

General Rules for Participation In Activities of Mississippi Gem and Mineral Society

The Mississippi Gem and Mineral Society was chartered in 1958 as a nonprofit, educational corporation to promote knowledge and the enjoyment of activities related to the earth sciences. One must be a current member in good standing to use MGMS Lapidary School equipment, to check books out of the library, and to participate in field trips.

Visitors are welcome to attend meetings and shows and may use the library for research only. Non-members may attend classes if space is available and if no school equipment is used which might cause physical injury to them or others; however, MGMS members will be given priority if class space is limited.

These *General Rules for Participation* are basic guidelines for member participation in MGMS activities and use of basic MGMS Lapidary School resources. These Rules are to ensure that everyone has working knowledge of procedures so that miscommunication can be kept to a minimum. Separate, supplementary guidelines will be provided to members who wish to participate in field trip activities and/or use Lapidary School equipment and related School resources.

Additional rules may be posted, published separately, or conveyed orally. Waivers for Participation may be required at times.

These *General Rules for Participation (Rules or General Rules)* apply to all adult and Junior members. Adults are responsible for the Junior member(s) included on their membership application and acknowledge this by their signature. When a Junior member is no longer eligible for the Junior membership classification and applies for separate membership, he is responsible for acknowledging these *General Rules* at that time.

VOLUNTEER

MGMS is a volunteer organization. Get involved—help cleanup after a meeting, teach a class, work on a committee, serve on the governing Board. We request that you participate as you can.

WORK DAYS

Upkeep of the Lapidary School building, grounds, and equipment is usually performed by MGMS members. Dates for routine cleaning, maintenance jobs, or special projects will be published as a “Work Day” in the newsletter or other established means of membership communication. Members may also volunteer to work at other times when the Lapidary School is open.

MGMS ANNUAL GEM, MINERAL, FOSSIL AND JEWELRY SHOW

The entire MGMS Gem, Mineral, Fossil, and Jewelry Show is run by a workforce of MGMS volunteers. Throughout the Show, volunteers are needed to fill a variety of jobs. Information about volunteering at the Show will be published in the newsletter and may possibly be conveyed by other means of membership communication.

The Show committee begins making plans and doing preliminary preparation for the next Show in March or April. Contact the Show Chair, a Show Committee Leader, or a Governing Board member if you wish to serve on the preparation committee.

Some vendors occasionally offer a discount to volunteers or members, but a discount is not to be expected. MGMS members should always be respectful to the show vendors.

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DONATIONS

All donated items (rocks, equipment, books, jewelry making items, etc.) should be labeled when dropped-off. The label should include the donor's name, contact information, and if a receipt is needed. MGMS reserves the right to decide if donations will be included in the club inventory (for display or use) or if the donation will be raffled off or auctioned.

FIELD TRIPS

Several field trips are scheduled throughout the year. To participate in this MGMS activity, members must be in good standing. (Dues must be current prior to the day of the field trip.) Members must agree to abide by the *Field Trip Rules for Participation* (separate document).

No guests are allowed on field trips.

Children must be MGMS members to participate; therefore, no child under the age of 8 is ever allowed on field trips. Adults are responsible for the children listed on their application.

LAPIDARY SCHOOL RESOURCES AND CLASSES

The MGMS Lapidary School is available for use to all members in good standing during the hours scheduled hours for general use. Scheduled Lapidary School hours will be published in the newsletter and/or conveyed by other established means of membership communication.

Safety is the responsibility of everyone.

Individuals must clean up after themselves. This includes, but is not restricted to, the main area, kitchen area (including kitchen utensils, coffee pot, etc.), library, classrooms, lapidary rooms, and equipment used. Suspension of use privileges or a fine may be imposed against anyone not cleaning the area and/or equipment used by them.

Landscaping material around the building is not for personal use; the material is for display purposes.

All lapidary equipment, tools, exhibits, specimens, lapidary rough and other material or supplies, furniture, and office equipment in the School or on the premises is either the property of MGMS Lapidary School, is on loan to the School, or is someone's personal property. No person is allowed to remove or borrow any MGMS property without the permission of the President or Governing Board with the exception of certain Library books or videos.

