



Victoria Lapidary and Mineral Society Operations Manual

Third Edition
January 2014

Introduction

This manual is intended to provide incoming Victoria Lapidary and Mineral Society (VLMS) Directors the background and information needed to assume the roles and responsibilities of the positions to which they have been elected. This manual supplements the constitution and bylaws of the VLMS, the provisions of which have priority over the provisions of this manual.

The manual covers the various aspects of club administration and practices in place as of the time of production. As such, there is a need to review this manual as procedures change or new or amended bylaws are adopted.

VLMS Mission Statement

The mission of the VLMS is to create, develop and encourage a general interest in the rock, gem and mineral hobby and appreciation for the earth sciences and related subjects and to provide a gathering place and workshop for those so interested.

VLMS Purpose

- To promote interest in the lapidary art and associated crafts and in the study and collection of geological material.
- To encourage interest in the geology and exploration of Vancouver Island with a view to finding sources of material.

VLMS Background

The VLMS is a registered non-profit society and as such is required to follow the BC Society Act which includes providing the province with an annual report . The necessary forms can be found at <http://www.bcregistryservices.gov.bc.ca/bcreg/corppg/societies/index.page#main> and can be submitted on-line. The VLMS is affiliated with the BC Lapidary Society and the Gem and Mineral Federation of Canada.

The VLMS was founded in 1958 — there are still some founding members. If you remain a member for 20 years you become a “life member” and are issued a commemorative gold name badge. (See also “honorary member” paragraph, below.)

Our symbol utilizes the club colours of green, black and white and is an outline map of British Columbia with a rock hammer superimposed across it.

The VLMS is proud of the fact that our members span all age groups. Our youngest members have been under 8 and our oldest members have been nearly 100. This provides a great way of sharing stones, information and fun across the generations. We also have a designated member that conducts the Sunshine Corner which sends a card to ill members (when notified) and visits as desired and needed.

VLMS ORGANIZATION

Board of Directors:

President
Immediate Past President
Vice-President
Secretary
Treasurer
4 Directors at large

Appointed Positions:

Programs Coordinator
Librarian
Membership Coordinator
Members' Event Coordinator
Laphound News Editor
Sunshine Corner
Workshop Committee
Webmaster

ROLES AND RESPONSIBILITIES

The positions of president, vice-president, secretary, treasurer and (four) members-at-large are elected annually at the annual general meeting.

The immediate past president, who may be elected in another capacity or who may not have been elected to another role since being president, continues to be a director.

President's Duties

The president is responsible for ensuring the VLMS is well run, administered fairly and effectively and that the Board is responsive to members' concerns.

The president:

1. presides at all meetings of the VLMS;
2. calls special meetings as required by the bylaws;
3. makes provision for the discharge, temporarily, of the necessary duties of absent members of the executive.
4. carries out the instructions and assignments given by the board and members;
6. performs such other duties as customarily pertain to the office of president.

Vice- president's Duties

The vice-president:

1. generally assists the President and
2. in the absence of the President, temporarily assumes and performs the duties of President.

Secretary's Duties

The secretary ensures that the VLMS meetings are documented through the preparation and distribution of minutes, deals with incoming and outgoing correspondence and ensures meeting dates are provided to members.

The secretary:

1. keeps a record of the proceedings of all meetings (the minutes);
2. issues notices of meetings after consultation with the president;
3. prepares meeting agenda after consultation with the president;
4. receives and distributes incoming correspondence as required;
5. prepares and mails outgoing correspondence as directed by the executive.

Treasurer's Duties

The treasurer manages the VLMS financial affairs including accounts receivable, accounts payable, internal audits and provision of financial statements to the club and government; issues reports on the status of VLMS accounts and tends to the administration of the financial affairs of the club.

The treasurer:

1. collects all fees and assessments;
2. renders an account each month, or more often if required, of all receipts and expenditures;
3. maintains the books of account;
3. pays bills.

Members-at-Large Duties

Members at Large:

1. engage the membership to provide a conduit to the board on less apparent issues and
2. may undertake special projects as requested by the board.

Immediate Past President Duties:

The Immediate Past President:

1. advises the Board of Directors in matters where his or her experience may be of value; provide guidance and continuity to the Club;

Appointed Positions

The VLMS has 8 positions which are filled by appointment by the board of directors. These positions are open to any adult or honorary member for a one year term which may be, and usually is, renewed for several years. Appointees are not members of the board of directors but, as with all other members, may attend meetings of the board.

The positions are:

Program Coordinator: to plan the program for each meeting that requires one, purchase or obtain in another manner gifts for non-club member speakers, and introduce the program and/or guest.

