

# Bylaws of The Arizona Mineral & Mining Museum Foundation

## Article I

- Name*            Section 1. The name of this organization shall be *The Arizona Mineral & Mining Museum Foundation, (a Memorial to A. L. Flagg)*. The Foundation is a non-profit Corporation incorporated in the State of Arizona.
- Purpose*            Section 2. The purpose of this Foundation is to support the Arizona Mining & Mineral Museum, the mining industry, the mineral collecting hobbyists of the State of Arizona and to house, catalogue and display the minerals of the Foundation's Collections.

## Article II

- Membership*      Section 1. Membership shall be open to persons and organizations interested in minerals, mining and the maintenance of the Arizona Mining & Mineral Museum.
- Section 2. There shall be five categories of Members:
- A. Individual/Family,
  - B. Organizations (*Corporate, Club, Association*),
  - C. Honorary,
  - D. Life,
  - E. One-hundred hour Volunteers.
1. Individual/Family: An individual membership shall include the spouse and any minor children.
  2. Organizations: An organization shall designate, by letter to the Secretary, its representative to the Foundation.
  3. Honorary: Honorary Members shall be those individuals, Corporations or other community persons who have rendered a significant service to the Foundation and/or the mineral and mining industry. Such Members shall be elected by majority vote of the Members of the Board present.

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4. Life: Those life-members of the *A. L. Flagg Foundation for the Advancement of Earth Sciences* shall retain their status in *The Arizona Mineral & Mining Museum Foundation*.
5. Volunteers at the Arizona Mining & Mineral Museum who have donated a minimum of 100 hours of service in the past calendar year shall be given a one-year membership.

## Membership Dues

Section 3. The dues for the three categories of membership, effective January 1 of each year shall be:

- |    |                            |                   |
|----|----------------------------|-------------------|
| A. | Individual/Family          | \$ 25,            |
| B. | Organizations              | \$ 100,           |
| C. | Honorary                   | No dues assessed, |
| D. | Life                       | No dues assessed, |
| E. | One-hundred hour Volunteer | No dues assessed. |

## Membership Dates

Section 4. The Foundation shall operate on a fiscal basis - July 1 through June 30 of each year. Membership shall run from January 1 through December 31 of each year. A person accepted for membership shall pay a full year's dues prior to July 1 of each year and one-half year's dues thereafter.

As an act of courtesy, notice shall be sent to each Member on or before December 1 each year reminding him/her that the dues are payable January 1 and delinquent January 30.

A Member is in good standing as long as his/her dues are current.

The annual dues of Members may be increased or decreased provided that (1) a resolution to that effect is carried by a majority of those Board Members present at a Board Meeting, (2) and that the changes have been specified in the notice of the meeting.

## Voting Rights

Section 5. Each membership, except Honorary, shall entitle the Member to one vote—a simple majority shall govern.

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## Article III

### *Election of Trustees*

Section 1. The Board of Trustees of the Foundation shall consist of between 11 and 21 persons.

Section 2. At the Annual Meeting of the Foundation one third of those Trustees who have fulfilled their three year term of office (exclusive of the immediate Past Chairman who shall serve for one year), shall be elected to serve for three years or until successors are elected. Each year the third who have fulfilled their 3 year term shall face re-election.

Section 3. The election of Trustees shall be by ballot. Absentee ballots provided to the membership 30 days prior to the date of the balloting must be received by the Secretary of the Foundation no later than the time of the closing of the polls. Only Members in good standing may vote and hold office.

Section 4. The candidates receiving the greatest number of votes shall be deemed elected to replace those Trustees whose terms have expired.

Section 5. A vacancy existing among the Trustees for any cause other than expiration of a term may be filled by the Trustees themselves for the remainder of the term of that Trustee.

Section 6. The Officers shall, at their stated meeting two months prior to the Annual Meeting each year, appoint a Nominating Committee composed of three members of the Foundation, who shall select at least that number of candidates to be voted upon at the ensuing Annual Election of Trustees. The names of such candidates shall be mailed to the membership two weeks preceeding such election.

Section 7. Any Member present may be nominated from the floor at the Annual Meeting. The nominee's consent must be obtained before such nomination.

Section 8, Meetings of the Board shall be held as needed.

### *Quorum*



**Quorum**

Section 9. A quorum at a meeting shall consist of five Board Members plus either the Chairman or Vice-chairman provided notice has been sent to all Board Members at least one week in advance of the meeting.

