

**NORTHERN DISTRICTS LAPIDARY
CLUB**

Incorporated



BY-LAWS

Date: 13 August 2011

NORTHERN DISTRICTS LAPIDARY CLUB INC. BY-LAWS

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NORTHERN DISTRICTS LAPIDARY CLUB INC. BY-LAWS

- 1 a) These By-laws are made pursuant to Clause 13.2 (d) of the Club Constitution and shall have the same force and effect as the Constitution insofar as they are not inconsistent therewith.
- b) By-laws shall come into effect or be repealed when, having been approved by Committee, they are published on the Notice Board and in "*Lapis*".
- 2 **CLUB MOTTO** The Club's motto is "*share your knowledge*"
- 3 **CLUB BADGE**
 - a) **Club Badge and Colours:** shall consist of a sky blue circle in which is depicted crossed geology pick and dopped cabochon in gold; on the periphery is to be displayed the words "Northern Districts" in gold. Surmounting the blue circle, to be a white figure outlined in gold representing a faceted stone. There be at the base of the blue circle, a white scroll within which the words "Lapidary Club Sydney Inc" be inscribed in gold. The Club's colours are therefore sky blue, white and gold.
 - b) **Club Badges.** The Club badge is available to Members on payment of the prescribed fee.
 - c) **Wearing of Name and Club Badges.** Members are expected to wear name and Club badges at all Club functions and classes.
- 4 **FEES (refer clause 8 of the constitution.)**
 - a) The current amounts for fees and subscriptions payable by Members shall be published in each issue of "*Lapis*".
 - b) **Class Fees.** Each Member attending a class of instruction is requested to pay the applicable class fee(s) on the first attendance at the class to an Officer of the Club or to the Instructor, who shall issue a receipt for each payment received and pay the fees to the Treasurer at the first opportunity or at the first Committee Meeting thereafter. The fees for the classes shall be per term and shall be determined from time to time by the Committee. The terms will run concurrently with normal school terms.
 - c) **Fees for Casual Use of Machinery and/or Equipment.** Fees for casual use of machinery and/or equipment shall be per session at a fee set from time to time by the Committee.
 - d) **Fee Exemption for Casual Use of Machinery and/or Equipment.** Current Class Instructors and the Cutting Room Supervisor are exempt from fees for casual use of machinery and/or equipment.
 - e) **Fee Exemption for Classes of Instruction.** Current Class Instructors are exempt from fees at any regular Club class of instruction.
- 5 **ATTENDANCE BOOKS**
 - a) At each Club function an attendance book shall be provided and each Officer, Member and visitor is to sign in the appropriate section.
 - b) Apologies from absent Members shall be recorded in the General Meeting Attendance Book.
6. **JUNIOR MEMBERSHIP.**
 - a) Junior Members shall upon attaining the age of eighteen (18) years, apply to become Full Members in accordance with the provisions of Clause 3 of the Constitution, but no entrance fee will be charged.
7. **CHILDREN ATTENDING CLUB FUNCTIONS**

A child aged less than fourteen (14) years may be allowed to attend meetings, field trips, and social functions of the Club if, and only if, accompanied by a Member or responsible adult aged eighteen (18) or more years who shall be responsible for that child's conduct and safety.
8. **PRESENTATION TO GUEST SPEAKER**

The Club may present to each guest speaker/lecturer a small token as appropriate.
9. **DONATIONS**

It is not Club practice to donate to charities.

