ORCUTT MINERAL SOCIETY, INC.
STANDING RULES & OPERATING REGULATIONS
August 3, 2026

The purpose of the Orcutt Mineral Society, Inc. (OMS) founded in 1958 includes the collection, lapidary treatment of and the stimulation of interest in rocks and minerals. OMS has banded together to gain knowledge of methods and procedures for collecting, identification, classification, cutting, polishing and mounting of rocks and minerals. In addition, a goal of this Society is to promote good fellowship and proper ethics in the pursuit of the Society's endeavors. Toward these ends, these operating rules are set forth to guide the Officers and members of the Society in accomplishing these purposes.

1.0 GENERAL

1.1 All proposed amendments to the Bylaws must be dated when presented for action by the membership.

1.2 Any member, with approval, making a commitment beyond the standard committee functions in the name of the Society with an outside agency shall submit a report at the first subsequent meeting.

1.3 It shall be the policy of the OMS to not burden any officer, committee chairperson delegated by an officer or chairperson with unreasonable expenses in the performance office or duty on behalf of the Society. The Board of Directors shall accept receipts for actual expenses encountered for approved and/or supported events of the OMS. Approved expenses shall be presented to the Treasurer for payment.

1.4 The President shall have the authority to award special recognition awards up to a $50.00 value for each single award at the President's discretion. The intent of these awards is to provide recognition of a member or members who had volunteered time for a onetime event or for going over and above the call of duty on a special project. Multiple special events or projects undertaken during the Presidents term shall be eligible for this award.

2.0 SECRETARY

2.1 Membership dues shall be paid to the Treasurer. The Treasurer shall notify the secretary of the members whose dues are paid. The Secretary will issue membership cards. (9-10-91)

2.2 After the March meeting the Secretary shall submit to the Bulletin Editor a list of all members whose dues are paid.

2.3 The Secretary shall maintain a historical file of all membership applications.

2.4 A membership list that is current as of the last day of December of each year shall be provided to the treasurer for forwarding to the California Federation of Mineralogical Societies (CFMS) with the annual Federation dues.

3.0 TREASURER

3.1 All money received from committees as income from rental of OMS property shall be entered into a ledger that will provide a reserve for the operation, maintenance and replacement of required equipment.

3.2 The Board of Directors shall authorize all bills up to One Hundred (**$100.00**) dollars and all non-budgeted expenses exceeding One Hundred (**$100.00**) dollars shall require the authorization of the membership before payment.

3.3 All proposed non-budgeted expense items for general operating expenses submitted for payment of more than One Hundred (**$100.00**) dollars shall be presented to the Board of Directors for review and then presented to the membership with a recommendation of approval or disapproval. Other expenditure proposals for more than one hundred (**$100.00**) dollars of the budgeted amount shall be submitted to the Budget and Audit Committee for review and a recommendation to be forwarded to the Board of Directors for action.

3.4 The Treasurer shall, with advice from the Federation Director, determine the number of dues and insurance premium payable to the CFMS and render such payment by the end of January.

3.5 The Treasurer shall ensure that Society obligations are resolved in a timely manner.

3.6 Policy Addendum: Two-Person Fund Counting & Deposit Procedures

Policy Number: OMS-FIN-001
Effective Date: 3 August 2026
Approved By: OMS Board of Directors

Supersedes: N/A - New Policy

1. Purpose

This policy establishes mandatory procedures for counting, verification, and timely deposit of all funds collected by the Orcutt Mineral Society (OMS) at any event, meeting, merchandise sale, show, or other activity. These procedures are designed to protect the Society, its officers, volunteers, and members by ensuring full accountability and transparency in the handling of Society funds.

2. Scope

This policy applies to:

' All cash, checks, and card transaction proceeds collected at any OMS-sponsored event, gem show, club meeting, field trip, auction, or fundraiser.

' All officers, appointed volunteers, and members who handle Society funds in any capacity.

' Gate receipts, table fees, raffle proceeds, merchandise sales, membership dues collected at events, and any other income received on behalf of the Society.

3. Policy

3.1 Two-Person Counting Requirement

All funds collected at an OMS event must be counted by a minimum of two (2) authorized individuals simultaneously. No single person may count, verify, or handle collected funds alone at any time.