Membership Coordinator: to enrol new members, collect dues, update member information and provide membership information to the BCLS. Also responsible for distribution of BCLS materials such as the BC Rockhounder and BCLS directory.

Laphound News Editor: to prepare the Laphound News for distribution, provide and solicited content from members and other sources and to distribute the Laphound News by email or by mail for those members who have asked for hardcopies and occasional material which is distributed with the Laphound News.

Members' Event Coordinator: to conduct the members' event, issues tickets, displays prizes and purchase or otherwise obtain prizes as required.

Librarian: to ensure that the library is kept in order, that books are returned promptly and new books are catalogued; reports to the board any delinquent borrowers for further action; procures memorial books for deceased members; provides cloth badges and stickers to those that want them.

Sunshine Corner Ccoordinator: to canvass members for information on other members that may be ill or recovering from operations or other traumatic life events; contacts member and extends the regards of the VLMS, either through a card or personal contact.

Workshop Committee: One or more members are appointed to the workshop committee to ensure that the workshop is kept in good working condition, provide repairs as required, purchase minor supplies as needed, and recommend to the Board equipment purchases to add to and replace existing equipment. The committee also arranges for instructors to provide instruction in the lapidary arts, silver-smith work and other related crafts and skills, ensure that students are proficient and upon completion of the course provide a certificate.

Webmaster — ensure web site is updated and undertake changes to enhance the site; ensure all subscriptions and services are paid for and maintained.

VLMS constitution and bylaws

The club constitution is the basis on which the club is formed. The bylaws set out the rules for the club's operation.

It is expected that all directors will read and have a good knowledge of the constitution and bylaws. The constitution and bylaws may be found on the website or by asking the president or secretary for a copy.

From time to time it may be necessary to modify the constitution or bylaws due to changes in regulations or club needs. This must be approached with great diligence to avoid unexpected results which may be very difficult to resolve.

All changes to the constitution and bylaws must be presented and discussed with the club membership at length and members' opinions respected. This includes any primary changes to the operations of the club or services delivered to the membership. Changes must be approved by a special resolution adopted by at least 75% of members present and voting.

Club Affairs and Accounts

Any member is allowed to review the general ledger, the board minutes and other materials pertaining to the club. All directors will undertake to cooperate fully with requests of the members and, if in doubt will refer the member to the president to facilitate the request.

The following books and records of the Society shall be kept:

- Register of Members, Junior Members and Honorary Members
- Minutes of General Meetings
- Minutes of Special Meetings
- Minutes of Directors' Meetings
- List of Members of Each Committee
- Copy of Constitution and By-Laws
- Records of all financial transactions and monthly financial reports;
- Files of Communications.

Annual General Meeting

The annual general meeting must be held within thirteen months of the last AGM and more typically within twelve months. The AGM consists of the regular meeting for that month plus the reading of the annual financial report and the election of directors.

Financial Report

This is a general accounting for the state of all balances for the club's monies. It includes all term deposits, general accounts, and outstanding balances. It is presented verbally and in written form. All club members are entitled to review the report and have a copy if they wish.

The bylaws require that two members be appointed by the members to audit the accounts. The auditors shall audit the books as kept by the treasurer and provide the board of directors with a statement attesting to the accuracy of the financial records or indicating actual or potential inaccuracies in the records and other comments if any.

The Board may employ the services of a firm of auditors.

Election of the directors

The president, vice-president, secretary, treasurer and the four at large directors shall be elected by position by members, junior members and honorary members at each annual general meeting by majority vote of those present. The term of office for directors shall be one year and directors take office immediately at the close of the meeting in which they are elected.

Together with the Immediate Past President, these directors shall comprise the Board of Directors.

A Nominating Committee may be appointed and nominations shall also be accepted from the floor.

All directors shall take office immediately at the close of the meeting at which they are elected,

Vacancies on the Board of Directors, however caused, may be filled by the directors from among members and honorary members to serve until the next annual general meeting.

Any director may be removed from office by a special resolution at a special general meeting with a 75% majority of those members present and voting.

It has been the custom of the VLMS to ask a person not on the board and not nominated for election to run the election of directors. This is not, however, a requirement and the serving president can manage the election process. After the nominating committee presents the slate, there is a call for nominations from the floor. Again, while there is no requirement in Robert's Rules of Order to call for nominations three times (just make sure that the members have a reasonable opportunity to nominate, and that the process is not rushed), it has been a custom of the VLMS to do so.

