

# OPERATION PROCEDURES HANDBOOK



**A GUIDE DESCRIBING THE DUTIES AND FUNCTIONS OF OFFICERS AND  
STANDING COMMITTEES FOR HELLS CANYON GEM CLUB, INC.  
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**Revision: 3/19/08**

**General Scope and Requirements:**

The contents of the Operation Procedures Handbook are an expansion of duties for officers and standing committees as cited in the By-Laws, Article XII, Section 8, of Hells Canyon Gem Club, Inc. The requirements contained in this handbook are controlled by the Board of Directors and any changes, additions, or deletions shall be approved by a majority vote of the Board. Any of the detailed descriptions are used as a guide and subject to change but shall not conflict with the Articles identified in the by-laws. If detail is not mentioned in the by-laws, this set of instructions takes precedence.

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## **OFFICERS/BOARD OF DIRECTORS**

### **PRESIDENT:**

1. Presides at regular monthly meetings and meetings of the Board of Directors using "Roberts Rules of Order Revised" as a general guide.
2. At the regular meeting in September of each year the President shall appoint a Nominating Committee to make nominations to fill all offices according to Article XI of the By-Laws. The Nominating Committee will be comprised of one Senior Trustee and two members selected from the general membership.
3. Auditing of the books of the Secretary, Treasurer and Claims will be scheduled each year prior to the installation of the new officers at the annual meeting in December.

### **VICE PRESIDENT:**

Performs the duties required as described in the By-Laws which include:

1. Presides at regular monthly meetings and meetings of the Board of Directors in the absence of the President when he/she cannot attend a meeting.
2. Usually administers the school case contest.

### **TREASURER:**

Accounts for all moneys and performs the duties required in Article XII, sections 5,6, and 7 of the By-Laws, which include:

1. Be responsible for new bank signature cards.
2. Collects money due the corporation and deposits it in the bank the next day or as soon as possible.
3. Writes and signs all checks for payment of approved bills and keeps a record of all such transactions.
4. Collects money for membership dues and maintains a current membership roster reflecting current paid members, to be filed with the Secretary.
5. At the opening of each month's meeting, give a complete report of all business transacted the previous month. This is to be in writing, a copy furnished to the Secretary and Treasurer files.
6. Previous to installation of officers, the newly elected Secretary and Treasurer shall be furnished with adequate liability insurance for the faithful performance of their respective duties.

7. Whenever called upon to do so, reports to the membership or board of directors or to any committees designated by the board to receive such report, as to the conduct of the business of the Corporation, its condition, finances and affairs.

**Other duties include:**

The Treasurer shall order pins and badges for each new member.

**Gem Show Duties:**

A. Pay deposit (10%) when Fair has contract prepared. Pick up copy of Contract for the Show Chairman. Balance of contract will be due at the time of the show.

B. Account for all Show receipts by project/date and report to Board and General Membership. Accept Dealer contracts and deposits in Club checking account.

C. Pay tax due to State Revenue. Get number of people entering show totals from Entry Door daily.

D. Attend scheduled Show meetings

**SECRETARY:**

Performs the duties required in Article XII, sections 4,6, and 7 of the By-Laws which include:

1. Signs all membership cards.

2. In the absence of the Treasurer, signs all checks for payment of approved bills, deposit all money, receiving receipt and delivering to the Treasurer upon his/her return.

3. Keeps the organization seal and affixes it to all papers requiring it.

4. Keeps or causes to be kept the minutes and records of the corporation and such other books, records or instruments as may be required to be kept by the board or members.

5. Keeps or causes to be kept a roster of the names and addresses of each member in good standing. A copy for each member shall be available upon request. The roster distribution is limited to the club. Any distribution outside of the club must first be authorized by each member before their data is published.

6. Whenever called upon to do so, reports to the membership or board of directors or to any committees designated by the board to receive such report, as to the conduct of the business of the Corporation, its condition, finances and affairs.

**Other duties include:**

Keeps copies of all keys for storage, lease gate, and safe deposit box. Maintains a list of safe deposit box content and updates as needed.

Picks up mail and receives all correspondence.

**Gem Show Duties:**

A. Pay deposit (10%) when Fair has the contract prepared. Pick up a copy of the contract for the Show Chairman. Balance of the contract will be due at the time of the show.

B. Account for all Show receipts by project/date and report to Board and General Membership. Accept Dealer contracts and deposits and deposit in Club savings.

C. Pay tax due to State Revenue. Get number of people entering show totals from Entry Door daily.

D. Attend scheduled Show meetings.

**TRUSTEE:**

1. Serves on the Board of Directors.

2. Trustees usually serve as auditors of the books of Secretary, Treasurer, and Claims prior to the installation of officers at the annual meeting in December according to Article XVII of the By-Laws. The President will select one senior Trustee and one member from the general membership to serve as auditors.