10. COMMITTEE

- a) **Committee Meetings.** A copy of Minutes of Committee Meetings shall be available at the following General Meeting for perusal by Members.
- b) **Correspondence.** All communications (circulars excepted) to the Club are to be answered by letter on Club letterhead. Any arrangement made verbally as a matter of urgency is to be confirmed in writing. Copies of all correspondence shall be filed in Club records.
- c) **Payment of Accounts.** All accounts for payment relating to any activity of the Club are to be presented promptly to the Committee for approval of payment.
- d) **Cutting Room Maintenance.** A ledger shall be kept by the Cutting Room Supervisor in which shall be recorded all monies received from the Treasurer and a detailed list of all purchases and their cost. The ledger is to be submitted for perusal at each Committee Meeting.
- e) **Safety.** *The Committee may appoint a sub committee to review any safety issues that are required from time to time.*
- f) **Lapis.** Lapis is to be posted no later than seven (7) days prior to the next General Meeting.
- g) **Key Register.** A Key Register shall be kept in which the names of holders of Club keys are recorded.
- h) **Auditor:** The Committee shall, not later than three (3) months before the end of the Club financial year, appoint an auditor other than any Committee Member, to audit the financial statement and balance sheet prior to presentation thereof at the Annual General Meeting and, at the discretion of the President or the Committee, any other financial statements. The auditor shall act in an honorary capacity.
- i) **Agenda for Committee Meetings.** The following agenda shall be observed as standing orders:
 1. Opening
 2. Apologies
 3. Minutes
 4. Business Arising from Minutes
 5. Correspondence and Business Arising
 6. Applications for Membership
 7. Reports: Editor of Lapis
Field Trips Officer
Education Officer
Cutting Room Supervisor
Delegate to Gem and Lapidary Council of NSW Inc
Librarian
Social Secretary
Publicity Officer
Membership Secretary
Sub-committee(s)
 8. General Business
 9. Treasurer's Report
 10. Closing

11 DUTIES OF OFFICERS

- a) **President.** The President shall preside as Chairperson at meetings. In the absence of the President, the Chairperson shall be the Vice-president or a Member chosen by the Members present, with priority in that order.
- b) **Vice-President.** The Vice-President shall, in the absence of the President, preside as Chairperson at meetings. In the absence of the Vice-President a Member chosen by the Members present shall preside as Chairperson at meetings.
- c) **Secretary.** The Secretary shall:
 - i) convene all meetings of the Club and of the Committee;
 - ii) in the absence of the Minutes Secretary, record the minutes of all meetings except meetings of sub-committees;
 - iii) attend to all correspondence;
 - iv) accept all applications from prospective members;
 - v) accept written nominations for office made under Clause 15 of the Club's Constitution.

- d) **Treasurer.** The Treasurer shall:
 - i) keep proper books of account, recording the assets and liabilities and all financial transactions of the Club;
 - ii) issue receipts for all monies received and deposit those monies to the credit of the bank account of the Club;
 - iii) submit to the Committee a detailed financial statement of accounts and all outstanding accounts for approval. Arrange payment of all accounts duly passed for payment at any Committee meeting and endeavour to obtain a written acknowledgment of receipt for each payment made;
 - iv) submit a financial balance as at the end of each calendar month to the following monthly General Meeting;
 - v) prepare an annual financial statement and balance sheet for presentation to an Auditor prior to the Annual General Meeting.
- e) **Minutes Secretary.** The Minutes Secretary shall record the Minutes of all meetings except meetings of subcommittees and, in the absence of the Secretary, shall perform the Secretary's duties.
- f) **Editor of "Lapis".** The Editor shall collect and edit information of interest to Members and consistent with the objects of the Club, and shall periodically publish that information in "Lapis".
- g) **Field Trips Officer.** The Field Trips Officer shall propose for approval, arrange, record, and report in "Lapis" on field trips and excursions by the Club consistent with the Club's Constitution.
- h) **Education Officer.** The Education Officer shall supervise the enrolments, administration, and operation of all teaching courses conducted by the Club and involve regular liaison between instructors, classes and the Committee.
- i) **Cutting Room Supervisor.** The Cutting Room Supervisor shall supervise:
 - i) the cutting room;
 - ii) the purchase, maintenance, repair, replacement, and condition of all machines and equipment (other than library books and magazines) kept on the Club's premises for use by Members;
 - iii) the purchase of supplies in relation to the said machines, equipment, and cutting rooms;
 - iv) shall appoint a Sub Committee to assist in appointed duties including the cleaning of the club rooms.
 - v) and, shall keep the Key Register up-to-date.
- j) **Delegate to Gem and Lapidary Council of NSW Inc.** The Delegate shall, where practical, attend all appropriate meetings of the said Council and be given authority to vote and make decisions on behalf of the Club on all matters affecting Council management other than any decision involving cost to the Club or its participation, which must first be referred to the Committee for its instruction.
- k) **Librarian.** The Librarian shall conduct the Club's library, keep appropriate records for it, and supervise the purchase of additions and replacements in the library.
- l) **Social Secretary.** The Social Secretary shall propose, arrange, and supervise Club social functions, and supply sundry provisions.
- m) **Publicity Officer.** The Publicity Officer shall arrange all publicity and public relations matters for the Club as directed by the Committee including arranging guest speakers for the General Meetings.
- n) **Membership Secretary:** Maintain an accurate register, as defined in Clause 7 of the Constitution, of Members of the Club showing the name, address, date of commencement of Membership, payment of subscriptions and the date of cessation of Membership of each Member. The Membership Secretary shall inform committee of Members achieving significant milestones of general interest.