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## Article IV

### Officers Duties

Section 1. The Officers of this Foundation shall be the Chairman, Vice-Chairman, Secretary and Treasurer. Each officer shall be elected by the Trustees from among those Members who have served for a term of at least one year. Officers shall be elected immediately after each Annual Meeting of the Foundation membership. Each officer shall hold office for a term of one year or until a successor has been elected in the event of a vacancy.

Section 2. The Chairman shall preside at all meetings of the Foundation and of the Board. He/she shall sign all written contracts and obligations of the Foundation and exercise the usual functions of the office.

Section 3. The Vice-Chairman shall have the powers to perform the duties of the Chairman when the latter is absent.

Section 4. The Treasurer shall:

- A. Collect and receive all money due the Foundation,
- B. Have custody of all funds, securities and title deeds belonging to the Foundation,
- C. Pay all bills on approval of the Board,
- D. Keep accounts,
- E. Make a financial statement to the Board and
- F. Perform the duties usual to this office.

Section 5. The Secretary shall:

- A. Keep minutes of all meetings,
- B. Hold the records of the Foundation,
- C. Conduct its correspondences,
- D. Attest the signature of the Chairman on contracts,
- E. Have custody of the Seal,
- F. Perform the duties of the office.

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Section 6. To assist the Board of Trustees in the management of the Foundation the position of the Executive Director is hereby created. The Executive Director shall be appointed by the Board of Trustees and shall serve at their pleasure. The duties of the Executive Director shall be to physically manage the affairs of the Foundation under the guidance of the Board. His credentials shall include familiarity with the minerals and mining industry. In addition to managing the affairs of the Foundation, the Executive Director shall also promote the minerals industry whenever and wherever possible.

## Article V

### *Committees*

Section 1. The Chairman, with the approval of the Board, may appoint ad-hoc committees, the Board may delegate them such powers as it deems fit. The Chairman shall be an ex-officio member of all such Committees.

Section 2. Nominating Committee. (*See Election of Trustees*).

## Article VI

### *Meetings*

Section 1. The Annual Meeting of the Foundation shall be held on the second Monday in January of each year, except when that day shall be a legal holiday, in which case the meeting shall be held on the following day.

Section 2. Meeting for discussion of matters connected with the Foundation shall be held monthly or at such times as may be scheduled by the Board. The Board also may appoint special Committees to examine and report upon particular topics, may arrange for lectures by members or non-members, or in other ways promote the efforts of the Foundation.

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## Article VII

### *Ownership & Liability*

Section 1. The property and assets of the Foundation shall be vested in the Board. The members of the Board shall be fully indemnified by the Foundation against all liability or loss incurred in respect to their acting as such.

## Article VIII

### *Limits of Officer's Expenditures*

Section 1. Officers may not obligate the Foundation for cash expenditures greater than \$300 without prior approval of the Board.



Collection Committee  
Mission Statement and Operating Guidelines  
March 2, 1995

Mission Statement - To support the Arizona Mining and Mineral Museum by providing specimens and exhibits and to build and maintain a global collection, with an emphasis on Arizona and Mexico, of fine gem, lapidary, fossil, and mineral specimens.

I. Operating Goals and Guidelines

- A. Curate all of the specimens contained within the Foundation's collection. This will include locating, cataloging, and appraising all specimens.
  - 1. Each specimen of each species shall be benchmarked to rank its relative quality and importance within the collection. Specimens designated for sale or trade shall be segregated from the rest of the collection.
  - 2. Selection of specimens for disposal shall be recommended by the Collection Committee with on-going oversight by the Board.
  - 3. Each specimen retained in the permanent collection shall be prepared to maximize its displayability.
  - 4. Each specimen designated to be retained in the permanent collection shall be catalogued.
  - 5. All catalogued specimens shall be appraised on a regular basis, to be determined by the Board.
- B. Work with the Museum staff to provide specimens for the Museum collection and Museum displays.
- C. Determine strengths and weaknesses of the Foundation collection and develop short and long-range acquisition plans.
- D. Oversee the sorting of stored portions of the collection.

II. Acquisitions Policy.

- A. Specimen Purchase Fund - The parameters of this fund shall be determined by the Board.
- B. Purchases and Trades
  - 1. An annual specimen acquisition budget shall be recommended by the Committee and approved by the Board.
  - 2. The budget shall consist of two parts; a dollar amount for purchases and a dollar amount for trades.
  - 3. Selection of specimens shall be recommended by the Collection Committee with on-going oversight by the Board.
  - 4. All acquisitions over the budget shall require prior Board approval.
- C. Gifts/Donations - Will be actively solicited. Any restrictions placed by the donor shall be approved by the Board before accepting the donation.