

AUSTIN GEM AND MINERAL SOCIETY, INC.
Austin, Texas

OPERATIONAL PROCEDURES

ARTICLE I - STANDING COMMITTEES AND CHAIRS¹

Section 1. Committees can be established by the Board or President; however, only the Board can dissolve a committee. (See Article V, Section 2 of the Bylaws.) Anyone approached to serve as a Committee Chair or member should first be given a copy of the committee duties as outlined in these Operational Procedures to be read before a response is expected.

Section 2. Unless otherwise stipulated by the Bylaws or Operational Procedures, the Committee Chairs may appoint as many members as needed to assist them.

Section 3. Standing Committee Chairs should be prepared to report to the membership as appropriate at all general meetings as part of the standard meeting agenda and to the Board of Directors at Board meetings upon request of the Board. Any Board request for a Committee Chair report must be issued a minimum of seven (7) days prior to the Board meeting. No issues or requests shall be acted upon by the Board without the Committee Chair or other requestor appearing before the Board.

Section 4. A Committee Chair may authorize and submit expense reimbursement requests to the Treasurer. The receipts or comparable support documents should be consistent with the approved budget or prior Board approval.

The following is a suggested list of Standing Committees and Chairs:

a. **NEWSLETTER EDITOR (12/07/2010)**

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

The NE shall maintain a list of AGMS members and their delivery preferences, including mailing addresses and email addresses. The AGMS Treasurer shall provide the NE with a

¹ 02/21/2023 ART I

list of members in good standing. The NE may at his/her discretion email copies of the AGMS newsletter to exchange with other editors from either AFMS or SCFMS societies.

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

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

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

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

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

The NE may at his/her discretion, voluntarily

- Participate in the AFMS and SCFMS newsletter competitions each year by submitting newsletters or newsletter articles in accordance with the rules and regulations set forth by the AFMS and SCFMS competition committees
- Become a member of SCRIBE (Special Congress Representing Involved Bulletin Editors) which is a national organization designed to assist editors.

Advertising in Newsletter

² Advertising may be accepted for publication in the Stone Chipper, depending upon available space. The NE may choose whether to accept an ad, or if the editor is not sure if any ad is appropriate for the Stone Chipper, the decision may be passed to the Board. Rates for advertising shall be \$12.50 for a business card size, \$25 for one quarter page, \$50 for half page, and \$100 for a full page ad. The Board may choose ways to solicit ads.

1. ³ The deadline for advertising will be by the 15th of the month prior to publication;
2. Notification of advertising rate payment will be sent to NE by the Treasurer; and

² 12/04/2012

³ 01/08/2013

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

b. **FEDERATIONS LIAISON** ⁴

The Federations Liaison (FL) shall be the club's designated representative to the regional South Central Federation of Mineral Societies (SCFMS) and national American Federation of Mineralogical Societies (AFMS) and shall be the club's primary contact with these organizations. The Liaison shall, in consultation with the President, present the club's position on any issues and submit the club's vote on any voting matters.

The FL shall be responsible for informing the President, Treasurer, and Board of any special collections and/or funds raised to promote AFMS and SCFMS, special projects and scholarship programs. The Liaison shall keep AGMS informed of pertinent federation requirements, recommendations, competitions and conservation matters, including those of the American Lands Access Association (ALAA).

The FL may be asked to assist the Historian with preparing an entry for the annual AFMS All-American Club Award.

c. **SCHOLARSHIP** (Placeholder) ⁵

d. **BYLAWS CHAIR** ⁶

The Bylaws Committee shall study any proposed changes to the Bylaws or Operational Procedures referred to them by the AGMS Board of Directors. The Committee shall submit proposed alterations to the Board, along with the Committee's recommendations.

Proposed changes to the Bylaws or Operational Procedures may be initiated by any AGMS Member in good standing. Proposed changes must be submitted in writing to the Board of Directors and include details on the proposed change(s) and the rationale for them. The Board shall consider proposed changes within 90 days of submission to them.

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

⁴ 10/03/2023 FL

⁵ 04/02/2024 S

⁶ 02/21/2023 BC

e. **MEMBERSHIP CHAIR (12/07/2010)**

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

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

The Welcome Table should have the following items:

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

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

f. **PROGRAM CHAIR⁷**

The Second Vice-President shall serve as the Program Chair (PC) and be responsible for providing speakers for each regular meeting. These programs shall be relevant to the interests and purpose of the Society. The name of the presenter and the topic shall be publicized to the membership in a timely manner. The PC manages audio/video resources for the presentation and persons who request video conferencing.

The PC manages Board-delegated club-site events that are open to the public, e.g., Swap Meet and Sale, First Saturday or similar member-vendor events and the annual live (aka “noisy”) auction.

⁷ 02/06/2024 PC

The Second Vice-President may appoint additional members to be in charge of or assist with these activities but shall retain ultimate responsibility for the events.

Auction-specific duties include: solicit and account for donated materials; recruit and orient auctioneers, online bidding manager, cashiers and helpers to log and display items in advance; coordinate publicity and facility set-up and clean-up. The Hospitality Chair is asked to plan a light lunch service. Appendix E includes sample Live Auction event tasks.

g. **HISTORIAN**⁸

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

The Historian is encouraged to maintain a showcase at the annual show that highlights the events of the club. It is also encouraged that the Historian follow the AFMS rules and enter the yearbook in the All American Club Awards. The form and rules can be found at the AFMS website.

h. **COMMUNITY OUTREACH CHAIR (12/07/2010)**

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

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

i. **FIELD TRIP CHAIR**⁹

The Field Trip Chair (FTC) shall be responsible for planning and conducting or designating another AGMS member(s) to conduct field trips during the year. Trips should suit the rock, mineral and fossil interests of AGMS members and/or other club purposes. Field trips may also be planned or coordinated with other area clubs.

The FTC shall also be responsible for preparing an annual budget request to the Board, setting the fees (if any) for field trips, coordinating field trip information and fees to the

⁸ 02/21/2023 H

⁹ 10/03/2023 FTC

Webmaster for posting of trip notices and collection of fees on the website, and for collecting and giving to the Treasurer any fees that the FTC collects.

Field trip participation is limited to current AGMS members, including juniors, and membership is to be verified before the event. Membership is required according to the SCFMS insurance coverage. The FTC or designated trip leader is authorized to request and confirm current membership.

The FTC and any designee shall know the AFMS Land Use Policy, post the AFMS Code of Ethics (Code) for members and enforce the Code on club field trips.

The FTC announces field trip schedules, locations, and any special considerations in regular member communications and requests sign-up that includes name, email / address and phone contact information. The AGMS liability release form (Appendix F) can be posted in the announcement. The FTC may limit the number of participants if the location warrants or the property or organizer requires.

