

**THE**  
**COLORADO SPRINGS**  
**MINERALOGICAL SOCIETY**

**A Colorado Non-Profit Corporation**



**CONSTITUTION**  
**&**  
**BYLAWS**

**Revised April 25, 2024**

**THE COLORADO SPRINGS MINERALOGICAL SOCIETY**  
**CONSTITUTION & BYLAWS**

**INDEX**

ARTICLE I – NAME . . . . .	3
ARTICLE II – OBJECTIVES . . . . .	3
ARTICLE III – MEMBERSHIP . . . . .	3
ARTICLE IV – OFFICERS AND ELECTIONS . . . . .	5
ARTICLE V – MEETINGS . . . . .	6
ARTICLE VI – AMENDMENTS . . . . .	6
ARTICLE VII – DISSOLUTION . . . . .	6
BYLAWS . . . . .	7
ARTICLE I – COMMITTEES AND DUTIES . . . . .	7
ARTICLE II – DUTIES OF THE BOARD OF DIRECTORS . . . . .	7
ARTICLE III – SATELLITE GROUPS . . . . .	10
ARTICLE IV – QUORUM . . . . .	10
ARTICLE V – DUES . . . . .	10
ARTICLE VI – SOCIETY FUNDS . . . . .	11
ARTICLE VII – AWARDS, GRANTS, AND SCHOLARSHIPS . . . . .	12
ARTICLE VIII – PENROSE LIBRARY . . . . .	14
ARTICLE IX – ANNUAL SHOW . . . . .	14
ARTICLE X – ANNUAL PICNIC . . . . .	15
ARTICLE XI – MATTERS NOT COVERED . . . . .	15

**THE COLORADO SPRINGS MINERALOGICAL SOCIETY**

**CONSTITUTION**

**ARTICLE I – NAME**

The name of the organization is “The Colorado Springs Mineralogical Society,” hereinafter referred to as the “Society” or “CSMS.”

**ARTICLE II – OBJECTIVES**

The objectives of this Society include, to:

1. Promote, increase, and disseminate knowledge of and interest in minerals, fossils, and their uses.
2. Conduct business, educational, and social meetings for all membership in the promotion of and increasing knowledge of the earth sciences.
3. Host lectures, displays, shows, and field trips for the promotion of the earth sciences.
4. Encourage fossil, mineral, and crystallographic study, collecting, and fashioning as a hobby.
5. Sponsor special study groups from within the membership for the study of the earth sciences.
6. Buy, lease, rent, sell, or convey mineral properties, leases, or claims for the best interest of The Colorado Springs Mineralogical Society.

**ARTICLE III – MEMBERSHIP**

1. There are six types of membership in this Society:
  - A. **REGULAR MEMBERS** – Members who have attained their eighteenth (18<sup>th</sup>) birthday.
  - B. **JUNIOR MEMBERS** – Members who are between their twelfth (12<sup>th</sup>) and eighteenth (18<sup>th</sup>) birthday.
  - C. **LIFETIME MEMBERS** – Defined as charter members of this Society and/or any member upon completion of twenty-five (25) years of membership. The lifetime

membership grants full privileges of the Society in regard to voting, holding office, and paid-up membership.