12 DELEGATES AND CLUB REPRESENTATIVES

All delegates representing the Club on any Committee and the Chairperson of all Club subcommittees shall, except where official Minutes are provided, submit a report of the proceedings of the meeting which they have attended at the next Committee/General Meeting.

13 GENERAL MEETINGS

- a) General Meetings of the Club shall be held on the evening of the second Tuesday of each month, except December and January or as decided by the Committee.
- b) **Agenda for General Meetings.** The following agenda shall be observed as standing orders:
 1. Opening Address
 2. Apologies
 3. Minutes
 4. Business Arising from Minutes
 5. Correspondence and Business Arising
 6. Reports: Editor of Lapis
Field Trips Officer
Education Officer
Cutting Room Supervisor
Delegate to Gem and Lapidary Council of NSW Inc
Librarian
Social Secretary
Publicity Officer
Membership Secretary
Subcommittee(s)
 7. General Business
 8. Treasurer's Report
 9. Closing
- c) The duration of lectures and showing of films and demonstrations at General Meetings shall be limited to a maximum of one hour.

14 ANNUAL GENERAL MEETING

Agenda for Annual General Meetings. The following agenda shall be observed as standing orders:

1. Opening address
2. Apologies
3. Minutes
4. Business Arising from Minutes
5. President's Report
6. Acceptance of Annual Report as Published
7. Notice(s) of Motion, including nominations for Life Membership
8. General Business
9. Appointment of Returning Officer
10. Retirement of Standing Committee
11. Election and Installation of New Committee
12. Recommendations to Incoming Committee
13. Closing Address

15 FIELD TRIPS – Rules Responsibilities and Code of Ethics.

- a) **Field Trips.** The procedures for Field Trips organised by the Club shall be as follows:

The full fee must be paid when booking, a refund will be made only when booking can be resold. A receipt will be issued on booking.
- b) **Leader.** The Leader shall be the Field Trips Officer or a Member appointed by the Field Trips Officer.
- c) **Field Trips - Code of Ethics.** All Members shall observe the following code of ethics:

Entering private property: private property shall not be entered without obtaining the prior permission of the owner or other responsible person entitled to grant such permission.

Any conditions of entry shall be strictly observed.

Stock shall not be interfered with; gates shall be left as found.

All diggings to be refilled.

Cleanliness: camp sites shall be kept and left clean and all garbage properly disposed of and fires, if permitted, extinguished before departure. Rubbish must not be thrown from car or bus windows.

Firearms and Explosives: firearms or explosives shall not be displayed or used on official Club trips.

Native fauna and flora: shall not be interfered with in any way.

General: all Members and their families shall abide by the decision of the Leader.

Members are advised to confine their searching to the surface in the interest of safety. Entering, disused mine shafts or tunnels is not encouraged and may result in serious accidents.

When searching in quarries or below river banks, Members are warned of the danger of falling debris.

It is recommended that Members provide themselves with, and wear, hard hats when fossicking in quarries, caves, below river banks, and such other hazardous locations.

It is recommended that Members wear suitable footwear on field trips.

On all field trips the Leader is to carry a first aid kit supplied by the Club.

In cases of distress or to call help, three (3) whistle or horn blasts or torch flashes are to be given and repeated at one minute intervals.

All possible safety precautions shall be observed at all times.

No Member shall use the name of the Club to gain access to any area of land, or for any other purpose, without first obtaining the approval of the Committee or the Field Trips Officer.

Members must not leave an organised fossicking party or field trip without making their intentions known to the Leader.

