The "setup team" will then turn into the "take down team" after the fair and will need to return all Club items back to the Club storage at the Grange Hall.

A.2.25 Sunshine Chairman

- A.2.25.1 The Sunshine Chairman is to make himself/herself available for Club members to notify him/her/them of illness or death within the membership. If the Chairman receives notification of an illness or

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death of a member, that information should be reported at the next Club meeting.

- A.2.25.2 The Sunshine Chairman is to keep a stockpile of cards for such occasions as “get well”, “sympathy”, or “hope you’re feeling better”, to be distributed among the members during a Club meeting for signing and well-wishers as well as postage for mailing.
- A.2.25.3 The Sunshine Chairman is to request a copy of an abbreviated membership roster (containing only names and addresses) from the Membership Chairman or to request a specific member’s contact information for the mailing of cards.
- A.2.25.4 In the event of a death, the Sunshine Chairman may request a limit fund for flowers to be sent to the member’s family or delivered to the funeral home for the service. Or a donation can be made in lieu of flowers if the family so designates.
- A.2.25.5 The Sunshine Chairman is to keep a record of all cards and flowers sent and present this record to the Board of Directors at the end of each year
- A.2.25.6 If the Sunshine Chairman needs to replenish the Club’s supply of cards or stamps, he/she/ needs to request either the Club Treasurer make a replacement purchase, or request a suitable amount of money for the purchase of new card stock and will need to return any remaining funds and the purchase receipt to the Treasure.

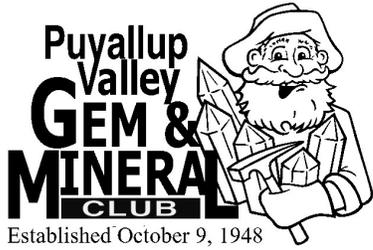
A.2.26 Website Chairman

- A.2.26.1 The Website Chairman needs to provide feedback to the Board of Directors regarding the domain, web hosting, and server costs each year. The Website Chairman needs to provide a cost analysis to support the expenditures for the above fees.
- A.2.26.2 The Website Chairman will also be responsible for making annual as well as monthly updates to the Club website to include but not be limited to the following:
 - A.2.26.2.1 Annual updates of events like the Club Show and Gem Faire, field trip schedules, membership applications, Show & Tell Themes, club contacts, and forms; and
 - A.2.26.2.2 Monthly updates of the Club monthly newsletter and the Club House schedule

B. Special Committees

- B.1 The creation of a special committee is governed by the Board of Directors.
- B.2 A special committee is created to complete a single task within a set amount of time
- B.3 The Board of Directors will assign a Chairman for the special committee.

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B.3.1 The Chairman is the person who is in charge of setting the committee's goal, determining the number of members on the committee, scheduling meetings, reporting to the Board of Directors, requisitioning funds, assigning committee members' tasks, following up on committee assignments, and any other tasks related to the management of the committee.

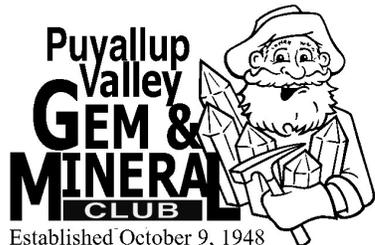
Corporate Seal

- A. Seal: No additional procedures
- B. Club Logo: No additional procedures

Dissolution

- A. Dissolution: No additional procedures

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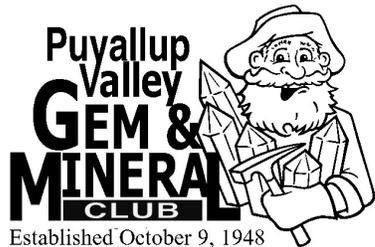
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APPENDIX A

PVG&MC Standard Operating Procedures Definitions – Presented in No Particular Order