- D. HONORARY MEMBERS – Persons who have distinguished themselves in the fields of mineralogy or related earth sciences on behalf of the Society.
- E. TEMPORARY MEMBERS – Persons chosen by the Board of Directors to be allowed a temporary status that includes all the rights and privileges for a maximum period of one calendar year. Criteria considered by the Board of Directors includes their participation in such activities as a school science fair winner in the field of earth sciences, a guest speaker, or someone who contributes meaningfully to the Society.
- F. PAID FOR LIFE MEMBERS (PFL) – Individuals considered Regular Members (or adults in a Family Membership) who pay the amount determined to compensate the Society for 25 (twenty-five) years of membership. PFL Membership grants full privileges of the Society.
- G. CORPORATE MEMBERS: Defined as any member who is a corporation, partnership, or other legal entity. This form of membership is valid for one year at a time and must be renewed annually. Corporate Members may not attain Lifetime Membership. The Corporate Membership fee is designated by the Board of Directors. Corporate Members receive the following rights, benefits, and privileges:
1. A business card-size advertisement in the *Pick & Pack* for the duration of their membership.
  2. The designation of up to five (5) employees to receive the privileges of individual membership in CSMS, including receipt of the *Pick & Pack* by e-mail (no mailed copies) and participation in all Club functions, including field trips.
  3. Reduced dealer rates at any show sponsored or managed by CSMS. These rates will be reflected in the show contracts.
  4. The right to state that they are corporate members of The Colorado Springs Mineralogical Society. However, they may not claim that their products or services are endorsed by CSMS, its officers, or membership.
  5. Corporate Members may provide special privileges to other members of CSMS, but only if equally available to all members. Such privileges could possibly include discounts on goods or services. Limitations may be imposed if the Board is notified of abuse by any CSMS member.
2. Applications for membership must be submitted in writing on forms provided by the Society, or online, accompanied by one (1) year's dues payment, according to the Bylaws.

Honorary membership in this Society shall be determined by a three-fourths (3/4) majority vote of the members present at any General Assembly meeting by a show of hands, thirty (30) days after the nomination is made. Nominations may be made by any member of the Society at a General Assembly meeting. The membership carries with it all rights and privileges of the Society.

3. Membership in the Society is subject to termination:
  - A. For non-payment of dues when three (3) months delinquent. Reinstatement may be made by payment of all delinquent dues plus the current dues, subject to the acceptance of the Board of Directors.
  - B. For cause as a result of conduct detrimental to the welfare of the Society. A member accused of improper conduct shall be notified in writing to appear before the Board of Directors for a hearing. Failure to report, without a valid reason, will automatically result in expulsion. The Board of Directors may expel members by a two-thirds (2/3) vote. However, impacted members shall have the right to appeal their case before a closed membership (members only) meeting. A two-thirds (2/3) vote of the membership present is required to sustain the Board's action.

#### ARTICLE IV – OFFICERS AND ELECTIONS

1. The officers of this Society include:
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
  - E. Membership Secretary
  - F. Past President
  - G. Members at Large (2)
  - H. Editor (appointed, not elected)
  - I. Show Chair (appointed, not elected)
2. Honorary President: The name of LAZARD CAHN, co-founder and first president of the Society, shall be kept in the records as “HONORARY PRESIDENT” as long as the Society exists.
3. Board of Directors Elections: During the September General Assembly meeting, the President or presiding officer will appoint a nominating committee to present a list of nominees at the October General Assembly meeting. During the November General Assembly meeting, additional nominations may be made from the floor. NO PERSON

MAY BE NOMINATED OR APPOINTED TO OFFICE WITHOUT HIS OR HER CONSENT. Following the nominations at the November meeting, election will be initiated by a vote of the members then present. When there is but one candidate for an office, this requirement may be waived and a unanimous vote called for by the President or presiding officer. Elected officers take office at the January General Assembly meeting.

4. Replacement of Vacated Offices:

- A. **PRESIDENT:** Should the office of the President be vacated, the Vice President shall complete the remainder of the term as President.
- B. **OTHER OFFICES:** Should any office other than President become vacant, the President shall appoint an individual to fill the office for the remainder of the term.

**ARTICLE V – MEETINGS**

The monthly General Assembly meeting is held on a day determined by the Board of Directors. Any proposed change is subject to a vote of the members present at the next General Assembly meeting. The same day should be adhered to as much as possible for the sake of continuity. General Assembly meetings may be suspended at the discretion of the President.

**ARTICLE VI – AMENDMENTS**

This Constitution and its Bylaws may be amended at any General Assembly meeting of the Society by a two-thirds (2/3) vote of the members present, provided such proposed amendment is submitted in writing at the previous meeting and read to the assembled members. A quorum consists of a minimum of twenty-five (25) Regular Members, Family Members, Junior Members, Corporate Members, Lifetime Members, or PFL Members present for any General Assembly meeting.

**ARTICLE VII – DISSOLUTION**

This article is a part of the Articles of Incorporation filed with the Secretary of The State of Colorado and may not be changed without the consent of the Internal Revenue Service. A change may jeopardize the Society's tax-exempt status.