Board of directors transition

The following items shall be conveyed or completed by the outgoing directors and the new directors:

- Changing signatories on accounts at financial institutions;
- Documents such as directors' meeting minutes to be provided to the incoming Secretary
- Orientation of the new directors on incomplete business
- Status report by outgoing directors in writing of outstanding motions or actions underway
- Publishing and reinforcing contact information for new directors to members and BCLS/GMF of Canada

As well, thank you cards for past Board members and Appointed positions should be prepared and presented by the incoming Secretary and President.

Bylaw Amendments

Amendments to the By-Laws may be adopted at any regular business meeting of the VLMS by a special resolution with a 75% majority of members present and voting, provided that notice of the proposed amendments has been given to all members at least ten days previously through the Laphound News.

Quorum

A quorum at any meeting of the membership shall be fifteen or one-quarter of the members, junior members and honorary members, whichever is the lesser.

Annual, General and Special Meetings

Votes by the members present and voting are to be held on motions raised at any annual, general or special meeting. A regular motion may be adopted by a 50% majority vote. In case of a tie, the President does not have the deciding vote and the motion fails.

Motions may be made by any member, junior member or honorary member and after a discussion a vote will be held.

Discussions may be ended by three announcements of any further discussion or after ensuring everyone has had adequate time to express themselves.

The vote can be by show of hands and indicated as the motion passing or failing. As well the president may select to have a recorded vote or secret ballot on more contentious issues.

At all times during the meeting, the President is charged with keeping order. Any member that refuses to adhere to good conduct may be asked to leave.

Time and Location:

Regular meetings are held on the first Monday of each month at 7:30 pm. October through June, and on the second Monday in September at the Burnside Lawn Bowling Club, 274 Hampton Street, Saanich, BC. If the first Monday is a holiday, the meeting is the second Monday for that month.

Special Meetings:

Special Meetings may be called by the President when, after consulting the other elected officers, he/she is convinced that the need is sufficiently urgent.

A Special Meeting shall be called upon the demand of any ten members, exclusive of the directors, regardless of the wish of the President.

Meeting Notices:

A regular General Meeting shall be held at least once each month September to June inclusive. Meetings will be announced in the Laphound News and on the Club Website.

Notice of Meeting shall be given through the Laphound News as follows-

- a) Annual General Meeting - fourteen days prior notice stating the major items of business;
- b) Regular monthly meetings - fourteen days prior notice for the first two regular meetings after a new time or place has been authorized;
- c) Special Meetings - fourteen days prior notice stating the business before such meeting.

GENERAL PROCEDURES FOR FINANCIAL CONTROL AND HANDLING VLMS MONEY:

The treasurer shall

1. Receive money in the form of cheques, bills or coins from payers or any intermediary.
2. Issue a signed receipt to the payer or the intermediary; a copy of that receipt must be kept for accounting and audit purposes.
3. Enter the date when the money was received, the number of the receipt, the amount received and the name of the payer or the intermediary in the General Ledger. The amount has to appear twice in the ledger; once under the general credits column and once under the specific itemized credits column. If the money received does not correspond to any of the specifically itemized columns, the second entry will be put in the miscellaneous (misc.) column and relevant information entered directly to the right.
4. Deposit the money in the chequing account at the bank (currently Coast Capital) using a deposit book duly filled out. This deposit book must be kept for audit purposes. Prior to depositing, the treasurer must stamp the back of the cheques with the stamp 'For deposit only'. The treasurer must never cash any of those cheques. It is recommended to put the paper money in order prior to going to the bank and roll the coins if possible.
5. Make payments for items submitted by the members, companies or organizations for purchases of goods or services approved by the board or by custom. These payments must always be made by cheque for the purposes of proper accounting and auditing. The only cheques usable are the double signature cheques purchased from the bank.
6. Ensure that a proper signed voucher is submitted by the members whenever it is possible before issuing a cheque. If it is not possible or convenient, the treasurer will fill out a voucher and staple it to the signed (whenever it is possible) bill of sale or invoice. There are situations (government dues, advance payment for special events preparations, donations, and auction money redistribution) where the normal procedure is not possible. In those instances, the treasurer must fill out the voucher and explain on the voucher why there is no bill of sale attached.
7. Keep the vouchers and the attached bills of sale, invoices or any justification document in proper cheque number order in a voucher box for accounting and auditing purposes.
8. Ensure that any request of payment is legitimate before emitting the cheque. If the treasurer is not sure, he/she must consult with a senior member of the board or the whole board first.
9. Fill out the cheque properly, making sure not to leave any chance for fraudulent doctoring of the cheque in the number space or in the longhand space.
10. Write on the cheque the general or specific purpose of the payment.
11. Make sure there are two approved signatures on the cheque.
12. Fill out the stub of the cheque properly for purposes of accounting and auditing.

