



The Mother Lode Mineral Society of California

POLICIES & PROCEDURES

APPROVED by the MLMS Board: September 6, 2026

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SECTION 1:

PURPOSE AND ADMINISTRATION

The purpose of this Policies and Procedures Manual is to establish a written record of policies and procedures adopted by the Executive Board of The Mother Lode Mineral Society of California that are not inconsistent with the Bylaws of the organization.

Policies and procedures may be adopted or changed by a majority vote of the Executive Board, consisting of currently filled positions, at any time and incorporated into this manual immediately following adoption. When appropriate, notification of such adoption or change shall be provided to the General Membership through the Society's newsletter and at General Membership meetings.

Any active or honorary member of the Society may submit a proposed change to this manual to the Executive Board for review. A change is required to be submitted exactly as proposed by the member.

The Executive Board is responsible for maintaining and incorporating approved changes and additions to this manual. The Executive Board will ensure that a current copy of this manual, along with the "Bylaws, Officers, Directors, and Chairpersons manuals," are available in a single Governing Documents binder maintained by the Secretary.

All Policies and Procedures must be referenced by date to specific minutes of the Board meetings. Any Policies and Procedures approved outside of a Board meeting must be incorporated into the minutes of the next Board meeting. Any action of the Board intended to establish a policy or ongoing procedure should be incorporated into the Policies and Procedures Manual.

Approved by the Executive Board, March 2, 2025

SECTION 2

Active Policies and Procedures

Earth Science Studies

Camp Paradise Scholarship:

The society may offer a drawing for a scholarship to attend Camp Paradise in the amount of the cost of Registration Fees. An individual can win the drawing for a one-week scholarship to Camp Paradise only once. Past attendees at Camp Paradise are ineligible for future drawings. The drawing will be held at the General Meeting in April. Should a winner not be able to or choose not to attend, they may decline it so the next person on the list may attend.

Approved by the Executive Board, March 2, 2025

Camp Paradise Raffle:

The society may conduct a Camp Paradise raffle. Tickets will cost \$5.00 each. The drawing will be held at the General Meeting in April.

Approved by the Executive Board, March 2, 2025

Fees

Class Fees:

Jewelry Arts/Lapidary

The jewelry arts/lapidary fees (if any), which participants in any jewelry art or lapidary class shall pay to offset the “hard costs” incurred by the Society to sponsor any of these classes, shall be determined by the Executive Board. These “hard costs” may include materials, supplies, and equipment.

Approved by the Executive Board, March 2, 2025

Finances

Check Signing:

Checks from the checking accounts shall only be signed by the designated signatories.

Approved by the Executive Board, March 2, 2025

Money Distribution

Bank Accounts:

Signatories on the bank accounts shall only be members of the Executive Board (President, Vice President, Secretary, Treasurer, and Membership Secretary). Only one (1) of the two (2) signatories shall be required on checks. All distributions over \$1,000.00 (excluding rents and the annual "Show" expenses) shall be approved by a majority of the currently filled Board positions (e.g., by telephone, email vote), and must be conducted prior to distribution.

Approved by the Executive Board & Board, January 4, 2026

General Expenditures:

Even if budgeted, any single expenditure over \$1,000.00 must be presented to and approved by the Executive Board unless specified below.

The following recurring expenditures are not subject to these limitations:

- CFMS Dues & Insurance
- Board of Equalization Sales Tax
- Meeting and storage facilities
- Committee Chairs are authorized to spend \$300.00 or less from their budget for any single expenditure without Executive Board approval. Committee Chairs must ensure that any and all expenditures do not jeopardize the ability of MLMS to achieve its budget goal throughout the remaining fiscal year. The Show Chairperson has the authority to pay for show related expenses up to \$2,000.
- Any request to increase a committee's approved budget must be approved in advance by the Executive Board.

Approved by the Executive Board, March 2, 2025

Program Expenditures:

The Program Director shall, within that budget for the year, be authorized expenditures for:

1) Honorariums to guest speakers, typically from \$25.00 to \$100.00, depending upon the scope of the presentation.

2) Reimbursement to guest speakers for expenses incurred in preparation for, and presentation of, the respective program. Such expenses may include: fuel/gas/mileage, meals, lodging, copying, faxing, printing and supplies.

3) Receipts for expenses will be required to be given to the Treasurer for reimbursement.

Approved by the Executive Board, March 2, 2025

Invoices:

All invoices submitted for payment must be reviewed by the respective Committee Chair before payment is issued by the Treasurer.

Approved by the Executive Board, March 2, 2025

Reimbursements:

Requests for reimbursement of budgeted expenditures can be paid immediately by the Treasurer upon submission of a receipt. For items of \$300 or more, require Executive Board approval; a majority of the Board (e.g. by telephone, email vote) must be conducted prior to reimbursement.

Requests for reimbursement of expenditures over 90 days old will have to be approved by the Executive Board prior to payment by the Treasurer.

Approved by the Executive Board, March 2, 2025

Federation Director Expenses:

The Society's Federation Director and or alternate shall be entitled to reimbursement for mileage and ***lodging expenses at the host hotel Friday and Saturday night, for expenses incurred on behalf of our Society, when attending Federation meetings (that is, the meeting held in conjunction with the annual Federation Show and the fall (November) meeting). Meals are not reimbursable.*** Mileage allowance shall be based on current IRS rates reduced by the CFMS rate of reimbursement if any.

Approved by the Executive Board, March 2, 2025

CONFLICT or DUALITY OF INTEREST POLICY

All officers and directors of the Mother Lode Mineral Society must annually review this policy and sign acknowledgement and intent to comply.

Core Requirements

- **Duty to Disclose:** Require anyone with an actual or potential conflict to immediately state all relevant facts to the MLMS Board.
- **Abstain (Recusal) from Voting:** Prohibit the interested individual from participating in discussions, lobbying, or voting on the matter.
- **Independent Review:** Allow the remaining non-interested board members to decide if the transaction or issue is fair, reasonable, and in the best interest of the nonprofit.
- **Annual Sign-Off:** Require board members and key staff to review and sign the policy every year.

Disposition

- When and as appropriate, the MLMS Board will meet to determine whether such a conflict or duality of interest exists, and determine any necessary action required to maintain legal requirements for our non-profit. Decisions will follow the core requirements listed above.
- Board members subject to conflict/duality of interest determination must comply with the decision of the MLMS Board. Decisions may include: no issue, exclusion from a vote/discussion, removal from the board – temporarily or permanently for the year. (Conflict/duality must be resolved)

Approved by the Executive Board & Board, September 6, 2026

SECTION3

SUPERCEDED POLICIES AND PROCEDURES

This document/manual shall be reviewed by the Executive Board annually by April of that year.

- Article III Membership, Section 4 Membership Termination and Expulsion
- Article V Disbursements and Accounts, Section 5
- Article VIII Quorum, Sections 1-3
- Article IX Amendments, Sections 2-3
- Article X Memorial Scholarship Fund, Section 1 and 3
- Article XI Camp Paradise, Section 1-2
- Article XII The Annual Turlock Gem and Mineral Show, Sections 1, 5-7
- Article XIII Contracts, Section 1