## THE COLORADO SPRINGS MINERALOGICAL SOCIETY

### BYLAWS

#### ARTICLE I – COMMITTEES AND DUTIES

1. The Board of Directors consists of the following positions:
  - A. President
  - B. Vice President
  - C. Secretary
  - D. Treasurer
  - E. Membership Secretary
  - F. Immediate Past President
  - G. Two (2) Members at Large
  - H. Editor (appointed, not elected)
  - I. Show Chair (appointed, not elected)
2. **Past Presidents' Group:** Consists of all former presidents. It acts as long-range planning group and is available to the current President and Board of Directors to maintain a state of continuity for The Society. Special meetings may be called for at the request of the President, Board of Directors, or any Past President.
3. **Gem, Mineral, & Jewelry Show Chairperson:** A Show Chair shall be appointed by the President and perform all duties as set forth in the bylaws.
4. **Other Chairpersons:** When deemed necessary or desirable, the Society President will appoint other chairpersons, such as Field Trip Director, Librarian, or Hospitality Coordinator.

#### ARTICLE II – DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors formulates general plans, policies, procedures, and handles routine correspondence and other items that do not affect major policies or finances of the Society. The

Board of Directors must submit to the general membership for vote all matters of change in general policy, activity, and spending of Society funds in excess of \$1,000.00 (one thousand dollars), except those recurrent expenses previously approved.

1. Duties of the PRESIDENT include:

- Preside at Society meetings; supervise the activities of the Society; attend Board of Directors meetings,
- Attend and preside over General Assembly Meetings,
- Appoint committees,
- Delegate authority, when and where deemed necessary,
- Discuss and understand the governing documents when new Board members join or are appointed,
- Maintain and disseminate the calendar of deadlines,
- Make certain that board members receive digital copies of meeting minutes and the treasurer's report.
- Make certain the Board of Directors have a current copy of the Constitution, Bylaws, Resolutions, and facilitate questions by third Board meeting,
- Read and understand the governing documents by the second Board meeting,
- Supervise the activities of the Society.

2. Duties of the VICE PRESIDENT include:

- Attend Board of Directors meetings, serve as chairperson, and conduct Board meetings when necessary.
- Attend general assembly meetings.
- Act as chairperson of the Board of Directors (unless another board member is assigned by the president to act as chairperson) and assist in supervision of active committees,
- Assume duties of the president when president is absent or that office is vacant.
- Schedule speakers and programs for the general assembly meetings.

3. Duties of the SECRETARY include:

- Attend Board of Directors meetings and keep minutes.
- Attend general assembly meetings and keep minutes.
- Ensure that updates are made to the society constitution and bylaws when resolutions and/or revisions are duly authorized by the membership.
- Preserve all records necessary to conduct the business of the Society.
- Receive, read, and answer society communications.
- Submit copies of records to the Pike Peak Library District, Historical Department, to maintain the society's history, as stated in the Constitution.

4. Duties of the TREASURER include:

- Attend Board of Directors meetings.
- Attend General Assembly meetings.
- Keep accurate records of receipts and expenditures.
- Participate in audits of the society in accordance with the bylaws.