13. Enter the date of the cheque, the name of the recipient, the number of the cheque and the amount of the cheque in the general ledger. The amount must appear twice once under the general debits column and once under debits column of the specifically itemized items. If the payment does not correspond to any of the items, the amount will be entered under the miscellaneous (misc.) In the debits column and proper identification of the purpose of the payment will be written in the column immediately to the right.
14. Balance the ledger for each month. For this the treasurer must acquire the bank statement for the whole month from the bank. The easiest way is to go on the internet and get it printed. You will need to arrange for a password beforehand. If that has not been done, the treasurer will have to go to the bank and ask for a copy. The bank may charge for this service. The bank does automatically send a monthly statement but it arrives from 8 to 10 days after the beginning of the month so it is too late for our monthly meeting. The online service is free. Once the monthly statement is acquired, the treasurer will write the balance forward which is the same as the general ledger number of the previous month. (Use a pencil until you are finished this step - errors are easy to make here - then use a pen to write over once everything is perfect.) Then:
 - add all the credits and enter the sum under balance forward,
 - add all the debits and enter the sum under the credits.
 - add the credits sum to the balance forward and then subtract the debits sum from the new total and thus get the new general ledger number and write it under the debits number.
 - check on the bank statement if there are cheques that have not been cashed and if there are he will write the total under the general ledger number,
 - add the general ledger number and the outstanding cheques number. The sum of these two must be the same as the bank balance which is stated on the bank statement. If it does not correspond exactly, there is a problem which needs resolving .
 - write the bank balance number under the outstanding cheques number.If an accounting program is used, the pages must be printed and held for audit or inspection by members.
15. Present a monthly statement to the monthly meeting. For this the treasurer will use the information gathered in balancing the ledger and will add the amount in the 3 petty cash accounts (treasurer -maximum \$30.00; , members' event - maximum \$30.00; and library - maximum \$30.00) to the bank balance which would give the total cash at the end of the month.
16. Present the year-end statement at the first meeting of the calendar year (which is usually the AGM) . This report includes accounts held in short or long term investments.
17. Ensure the any money not needed for short term use is held in term deposits or other secure investments.
18. Submit the books to the VLMS audit committee selected by the members. For this the treasurer must provide the general ledger, the box of vouchers, the cheque stubs and the year-end report in a timely manner (in January).
19. Ensure that there is insurance coverage at special events like hobby shows and the Gem Show. The company we deal with is McBurney's Insurance Agency Ltd. As a member of The Gem & Mineral Federation of Canada, we have a special deal with this company.

20. Have only one receipt book to minimize the chances to misplace receipts and facilitate bookkeeping.
21. Check if the proffered cheques are precisely and correctly filled before accepting it or depositing it.
22. Deposit the cheques promptly to minimize the chances to have to deal with N.S.F. situations.
23. Order cheques and deposit books well in advance of running out of them.
24. Be present at board meetings and monthly general meetings.
25. Be prepared for additional volume of work in February and March for the annual rock and gem show. That function is very Intensive and time consuming. The treasurer should have one or more assistants for counting the money at the show every time he/she receives some. This will help avoid errors. When carrying large sums of money for deposits, the treasurer should ask to be accompanied.
26. It is helpful to run a separate ledger specifically for the show. This makes it easier to present the show accounts after the show has taken place.
27. Provide floats for the auction and the gem show. Remember that now people mainly carry \$20.00 bills so a lot of \$5.00 bills will be needed. For the gem show you need to have individual floats for each function such as the spin and win, the rock sale and the door (which, on its own, had a float of \$750.00 in 2010). Make sure that you control the flow of the big floats otherwise you will have to scramble for change when it will be difficult to find.
28. Store the previous years' accounting archives.
29. Deal with any bank problem that may arise.
30. Advise the board on pertinent situations and decisions so everyone remains prudent in handling the assets of the society.
31. Present the monthly report to the executive if there was no general meeting or if the treasurer was absent from the general meeting.
32. Gather up a team for the auction where three people are in charge of recording the individual sales amount and one person is in charge of distributing of the money. The treasurer must prepare the identification numbers, the two spread hardboards and the master sheet. He/she will calculate the portion kept by the society and the portion that goes to the seller. He/she will then send cheques to the sellers with a thank you note and an explanation of the distribution of the money. The last two duties should be done promptly after the auction.
33. Make the ledger available for viewing at any time by any member, but also make sure it is not tampered with, lost or damaged.