The FTC or designee should submit a SCFMS Certificate of Insurance Request Form to the insurance agent before the event if the venue requires or to simply notify the agent.

Before any field trip starts, the FTC shall ensure that every participant legibly signs or provides a signed “Release From Liability on Field Trips” form (individual or roster) prior to participation. This form is included in the Operational Procedures (Appendix F). The FTC or designee will have the list of participants on hand at the event to “check in and check out”. The FTC or designee will carry a stocked AGMS First Aid kit and means of calling for aid.

AGMS field trip tools or kits may be checked out by participants, consistent with AGMS Library procedures (Appendix D), by listing items on the participant’s “Release From Liability on Field Trips” form. The FTC will check items upon return for any needed restocking or replacement. Completed forms are filed in a designated place in the Library.

The FTC will prepare an event summary for Board records which includes the educational benefit of field trips. The FTC shall request reimbursement for supplies such as field trip equipment and first-aid kits.

j. **HOSPITALITY CHAIR**¹⁰

The Hospitality Chair (HC) has two main responsibilities:

1. Arrange for the beverage refreshments at general club meetings and other agreed-to scheduled club-wide events (such as the Live Auction, First Saturday/Swap Meet). This does not apply to special interest group meetings, classes, or workshop.

¹⁰ 09/05/2023 HC

2. Manage the meal ordering, service and dining setup for the December Induction of Officers/Holiday Party, the summer Live Auction Event and other events as directed by the Board.*

Activities for refreshment service at monthly club meetings or club events may include:

1. Purchase coffee supplies, non-alcohol drinks and ice for each meeting.
2. Organize and stock the kitchen area with paper goods and service items, utensils, non-alcohol beverages, etc.
3. Invite members to bring snacks to share at general meetings and “potluck food” for the major events.
4. Invite volunteers (as needed) and orient them to prepare coffees and set out beverages and any snack refreshments before the meeting. They also clean and return service items to their locations and clean the kitchen area before leaving.
5. Coordinate with the President or VP2 (Program) as to when refreshments are served at general meetings.
6. Submit proposed Hospitality expenses for the annual budget and receipts for reimbursement to the Treasurer. Use the sales tax exemption form for purchases. Receive cash donations at the refreshment counter, deposit as Treasurer directs (lock box), and account for how those monies are used for Hospitality expenses.

Preliminary activities for the Induction of Officers Meeting and dinner usually held on the first or second Thursday in December:

1. Propose a per-person price for Board approval based on the recommended menu and vendor(s).
2. Set deadlines with the Webmaster to announce the invitation.
3. Coordinate with the Webmaster and Treasurer to receive reservation counts timely to finalize catered food orders.
4. Notify the Building Chair and/or Vice President 1 to make the rooms ready and recruit volunteers to set up chairs and tables and to decorate the weekend before the event.
5. Instruct volunteers to reset the areas for other groups that follow.

The Live Auction event requires no participant reservation, cost to attend or decoration. The VP2 or Auction lead should report the prior year attendance to help estimate the prepared meat/protein order if the Board authorizes that expense.

[* Appendix B outlines specific tasks and coordination of activities among committees for major events such as the December Officer Induction/ Holiday Party.]

k. **SUNSHINE CHAIR**¹¹

The Sunshine Chair shall send cards to club members, as appropriate, for illnesses, weddings, births, etc. The general membership will be notified by AGMS group email.

l. **WORKSHOP CHAIR**¹²

The Workshop Chair (WC) shall make sure that AGMS equipment is in good working condition and shall recommend to the Board a workshop budget and significant equipment purchases as needed.

The WC shall be responsible for making the workshop equipment available to members on an approved schedule.

The WC can authorize qualified members as workshop Supervisors and/or designate a member to recruit, schedule, and orient other Supervisors to Workshop use management duties. Supervisors have authority to enforce safe and appropriate use and cleaning of club-owned equipment and materials. They make effort to assure that users are authorized* and pay the posted fee when leaving. They can take equipment needing repair out of service and notify the WC.

The workshop will be open for listed authorized* users during posted workshop times. It may be used by or with a Supervisor on-site for a Special Interest Group meeting demonstration or project.

Users are responsible for being current with dues. They must sign times in and out and pay the posted shop fees.

Workshop users are expected to operate equipment safely and be courteous with others. The Supervisor can intervene to correct practices, but if a member's actions continue to be harmful to property or others, the Supervisor will inform the WC who may intervene or initiate suspension from the Workshop pending a Board review (per AGMS Bylaws, Article II, Section 6).

* Authorized means: 1. current with dues or Patron status, 2. named on a list as having successfully completed a same-equipment skill class or verified skill from another club on the equipment to be used, and 3. signed the Release from Liability for Equipment.

¹¹ 02/21/2023 SC

¹² 03/05/2024 WC

m. **YOUTH ACTIVITIES CHAIR**¹³

The Youth Activities Chair with the Youth Activities Committee (YAC) shall initiate, organize and report on activities for school-age youth to support the AGMS mission. The Chair will also coordinate actions/materials as needed with Community Outreach and Library Chairs.

The YAC shall develop educational materials and activities for elementary through high-school age youth to support interest and knowledge about minerals, rocks, fossils and related Earth Sciences (mineralogy, geology) and arts (lapidary, gemology).

The primary YAC activities include, but are not limited to:

1. Providing opportunities to learn about rock collecting, including the AFMS Code of Ethics, at events such as First Saturday and Gem Capers.
2. Responding to community requests to participate in youth programs at public libraries, schools or other youth-oriented community organizations.
3. Recruiting AGMS members to participate and assisting them with club and AFMS educational resources if needed.
4. Encouraging AGMS Junior (up to 18 years) membership.
5. Collaborating with area community and educational organizations to promote AGMS youth activities.

n. **AUDIT COMMITTEE**¹⁴

The Audit Committee shall audit the AGMS Treasurer's books and the Gem Capers Show Treasurer's books following the close of the calendar year and report their findings in writing to the Board, respective Treasurers, and Show Chair.

The Audit Committee shall be comprised of at least one current Board member and two general AGMS members in good standing, excluding any who served as Treasurer for the time period being audited.

The President appoints the Board member(s) for the Audit Committee. The Board designates the general members, and the President appoints one of the general members to serve as Chair. The President shall make every effort to complete the Committee appointments in January following the year to be audited.

The respective Treasurers shall deliver financial documents to the Audit Committee Chair or designee by the February Board meeting of the year.

¹³ 05-07-2024 YAC

¹⁴ 04/04/2023 AC

The written Audit reports to the Board should be submitted for the March or before the April Board meeting of the year. The financial records are to be returned promptly to the AGMS Treasurer for the tax accountant.