16 LIBRARY – Rules for Use

- a) The Library facilities are available for the use of Members only. Lending period is one (1) month.
- b) Replacement of damaged or lost books is to be paid for by the responsible Member. Information about all new additions to the Library is to be published in the following issue of "*Lapis*".

17 USE OF MACHINERY AND/OR EQUIPMENT

a) Children Using Machinery and/or Equipment.

- i. Junior members aged 9 and under may not use machines supplied by a motor.
- ii. Junior Members must provide an indemnity form signed by a parent or guardian and must have the Instructors approval before using the Club's machinery and/or equipment.

b) Members Using Machinery and/or Equipment.

A Full Member or Provisional Member may not use the Club's machinery and/or equipment on a casual basis until that Member has demonstrated to a Club instructor that he / she has a knowledge of procedures in that regard which is acceptable to the Club.

- c) Persons using machinery and/or equipment shall do so with due consideration for safety.

18 HOURS OF CLASSES AND CASUAL USE OF MACHINERY AND/OR EQUIPMENT

The hours of classes shall be a minimum of two and a half (2½) hours. The hours for casual use of the Club's machinery and/or equipment shall be at times as arranged with the Committee.

19 FACETING CLASSES

Members or Provisional Members who wish to participate in faceting classes must demonstrate proficiency in cabochon cutting to a Club Instructor that he/she has a knowledge of procedures in that regard which is acceptable to the Club.

20 LAPIDARY AND ALLIED CRAFTS

- a) For competitive purposes Lapidary items will be as defined and classified by the Australian Federation of Lapidary and Allied Crafts Association Inc. judging rules.
- b) Craft for other purposes will be as approved by the Committee.

21 DON HUDSON CHAMPIONSHIP SHIELD

Is a shield in memory of the late Don Hudson, founder of the Club. The Club Member(s) who attain(s) the highest aggregate point score of their best entries in any five (5) of the seven (7) sections nominated by the Club's competition committee at the Club's major exhibition shall have their name inscribed on a small metal plaque fixed on the shield. The shield will be kept on display within the Club Room or at such other place as the Committee shall determine.

22 HUGH AND JESS JOYCE CARVING TROPHY

The Club Member(s) who attain(s) the highest point score out of all the competitive Carving sections at the Club's major exhibition shall have their name(s) inscribed on a small metal plaque fixed to the trophy. The trophy shall be kept on display within the Club Room or at such other place as the Committee shall determine. The entry must have been carved within the preceding two (2) years.

23 ALEC CAMPBELL FACETING TROPHY

The Club Member(s) who attain(s) the highest aggregate point score of their best individual stone in any two (2) competitive Faceting sections at the Club's major exhibition shall have their name inscribed on a small metal plaque fixed to the trophy. The trophy shall be kept on display within the Club Room or at such other place as the Committee shall determine.

24 THE PAST PRESIDENTS CABOCHON TROPHY

The Club Member(s) who attain(s) the highest aggregate point score of their best entries in any four (4) of the minimum six (6) sections (selected from any of the cabochon, freeform, opal or curved polished face sections, including aesthetic appeal variations where appropriate) nominated by the Club's competition Committee at the Club's major exhibition shall have their name inscribed on a small metal plaque fitted on the trophy. The trophy will be kept on display within the Club Rooms or at such other place as the Committee shall determine.

Categories include: Standard Cabochon, Fancy Cabochon, Double Standard Cabochon, Double Fancy Cabochon, Freeform, Opal (solid, doublets and triplets), Curved Polished Face.

25 MATHEW E. STALEY JUNIOR TROPHY

Is a trophy in memory of the late Mathew E. Staley. The Junior Member(s) who attain(s) the highest aggregate point score of their best entries in any two (2) of the Junior sections at the Club's major exhibition shall have their name inscribed on a small metal plaque fixed on the shield. The shield will be kept on display within the Club Room or at such other place as the Committee shall determine.

26 JEWELLERY TROPHY

The Club Member(s) who attain(s) the highest aggregate point score of their best entries in any two (2) of the minimum of three (3) jewellery sections nominated by the Club's competition committee at the Club's major exhibition shall have their name inscribed on a small metal plaque fixed on the trophy. The trophy will be kept on display within the Club Room or at such other place as the Committee shall determine.