- Pay the bills of the society, including recurrent expenses such as rent, postage, insurance, printing costs, etc., as authorized by the Board.
  - Receive and safeguard all society funds.
5. Duties of the MEMBERSHIP SECRETARY include:
- Attend Board of Directors meetings.
  - Attend General Assembly meetings.
  - Create a yearly membership directory.
  - Issuance of dues receipts.
  - Issuance of membership cards.
  - Maintain membership spreadsheet.
  - Provide the Treasurer with information for the presentation of membership pins.
  - Provide the Treasurer with the information needed to pay dues to RMFMS.
  - Report on the membership for the Board and General Assembly meetings.
  - Create and/or update membership applications as necessary.
6. Duties of the SHOW CHAIR include:
- Responsible for implementing the guidelines for the Gem, Mineral, & Jewelry Show recommended by the Board of Directors.
  - Recruit all necessary volunteers needed to manage and operate a successful show.
  - Use the CSMS Annual Show Committee Performance Booklet as a guide to organize the show committee each year.
  - Create a budget for the show and present to the Board of Directors for approval each year, six months before the show.
  - Regularly update and inform the Board of Directors concerning show progress of show planning.
7. Duties of the EDITOR include:
- Attend Board of Directors meetings.
  - Attend General Assembly meetings.
  - Publish the Society's newsletter—the *Pick & Pack*, in electronic format, ten (10) times per year. Standard contents include: Time, place, and program details for the next General Assembly Meeting.
  - Provide the *Pick & Pack* to the webmaster, for publication on [www.CSMS1936.com](http://www.CSMS1936.com), to the Rocky Mountain Federation of Mineralogical Societies (RMFMS), and via email to the membership.
  - Provide regional and/or national rock hound communities those articles deemed by the Editor to be of interest.
  - Submit Society nominations to RMFMS for articles written and published in the *Pick & Pack* for consideration in designated categories as listed on RMFMS website for the bulletin writing awards contest.
  - Lead the discussion and appointment of a Rock Hound of the Year award.
  - Lead the selection of a Junior Rock Hound of the Year award, alongside the Pebble Pups Chair.

- Send regular e-mail blasts to the membership to keep members up to date on society activities.
8. Duties of the MEMBERS–AT-LARGE include:
- Attend Board of Directors meetings.
  - Attend General Assembly meetings.
  - Act as a member liaison, especially to new members.
  - Disseminate tri-fold brochures and welcome letters to new members
  - Undertake special projects at the request of the president.
9. Duties of the IMMEDIATE PAST PRESIDENT include:
- Attend Board of Directors meetings.
  - Attend General Assembly meetings.
  - Act as a resource to the Board of Directors to explain why certain situations were evaluated and handled, or assist with research of the situation.
  - Act as a resource to the Board of Directors as to the history of any events.
  - Provide continuity to the Board of Directors for decisions they make.

### **ARTICLE III – SATELLITE GROUPS**

1. Satellite groups such as Pebble Pups, Earth Science Scholars, or special study groups may be organized within the parent society. They may choose their own group leaders. The parent society will make every effort to provide sponsors or advisors when needed. Except for juniors, where age limitations may be imposed, all satellite groups shall maintain open meetings available to all interested members of the Society. Regular verbal reports are submitted to the general membership by the satellite groups at the General Assembly meetings.
2. Admission to satellite groups of CSMS, other than guests, is restricted to members in good standing only.

### **ARTICLE IV – QUORUM**

1. A General Assembly Meeting quorum shall consist of a minimum of twenty-five (25) Regular Members, Family Members, Junior Members, Earth Science Scholars, Corporate Members, Lifetime Members, and/or PFL Members.
2. A Board of Directors quorum consists of a minimum of five (5) Board of Directors members.

### **ARTICLE V – DUES**

1. Dues are payable in advance on a calendar year basis. Persons joining after June 30th will pay one-half (1/2) the applicable dues. Those joining on or after October 1st pay the full year's applicable dues which will be applied to the balance of the current year and the full following year. A partial year membership does not apply toward the 25-year Lifetime Membership.
2. Annual membership dues shall be as follows:

Name	Age group	Before Jan 31	After Jan 31
Pebble Pup	K – grade 5/6; ages 4-12 years old; Parent not a member	\$10.00	\$15.00
Junior - Earth Science Scholars	Grade 5/6 to End of HS – 18 years old; Parent not a member	\$10.00	\$15.00
Individual	Adults, 18 years old and older	\$25.00	\$30.00
Family	2 Adults and 2 dependents under 18 years old	\$35.00	\$40.00
Corporate	Up to 5 members; includes sponsorship benefits	\$250.00	\$250.00
Paid for Life (PFL)	Paid up 25 years membership	See Article 5 paragraph 4;	

3. A family membership consists of not more than two (2) adults and their dependents at the same mailing address. A single parent or guardian with children is considered a family.
4. Paid for Life/PFL members make a one-time membership payment by calculating: 25 years of full Regular Membership minus years of already paid membership to date, times 70 percent of the current annual Regular Membership dues. Thus, a member who has been such for seven (7) years based on dues rate of \$30.00 per year for a Regular Member (rate for 2024) pays for eighteen (18) years of additional membership. This is calculated as follows:  $18 \text{ years} \times \$30.00/\text{year} \times 0.70 = \$378.00$ .