The Audit Committee shall also audit all other financial accounts the AGMS maintains. The Audit Committee may review asset inventories (e.g., durable equipment, collections, furnishings) to assist the designated person(s).

o. **LIBRARY CHAIR**¹⁵

The Library Chair shall maintain the AGMS library. The duties include but are not limited to selecting and purchasing new library items, accepting donated items, choosing memorial books, processing and cataloging new library items, shelving returned items, notifying members when borrowed items are overdue, and identifying and processing library items to be withdrawn.

Library Rules

- No food or drinks are allowed in the library area.
- AGMS library and resource materials are available for checkout (see Appendix D for Checkout Procedures) to any member in good standing, i.e., dues paid for current year and no overdue material.
- The library is accessible only when the building is open for club activities and a librarian or designee is present to open the library for use.
- Reference library materials are marked as such (R) and may be used only inside the library area.

The Library Chair shall maintain the AGMS RESOURCE LENDING PROGRAM. The duties include but are not limited to maintaining ‘Educational Resource Materials’, ‘Field Trip Equipment’ and ‘Small Equipment’ for off-site use. As with Library materials, the Chair will prepare checkout cards specific to these items (see Appendix D for Checkout Procedures), implement the posted checkout/return procedures, select and purchase new or replacement items, accept donated items, notify members when borrowed items are overdue, and identify and process items to be withdrawn. The functions should be coordinated with the appropriate Chairs, e.g., Field Trip Chair.

Educational Resource Materials

Exhibit and presentation kits with specimens such as current AGMS Education Kits (5), Traveling Texas Rocks and Minerals Exhibits (2), and Traveling Exhibit for Schools (1)

¹⁵ 09/05/2023 LC

available for member checkout and use in school, library or other local presentations. The containers will be stored in marked clubhouse locations due to limited library space.

Field Trip Equipment

Items such as screens, rock hammers, safety glasses may comprise ‘ field trip kits’ and be available for checkout and return from a single scheduled field trip. The Field Trip Chair or designee manages the equipment and checkout documentation.

Small Equipment (To be developed.)

Examples could be a small tumbler, microscope.

p. **BUILDING CHAIR** ¹⁶

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

q. **EDUCATION CHAIR (11/02/2021)**

The Education Chair is appointed by the Board of Directors (Board) and is responsible for overseeing all educational classes, workshops, and related instructional programs (classes) offered by AGMS. The Education Chair recommends committee members for appointment by the Board. The Education Committee is comprised of current AGMS members. Members of the Education Committee should not be class instructors. Current class instructors may collectively recommend one representative to the Education Committee. The Education Chair, working with the Education Committee performs the following duties:

1. Establish and maintain a list of criteria for approving all instructors.
2. Approve all qualified instructors using the above list of criteria.
3. Maintain a list of qualified instructors to teach core classes.
4. Establish, publish, and maintain a recurring schedule for the core classes.
5. Facilitate requests for specialty classes including:
 - a. Approve all qualified instructors
 - b. Approve specialty class syllabus
 - c. Develop fee schedule for each class
 - d. Develop and maintain instructor compensation standards and amounts.

¹⁶ 04/02/2024 BC

6. Schedule all classes.
7. Arrange for entrance to the building for instructors and secure the clubhouse once the class is over.
8. Enforce the rule that Classes are limited to club members in good standing. An individual who is not a member may join AGMS in order to take a class.
9. Collect class fees.
10. Advertise and promote classes and related class fees through the AGMS group email list(s), announcing classes at general meetings, and posting scheduled classes on the website calendar.
11. Ensure Participants sign required release and waiver forms.
12. Maintain a list of individuals completing each core class, and provide certificates of completion for each participant.

r. **NOMINATING COMMITTEE/CHAIR**¹⁷

AGMS Bylaws Article V, Section 1 describes the Nominating Committee (NC) membership, duties and requirements.

For identifying eligible nominees, the Treasurer or Webmaster will provide the NC with current AGMS membership contact information (email, phone, and address) and membership enrollment covering at least the previous two years or Life member status.

The NC shall provide Officer and Director position descriptions recorded in the AGMS Bylaws and pertinent Operating Procedures to potential nominees by print and/or electronic means so they can make informed decisions as to their willingness and ability to serve.

Per the Bylaws (Article V, Section 1.B), the NC Chair shall present a slate of Officers and non-officer Directors to the membership at either the October or November general meeting. This action constitutes a motion to elect the slate. The President shall call for additional nominations from the floor. If no additional nominations are offered, the President shall ask for a second to the motion and call for a vote. An affirmative vote of a majority of the members present is required to adopt the slate.

If a qualified member is nominated from the floor, the member must agree to serve in the named position before a vote is taken. When two or more members are nominated for a position, the President will call for a vote for each nominee for that position separate from the rest of the slate. The President will then call for a vote on the remainder of the slate.

¹⁷ 07/13/2023 NC/C

The NC Chair or designated NC member will install the new Officers and Directors at the December general meeting or at the beginning of the first January Board meeting. The new Board members are to affirm their respective abilities to perform the duties of their new position (Bylaws Article III, Section 3.B. Qualifications).

The NC Chair will assure that new Officers and Directors receive copy of the current AGMS Bylaws and Operational Procedures prior to taking office. Each outgoing Board member will forward any binder of Board materials to the respective successor.

The NC will maintain a list or chart of Officer and Director names by year to help determine eligibility for a subsequent year or term.

s. **PATRON SELECTION COMMITTEE** ¹⁸

In 1994, AGMS member George Browne (deceased), in conjunction with the South Central Federation of Mineral Societies (SCFMS), established the Patron Endowment Fund Award. The purpose of this annual award is to honor one or two longtime active members who have contributed considerable effort toward making the AGMS a success. The Award consists of a pin and certificate furnished by SCFMS and a pamphlet prepared and printed by the Selection Committee for distribution at the December Awards Dinner.

The yearly Patron Selection Committee is comprised of the preceding three years' honorees. The purpose of this Committee is to choose one or two Patrons for the current year and prepare the award presentation. The selected honoree(s) then serve for three following years as member(s) of this Committee, with the longest serving Committee member designated as Chair. In the event a past honoree is not available to serve, the President can appoint a prior honoree who is a current AGMS member.

In September, the President shall notify the Chair to convene the Patron Selection Committee for the purpose of selecting the honoree(s) for the current year and preparing the pamphlet.

Patron Selection Criteria:

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

¹⁸ 08/01/2023 PSC

By the end of September, the names of the honoree(s) shall be submitted to the SCFMS Endowment Fund Chair along with \$100 per honoree. (The SCFMS website has information about the Fund and contact person.) This process must be completed promptly to give the SCFMS time to prepare the pin and award certificate for the December Officer Induction/Awards Dinner.