Membership Administration

An appointed Membership Coordinator is responsible for enrolling new members, collecting dues and updating member information and providing information to the BCLS. The Coordinator also:

- gives the name of all new members and visitors to the club President at the start of the meeting so that he can introduce and welcome them, and

- distribute to the members concerned, any copies received of the BCLS Directory and the B.C. Rockhounder. (Put their name on each so that they are delivered to those who ordered them.)

All new members are to be presented with a membership package including the following:

- Welcome New Member Document
- Belonging Document
- Membership card

Membership includes on copy of the Laphound News.

The membership categories are:

1. Member - Any individual who is 18 years old or older;
2. Junior member - An individual who is under 18 years old who is listed on the application form of a one or two parent family;
3. Honorary member – A person who has been nominated and approved for honorary membership at an AGM. Honorary members are members for life (unless their honorary membership is revoked) and do not pay dues. The VLMS pays their BCLS dues at the single member rate.

Members who have been members for twenty continuous years become “life-members” and are issued a gold coloured nametag. Life-members are still required to pay annual dues.

The 2014 membership fee schedule is:

1. Single adult 18 and over membership — This applies to one person.
2. Two adults 18 and over at same address — This applies to two persons identifying as a family unit.
3. One parent family — This applies to a parent and children up to age 18 who live at the same address.
4. Two parent family – this applies to two people with shared parental responsibilities and their children up to age 18.
- 5, Single student adult 18 and over – this applies to a single person who is over age 18 who is registered in a BC educational institution.

Applications for Membership and Visitor Information

1. Applicants for membership are given a membership application card to fill out and return to the membership desk. These are filed in a box and taken to each meeting.
2. After the application card is filled in, collect the annual dues, write a receipt and give the applicant a temporary nametag. Cards and pins are in the membership bag.
3. All dues collected are given to the club Treasurer by the end of the evening.
4. Enter the name, address, postal code and phone number, on the club mailing list and enter the email address given on the email address list.

5. All visitors to sign in at the membership desk. Visitors to be issued a nametag. Cards and pins are located in the Membership bag.

6. The name, address and phone number of all new members is given to the Editor of the Laphound News for publication in the next issue of the newsletter and also given to the person responsible for mailing the Laphound News to ensure new members receive the newsletter as soon as possible.

Receipt of Annual Dues

Membership dues must be paid by December 31 of each year .

1. The October Laphound News should be accompanied by a Membership Renewal Form so that members renewing for the coming year can fill it in and return it to the membership coordinator with their annual dues for renewal and their order for the BCLS Directory and B.C. Rockhounder if desired.

A copy of an existing renewal form is with the current club records and should be updated on an annual basis to indicate club dues, cost of BCLS Directory, cost for B.C. Rockhounder and cost for those desiring the Laphound News only mailed to them.

2. Issue a receipt to each member when they pay their annual dues and keep a copy in the membership receipt book. The receipt must indicate the amount paid for annual dues, the amount paid for any directory they order and the amount paid for any B.C. Rockhounder they order. It should also indicate the expiry date for the dues paid.
3. All money received is turned over to the treasurer, who will issue to the membership coordinator a receipt for all such money received.
4. Membership fees paid between January 1st and June 30th are for that calendar year to December 31st. New members joining after June 30th shall pay one-half the annual fee for that calendar year to December 31st.

Termination of Membership

- Membership may be terminated by the Board of Directors for continued conduct prejudicial to the well-being of the V.L.M.S.
- A member or junior member who does not renew membership by December 31st will be deemed to have voluntarily ceased to be a member and shall be removed from the register of members.

Membership Contact List

The membership list and e-mail addresses are to be updated and sent electronically to

President, Webmaster and Secretary as soon as possible after the annual general meeting. Ensure the members' requests for restricting their contact details are respected.

Nametags:

1. Permanent nametags are ordered for new members and junior members after they have attended three meetings.
2. Members who have been members for twenty continuous years become "life-members" and are issued a gold coloured nametag. Life-members are still required to pay annual dues.
4. Permanent and gold-coloured nametags are ordered from Huber's Trophies & Awards, located at 350 Burnside Rd. E — Phone No. 250-383-0848; email jhuber@altcanada.ca Huber normally has a stock of club logo pins and they will supply them on an "as needed" basis. Club logo pins from returned or disused nametags are removed and returned to Huber for reuse.
4. The company that produces our emblem for nametags is The Pin People - Laurie Artiss Ltd, in Regina. www.thepinpeople.ca at Unit 4 – 2700 Montague Street, Regina, Saskatchewan S4S 0J9 1-800-667-8168. We get the Resin Cloisonne type. 100 at \$4.38 each = \$438.00 plus GST. Delivery is typically 8 weeks. (last order of (presumably pin only for sticking into the nametags) 100 was Oct 2010)

Also buy tie pins from them – last order of 200 was April 2014. Need to specify to them if you are buying just the badge bit or the whole tie pin. Sylvan (Librarian) sells them along with the badges.