Authorized counters include:

- The OMS Treasurer
- The OMS President or Vice President
- Any other OMS Officer or Board Member
- A designated member volunteer pre-approved by the Treasurer, provided no officer is available.

3.2 Counting Must Occur At The Event

Funds must be counted at the event venue before anyone departs. Funds shall not be removed from the event premises uncounted. The count must take place:

- Prior to the close of the event or at a designated closing time agreed upon in advance.
- In a secure, private location at the venue (e.g., back room, Locked office, or other controlled area).
- In the presence of both counters throughout the entire counting process; neither counter may leave and re-enter during the count.

3.3 Counting Procedure

The following steps must be followed during each fund count:

1. Separate bills by denomination and coins by type before counting begins.
2. Each counter independently counts the full amount; counts are then compared and must agree before proceeding.
3. If counts differ, both counters jointly recount until the discrepancy is resolved.
4. All checks must be listed individually (payee, amount, check number) on the Fund Count Record.
5. Credit/debit card transaction totals must be reconciled against point-of-sale or square reader reports.
6. Both counters sign and date the Fund Count Record (see Section 3.5) upon completion.

3.4 Funds Turned In at the Event

immediately following the count, all funds must be turned over to the Treasurer (or

designee) at the event. Funds are not to be transported home by any individual for later delivery except under the emergency exception below.
At the time of turnover:

. Cash and checks are placed into a deposit bag or envelope.

' The Treasurer signs the Fund Count Record acknowledging the amount received.

' A copy of the signed Fund Count Record accompanies the deposit bag.

Emergency Exception:

If no bank deposit can be made on the day of the event, the Treasurer may temporarily retain the sealed, initialed bag. In this case, the Treasurer must notify the President in writing (email is acceptable) of the total amount held and deposit the funds at the next available banking day. This exception must be documented in the Fund Count Record.

3.5 Fund Count Record

The Treasurer shall maintain a Fund Count Record for each event. At a minimum, the record must contain:

. Event name and date

. Location / venue

. Names of both counters

' Denomination breakdown (cash), check listing, and card sale totals. Petty cash / change fund deducted (if applicable), Net total turned in,

' signatures of both counters and the receiving Treasurer,

Any noted discrepancy and its resolution

3.6 Bank Deposit

The Treasurer shall deposit all collected funds into the OMS bank account within Five (5) business days following the event, unless the emergency exception in Section 3.4 applies. A copy of the bank deposit slip shall be attached to the corresponding Fund Count Record and retained in the Treasurer's files for a minimum of five (5) years

4. Record Keeping

The Treasurer shall retain all signed Fund Count Records, deposit slips, and related documentation. These records shall be made available to any OMS officer or auditing committee upon request and shall be presented to the Board at the annual audit or financial review

5. Non-Compliance

Any deviation from this policy must be reported immediately to the OMS president and

documented in writing. Repeated or willful non-compliance may result in removal from volunteer or officer position(s) at the discretion of the Board.

6. Policy Review

This policy shall be reviewed annually by the Treasurer and Board of Directors.
Amendments require approval by majority vote of the Board and must be incorporated into the Operating Regulations.

Approval and Adoption: The OMS Society Board of Directors adopts this policy on the date indicated below:

: Originally signed by the OMS President, 3 August 2026
Originally signed by the OMS Treasurer, 3 August 2026
Originally signed by the OMS Secretary, 3 August 2026

4.0 MEMBERSHIP

4.1 A Membership Committee is established to accept, review and process candidate applications for membership in the Society.

4.2 Honorary members may be appointed, after performing beneficial services to OMS for an extended period, only by majority vote of the present membership. Excluded from this rule are present and/or former members of the OMS. (10/12/93)

4.3 Applications for membership shall include a recommendation from the Membership Committee and verification that membership requirements have been satisfied with the Board of Directors. Upon approval of the application by the Board of Directors, the Membership Chairman shall collect the dues from the applicant and submit the application to the Secretary and dues to the Treasurer for processing.