3. Take an inventory each year of the club's possessions in storage (usually at the time of the show), and equipment and material kept at other locations. Prepare a report to be given to the Board of Directors at the November meeting, a copy to be filed with each the Secretary and Treasurer.

**IMMEDIATE PAST PRESIDENT:**

1. Serves as the 9<sup>th</sup> member of the Board of Directors according to Article X, section 2 of the By-Laws.



## **STANDING COMMITTEES**

### **ADVERTISING:**

1. Investigate ways to advance Club awareness to the public with information about meetings and activities to news media.
2. Design and organize distribution of flyers and handouts for other committees and/or special events.
3. Design and coordinate the building of new signs.

### **Gem show duties:**

- A. Obtain a budget from the Board of Directors and organize and execute an advertising program for the annual Gem Show. Work with the Show Chairman on advertising needs.
- B. Arranges for media coverage.
- C. Updates banners and signs and coordinates special advertisements, makes show flyers. Make flyers by March for use at Spokane Show, NFMS Annual Show, and Club shows.
- D. Arranges for radio and television interviews, and identifies who will do the interviews. Makes follow-up calls to remind members of dates and times for interviews.
- E. Works within the advertising budget and assures that all bills are sent to Club Treasurer.
- F. Attend scheduled Show meetings.

### **Potential Listing of Show Advertising Contacts and signage:**

City of Lewiston Shannon R. Grow, Community Development Specialist, 208-746-3671  
 Seven Event Signs  
 Senior Citizens Journal, Vickie Krueger 208-983-0895 [druegerb@mtida.net](mailto:druegerb@mtida.net)  
 5000 subscribers  
 Lewiston Tribune, Shelley T. Sprague, 800-745-4237, news ads  
 Money Saver, 626 Thain Road., news ad  
 Sign Crafter, 1006 16<sup>th</sup> Ave., 208-798-7446, ( Fabricate 1 each 21<sup>st</sup> & 22<sup>nd</sup> to match as close as possible on customer provided banners to change date. Install)  
 Ida Vend Broadcasting 805 Stewart, radio ads KMOK-FM Live remote, KRLC-AM  
 Live remote (Mel Wilks)  
 Message boards in outlying towns.  
 KLEW-TV interview  
 LCSC Geology Club – Keegan Schmidt  
 Rosauer's demonstrations  
 Install several 4x8 event signs  
 Letters to all radio and TV stations with Public Service announcements  
 Flyers at river tours offices

Show flyers

WSU for display

U of I for display

Fish & Game display

Forest Service display

Local credit unions

Chamber of Commerce advertising

Letter to schools

George Last, President, Lake Lewis Chapter of the Ice Age Floods Institute

1938 Harris Ave., Richland, WA. 99354, (509) 946-8050, [gvlast@charter.net](mailto:gvlast@charter.net)

### **GRANT/LAND/BUILDING:**

1. Investigate and determine grants that may be available to the Club for the purpose of purchasing of property, development of building plans and construction of a building to support our educational program. Grant will be for an Educational Non-Profit organization (301-C). This is the first step leading to a Club building.

2. Establish a general plan for a Club building/workshop including purpose and requirements. Specifications should include attachments indicating building and lot size, material to be used in construction, utilities, restroom and kitchen facilities, handicap requirements, storage, code standards, environmental requirements, parking, security needs, equipment.

### **BULLETIN EDITOR:**

1. Schedule cutoffs and distribute newsletter monthly.

2. Coordinate returned newsletters with Secretary for correct address information.

3. Responsible for coordination of all newsletter contests, editing of articles, and supporting a Junior section.

### **CLAIM:**

1. Establish rules and fees for claim with approval of Board. Update and maintain rules as required.

2. Insure that members are aware of the rules and safety needs associated with working on the claim.

(Rules attached here)

3. See that road from gate in, camping site(s), and toilet facilities are maintained. Also maintain and mark trail(s) to upper claim site and future sites. Develop work parties from Club membership as needed to maintain claim area.

4. Prepare and update a Claim map of digging areas for use of members. Prepare an explanation in narrative form of how to get to the Claim from Clarkia, ID.

5. Receive mineral lease reports from members, prepare reports to State as required, and maintain all reports. Prepare an annual report to be presented in November indicating number of members and names using Claim, and total material in pounds and ounces removed reported by month. Include past year information for a comparison.
6. At end of claim use season insure that area is cleared of any tools, material, and camping gear left at claim.