The Committee will prepare a pamphlet for each honoree with a brief biography including rock-related history and AGMS contributions consistent with the selection criteria along with a cover photo. (This is done without notifying the person(s) in order to maintain an element of surprise about the award until the presentation.) It is printed for distribution at the December dinner after the presentation and given electronically to the 1) Newsletter Editor, 2) Webmaster, and 3) SCFMS for publication.

Aside from the AGMS Federations Liaison, President, Treasurer, and Newsletter Editor, the Patron Selection Committee shall notify no one of the selection(s) to maintain the element of surprise until the December Officer Induction/Awards Dinner.

At that event, the Patron Award is the final award of the evening. The Committee names the honoree(s), presents the SCFMS certificate and pin, and reads the pamphlet which is then distributed. After receiving the award, the new Patron(s) shall be given a copy of the Operating Procedures describing the duties of this Committee.

The AGMS President, Federations Liaison and/or Newsletter Editor should inform the Committee when the recognition is published in the SCFMS newsletter and furnish a copy to the honoree.

t. **ROCKHOUND OF THE YEAR (ROY) AWARD SELECTION COMMITTEE**¹⁹

In 1997, the AGMS began honoring one member (or couple) each year with the presentation of “The Rockhound of the Year Award” affiliated with the AFMS Club Rockhound of the Year (ACROY). The Award consists of a certificate prepared by AFMS for the local Society to present and a brief writeup prepared by the Selection Committee to be published by AFMS, SCFMS and AGMS in newsletters and/or websites.

The yearly Rockhound of the Year Selection Committee is comprised of the preceding three years’ honorees. The purpose of this Committee is to choose the honoree(s) for the current year and prepare the award presentation. The selected honoree(s) then serve for three following years as member(s) of this Committee, with the longest serving Committee member designated as Chair. In the event a past honoree is not available to serve, the President can appoint a prior honoree who is a current AGMS member.

¹⁹ 08/01/2023 ROY

In September, the President shall notify the Chair to convene the ROY Selection Committee for the purpose of selecting the honoree(s) for the current year and preparing a 100-150-word summary of contribution.

Rockhound of the Year Selection Criteria:

1. Current, but recent (within 5 years) member (individual or couple)
2. Remarkably active in the interests and work of AGMS since joining. (Note: AFMS does not set recognition criteria for local Societies; AGMS chose to focus on newer members.)

The name(s) and a 100-150-word writeup* for each honoree are submitted/mailed to the AFMS ACROY Chair with the name and contact information of the Committee member who submits it. Copies are also provided to the AGMS Federation Liaison and the SCFMS President (check the SCFMS website for the current contact address).

The AFMS ACROY Chair creates and sends the award certificate electronically to the Committee contact to frame or laminate for the December AGMS Officer Induction/Awards Dinner. AFMS also publishes the club's writeup in a future AFMS newsletter.

*The 100-150 word writeup is about the awardee(s)' rock-oriented "history/accomplishments/ biography" and club involvement. It should be written without notifying the honoree in order to maintain an element of surprise about the award until the presentation. The writeup and, optionally, a recent photo of the honoree is submitted to the club Newsletter Editor and Webmaster to post after the presentation.

Aside from the AFMS, AGMS Federations Liaison, President, and Newsletter Editor, the Committee shall notify no one of the selection to also maintain the element of surprise until the December Officer Induction/Awards Dinner.

At that event, the Committee recognizes the honoree(s), presents the award certificate and reads the writeup along with optional remarks. After receiving the award, the new honoree shall be given a copy of the Operating Procedures describing the duties of this Committee.

The AGMS President, Federations Liaison and/or Newsletter Editor should inform the Committee when the recognition is published in AFMS and/or SCFMS Newsletters and furnish a copy to the honoree.

u. **WEBMASTER**²⁰

The Webmaster shall be responsible for maintaining the AGMS website, agms-tx.org, and the emails associated with the website, including ensuring there is a secure and complete backup of all web design and content.

²⁰ 03-07-2023 W

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

The Webmaster may use various AGMS members for proofreading and uploading to the website. While it is ultimately the Webmaster's responsibility to maintain and update the website, it is not the sole responsibility of the Webmaster to provide all information displayed on the website to the Web Designer. However, all submissions for the website will be reviewed by the Webmaster prior to posting for compliance with the goals of the website.

All passwords associated with the website are to be kept confidential with limited access, on an as-needed basis only. It is the responsibility of the Webmaster to update, manage and determine appropriate web content as it relates to the mission of AGMS prior to posting on the website.

The website shall not display any personal member information other than name, position held in AGMS, and AGMS email unless approved or requested by a member for a specific purpose.

The Webmaster coordinates with the Treasurer and the Website Contractor to produce current membership lists with contact information for AGMS' internal use only.

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

For technical/functional issues, the Webmaster consults with the contracted Web Designer when necessary.

The Webmaster prepares an annual budget request for anticipated expenses.

The Webmaster shall ensure the Treasurer is notified of:

- All purchases made through the website.
- Monetary matters concerning the website which may include but are not limited to server fees, domain registration fees, new software, software application fees or updates needed to maintain the website.

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

v. **CURATOR OF CLUB COLLECTIONS** ²¹

The Curator has sole responsibility for the display, conservation, cataloging, and storage of the club collections. These include the Texas Mineral Showcase and Showcases A, B, C, and D.

The Curator is responsible for deciding which specimens are to be displayed, and may add, remove, or rearrange such specimens as he/she/they feels necessary. Photographs of the corresponding shelf/shelves will be taken when specimens are added, removed, or rearranged.

Specimens which are not on display will be stored in a secure location approved by the Board.

The Curator shall maintain an inventory of the collection including the following:

- a catalog number
- a description of the specimen (name and locality)
- the name of the donor (if known)
- its location in the display cases
- a photograph of the specimen.

The Curator will be responsible for the keys to the cases. No members are permitted to enter the cases without approval of the Curator.

At the discretion of the Curator, an AGMS member in good standing may check out up to two specimens for use in a display at *Gem Capers*, the annual gem and mineral show.

Check-out procedures:

- The member will email a request to the Curator to borrow specific specimen(s).
- If approved, the Curator will meet with the member during the week prior to *Gem Capers*. The Curator and the member will sign and date a check-out sheet acknowledging receipt of the specimen in good condition and accepting responsibility for the specimen.
- The Curator will place an “On Loan” sign in the display case until the specimen is returned.
- The specimen will be returned to the Curator during the week following *Gem Capers*. Both the member and the Curator will sign and date the check-out sheet acknowledging the return of the specimen in good condition.