- A. **Articles of Incorporation**
The legal documents filed at the time of the clubs creation signifying the creation of the club. These may also be referred to as the corporate charger or certificate of incorporation. This document state the intention or mission of the Puyallup Valley Gem & Mineral Club.
- B. **Bylaws**
The rules by which Puyallup Valley Gem & Mineral Club Administrates club activities. These rules are voted on by the membership and can only be changed by a majority vote of said membership at a general meeting in which the membership has been notified of the changes being voted on prior to the meeting in accordance with the rules in the By-laws.
- C. **Standard Operating Procedures**
The procedures by which specific club duties or activities are details set-by-set. These are guidelines, not rules, so if the procedure is adjusted, the standard operating procedures my also be edited to reflect the changes. Membership does not vote on procedural edits, only the board of directors as the authority to make changes if they are deemed valid and in the best interest of the club.
- D. **Library**
The collection of all club written materials including but not limited to incorporation documents, financial documents, past meeting minutes, previous issues of the club newsletter, mineralogical journals, mineralogical reference books, and any other club related documentation. This material may be stored at any secured club facility, but should be centrally located were like documents are with like.
- E. **Puyallup Valley Gem & Mineral Club**
The Puyallup Valley Gem & Mineral Club can be known as the “PVG&MC” or the “Club” in all Club documents, publications and information.
- F. **PVG&MC Junior Club**
This refers to any member of the club under the age of 18 at the beginning of the year. Junior Club members are can attend meetings, club house activities, field trips and any other club related activity. The only restriction is that they are not able to vote at club meetings.

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G. Auctions

Potluck: These Auction-Potlucks are conducted in lieu of the fourth meeting (Program Night) of the month in April and October.

Silent: These auctions are conducted after the first meeting (Business) of the month.

H. Meetings

Board: These meetings are held on the Tuesday before the Business Meeting and are open to the membership.

Regular Business: These meetings are held on the second Friday of each month except in December when the Christmas Banquet is held (generally on the second Saturday).

Program Night: These meetings are held on the fourth Friday of each month except during the Auction-Potlucks, Club Picnic and in December.

I. Field Trips

These are organized trips the club makes into "field" (outdoors). The purpose is to collect specified mineral samples within the rules and regulations of the State of Washington in legally acceptable locations. Members are to stay within the mineral collection legal limits and there is no collecting on private property unless the club has been given permission by legal owner.

J. Club Show

Annual show held by the club in a specified location at a specified date and time. The club generates proceeds through vendor booth rentals and the sales of products. The club may sales the following but is not limited to rough materials, mineral specimens, equipment, merchandise, food, periodicals, jewelry pieces, finished works, and unfinished works.

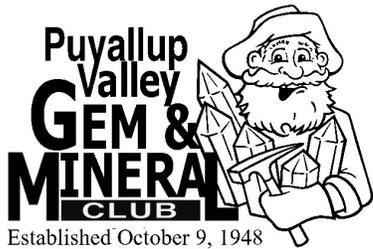
M. Roster

The official listing of all actively registered club members held in trust by the Membership Chairman. Modification of the club roster will be send to specific members with personal information removed to maintain safety protocols for membership identity.

N. State and Federal Reporting Requirements

State Reporting Requirements – the requirements by the State of Washington (the state in which the club was formed) for filing all club financial reporting. These requirements are to be filed either annually or quarterly.

Federal Reporting Requirements - the requirements by the United States of America (the country in which the club was formed) for filing all club financial reporting. These requirements are to be filed either annually or quarterly.



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APPENDIX B

PVG&MC Meeting Agenda Format/Template – to be put on club letterhead

PUYALLUP VALLEY GEM & MINERAL CLUB MEETING AGENDA

Date

Membership Attendance Sheet Attached

CALL TO ORDER @ PM

SECRETARY'S REPORT: Minutes of last Board Meeting

PRESIDENT'S REPORT:

TREASURER'S REPORT: Financial Report of past month

ASSOCIATION'S DIRECTOR REPORT:

DIRECTORS' REPORTS:

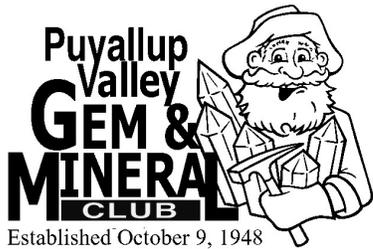
TRUSTEES' REPORTS:

COMMITTEE REPORTS / DISCUSSION TOPICS:

OLD BUSINESS:

NEW BUSINESS:

MEETING ADJOURNED @ PM



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APPENDIX C

PVG&MC Meeting Minutes Format/Template – To Be Put On Club Letterhead

PUYALLUP VALLEY GEM & MINERAL CLUB MEETING MINUTES

Date

Membership Attendance Sheet Attached

CALL TO ORDER @ PM

SECRETARY'S REPORT: Minutes of last Board Meeting

PRESIDENT'S REPORT:

TREASURER'S REPORT: Financial Report of past month

ASSOCIATION'S DIRECTOR REPORT:

DIRECTORS' REPORTS:

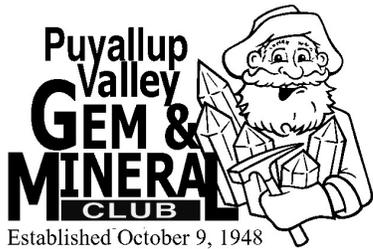
TRUSTEES' REPORTS:

COMMITTEE REPORTS / DISCUSSION TOPICS:

OLD BUSINESS:

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MEETING ADJOURNED @ PM



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APPENDIX D

PVG&MC Show

The Puyallup Valley Gem & Mineral Club Show is an annual event held the first full weekend in June and is commonly referred to as "The Valley of Gems Show". Typically, The Club begins setting up on the Wednesday preceding the show. However, this is subject to change depending on the venue.

- NOTE: This Standard Operating Procedure (SOP) is based on the Club show being held at the Swiss Park in Bonney Lake, WA. If the show venue changes, this SOP will need to be revised based on conditions and requirements at the new venue.

BROAD TIMELINE

JULY

No later than one month after the show, by the July business meeting, the Club President assigns responsibility for the Show Coordinator for the following year.

DECEMBER

By approximately the first of December, any updates to the vendor information, application, and advertising are to be completed and ready to print and distribute in January. The Show Coordinator forwards the updated vendor information and application, along with any web page updates, to the webmaster so that they are ready to be posted mid-January. An email is sent to last year's vendors notifying them that vendor information and applications will be posted on the web site mid-January.

JANUARY

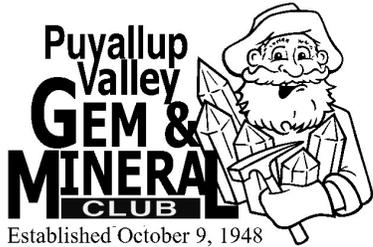
Begin sending out packages of show information to other clubs and vendors.

FEBRUARY

This is the month for the first Club Show team meeting. The Club Show team members are selected by the Club Show Coordinator and include those Club members who have significant responsibilities associated with the show. At this meeting, the areas of responsibility are reviewed and updated as necessary. Those areas include but not limited to: welcome and raffle tables, kids mine area, demonstrators, display cases, Club sales, kitchen, outside coordinator, and setup and breakdown coordinator(s). Frequency and location of future meetings are established at this initial meeting and at least one meeting needs to be held at the show venue.

The Club Show Coordinator begins checking the Club P.O. BOX approximately twice a week for vendor space applications. Approved applications (contacts) are returned to the vendor within seven days.

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MARCH

Depending on vendor response, another email, sent to vendors who have not yet responded, may be appropriate.

APRIL

Continue periodic meetings of the Club Show team members and determine that materials and equipment are available or are scheduled to be available when needed. Examples are, but are not limited to, signs, cases and liners, buckets of rocks, material for Club sales, and advertising materials.

MAY

Generally, the same as for April. However, at least one Club Show team meeting needs to be held at the site.

JUNE

• Before the show

- Loading of show equipment and materials on/into trucks, trailers, etc. needs to be completed so that the setup team can arrive at the show location by 1:00pm on the Wednesday before the show. Depending on personnel available, loading prior to Wednesday is preferable.