**EDUCATION** Support other Club committee needs to educate members on safety, field trips, show, etc. Coordinate with NFMS Education Committee as needed.

**FIELD TRIP:**

1. Plan and coordinate local, and distant field trips. Post in newsletter and website. Notification must be coordinated well in advance of the actual trip. There should be a minimum of one trip per month. The Field Trip committee shall poll the membership for desired trip sites and develop a selection list. This list shall be voted on by the members for the selection of a minimum of eight trips. The Committee will present the details of each field trip to the membership.
2. A trip roster will be filled out listing members attending the field trip. This information will be completed and forwarded to the Secretary at the conclusion of the trip. The report will be backup for potential insurance needs. A short article about the trip should be forwarded to the newsletter Editor.

**Claim Coordination:**

3. A prerequisite to a field trip to the Club claim will be a handout of rules for each member on the field trip roster. It is the responsibility of the field trip leader to ensure that members understand the rules and safety requirements. Members are responsible for following Club Claim Rules and any Forest restrictions such as fire limitations, etc.
4. Coordinate trips to claim whether two person visits or organized Club trips.
5. Identify a Trip Leader who will be responsible for getting names and phone numbers of members going on trip identified on roster. Leader will be responsible for identifying a meeting place, time to meet, and departure time for organized trips.
6. At least two members must go on any field trip to the claim. Proper forms must be filled out and filed as stated in the Claim Rules. One member must be designated as the leader.
7. Claim key will be issued only to the Leader who will sign the key out. Keys are not to be copied.
8. Claim gate will be left unlocked when any members are on site with the flag up.
9. Forms will be left in a specified location near the camping area and will be



completed and sent to the Club Treasurer.

10. Insure that members are aware of the rules and safety needs associated with working on the claim.

### **JUNIORS:**

1. Organize and provide support for the junior members of the club.
2. Plan projects and field trips for juniors.

### **LIBRARY:**

1. The Librarian manages a library of current books, articles, maps and other data to support Club programs, field trips, and general membership needs.
2. The librarian supports the library by: identifying material, maintaining an inventory of material, rules for borrowing of material, and purchases new material (books, DVD) within funds authorized.
3. Insure maps are current. Provide copies of maps to members for a fee that supports only making the copies.

### **MEMBERSHIP:**

1. Welcome visitors and new members, and provide them with a temporary name tag. Introduce new members and visitors at the General Meeting.
2. Coordinate badges for new members with the Treasurer. Insure that each new member receives his badge at the third meeting with a presentation in front of the membership. Present them with a membership packet that includes the By-Laws, Club pin, membership card, sunshine cards, and Club History. Insure that new members and visitor names are given to the Newsletter Editor.
3. Report attendance of each membership meeting.
4. Follow up with members who have not renewed their memberships for the next year and determine a reason.
5. Official photographer for Club. Takes photos or receives photos from Club members either as hard copy or digital format. See that copies are provided to the Historian and Webmaster.

### **PROGRAMS:**

1. Provide educational programs for Club membership. Programs may be given by Club members, outside sources, and video or slide programs. Also instructional classes may be scheduled for off meeting nights or weekends.

**WEBSITE:**

1. Maintains website on a monthly basis.
2. Responsible for receiving material and updating the site with current information

**GEM SHOW COMMITTEES:**

Beginning Show position descriptions are drafted below. Each responsible person should make additions or recommendations as they see necessary. These position descriptions are to be living descriptions that can be modified. If new positions are needed or positions can be consolidated they will be reviewed. Suggested changes, additions or deletions should be discussed with the Show Chairman, who will discuss them with the OP Committee.

**Show committee:**

Chairman  
Co-Chairman  
Secretary  
Treasurer  
Advertising  
Demonstrators  
Display cases  
Floor planner  
Setup/tear down  
Silent Auction  
Kids corner  
Entry door  
Pot luck  
Special setups (kids, rock identification, exhibits & programs) H  
Security

**Show Chairman:**

1. Oversees show projects, makes assignments, makes decisions, recommends, presents advertising budget to Board.
2. Determines linear foot charge for dealer space for approval by the Board. First thing is to set the date for the next year's Show with the Nez Perce County Fair Manager at the time of the Show. Must attempt to keep the shows on the same weekend( 3<sup>rd</sup>) because of Dealer scheduling.
3. Sends Show information to NFMS newspaper editor and NFMS Webmaster for publication.
4. Works with Treasurer on budget and Show finances.
5. Schedules Show meetings as required.

6. Submits Show information to NFMS Show Coordinator who will forward Show information to national magazines.

7. Wheelchairs – contact Owl Home Medical on St John's Way for a loan of 3 chairs.

**Co-Chairman:**

Works directly with Chairman on all aspects of the Show.