²¹ 06-06-2023 CoCC

If the specimen is returned damaged or not returned, the Board will be notified. The Board will determine if replacement of or compensation for the specimen is appropriate.

An AGMS member may send an email request to the Curator requesting to use specimens from the collection for a presentation at a General Meeting. If the request is approved, the Curator will meet with the member prior to the meeting and remove the requested specimens. Following the presentation, the Curator will return the specimens to the display cases. If the Curator is unable to attend the meeting, he/she/they will designate a Board member to remove and return the specimens.

If an AGMS member would like to study any specimens for educational purposes, an email request can be made to the Curator. The Curator will meet with the member at the clubhouse, at which time the specimens will be removed for study on the premises only, and returned to the cases after the study is completed.

w. **SHOW COMMITTEE**²²

The Show Committee produces, publicizes and manages the annual AGMS show, known as Gem Capers, usually the third weekend of October. The Show is the primary AGMS community-wide education and fundraising event. In accordance with AGMS Bylaws, the AGMS President appoints the Show Chair and Show Treasurer.

The Show Committee regularly reports event and financial status to the AGMS Board. The Show Treasurer submits the financial records at the close of the calendar year to the AGMS Audit Committee for review before submission to the AGMS tax accountant for IRS filings.

The Show Committee prepares and maintains Show-specific Operating Procedures to execute its responsibilities that include:

- 1) estimate and amend Show net revenue for AGMS' annual budget planning;
- 2) secure and contract a public-access venue;
- 3) select and manage dealers, partner organizations and club exhibits;
- 4) publicize the Show through print and electronic media;
- 5) recruit volunteers to execute the set-up, take-down and operations for the Show;
- 6) manage expenses and revenue including but not limited to dealer fees, sponsorships, entry fees and on-site activities; and
- 7) any other tasks necessary for a public-access Show.

Regarding contractual arrangements, the Show Chair, Dealer Chair, and/or Show Treasurer are the authorized parties to execute and/or sign contracts and documents related specifically to the annual Show.

²² 05-02-2023 SC

ARTICLE II – CLASSES OF MEMBERSHIP (12/04/2012)

There are four classes of membership:

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

ARTICLE III - ORDER OF BUSINESS - CLUB MEETING (12/07/2010)

Section 1. SUGGESTED BUSINESS MEETING ORDER

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

ARTICLE IV REGULATIONS (12/07/2010)

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

ARTICLE V OFFICERS (05/01/2018)

Section 1. President

Section 2. First Vice-President

Section 3. Second Vice-President

Section 4. Secretary

The secretary shall:

- a. Take minutes of all Board and General meetings, and send them to the Stone Chipper editor within the week of the board meeting;
- b. Check clubhouse phone at least weekly for messages. Return calls and forward information and requests to members through the AMGSList as appropriate;
- c. Make sure any changes to the Bylaws and Operating Procedures are updated on the web page, in the copy kept at the clubhouse, and the board members' notebooks;
- d. Check the secretary mailbox in the clubhouse and handle or pass on incoming mail;
- e. Send names and addresses of all new officers to the designee at the South Central Federation in January;
- f. File copies of the minutes in the file cabinet in the clubhouse office.

Section 5. Treasurer

OPERATIONAL PROCEDURES

APPENDIX A - CLASS STRUCTURE AND FEES

APPENDIX B - HOSPITALITY – MEAL AND SPECIAL EVENTS

APPENDIX C - USE OF AGMS LOGO

APPENDIX D - LIBRARY AND RESOURCE MATERIALS CHECKOUT PROCEDURES

APPENDIX E - LIVE AUCTION PROCEDURES

APPENDIX F - FORMS

²³ APPENDIX A TO STANDARD OPERATING PROCEDURES

CLASS STRUCTURE AND FEES

Classes offered by Austin Gem & Mineral Society (hereinafter referred to as AGMS) generally fall into one of two classifications: Core classes and Specialty classes. AGMS Members must successfully complete the relevant core class in order to use workshop equipment:

AGMS 101: Introduction to Workshop and Cabochon Making – allows use of lapidary equipment in the lapidary workshop area

AGMS 102: Slab Saws Use, Safety, and Maintenance – allows use of large rock saws

AGMS 103: Introduction to Faceting – allows use of the faceting machines and related equipment

AGMS 104: Silver Smithing – Allows use of metal-working, grinding, polishing, and all other tools and equipment directly related to the production of finished jewelry that have not been covered in previous classes.

AGMS 101 is a pre-requisite for any other class offered by AGMS.

Core classes are taught by volunteer AGMS members in good standing who have been approved by the Education Chair. Core Classes are offered on a regularly scheduled basis. Core Class length, curriculum, and meeting times are set by the Education Chair and approved by the Board of Directors. All instructors of introductory classes must follow the approved curriculum.

Non-core classes are taught on an as-needed or as-available basis based on member demand and instructor availability. Non-core classes must have their syllabus, instructor, and instruction plan pre-approved by the Education Committee.

A fee is charged to cover the cost of the class including operating the facility, supplies, and compensation to the instructor. Some classes may require the student to purchase consumable or class-specific supplies not provided by AGMS.

Use of AGMS Equipment

Any member of AGMS wishing to use the Club's equipment is required to first take the associated Core class. If the member is coming from another club and/or has previous experience with similar equipment, he/she may demonstrate his/her ability/knowledge of the equipment to the satisfaction of the Education Chair or designee. The member wishing to opt out of any class must pass the qualifications set by the AGMS Board for that class.

Approval of Classes, Proposals to Teach, and Expectations of Instructors

Core classes shall be taught by a volunteer AGMS Member who has been certified to teach that class by demonstrating they meet the criteria for instructor set by the Committee for that topic.

Instructors wishing to teach a non-core class must submit a proposed syllabus to the Education Chair for approval by the Committee prior to any scheduling of classes. The non-core class proposal should include:

²³ 11/02/2021 A CSF

- class content and objectives,
- outline of class,
- course length,
- necessary consumable supplies (both those requested to be provided by AGMS and those to be supplied by the students and/or the instructor),
- recommendation for fee structure,
- minimum and maximum class size.

Instructor compensation rates are set by the Education Committee.

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

Instructors of specialty classes do not have to be a member of AGMS.

The Instructor is responsible for cleaning the work areas used for each class at the conclusion of class. All AGMS workshop spaces must be cleaned and all consumables and supplies properly stored.

Determination of Class Fees

The fee for Core classes shall be determined by the Education Committee on an annual basis.