4.4 Dues are established to be as set forth herein, effective 01 January 2010, in the following amounts:

a. Regular adult Membership $24.00

Two adult family members: $34.00
Each additional family member at the same address $5.00
Processing fee: $10.00, a one-time fee for each new adult member for name badge (required).
Membership includes one monthly bulletin per family.

b. Junior Membership (Under 18) $5.00

c. Charter Membership -$0

d. Honorary Membership -$0

e. Life Membership -$0

4.5 Membership dues are payable on the first of January. Members who have not paid dues by the third meeting of the year shall be dropped from the membership list. (2/09/99)

4.6 New members shall pay dues upon acceptance by the Board of Directors. The dues shall be prorated to one half the amount after the month of June. The one-time fee for new adult members shall be prorated.

4.7 A parent or guardian shall accompany junior members while participating in all society functions. Exception to the above is allowed to members 14 to 18 years of age when prior permission is obtained from parent or guardian for the member to participate unsupervised but remaining their responsibility. (13 May 1997)

5.0 VIDEO LIBRARY

5.1 The video library shall operate within and for the purposes of the requirements in the OMS Bylaws. OMS members shall only be granted service from the library.

5.2 The video librarian shall follow the approved operational procedures and provide for the acquisition, maintenance and loan of educational video material. A nominal fee shall be collected from the members borrowing the equipment/material. Exception: Property assigned to committee chairpersons for OMS use.

5.3 The video librarian shall have full custody of the video equipment/material and provide support to all activities as required.

5.4 Any member that contributes a video program tape deemed appropriate by the video librarian shall receive free utilization of the video program library for the term of six months from the date of donation. Video equipment is not included in the above.

6.0 FEDERATION DIRECTOR

6.1 A Federation Director shall be appointed to serve as liaison between the Society and the CFMS. The Federation Director shall take an active interest in all Federation activities carefully, study all reports received and present to the Society membership information regarding programs, projects, seminars, workshops and the progress of the Federation. Once appointed, the Director shall serve until removal by the Board of Directors or until a resignation is tendered to the Board of Directors.

6.2 The Federation Director shall receive the sum of One Hundred (**$100.00**) dollars or Submit receipts to cover expenses of attending a Federation business meeting.

7.0 BULLETIN EDITOR

7.1 The Bulletin Editor shall publish the Society information periodical containing timely information relative to the Society and its objectives to members free of charge. (5/12/98)

7.2 The Bulletin Editor shall provide for delivery of the monthly bulletin to affiliated clubs and societies on an exchange basis free of charge. (5/12/98)

7.3 The Bulletin Editor shall provide for delivery of the monthly bulletin to non-members and organizations in the continental United States upon the payment of annual subscription fee in the amount of $10.00 US currency. Non-continental subscription fee shall be $14.00 US currency. (5/12/98)

8.0 COMMITTEES

8.1 The President shall be an ex-officio member of all Standing Committees. The following shall be the Standing Committees:

8.1.1 Gem Show & Tailgate Committee

8.1.2 Budget & Audit Committee

8.1.3 Refreshments Committee

8.1.4 Abused Children Committee

8.1.5 Bylaws Committee

8.1.6 Sunshine Committee

8.1.7 Annual Business Meeting & Awards Banquet Committee

8.1.8 Scholarship Committee

8.1.9 Publicity Committee

8.1.10 Field Trip Committee

8.1.11 Golden Bear Award Committee

8.1.12 Property Committee

8.1.13 Nominating Committee

8.1.14 Public Lands Access Committee

8.1.15 Door Prize Activity

8.1.16 Bi-monthly Highway Cleanup Activity

8.1.1 Gem Show & Tailgate Committee

a. A Gem Show & Tailgate Committee is established to organize and plan the Annual Rainbow of Gems and Earth Science Show.

b. Show Committee chairperson(s) shall have the authority to expend Society funds in the exercise of their duties with the limit of Eighteen thousand (**$18,000.00**) dollars per Gem Show event. Additional funds may be expended with approval of the Board of Directors and the membership as required. (12/8/07)(12/6/08) (12/10) (2/12/2019) (12/14/2024)

8.1.2 Budget & Audit Committee

a. A Budget and Audit Committee is established to advise the President and the Treasurer in matters of finance. The Committee, with input from the Standing Committee Chairpersons, shall prepare an estimated annual budget for approval by the membership at the Annual Business Meeting. In the absence of the Committee preparing the estimated budget the Treasurer shall prepare the annual budget. (2/12/2019)

b. The Committee shall perform an audit on all the Society books as directed by the President. This audit shall include the General Ledger and all special funds such as Scholarship and Abused Children Fund. (2/12/2019)

c. An audit report covering the previous fiscal year shall be generated and delivered to the Board of Directors at the January board meeting. (2/12/2019)

8.1.3 Refreshments Committee

a. A Refreshments Committee is established to support the general monthly meetings with courtesy refreshments during the break of the general meeting. The Committee shall ensure that adequate supplies for coffee, tea and associated condiments are present at each meeting.