**ARTICLE VI – SOCIETY FUNDS**

1. The funds of the Society are maintained by the Treasurer in local financial institutions. The fiscal year operates from 1 January through 31 December. The CSMS Board of Directors has a discretionary spending limit of \$1,000 (one thousand dollars) per occurrence before requiring a vote of the general membership.

2. Any disbursement of funds (other than petty cash) is by check or credit/debit card. The Treasurer signs all checks. In emergency situations, checks may be signed by the President or the Vice President.
3. The Treasurer's records of the Society are subject to audit annually by a person or persons appointed by the President or the Board of Directors. THE AUDITOR OR AUDITING COMMITTEE MAY NOT BE AN OFFICER OF THE SOCIETY OR A MEMBER OF THE BOARD OF DIRECTORS. The auditor or auditing committee receives the Treasurer's records within fifteen (15) days following the November General Assembly election of officers or upon the election of a new Treasurer. A written report from the auditor or auditing committee is presented to the President or Board of Directors on or before the following General Assembly meeting.

## ARTICLE VII – AWARDS, GRANTS, AND SCHOLARSHIPS

1. **Award of Merit:** Members may be selected and honored by the Board of Directors at the annual Christmas banquet who, in their estimation, have significantly contributed to the community in the name of the Society. Service to CSMS, unless of an extraordinary nature, shall not meet the qualification of meritorious. Selection of candidates is not mandatory if no suitable nominations are received by December. The honoree receives a certificate called the Award of Merit.
2. **Chris Christensen Trophy:** CSMS hereby establishes a trophy to be presented for the best non-competitive display by an individual at the annual gem, mineral, and jewelry show. Judging is the duty of the Show Chair, and whoever they designate to assist. Show applications will provide a box to be checked by entrants to decline consideration for this award. The exhibit must not be a previous competitively exhibited entry, and materials must be collected in the field by the exhibitor or self-made by the exhibitor.
3. **CSMS College Scholarship:** The Society hereby establishes an annual discretionary scholarship, as funds are available, to be awarded to one or more student(s) selected from applications received by the College Scholarship Committee appointed by the Society President and in accordance with the guidelines and timeline as published annually on the CSMS website. Changes to the program must be approved by the Board of Directors prior to publication on the website. This scholarship is funded by the Society from available financial resources.
4. **Florissant Fossil Beds National Monument Summer Intern Scholarship:** The Society establishes an annual scholarship, as funds are available, for the support of a student who participates in the summer FFBNM internship program. The student will be selected by the President of the Friends of the Florissant Fossil Beds. This scholarship is funded by the Society from available financial resources.
5. **Conference Delegates:** Discretionary financial awards, as determined by the board, may be made for up to two (2) delegates who attend AFMS and/or RMFMS conferences.

**6. Awards, Grants, and Scholarships are defined as:**

- Awards – An award is a certificate presented to a person or a group of people, in recognition of their excellence in a field related to rock hounding or the field of Geology.
- Grants – A grant is a certificate and/or monetary award presented to a person or a group of people for outstanding work and is in recognition of their excellence in a field relating to rock hounding or the field of Geology, such as a Pebble Pup who has taken many awards at a Science Fair.
- Scholarships – A scholarship is a certificate and/or a monetary award given to a person to further their education in the field of geology, such as the internship at the Florissant Fossil Beds National Monument or study at a college or university majoring in the earth sciences.
- Certificates – A certificate can be given to the Pebble Pups and Earth Science Scholars to add to their portfolios. This gives them a list of accomplishments to use in building a resume.

**7. Western Museum of Mining and Industry Grant:** If approved by the Board of Directors, the Society may provide an annual grant from available resources for the support of the museum, as funds are available.