Fees for Specialty classes shall be determined as part of the class approval process. Class fees from specialty classes shall include an additional club overhead charge to cover the associated direct and indirect costs (equipment, consumables, and instructor fee, etc.) for class-related expenses. The club overhead charge is calculated by the Committee Chair in coordination with the AGMS Treasurer and presented annually to the Board of Directors for approval and inclusion in the next year's budget.

AGMS overhead charges are determined by assessing utility usage for the length of class and a fee for use of the facility based on an hourly rate plus related consumable supplies, specialty equipment, wear and tear on equipment, and other associated expenses as deemed appropriate and standard by the Board of Directors.

Class Scheduling, Registrations, and Payment of Fees

The scheduling of classes utilizing AGMS facilities and/or equipment shall be the responsibility of the Education Chair.

Class registration and payment of fees is preferred via the secured AGMS website. Members desiring to register otherwise must make arrangements for payment to the Treasurer who will immediately notify the webmaster for the purpose of adjusting class availability online to maintain accurate class space counts. All fees must be paid prior to class attendance.

Classes for minor children may be developed and presented by the Education Committee using the procedures and context above. To be enrolled, a minor child wishing to take a class must be approved by the Education Chair and the instructor of the class. The child must be accompanied by a parent, guardian, or designee of the parent/guardian during all portions of the class.

Appendix A – Class Structure and Fees - 2

At or prior to the class conclusion of class, the Education Chair shall prepare a list of class participants, fees, and total amount paid for the class and submit the list, and payment due to the instructor to the Treasurer.

The Education Chair shall be responsible for working with the First Vice President or his/her designee to ensure the availability of supplies necessary for a class including purchasing needed supplies. All receipts must be submitted to the Treasurer.

Incomplete Classes

Classes interrupted by natural events, instructor's unavailability, or other factors will be re-scheduled as soon as possible or, at the discretion of the Education Chair, may be cancelled and students allowed to enroll in a subsequent session or receive a refund of their class fee.

Students dropping out of a class must re-enroll in a new class at their own expense unless the fee is waived for good reason by the Education Chair.

Students unable to master the Core Class content within the allotted time may be extended additional time at the option of the instructor if there are no conflicts with any other scheduled class, workshop or meeting. If a student does not master the course content of a Core Class, the student must take the class again at their own expense to gain access to the AGMS facilities or equipment specific to the class not mastered.

Definition of Equipment and Supplies

Non-consumable Equipment: For the purposes of this document, equipment is defined as any hand-powered or electrical tool or device used to cut, shape or assemble any lapidary, faceting, wire, bead or metal material, or any measuring or optical device used to examine the work in progress.

Any additional equipment needed for a particular class shall be a part of the instructor's initial Proposal to Teach and will be approved or denied by the Education Committee. The Chair shall present recommendations to purchase such additional equipment to the Board for approval.

Consumable Supplies: Consumable supplies are defined as those materials that are incorporated into or used for the final product such as rough stones, wax, sheet metal, solder, polishing compound, gemstones, instruction hand-outs, wire, etc. The cost of consumable supplies shall be figured into the course fee if they are supplied by AGMS. If the instructor supplies consumables, the cost of such supplies shall be included in the class proposal and included in the class fee. Instructors shall be reimbursed for approved expenditures for class supplies.

Appendix A – Class Structure and Fees - 3

Entrance to Club Facilities

Approved Core Instructors may be provided entrance codes to the building for the day(s) they are conducting their class. Specialty Class Instructors will gain entry to the building accompanied by a shop manager/supervisor, Education Committee member, or other AGMS member with approved access to the building.

²⁴ Cancellation policy

Students pre-registered for AGMS classes who wish to later cancel their enrollment may do so under the following terms:

- Cancellation 15 or more days before class starts: Full credit of payment to future class or refund if AGMS is able to fill student's slot. If not, no refund or credit.
- Cancellation less than 15 days before class starts: 50% credit of payment to future class or refund if AGMS is able to fill student's slot. If not, no refund or credit.
- No show for class: No credit or refund.
- Emergencies arising within 2 days (48 hours) of start of class: At discretion of Education Committee, may allow 50% credit toward a future class for bona fide emergencies such as illness, death, etc.
- If AGMS cancels or re-schedules the class, registered students shall have the option to apply their fees to any new class at AGMS, to receive a full refund, or donate the fees to AGMS.

Appendix A – Class Structure and Fees - 4

~ End of Appendix A~

²⁴ 02/01/2022

APPENDIX B TO STANDARD OPERATING PROCEDURES

HOSPITALITY – MEAL AND SPECIAL EVENTS ²⁵

The **Hospitality Chair** has the primary responsibility for the meal ordering, service, and dining area setup for events such as the Live Auction (summer) and December Officer Induction/Holiday Party. Other members/groups help with planning and implementation.

The following information and tips cover member/guest meal events, primarily the December dinner that needs advance reservations and requires payment. Some tasks are not needed for events open to the public such as the Live Auction.

Responsibilities and Tasks:

Hospitality Committee: Manage food and beverage order, dining and serving area preparation and decoration.

Set RSVP timeline for catered meal order. May remind members to make reservations by posts on club website and member email notices. (The December event is not posted on social media since it is for members and their guests.)

Prepare and report event summary to Board with recommendations.

Board: Make timely decisions, e.g., cost, and inform key persons to invite members and/or handle funds.

October Board meeting, set per-member/guest price, date and events (i.e., 2nd Thursday in December with social hour 6 pm, dinner at 7, followed by officer induction, recognitions, and optional rock-related gift exchange).

Mid-October, in writing, inform the Webmaster (calendar and RSVP instructions for online payment), Hospitality Chair, Newsletter Editor and presenters (Nomination, Rockhound of the Year and Patron Chairs).

Identify person to post on member email before the Annual Show to start reservation process. Inform the general membership at October and November meetings.

Treasurer: Guide Hospitality on receipts/accounting and catering and supply payments.

Prepare sign-in form to acknowledge on-site credit and cash/check payments and membership renewals.

Membership: Greet and help participants sign in.

Take and record payments per Treasurer's direction.

²⁵ 09/05/2023 B HMSE

Webmaster: Post date, time and price on website (event open to all members and their guests).

Get message content from Board and/or Hospitality, including suggested “holiday casual” attire and requests for side dishes, appetizers and desserts.

Set up RSVP and online payment. Note: this is not a donation.

Provide Hospitality with timely reservation count for food order.

Newsletter Editor: Publish date in October, details about reservations in November, and a reminder in early December.

Arrange to photograph event and receive Rockhound of the Year and Patron recognitions for publication in January or February.

Hospitality Chair Tasks:

Meal Pre-Planning: In September, check catering (tradition is any PoK-e-Jo’s - pokejos.com) for “holiday catered” turkey meat or dinners, pricing for 50/51+ persons. Seek guidance from the Board’s October meeting.