8.1.4 Abused Children Committee

a. An Abused Children Committee is established to provide support to the local Social Services organizations through donations received by the Committee and the Society membership. Generated funds are to be distributed to local agencies in support of abused children. (2/12/2019)

8.1.5 Bylaws Committee

a. A Bylaws Committee is established to receive proposed changes to the Bylaws from the membership. The Committee shall process the proposed changes, checking for conflict between the Articles of Incorporation, other Bylaw provisions and any State or Federal Statutes. The Committee shall also receive proposed changes to the Standing Rules and Operating Regulations. These changes are presented to the membership for approval or denial. (2/12/2019)

8.1.6 Sunshine Committee

a. A Sunshine Committee is established to maintain cognizance of those members suffering from illness or ill health, informing the membership at the general meeting of members in such state.

b. The maximum on flowers or plants to ill or deceased shall be fifty- (**$50.00**) dollars. (6-10-86) (Revised 9-10-91)

c. The maximum amount disbursed as a memorial for a deceased member shall be One Hundred (**$100.00**) dollars. 06/08/93

8.1.7 Annual Business Meeting & Awards Banquet Committee

a. An Annual Business Meeting & Awards Banquet Committee is established to support the annual installation of officers and Awards Banquet. The committee shall, with approval from the Board of Directors, plan, arrange and schedule the Awards Banquet. The estimated budget for the banquet shall be provided to the Audit & Budget Committee and/or the Treasurer for inclusion in the annual budget. (2/12/2019)

b. Service pins and bars purchased from the CFMS shall be presented at the Awards Banquet to the Society Officers and Directors. Recognition as deemed appropriate by the retiring President should be made for the Standing Committee chairs and others who have performed valuable service to the Society.

c. The Committee shall generate a list of the service awards using the CFMS Pins & Bars price list and provide it to the Federation Director for procurement from the CFMS in time for the Annual Business Meeting. (2/12/2019)

8.1.8 Scholarship Committee

a. A Scholarship Committee has been established to provide annual scholarships to qualifying students who have matriculated in local colleges or universities. The committee shall be responsible for the size and number of grants to be awarded each year with approval from the Board of Directors. The Committee shall try to follow up on the progress of students aided by the Society and shall invite them to attend the next annual Awards Banquet as a guest of the Society.

b. The committee shall consider the following criteria in selecting an awardee:

1. Demonstrated need.
2. Grade point average.
3. Class standing.
4. Demonstration of extra class effort.
5. Other criteria expressed by school or instructor.

c. Donation to the scholarship fund shall be $1500.00 or $300.00 plus 10% of the Gem Show proceeds, whichever is greater. (12-11-84, 12-2-86, 9-10-91, 6/14/94) **(4/14/2026)**

8.1.9 Publicity Committee

a. A Publicity Committee is established to provide liaison between the local community and the Society. The goal is to provide the community at large with notice of significant events involving the Society. This includes general meetings and the programs being presented.

b. The Committee shall prepare an estimated budget for use in carrying out the publicizing of Society events and provide it to the Budget and Audit Committee and/or the Treasurer for inclusion in the annual budget estimate. (2/12/2019)

8.1.10 Field Trip Committee

a. A Field Trip Committee is established to promote the visitation of areas remaining accessible for the purpose of gathering rock and mineral specimens.

b. To the extent possible, the Committee shall maintain liaison between the CFMS field trip committees and other societies to ensure members have opportunities for collecting.