**8. ACROY (AFMS Club Rock Hound of the Year):** This award recognizes the adult member and junior member deemed worthy of recognition for their tireless dedication to the hobby as active volunteers and club members. Criteria is as follows:

- An adult ACROY nominee is an active member in good standing who represents club goals as stated in our constitution, volunteers to lead or coordinate field trips, leads sub-group meetings, or serves on a committee such as the annual show or hospitality committee; he or she may participate in field trips, help at general meetings, volunteer at the June show, and performs other tasks required for the good of the club; this person may speak on topics of interest or present demonstrations at general assemblies, on field trips, or at sub group meetings; he or she may serve on the Board of Directors, as an officer, or as a sub-group leader, and demonstrates proper rock hounding ethics as listed by the AFMS. An adult ACROY is not expected to meet all the above criteria.
- A Junior Rock Hound of the Year nominee demonstrates service to the community through society-related activities such as facilitating presentations at venues such as the New Mexico Mineral Symposium, the Geological Society of America, the CSMS General Assembly, or the WMMI Heritage Lecture series; he or she may volunteer at the annual Pikes Peak Gem, Mineral, and Jewelry show, participate in public

outreach programs such as Cool Science, Family Geology Day, National Fossil Day, and the Writing Class at WMMI; this person may volunteer at the WMMI and the Florissant Fossil Beds, participate in Science Fairs, write articles for the *Pick & Pack* and other publications, participate in the Pebble Pups, and attend field trips. The junior member is not expected to meet all of the above criteria.

**Methods of selection—Adult:**

Information about the ACROY awards will be distributed at the September General Assembly meeting. Club Members will submit ballots for nominees in October at the General Assembly meeting. The Board of Directors will review the ballots at November Board meeting. The top three nominees will continue to the final vote by club members at the November General Assembly. The Society Editor will submit the winner's name and a brief biography to the RMFMS and the AFMS. The Rock Hound of the Year will receive a Certificate of Achievement from the Board of Directors recognizing their dedication to the club's goals. The Rock Hounds of the year will be featured in the *Pick & Pack*. It is possible that more than one person may be recognized for this award.

**Methods of selection—Junior:**

The timing of the Junior award process mirrors that of the Adult process. The Pebble Pup Chair develops criteria for selection and along with the Society Editor, identifies a finalist. It is the Board's duty to receive nominations and vote on whether or not to accept the nomination. The Pebble Pups Chair (working with the Society Editor) will submit the winner's name and a brief biography to the RMFMS and AFMS.

### **ARTICLE VIII – PENROSE LIBRARY**

1. Society records shall be submitted to the Penrose Library for safekeeping each year; such records will be filed and maintained by Penrose and made available to the public. A signed contract provides for the return of these records to CSMS, if Penrose decides that it can no longer maintain them. The Secretary shall turn over an original, complete set of minutes of meetings and other important records to Penrose Library at the end of the year as their last official act. A copy of the minutes will also be retained by the Secretary for future use.
2. The Colorado Minerals display case at the Penrose Library, a memorial donated by the family of Clarence Coil, is maintained by the Society.

### **ARTICLE IX – ANNUAL SHOW**

1. CSMS holds a Mineral Show each year called the "Pikes Peak Gem, Mineral and Jewelry Show." A Show Chairperson, appointed by the President, is responsible for the show logistics. The Board of Directors require a budget submitted by the Show Chairperson at least six (6) months prior to the show date each year.

2. CSMS members must pay admission to the annual Pikes Peak Gem, Mineral and Jewelry Show unless they are volunteer workers, show committee members, speakers, or exhibitors. The Show Committee Chair will keep a list of all these volunteers and provide each with a volunteer nametag. Anyone not wearing a volunteer nametag must pay for a ticket.
3. Vendors are charged booth fees based on the size of the booth and the current expenses of the show venue and marketing budget.

### **ARTICLE X – ANNUAL PICNIC**

The Annual Picnic will be held on a day in August or September, as determined by the Society Board of Directors.

### **ARTICLE XI – MATTERS NOT COVERED**

All matters not covered by the Constitution & Bylaws of the Society shall be covered by ROBERTS RULES OF ORDER