British Columbia Lapidary Society (BCLS) and Insurance

1. All members need to have their annual dues paid by the end of December because the bylaws require it. The BCLS annual report on membership is sent to them by mid-February. The report must be accompanied by the annual fees they require from the club for each member. This will enable them to arrange the necessary insurance coverage and they will issue a membership card for each member registered.

The list sent to BCLS has to have all the names from the application forms listed for the insurance coverage.

The names of members who join after the annual list to sent to the BCLS are sent when the join and become covered by the GMFC insurance (Gem and Mineral Federation of Canada). (Nov 11. 2013; Georgina Selinger, Executive Secretary, BCLS - any specific questions on the GMFC insurance coverage should be sent to David Hunter, at davidjhunter@telus.net.)

2. The British Columbia Lapidary Society publishes an annual Directory which includes all of the clubs that are BCLS members and the names and addresses of the individual club members. This Directory is available for purchase by club members and is ordered through the membership coordinator at the cost established for that year. This cost is usually payable with the annual dues.

The names of members who do not want their names in the directory are highlighted (or marked in some other way) when the list is sent to BCLS and BCLS will exclude them from the directory. (Nov 11. 2013; Georgina Selinger, Executive Secretary, BCLS.) The names of junior members are not to be listed.

3. BCLS is also the supplier of the magazine B.C. Rockhounder. This is published quarterly and is available for purchase by club members, ordered through the membership coordinator at the cost established for that year by BCLS. The cost is usually payable with the annual dues.

Procedure at Club Meetings

VLMS MONTHLY MEETING AGENDA FORMAT

- 1) Call To Order (Three raps of the Gavel)
- 2) Recognize and Welcome Guests and New Members (have them stand and applauded)
- 3) Minutes of Last Meeting — (the minutes are sent to the members in the Laphound News which is distributed some days before the meeting) ask for any errors or omissions — Motion to Accept
- 4) Treasurer's report — call on Treasurer to present the bank balance — Motion to Accept — give sheets to the Secretary
- 5) Correspondence — call on Secretary to present
- 6) Reports
 - a. Sunshine Corner
 - b. Workshop
 - c. Basic Lapidary
 - d. Opal
 - e. Membership
 - f. Library
 - g. Field Trips
 - h. Programs
 - i. Laphound News
 - j. Island Zone
 - k. Rock and Gem Show
 - l. Other
 - m. President's Report
- 7) Unfinished Business
- 8) New Business
- 9) Announcements, if any
- 10) Display Table, ask a displayer to introduce the other displayers or President does it

- 11) Coffee
- 12) Member's Event
- 13) Program
- 14) Adjournment (motion)

AGENDA FORMAT FOR MEETINGS OF THE DIRECTORS

The meetings of the Board of Directors takes place at the Les Passmore Centre in the club workshop. They are held the last Friday of the month except for July, August and December and start at 7:00 pm. Members are entitled to attend at their pleasure.

The agenda follows the minutes of the previous meeting.

Minutes, Documentation and Reports:

Minutes and documentation will be kept for all meetings held by the VLMS including sub-committees, the board of directors, and any other forum where decisions or actions may be taken. All minutes, documentation and reports are to be provided to the VLMS Secretary, in either paper or electronic format, to form part of the VLMS records.

All minutes, documentation and reports are to be provided immediately to the new secretary after the AGM election. In addition, any member in good standing can ask to review the documentation of the club.

Privacy Policy:

Victoria Lapidary and Mineral Society is committed to protecting the privacy of our members as well as providing a safe online experience. This Statement of Privacy applies to the VLMS Web site and governs data collection and usage by the VLMS. By using the VLMS website, you consent to the data practices in this statement.

The names of junior members are not published on the membership list open to the public or on the website nor in the BCLS directory.

Collection of your Personal Information

VLMS collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. There is also information about your computer hardware and software that is automatically collected by the VLMS. This information can include: your IP address, browser type, domain names, access times and referring Web site addresses. This information is used by VLMS for the operation of our web service.

The VLMS urges the review the privacy statements of Web sites you choose to visit via links from the VLMS web site as they may have different privacy policies.

The VLMS is not responsible for the privacy policies or other content on Web sites outside of the VLMS Web Site.