8.1.11 Golden Bear Committee

a. This award was established by the Board of Directors in December 1989. The award shall consist of a CFMS Golden Bear lapel pin and an appropriate Certificate, Plaque or other award form. This award shall be presented to a Society member whom the Society wishes to honor in appreciation for and recognition of outstanding services to the Society.

b. Nominations for this award may be made to the committee from any member in good standing of the Society. The committee in consideration of the nominee should provide simple justification for the nominee's selection. The nominees shall not be informed of the proposed nomination. More than one award may be presented each year.

c. The Award Committee shall be composed of all past recipients of the award. The Chairperson shall be selected by a majority of members of the committee. (2/12/2019)

8.1.12 Property Committee

a. A Property Committee is established to maintain control of Society capital property. The Committee shall ensure that the material stored in the Society locker is well maintained, conducting cleaning and sorting parties as required. An inventory of stored property should be maintained for Society records.

b. Property such as tables, roasters, etc., shall be available for use by OMS members on a limited basis free of charge.

c. OMS tables shall only be removed from the storage facility with the members' signature upon a sign out sheet giving the date and location of use of the table(s).

d. Property borrowed shall be returned in good condition. The member shall be responsible for replacing/repair of damaged property. Exception: Club Cases used by non-member guest exhibitors will remain the responsibility of OMS.

8.1.13 Nominating Committee

a. A Nominating Committee is established to carry out the process of Society officer elections.

b. Nominations shall be made for all officers except President by a Nominating Committee of three (3) members appointed by the President at the September general meeting. The Nominating Committee shall select one (1) or more candidates for each elective position and five (5) or more for Directors, from the regular members and present the slate of candidates at the October meeting.

c. Nominations from the floor may be accepted at the October and the November meeting.

d. The election shall be held at the November general meeting. Voting shall be by secret ballot if more than one candidate is nominated for any office.

e. Installation of officers shall take place at the December Annual Meeting.

f. The President and the immediate Past President shall automatically be members of the Board of Directors.

8.1.14 Public Lands Access Committee

a. A committee known as the PLAC is established to monitor events involving public lands where any proposed action has the potential to limit access and recreational collecting activities.

b. The committee shall be composed of volunteer members of the Society and a committee chairperson appointed by the President.

c. The duty of this committee is to keep track of any activity, policy, or plan concerning the Multiple Use status of public lands and thus protect, within the limits of our established policies, our rights to "recreational mining" which is the term used by the Bureau of Land Management (BLM) to indicate our hunting and collecting.

d. The committee members may attend all meetings called by the BLM (as assigned or within their immediate vicinity) or other meetings that pertain to our hobby. After each meeting, the PLAC member attending will keep the chairperson informed as to status, potential effects on our hobby, and possible actions that can be taken. The Chairperson will then inform the CFMS PLAC chair as appropriate. The committee keeps informed constantly of any legislation pertaining to our hobby and/or right to hunt on public lands and reports to the membership as necessary

e. The Board of Directors shall approve any correspondence recommended by the committee prior to release

8.1.15 Door Prize Activity

A door prize activity is established to enhance attendance at our General Meetings and provide knowledge and accessibility to lapidary (rocks and rock-related) materials. This is not intended to be a fund-raising activity of the Society or any of its functions.

a. The door prize activity shall consist of a member or members designated by the President. The activity implementation will be to set up a method of distribution of free tickets (3) to all attendees, the actual running of the ticket picking and the distribution of prizes. All tickets will have equal access to the awarding of all prizes. The door prize drawing shall provide for at least 10 plus any additional donated prizes per meeting. The distribution should last no more than 15 minutes. (2/12/2019)

8.1.16 Bi-Monthly Highway Cleanup Activity

A Bi-monthly Highway cleanup activity is established to implement the Cleanup of Highway 166 East from US101 for 2 miles.

a. The removal of trash from Highway 166 East will begin in January and every other month thereafter.

b. The Chairperson shall co-ordinate with Caltrans for necessary supplies.

c. Upon completion of the cleanup each crew member is allocated a refreshment treat not to exceed $10.00; any additional amount shall be paid by the individual.

d. Collected cans and plastic bottles shall be recycled and the funds turned into the Treasurer. Glass bottles should not be recycled.

9.0 DISSOLUTION

9.1 The Orcutt Mineral Society, Inc. shall be dissolved upon the recommendation of the Board of Directors and for approval by a two-thirds majority vote of the membership.

9.2 The Board of Directors shall, in compliance with the Bylaws, establish the process by which the Society assets will be disposed of.