After Board Sets Date and Per Person Cost: About 1 November, draft an announcement to post on the Website (member page) and in Club-wide email. Include the event date, time, per-person cost, RSVP deadline and how to register via website or direct email.

Invite optional “pot luck” appetizers, side dishes, desserts or beverages.

Ask for and orient volunteers to set up and decorate (usually weekend before), help with serving during and cleanup after the event.

Arrange with Treasurer to collect onsite payments. The Treasurer and Membership Chair account for payments (meal and dues).

Order Food and Beverage Service: Order holiday catered meal of turkey and sides (confirm on phone or website), iced tea, ice, plates and utensils for pickup from desired location. Use sales tax exemption form.

Use caterer’s deadlines for order and final reservation count. Set date and time to pick up. Note: if the order includes ice, take cooler.

Coordinate catering payment with Treasurer.

Note: AGMS members may choose to bring own food/not partake in the catered dishes and attend the event program at no cost. They may bring and partake of other member-furnished items.

Oversee Room Set Up for Meal and Program: A week prior, via website’s membership broadcast and club email list, recruit volunteers to help Building Chair clean and Hospitality to set up tables and decorate.

Volunteers clean floors and restrooms in advance of table set ups in meeting and rooms used to serve or eat. Coordinate with Building and Workshop Chairs for clearing tables for buffet service.

Solicit a Member with a key to unlock trailer and volunteers to bring in 15 tables and set up after floor is clean and room decluttered, e.g., when workshop is open (6-8 pm).

Tables: Usually three rows of two tables on each side of the center aisle. Right side (from back) set diagonally and left side horizontally but to the wall for adequate aisle clearance. Keep the exit door clear! Six people per table accommodates 72. (Note: Other Board-approved groups use the room before the January general meeting.)

The workshop tables are cleared and covered for buffet-style serving.

(For the Live Auction, volunteers set up tables in the general meeting room before preview time and remove after lunch. The chairs are then casually reset for the audience during the auction.)

Table covers: Roll of green plastic (in clubhouse storeroom) or purchased plastic covers (thick enough to wipe and re-use).

Table Decorations: Boxes are in marked upper cabinets in workshop and closet. Use only battery, not lit, candles for safety reasons. Keep decoration boxes accessible for storing decorations in January.

After the Event: Ensure bags for cleanup. Ask volunteers to help clean the tables and serving areas. Ask Building Chair to take out trash and recyclables depending on the pickup schedule. Leave the dining and serving areas clean and decorated for groups which will follow.

Prepare a summary report for January Board meeting. Report numbers, i.e., reservations by and after deadline, other cash contributions received, expenses.

Note general participant feedback and any recommendations for membership information, reservations process, food and facility.

Prepare receipts and expense record for Treasurer for reimbursement and reporting.

~ End of Appendix B ~

APPENDIX C TO STANDARD OPERATING PROCEDURES**²⁶ USE OF AGMS LOGO**

The use of the AGMS logo is for the purposes of promotions, signage, merchandising, advertisements, general business purposes and practices, partnerships, sponsors, social media, official documents, and other appropriate uses to represent AGMS in print, on merchandise, electronically, in whole and in part, and those needs and forms that may arise that are appropriate and germane to AGMS.

~ End of Appendix C ~

²⁶ 02/01/2022 C UAL

APPENDIX D TO STANDARD OPERATING PROCEDURES ²⁷

LIBRARY AND RESOURCE MATERIALS CHECKOUT PROCEDURES
(Print and Post)

1. LIBRARY

- a. To check out an item, fill in the checkout card with the date, your name, phone number, email and US mail address. Then place the checkout card in the box provided on the work table.

Most checkout cards are located inside the back cover of each book.

DVDs/Videos have checkout cards in the protective cases.

Periodicals and catalogs have a separate sign-out clipboard on the work tables.

- b. Up to three (3) items may be checked out at a time by any one member. This number may be increased with the permission of the librarian or designee.
- c. There is a two-month checkout time allowance for library and resource materials. If no reserve request has been made by another member, library materials may be renewed with the approval of the librarian.
- d. Materials are expected to be returned within the allotted time frame. A book drop (mail slot) is provided at the AGMS building door adjacent to the library for convenient returns at any time. Other resource materials are to be returned as directed by the librarian.
- e. Should an item become overdue, lost or damaged, these procedures will be followed:
- 1) After one month beyond the due date, a reminder shall be sent out by phone, email, or US mail.
 - 2) After four months beyond the due date, the Librarian shall notify the AGMS Treasurer to issue an invoice to the borrower for the replacement cost of the item, and the Treasurer shall notify the Board.

2. EDUCATIONAL RESOURCE MATERIALS

Complete the checkout card that accompanies each kit (which includes a current inventory list). In addition to the same checkout procedure and duration as for library materials, the borrower is to return the kit in the same or better condition, i.e., clean copy of print material, same or replaced (if possible) materials such as specimens and testing supplies. If needed, record what items need to be replaced, e.g., broken or used specimens, unglazed tile streak plates, so the librarian or designee can restock the kit for the next use.

²⁷ 09/05/2023 D LRMCP

3. FIELD TRIP EQUIPMENT

Items such as screens, rock hammers, safety glasses, etc. may comprise 'field trip kits' and be available for member checkout and return from a single scheduled field trip. Check out items through the Field Trip Chair or trip leader. List each item borrowed on the Field Trip Release from Liability Form. The completed forms are filed with the Librarian. Return items in clean and the same condition as borrowed. In the event a tool is lost or damaged, the borrower may be asked for its replacement cost depending on the circumstances, I.e., preventable incident.

4. SMALL EQUIPMENT (To be developed.)

Equipment such as a small tumbler, microscope, etc. may be available for short duration use with specific directions to be outlined by the Building and Workshop Chairs.

~ End of Appendix D ~

APPENDIX E TO STANDARD OPERATING PROCEDURES ²⁸

LIVE AUCTION PROCEDURES

The **Second Vice-President** (VP2), who also serves as **Program Chair** per AGMS Operating Procedures, has primary responsibility for the Live Auction. The VP2/Program Chair may designate an AGMS member to be Live Auction Coordinator. The Board of Directors sets the date, typically the first Saturday in August.

The following is intended to be a resource for planning and conducting a Live Auction.

Responsibilities and Tasks:

Publicity:

Prepare or update a flyer (in color if possible).

Submit flyer with details for posting in any AGMS newsletter, website and membership email; Social Media lead to post in club's public Facebook and other media; invite members to announce in local media, e.g., NextDoor.