Use of your Personal Information:

The VLMS collects and uses your personal information to operate the VLMS web site and deliver the services you have requested. The VLMS also uses your personally identifiable information to inform you of events, information and other aspects of the VLMS and other community based events and information.

The VLMS does not sell, rent, lease or share its membership customer lists to third parties. The VLMS may, from time to time, contact you on behalf of external non-commercial groups about particular information that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not provided in any form to the third party and all information is relayed directly by the VLMS to our members.

The VLMS does not collect or use or disclose sensitive personal information, such as race, religion, or political affiliations.

The VLMS Web sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the VLMS or the site; (b) protect and defend the rights or property of the VLMS; and, (c) act under exigent circumstances to protect the personal safety of users of the, VLMS or the public.

Cookies:

The VLMS Web site does not use “cookies” or other objects that are transferred to your computer. Some aspects of the VLMS Web site may use JavaScript to facilitate your web experience.

Security of Personal Information:

The VLMS secures identifiable information provided in a controlled, secure environment, protected from unauthorized access, use or disclosure.

Changes to this Statement

The VLMS may update this Statement of Privacy to deal with emerging requirements. The VLMS advises that a periodic review this Statement should be done by yourself to ensure you are informed of how your information is protected.

Contact Information

The VLMS welcomes your input on the Statement of Privacy. If you have any concerns that the policy is not being adhered to please do not hesitate to contact us at vlms@vlms.ca. We will examine the issue and provide you with a follow up.

What we will do:

- Ensure a signed and binding confidentiality agreement is required on the part of all board members
- Collect only the minimal amount of information needed to effectively provide contact with you
- Only retain that information until such time you no longer wish to be a member
- Only use your provided information to distribute VLMS information such as meeting notices, minutes, community resources, events, and newsletters
- Store and dispose of information securely
- Ensure information will only be released to the minimum number of people as required for distribution of material or contact
- Ensure all distributions will be done in a manner that hides your personal information including emails
- Not use information other than for the purpose of distribution of materials to the member
- Information will not be released to government agencies or third parties other than confirmation of the number of members in order to secure funding
- We will not release information other than this except if so ordered by a valid judicial body
- If required by law to disclose information we will inform you of this
- Any time, at your request, we will remove all information we have received from you or correct at vlms@vlms.ca.

What we won't do.

- Sell or release your information to third parties in any form
- Post your personal information on any websites
- Discuss your personal information except for purposes of distribution of materials or contact by the VLMS

Complaints and Grievances

Any complaints and grievances will be addressed at the directors' meeting with a maximum 1 month turn around in response time. Response to the complaint will be decided upon by the board of directors and will require a motion and vote.

The response will be recorded by the Secretary for future reference including action taken.

Mail Box:

The VLMS has a Mailbox at Postal Station B - 1625 Fort St., Victoria BC V8R 1H0 - 250-595-3548 - near the intersection of Fort and Oak Bay. The lobby is open until 8:00 — but be advised that large packages will have to be picked up during the day. The key is typically held by the secretary or treasurer. It should be noted that there is a 14 day limit on holds for items that won't fit in the box. The box # is 5114.

Summer Picnic:

Each year the VLMS normally will host a Summer Picnic for the Membership. The Picnic is a potluck affair with the VLMS covering any charges for the venue. The organization of this event

consists of defining a location and date, notifying members and arranging for required facilities such as chairs, tables, and BBQs. Typically the Summer Picnic will be in July but the date may vary based on other activities of the club. The President is responsible for making the arrangements for the Picnic and/or appointing a social committee for this task.

Rock and Gem Show

Each year the VLMS stages a Rock and Gem Show. This is the primary source of funding for the VLMS and as such needs to be a priority item for the Executive.

The Board will ensure a Rock and Gem Show Committee is formed and that member approval of both the show and the show budget is sought. As well, it is expected that the Board will show support for the Show Committee by participating in meetings and taking on roles as required.

Traveling Show Case

In order to promote the VLMS and provide support to other Club's shows a Travelling Show case will be prepared each year by an appointed member of the VLMS. Where ever possible the show case will be sent to Island Club shows and if arrangements can be made to the BCLS show.

Typically this show case will represent the theme of the VLMS Rock and Gem show for the current year. Materials for the show case will be solicited from VLMS Members.

Procedures for Travelling Show Case Coordinator:

The TSCC will arrange for Members to provide materials by making an announcement at the January meeting and consecutive meetings until they have sufficient materials — the Executive will assist in getting contributions. Once the final design of the layout is complete and setup, a digital photograph will be taken of the show case to assist in the lay out. This photograph will be included in the set up contents of the show case.