• During the show

- [Procedures, responsibilities, etc. for the various teams involved in the show are detailed in a separate book, one for each year's show. This book is updated by the show coordinator and passed on to the coordinator of the next year's show.](#)

• After the show

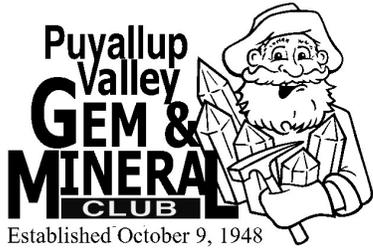
- Vendors are told that they can't begin their break-down before the show closes. However, in certain cases, with approval of the Show Coordinator, some minor early breakdown may start after 3:00pm.
- The kitchen team begins to breakdown and clean the kitchen area around 2:30pm.
- The last Club sales and silent auction ends at 2:30pm after which the Club sales and silent auction team begins to breakdown their areas.
- The breakdown team begins to breakdown, pack, load Club property, clean and return the venue to the proper condition.

BROAD TIMELINE OF ACTIVITIES FOR THE WEEK OF THE SHOW

Wednesday

- Unload trailer with materials for Club inside and outside activities.
- Begin kitchen setup.

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- Set up and skirt all vendor tables.
- Set up electrical cords in all area desks, raffle tables, and the space needle.
- Set up and test the PA system.
- Label vendor spaces.
- Set up Club outside area.

Thursday

- Set up welcome tables, raffle prize case, arrange raffle prizes in case and close case at the end of the day.
- Set up area at welcome desk for signing in vendors.
- Outside coordinator oversees outdoor vendor set up activities and assures that Club sales are ready for Friday morning.

Friday

- Show starts at 10:00am and ends at 5:00pm.

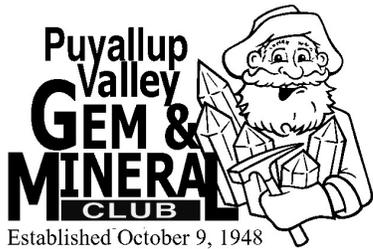
Saturday

- Show starts at 10:00am and ends at 5:00pm.

Sunday

- Show starts at 10:00am and ends at 5:00pm.
- Last silent auction ends no later than approximately 2:45pm.
- Raffle ticket sales end no later than approximately 2:45pm.
- Raffle begins at 3:00pm
- Inside Club sales can begin to break down at 3:00pm.
- In certain cases, vendors may begin break down early only if approved by the Show Coordinator.
- The Club needs to vacate the premises ASAP.

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APPENDIX E

Equipment Operating Procedures:

Users of all club house equipment shall adhere to the following procedure or use can be suspended:

1. Before you use any equipment you must:
 - a. Be a paid member of PVG&MC
 - b. Be certified for safe use by a club house instructors
2. Maintain safe operating procedure
 - a. Eye protection
 - b. Firm grip on rock being manipulated by hand or firmly secured in equipment
 - c. Apron for clothing protection
 - d. Mask to protect against air born particulate

Trim Saw Operating Procedures

Before cutting any stone be sure there is oil in the well. Check for oil on the blade or spray from the blade after you turn it on. If none is present do not use the saw, notify instructor immediately.

Use the saw appropriately, the trim saw is for straight line cutting. It does not cut curves, if you attempt to do so you run the risk of breaking your stone and damaging the diamonds on the blade, or warping the blade itself making the saw unusable.

After cutting your straight lines around the shape you want your cab to be, saying on the outside of your cab you need to clean the trim saw by:

1. Picking up larger pieces to “waste” rock and putting them in the designated container
2. Squeegee the excess oil back into the oil well
3. Use paper towels to clean up the rest of the deck of the trim saw, the on/off switch, and the counter, plus any excess spray that may have “gone wild”.