**Secretary**

See Officers/Board of Directors/Secretary/Gem Show duties

**Treasurer:**

See Officers/Board of Directors/Treasurer/Gem Show duties

**Dealer Contact:**

1. Develop the Dealer letter and Contract with a deposit due suspense date. Mail dealer information to dealers.

2. Works with Floor Planner to design dealer layouts based on table space requested. Identifies dealer space to each dealer.

3. Pickup Form ST-124, Idaho Sales Tax Declaration and Complete Promoters Name. Assist Dealers with completion of form if needed. Keep white and yellow copies of ST-124 when completed.

4. Attend scheduled Show meetings.

**Advertising:**

See Standing Committees/Advertising/Gem Show duties

**Demonstrators:**

1. Lines up lapidary and dealer/demonstrators (1/2 table price). Demonstrators can include wire wrapping, knapping, beading, and any related lapidary equipment demonstrations. Attend scheduled Show meetings

**Display Cases:**

1. Sends display case applications to dealers who will display as indicated by Dealers position.

2. Identifies club members who will display.

3. Assigns cases and locations.

4. Determines if liners are needed by displayer.

5. Report any case or liners that need repairs.
6. Conducts the Best Display Contest by furnishing voting ballots, placing voting numbers on cases, and seeing that ballots are counted. Purchase a trophy for winner.
7. Attend Scheduled Show meetings.

**Floor Planner:**

1. Works with Treasurer/Dealers and Show Chairman on needs for floor layout. Plan will reflect all Show activities.
2. Attend Scheduled Show meetings.

**Setup/Teardown:**

1. Coordinates both efforts with Club members, Fair personnel and Floor Planner.
2. Coordinate with Fair personnel on electrical, lighting, tables, display stands, and microphone needs and placement as identified in Show plans.
3. Arrange for transportation of Club Show equipment from and return to storage.
4. Insure that sufficient table covering is available.
5. Attend all Show meetings.

**Silent Auction:**

1. Gathers material for auction.
2. Sets up Silent Auction area.
3. Prepares forms and pricing.
4. Sign up members to help.
5. Accounts for income by day and turns money over to Treasurer.
6. Run the hourly drawing and drawing material.
7. Pickup drawing tickets from Entry Door.
8. Attend all Show meetings.

**Kids Corner:**

1. Arranges for setup and equipment needed.
2. Purchases or accepts donations of material to support the activities.
3. Utilizes help of Junior and Senior Club members.
4. Plan and coordinate the construction of the School Display Case, material, labels and mounting blocks. Coordinate the presentation and advertising at the winning school. (May be some conflict with VP School Case duties) (May be too much for Advertising Director)
5. Accounts for income by day and turns money over to Treasurer.
6. Attend all Show meetings

**Entry Door:**

1. Man the door and greet public.
2. Collect entrance fee.
3. Give each person entering a ticket (including free entry tickets) for hourly drawing.
4. Coordinates other prize drawings.
5. Hand out Display Case contest form.
6. Insure that the first and last ticket numbers are written down each day for entry accounting needs, and provide numbers to Treasurer for reporting to State.
7. Maintain information material.
8. Turn over door and raffle income to Treasurer on a daily basis.
9. Attend all Show meetings.

**Pot Luck:**

1. Coordinates and suggests menu Friday Dealer/Club dinner.
2. Lines up help for food area maintenance.
3. Arranges for coffee and cold drink needs.
4. Sets up Friday evening meal area.
5. Lines up outside food vendors.
6. Attend all Show meetings.



**Security:**

1. Lines up Show security for Friday and Saturday nights.
2. Insures that public is out of building when show closes.
3. Maintains building security during setup and tear down periods.
4. Makes sure rear door is watched for unauthorized entrance.
5. Assigns members to walk the floor and dealer areas as a prevention measure (members should wear a "Security" vest) during the Show. Note: Security is a responsibility of all club members present during the show. We all need to be watching for problems. Especially in the Dealer areas.
6. Attend all Show meetings.

**Special Setups:**

**School Display Case:** Coordinates setup needs with Show Chairman. Provides Display Case area. Creates posters to explain the program. Has forms prepared for drawing of Case and oversees area, including staffing. Attend Show meetings.

**Rock Identification:** Coordinates setup needs with Show Chairman. Creates posters to explain the area. Makes signage for any material displayed. Arranges for area staffing. Attend Show meetings.

**Special Exhibits:** If possible arrange for special exhibits or display case entries for public education in the field of Earth Sciences. May arrange for programs to be presented on Earth Sciences subjects. Coordinate the space with Show Chairman. Attend Show meetings.