All materials for the show case received from Members will be documented and recorded. Materials are to be returned promptly to the Members once the show circuit for the Island is complete.

The Kit for the Traveling show case will consist of:

- One standard show case with nylon retention straps (If possible it should be ascertained if the other club can provide a case to reduce the effort to transport the case)
- A decorative riser insert
- 2 sets of labels for each item
- Skirting to cover the inside of the case
- A plastic tub to contain the show case display materials with the photo of the show case layout and the inventory of materials attached to the lid
- wrapping material/boxes for the display materials
- A placard with the VLMS name on it

- A second plastic tub with lights, light housings, spare bulbs, an Allen key for the case bolts, case bolts (including spares), Windex, paper towels, power bar/cord
- A form to transfer responsibility for the case between VLMS members transporting or storing the case
- Table of Contents/Detail of Case Contents to be displayed in case
- VLMS Show/Club Brochures

Anytime the show case is transferred to a member for transport this must be recorded. Upon return of the case the inventory will be confirmed by the transporter and any anomalies reported to the board.

The Workshop

The club workshop is at the Les Passmore Seniors Centre on Hampton Road. It is shared with other groups using the Centre. It is currently open for general use Thursday evenings 7-9 Saturday from 11- 3 unless there is a class in which case it is open for general use from 1 – 3. It is also used for the meetings of the board of directors on the last Monday of most months.

Class schedules and rules of use are on the members' section of the VLMS website.

The workshop is under the control of and managed by the workshop committee which is appointed by the board of directors.

There is a \$1 charge for each use of the workshop. This money is used for workshop amenities which include coffee and tea and also for items in support of the lapidary and silversmith activities of the workshop.

The workshop committee may spend up to \$650 per year on workshop items without seeking prior approval. Purchase of any item over \$1,000 must be approved by the directors and then presented for approval of the members at a general meeting.

Other Clubs

The VLMS as a senior club will undertake to assist and advise other lapidary clubs. This cooperation includes addressing requests for materials and resources from other clubs and supporting other clubs activities. The board will respond to all requests and if we are unable to assist an adequate explanation provided.

Island Zone

Each lapidary club on Vancouver Island that is part of the GMFC/BCLS is part of the Island Zone. Each club provides a senior member, a junior member, and an apprentice member to attend the Zone meetings.

The Island Zone represents all clubs on Vancouver Island for the BCLS and sends a representative to the BCLS AGM.

The Island Zone Executive positions are designated in rotation with each club taking the executive positions for a term of 2 years. As senior Island club the VLMS accepts an unofficial obligation to fill the executive roles of the Island Zone if it becomes necessary.

Victoria	2000	2012	2024
Campbell River	2002	2014	2026
Cowichan	2004	2016	2028
Courtenay	2006	2008	2030
Parksville	2008	2020	2032
Alberni	2010	2022	2034

The books are handed over at the August Meeting to the incoming executive. There are 3 meeting per year on the Island – March, August and November.

Currently meetings are held as follows:

- March at the Burnside Lawn bowling Club in Victoria, during the Victoria Show;
- August at Boyes’ in Black Creek;
- November at Barclay’s in Parksville.

A representative of the Zone executive is expected to attend the BCLS Annual General Meeting held at Rendezvous, which is usually mid-May. At the very least, a report should be sent, to be read at the meeting.

There is no constitution as such as the Zone is they are not an independent organization. The minutes are kept by the VLMS President.

The Zone website, www.vlms.ca/islandzone/index.htm, has important information about its history, the show insurance application forms, how the Zone operates (including mileage fees) (as of November, 2013 – somewhat out of date).

Vancouver Island Gemboree (Island Zone Sponsored)

The Gemboree is a weekend camp-out, usually the first weekend in June. The traditional activities include:

- Friday evening: Registration, meet and greet, sit around and talk while folks arrive and set up camp;
- Saturday: A field trip or two (or more) for folks to choose from, followed by, in the afternoon the Bucket Draw, a rock etc. auction and then the Pot Luck Supper. We try to have entertainment from each club in the evening. Some years have been better than others. If it is allowed, a fire to sit around is nice.

- Sunday morning: Usually includes a Pancake Breakfast, then break camp, help host club to clean up, and depart.

Gemboree Rotation:

Courtenay	2000	2006	2013	2019	2025	2031
Cowichan	2001	2007	2014	2020	2026	2032
Parksville	2012	2009	2015	2021	2027	2033
Alberni	2003	2008	2016	2022	2028	2034
Campbell River	2004	2011	2017	2023	2029	2035
Victoria	2005	2012	2018	2024	2030	2036