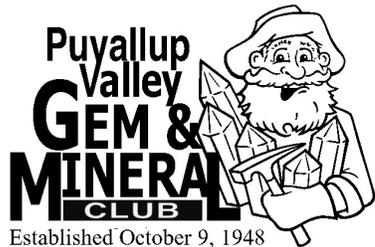
The club house trim saws are not meant to be used for “assembly line” cutting. This is when you cut out more than 2-3 cabs at a time. The blade will heat up based on the hardness of the material and the duration of cutting. The blades need a cool down period to ensure there is no warping due to heat and to make sure the diamonds are not lost, again, due to overheating.

If you are found to be misusing the trim saw, you will be given a verbal warning. Secondary infraction will be given a written warning. You may be asked to stop using the trim saw or only being allowed to use the trim saw under direct supervisor after the second warning.

Slab Saw Operating Procedures

Before cutting any stone be sure there is oil in the well. Check for oil on the bottom of the blade to be a minimum coverage of 1”. Do not turn on the saw if you are unsure

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about the level of the oil. If none is present do not use the saw, notify instructor immediately.

Loading the Slab Saw:

1. To reduce damage to the saw blade try to insure the rock face the blade will be cutting into first is not rounded but is flat or square. A rounded surface will cause the blade to turn to the side called rolling.
2. Place your stone on the carriage bed, push fence against the rock and tighten the rock using the square index holes located at the bottom of the fence.
3. Turn locking screw to a place where more pressure is on the rock. Grasp rock with both hands and give it a push and pull.
4. If the stone moves with a vigorous pushing, redo the above steps
5. Be sure you leave rock overhang edge of carriage to allow for step-over to make repeated slices of the rock.
6. Push rock in carriage up to sawblade then back of 1/8" inch.
 - a. Engage lever to saw feed and engage auto off chain.
 - b. Close lid.
 - c. Turn on saw and listen for any sign of malfunctions. Turn saw off immediately if you hear something odd.

Please remember when the saw blade is engaged and cutting a rock, YOU ARE RESPONSIBLE.

PLEASE NEVER LEAVE SAW UNATTENDED, ALWAYS BE PREPARED TO ACT.

When you are finished using the slab saw, remove your rock and slabs, then clean the slab saw by:

4. Picking up larger pieces to "waste" rock and putting them in the designated container
5. Squeegee the excess oil back into the oil well
6. Use paper towels to clean up the rest of the deck of the slab saw, the on/off switch, plus any excess spray that may have "gone wild".

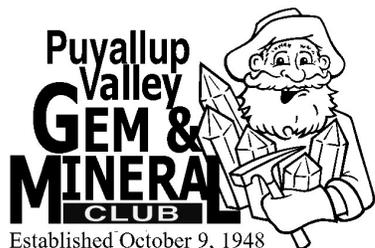
Sometimes the slab may fall between the deck and the carriage into the oil well. This is unfortunate, but you can retrieve your slab. First, make sure the saw is in the off position (you can unplug the saw if it will make you more comfortable). Push the carriage as far forward as possible. Look in the oil well to see if you can see your slab, if so, reach in and grab, if not you may have to root around a little bit. After finding your slab, hold the slab over the oil well for a minute or two until excess oil has dripped off the slab, then clean and enjoy.

Genie Cabbing Machines

Before starting the Genie 6" cabbing machine, make sure the two reservoir pans under the wheels have enough water to cover the water spritzers and that a cab full of cabbing liquid has been added to both. Align the water spritzer directly under the wheel you are intending on using first.

Using the cabochon making procedure detailed at the club house, proceed through the wheels from the courses grit to the finest grit.

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Remember to always move the stone from side to side across the wheel so as not to wear a bald spot in the wheel.

Once you have used the machine to make a cabochon or cabochon(s) to your liking, you will need to return the machine to the condition in which you found it. The machine needs to be disassembled, wiped down, and drained. Both reservoir pans need to be empty, the used water dumped in the designated waste container, and then dried and placed back under the wheels. The machine needs to be reassembled and the water spritzer hoses checked to make sure they are not tangled under the wheel shrouds.