Announce details at general meetings prior to Auction.

Auction Items:

Request auction items from members and partners (e.g., Nature's Treasures, vendors).

Receive items, give donation receipt (if requested), store items securely.

Sort previous year's items for current year's Auction or forward to Show Committee for the Silent Auction.

Sort newly acquired donations. AGMS Curator will review items to determine if any should be placed into AGMS' Permanent Collection. Sort the remaining items between the AGMS Live Auction and the Show's Silent Auction.

Attach a tag to each item which includes item number, description, and donor name (if known).

Place tagged items on covered tables before July General meeting.

- Get tables from trailer and set around room perimeter.
- Cover tables with tablecloths from Show Shed tubs.

Recruit:

Cashiers (2): set up spreadsheet, register items and bidders, and handle money on site. Log donations brought on day of Auction.

²⁸ 02/06/2024 E LAP

Auction team: auctioneer, holders (one brings items to front tables, another shows and takes item to auctioneer); recorder (marks tag with price and buyer number); carrier (takes items to buyer and takes completed tag); runner (takes tag to cashier station); a backup for auctioneer or recorder; and Zoom liaison for online bidders.

Cleanup crew.

Potluck Picnic: Board decides what food items the club pays for. Hospitality secures cooler(s), arranges dishes and sets out cash donation vase.

Setup Day:

Set up four 6 or 8 ft tables in meeting area for luncheon seating. Remove tables for Auction start.

Set up chairs in the meeting area.

Set up ZOOM link.

Clean tables in cabbng workshop; cover with plastic roll; cover beverage service table or space.

Add a small table adjacent to foyer entry table to create an L-shape; cashiers use the entry table.

Cashiers (2) who receive and document money:

- Get the cashier supply box from top row of first cabinet in workshop and cash box from lower cabinet. Prepare foyer entry table for cashiers to log in bidders and check out buyers.
- Get \$200 in change from Treasurer to start: \$20 in quarters, \$50 ones, \$30 in fives, \$40 in tens, and \$60 in twenties.
- Account for monies (cash or checks) received and give to Treasurer at end of auction to deposit in club account.

Clean up:

Return long tables to trailer and cloths to show shed (or leave out to launder if needed before Gem Capers).

Take trash bags and recyclables to respective containers.

Spreadsheet: The Spreadsheet is a rolling log for bidders and items purchased to show what is cumulatively owed by each winning bidder.

- In advance, copy the past year's spreadsheet for next year's auction, clear items and bidders.
- Log in new items for up-coming auction.
- On auction day, cashier: registers each bidder who signs in and assigns their unique bid number into the spreadsheet, then gives bidder the numbered tag and sticker dots to mark items of interest.

Item winners can pay by cash, check, credit card. Cashier logs payments and tallies totals of each method for Treasurer and gives the Treasurer the cash and checks for deposit. The Treasurer and cashier should co-sign a summary for non-credit purchases (\$X cash, \$XX checks).

Auction Day Timeline: (suggested)

Open clubhouse at 10:00 am for prep work, item viewing, side dish deliveries and socializing.

Potluck picnic luncheon starts at 11:30 am.

Move tables and chairs for bidding to start at 1:00 pm.

Break at 3:00 pm or when the auctioneer deems appropriate.

Bidding ends when auctioneer or auction coordinator deems appropriate.

Report:

Prepare a summary report of Auction proceeds for the Treasurer and the following Board meeting.

~ End of Appendix E ~

APPENDIX F TO STANDARD OPERATING PROCEDURES
FORMS

RELEASE FROM LIABILITY ON FIELD TRIPS

RELEASE FROM LIABILITY FOR CLASSES

RELEASE FROM LIABILITY FOR EQUIPMENT

REQUEST FOR REIMBURSEMENT OF AGMS EXPENSES

APPLICATION FOR SCHOLARSHIP
(For Historical Reference) ²⁹

²⁹ 04-02-2024 F AFS

³⁰ RELEASE FROM LIABILITY on FIELD TRIPS

Date: _____

We, the undersigned, for and in consideration of the agreement of _____

to permit the undersigned, at our request, to enter and visit _____

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

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

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

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

NAME

ADDRESS

³⁰ 05/20/1999 & 07/13/2000 RFLFT

³¹ RELEASE FROM LIABILITY FOR CLASSES

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

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

Printed Name

Signature

Date

Phone Number

Instructor (Witness) Signature

³¹ 10/05/2021 & 11/02/2021 RFLFC

32 RELEASE FROM LIABILITY FOR EQUIPMENT

I, the undersigned, for and in consideration of the agreement of the Austin Gem and Mineral Society, to arrange for use of the equipment in a hobby setting and purpose, do hereby state that I have been trained in the safe, correct, and reasonable use of the equipment listed below, do hereby release, acquit, hold harmless, and forever discharge the Austin Gem and Mineral Society their officers, directors, agents, instructors, and members from any and all manners of actions, causes of action, suits, proceedings, damages, judgments, claims, and demands whatsoever in law or in equity and liability now accrued or hereafter to accrue on account of any and all claims or causes of action which may result including damage to personal property and/or personal injury sustained by the undersigned before, during and after the use of the below listed equipment, and the undersigned hereby assumes all risk and waives and relinquishes any and all causes of action that may result from or while engaged in participation and/or use of the equipment of the Austin Gem and Mineral Society.

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

Printed Name	Signature	Date Signed
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Equipment:	Date	Approved by: Printed Name	Signature
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Cabbing Machines	
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Trim Saws	
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Slab Saws	
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Faceting Machines	
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Metal Working Equipment	
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³² 10/05/2021 & 11/02/2021 RFLFE

REQUEST FOR REIMBURSEMENT OF AGMS EXPENSES ³³

Requestor: _____

Date expense(s) incurred: _____

Detailed explanation of expense(s):

Approval(s) if needed:

*Receipts or invoices **must** be attached for reimbursement.*

For Treasurer's Use:

Appropriate documentation attached: yes _____ no _____

Reimbursement date: _____

Check number: _____

Approved amount of reimbursement: _____

³³ 04-02-2024 RFRAE

FOR HISTORICAL REFERENCE ONLY 04/02/2024



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

APPLICATION FOR SCHOLARSHIP

Limited to Juniors and Seniors in Geological Sciences

Due September 30, 20__

Personal Information:

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

High School Education:

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

College Education:

School _____ City _____ State _____
Junior ___/Senior ___ Expect to Graduate _____ Current GPA _____ (All Studies)
Primary Interest Within Geology _____

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

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

Non-Academic Interests:

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

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

List or attach any other data you consider relevant.

Signature _____
Date _____

FOR HISTORICAL REFERENCE ONLY 04/02/2024