All In One Operating Procedures

Before starting the All In One cabbing machine, make sure the water reservoir has water and that the water toggle is in the off position. Align the water dripper over the flatlap in a position close to the center of the wheel.

Install the flatlap of your choice, hand tightening the central nut until the flatlap is secure.

Using the cabochon making procedure detailed at the club house, proceed through the flatlaps from the courses grit to the finest grit you feel is acceptable.

Remember to always move the stone from side to side across the flatlap so as not to wear a bald spot on the surface.

Once you have used the machine to make a cabochon or cabochon(s) to your liking, you will need to return the machine to the condition in which you found it. The machine needs to be disassembled, wiped down, and drained. Both reservoir needs to be emptied, the used water dumped in the designated waste container, and then dried and placed back into position. The machine needs to be reassembled and left unplugged for the next user.

Bull Wheel Operating Procedures

Using a slurry of cerium oxide powder and water, coat your cabochon completely and slightly dampen the bull wheel.

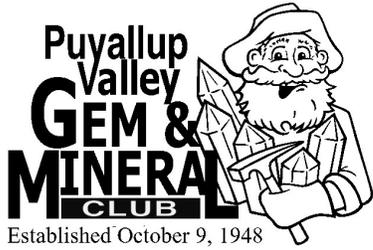
Standing with feet in planted stance, apply firm pressure, holding the stone, not the dop stick, along the bottom right corner of the wheel. The wheel will start to grab the stone, and you will need to stay focused, less the wheel pull the stone out of your hand and fling it. Keep moving the stones surface against the wheel until a bright shine has been effected. Note: the stone will start to heat up with the friction, so be careful that it doesn't get too hot for you to hold.

Once you have achieved your desired polish, cover the wheel with the designated covering and unplug the machine.

High Speed Sander Operating Procedures

Apply the desired sanding pad to the sander foot, making sure the pad is firmly secured. Use the designated area to polish your stone, moving the stone only as much as you need to polish the area desired. Like the Bull Wheel, you need to keep a firm

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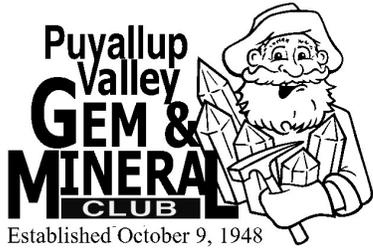
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hold on your stone as the sander is likely to “grab” the stone and fling it out of your hand.

This machine is a dry sander, meaning you do not apply water to minimize friction and dust. You absolutely need to wear a respirator to stop particulate from being inhaled. The friction will cause the stone to heat up, so you need to be mindful of this and be willing to put the stone down to cool, then come back to working the sander.

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APPENDIX F Disciplinary Action Request

In accordance with the Puyallup Valley Gem & Mineral Club By-Laws Article III, section a. Membership, "Any act or situation detrimental to the good of the Club shall be referred to a disciplinary committee, using the Rockhound Code of Ethics as a guide, and may result in forfeiture of membership by the offender."

Individual Submitting Disciplinary Action: (contact information to be completed by membership director)

Name:

Phone Number:

Email:

Individual Complaint Issued Against (contact information to be completed by membership director)

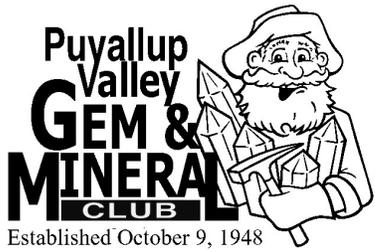
Name:

Phone Number:

Email:

Code of Ethics Violation:

Explanation of violation:



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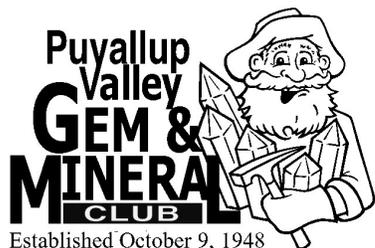
Witnesses or Corroborating Statements:

Requested outcome:

Signature:

Date:

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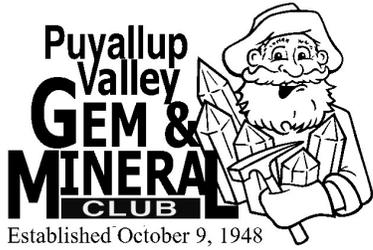
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APPENDIX G CLUB HOUSE RELEASE OF LIABILITY PLEASE READ CAREFULLY

In exchange for participation in the activities and use of the Club House and the equipment therein organized by the Puyallup Valley Gem & Mineral Club, referred to as the PVG&MC for the remainder of this document, and/or the use of the property, facilities, and services of the PVG&MC, I agree for myself and my minor children, to the following:

- 1. AGREEMENT TO FOLLOW DIRECTIONS.** I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by the PVG&MC, or its representatives or agents.
- 2. ASSUMPTIONS OF THE RISKS AND RELEASE.** I recognize that there are certain inherent risks associated with the above described activities and I assume full responsibility for personal injury to myself, and further release and discharge the PVG&MC for injury, loss or damage arising out of my use of or presence upon the facilities of the PVG&MC, whether caused by the fault of myself, the PVG&MC or other third parties.
- 3. INDEMNIFICATION.** I agree to indemnify and defend the PVG&MC against all claim, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my or my minor children's use of or presence upon the facilities of the PVG&MC.
- 4. FEES.** I agree to pay for all damages to the facilities of the PVG&MC caused by any negligent, reckless, or willful actions by me.
- 5. APPLICABLE LAW.** Any legal or equitable claim that may arise from participation in the above activities or use shall be resolved under Washington Law.
- 6. NO DURESS.** I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire. I further agree and acknowledge that the PVG&MG has offered to refund any fees I have paid to use its facilities if I choose not to sign this Agreement.

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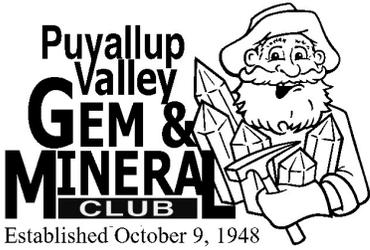
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7. ARM'S LENGTH AGREEMENT. This Agreement and each of its terms are the product of an arm's length negotiation between the Parties. In the event any ambiguity is found to exist in the interpretation of this Agreement, or any of its provisions, the Parties, and each of them, explicitly reject the application of any legal or equitable rule of interpretation which would lead to a construction either "for" or "against" a particular party based upon their status as the drafter of a specific term, language, or provision giving rise to such ambiguity.

8. ENFORCEABILITY. The invalidity or unenforceability of any provision of this Agreement, whether standing alone or as applied to a particular occurrence or circumstance, shall not affect the validity or enforceability of any other provision of this Agreement or of any other applications of such provision, as the case may be, and such invalid or unenforceable provision shall be deemed not to be a part of this Agreement.

(Continued on signature page)



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(Signature Page)

9. CONSENT FOR MINOR CHILDREN. I, _____,
(full legal name)
_____, consent to the
(address)
participation of my _____,
(relationship) (age) (minor name)
in the activity and use of the Club House and the equipment therein, and agree on
behalf of the above minor to all of the terms and conditions of this Agreement. By
signing this Release of Liability, I represent that I have legal authority over and custody
of the above minor.

10. EMERGENCY CONTACT. In case of an emergency, please call
_____,
(name) (relationship) at _____,
(days)
or _____.
(evenings)

**I HAVE READ THIS DOCUMENT AND UNDERSTAND IT. I FURTHER UNDERSTAND
THAT BY SIGNING THIS RELEASE, I VOLUNTARILY SURRENDER CERTAIN
LEGAL RIGHTS.**

Date: _____.

Signature: _____
(printed name)

(signature)

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APPENDIX H

FIELD TRIP RELEASE OF LIABILITY

PLEASE READ CAREFULLY

LOCATION: _____ **Date** _____.

FIELD TRIP LEADER: _____.

In exchange for participation in the activity of a rockhounding field trip to the location above, organized by the Puyallup Valley Gem & Mineral Club, referred to as the PVG&MC for the remainder of this document, and/or the use of the property, facilities, and services of the PVG&MC, I agree to the following:

1. AGREEMENT TO FOLLOW DIRECTIONS. I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by the PVG&MC, or its representatives or agents.

2. ASSUMPTIONS OF THE RISKS AND RELEASE. I recognize that there are certain inherent risks associated with the above described activity and I assume full responsibility for personal injury to myself, and further release and discharge the PVG&MC for injury, loss or damage arising out of my use of or presence upon the facilities of the PVG&MC, whether caused by the fault of myself, the PVG&MC or other third parties.

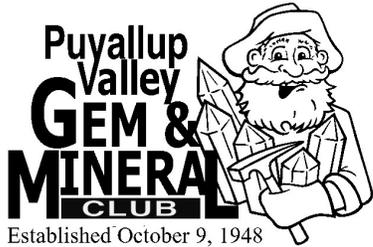
3. INDEMNIFICATION. I agree to indemnify and defend the PVG&MC against all claim, causes of action, damages, judgments, costs or expenses, including attorney fees and other litigation costs, which may in any way arise from my use of or presence upon the facilities of the PVG&MC.

4. FEES. I agree to pay for all damages to the facilities of the PVG&MC caused by any negligent, reckless, or willful actions by me.

5. APPLICABLE LAW. Any legal or equitable claim that may arise from participation in the above activities or use shall be resolved under Washington Law.

6. NO DURESS. I agree and acknowledge that I am under no pressure or duress to sign this Agreement and that I have been given a reasonable opportunity to review it before signing. I further agree and acknowledge that I am free to have my own legal counsel review this Agreement if I so desire. I further agree and acknowledge that the PVG&MC has offered to refund any fees I have paid to use its facilities if I choose not to sign this Agreement.

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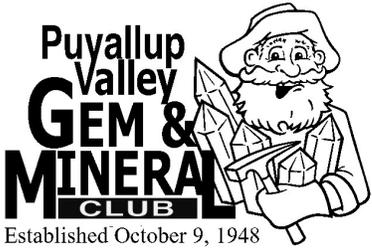
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APPENDIX I Club House Certification Check List – Cabochon Making

The following are the steps required to “pass” the cabochon making process and get certified. A club instructor is required to sign off on the certification of each step for a club member to become certified. Each club member will need to be certified by two different instructors.

Process each member needs to show proficiency with:

1. Uses template or freeform to scribe shape on back of slab with aluminum, brass stylus or permanent marker
2. Etch straight lines 1/8” outside of shape to cut off excess material and place an “x” on the backside of cab to designate difference between front and back
3. Uses Trim Saw to cut the straight lines around cab to remove excess materials
4. Wash – Rinse with Soap and Water and remark cab if needed
5. Grinds around the marked shape of the cab using the cabling machine, but makes sure the cab is “face down” and they don’t cut across their lines
6. 1/3 up from bottom of cab, draws a horizontal line all around the side of their cab using either aluminum, brass stylus or permanent marker
7. Attaches the back side of the cab to a DOP stick using either DOP wax or super glue
8. Touches the top edge of the cab to the grinding wheel, grind down to the line, but not over it.
9. Grinds down all around the top of the cab at a 45 degree angle to the line, but not over it. They do not stay in one place for too long, making circular motions around the edge of the table slowly moving towards the center until they have made a dome.



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- 10. When the table is completed, they move to the second wheel, starting and the edge of the cab then moving to the dome, refining as they go
- 11. They continue refining and polishing until the cab is shaped. Make sure to wipe the cab dry and look for scratches before they move on to next wheel.
- 12. Removes the cab from the DOP stick and cleans off any residual adhesive
- 13. They need to clean up the back of the cab, going from wheel to wheel like when they completed their dome.
- 14. After done with the sixth wheel, they need to do a final polish using the bull wheel and cerium oxide powder

Date of certification: _____.

Instructor signature: _____.

Notes: _____