Occasionally, someone may accidentally leaves personal property at the School; such items should be reported to the Building Supervisor.

To utilize School equipment, members must agree to abide by the *Rules for Use of MGMS Lapidary School Equipment and Resources* (separate document). Members must also complete the proper certification classes before operating any equipment in any classroom, throughout the building, or on the premises without instructor supervision.

Instructors and Building Supervisors must be obeyed at all times; they are the final authority on Lapidary School rules and usage.

According to our Bylaws, MGMS is a non-profit organization. As a non-profit entity, society resources and equipment may not be used for any member's monetary gain or personal gain. *No commercial or mass-production work may be done using school equipment.*

LIBRARY

Library books not designated "for research only" may be checked out by current members. To remove a library book or video, one must follow the procedure established by the Librarian. The time a book may be kept and the amount any late fee to be imposed will also be posted.

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CLASSES

These *General Rules* cover all classes except lapidary or metal classes. As previously noted, acceptance of the *Rules for Use of MGMS Lapidary School Equipment and Resources (Equipment Rules)* is required to use School equipment and related resources; therefore, to participate in lapidary or metal work classes, a member must agree to abide by the *Equipment Rules*.

FEES FOR CLASSES AND USE OF FACILITIES AND EQUIPMENT

Fees collected for use of School equipment, facilities, and materials are intended to cover such expenses as repair and replacement of equipment, utilities, materials provided by MGMS for classroom activities, etc. These fees will be set on an annual basis by the Budget Committee but may be changed as obvious need for more or less school's expenditures are ascertained.

- a. Members are expected to pay for the use of equipment upon completion of the day's work.
- b. All charges for each class shall be covered by the students of that particular class.
- c. For a class lead by a MGMS member, the class fee shall cover the cost of materials plus the MGMS usage fee. MGMS member instructors may only charge a sufficient amount to allow them to recover their expenses for class materials furnished by them to be used by students. Fees collected for use of School facilities, materials, and/or equipment shall be paid to the School.
- d. For a class lead by an instructor from outside the membership, the class fee shall include the negotiated fee plus the MGMS usage fee and charges for any School materials or School equipment used. Fees collected for use of School facilities, materials, and/or equipment shall be paid to the School.

NON-MEMBER STUDENTS

- a. MGMS members will be given priority to attend classes if space is limited; however, non-members may attend a class if space is available.
- b. Non-members may only attend classes if no school equipment will be used which might cause physical injury to them or others.
- c. Any non-member who attends a class will be charged in accordance to the School Bylaws; but, in all cases, shall be charged at least double the class fee for members. The additional fee collected shall go the School.

INSTRUCTORS

Members or non-members may act as instructors and/or present lectures and programs. According to Lapidary School Bylaws, all instructors who are members of the Society shall serve without compensation.

- a. MGMS member instructors may charge a sufficient fee to recover their expenses for class materials furnished by them to be used by students. If negotiated with the Education Committee prior to engagement (with Governing Board approval if required), travel expenses to and from the instructor's home may be included in the class fee.
- b. Instructors brought from outside the membership of the Society may make reasonable charges as negotiated with the Education Committee (with Governing Board approval if required). The negotiated class charges shall be collected from the students *in advance* to ensure that the total cost of the class is covered by the students.

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EXCEPTION REQUEST

A request for an exception to these *General Rules for Participation* must be presented in writing to the Building Supervisor, Instructor, or Governing Board and meet with their approval. Approved exception(s) will be for a specific event or occurrence.

FAILURE TO COMPLY

While participating in any Society function, a member who fails to comply with any of these General Rules for Participation, any additional established rules, or fails to comply with instructions of any Governing Board member, Building Supervisor, Field Trip Chair or Trip Leader, Safety Person, Instructor, or any other Leader (Show or Committee), will be subject to disciplinary action.

Non-compliance could result in action from reprimand up to and including revocation of membership.

UPDATES

MGMS may or may not require members to sign *Rules* forms annually. When the *General Rules for Participation, Field Trip Rules for Participation, and/or Rules for Use of MGMS Lapidary School Equipment and Resources* are updated by the Governing Board, members will be provided a copy of the updated regulations and asked to acknowledge receipt and acceptance of the updated *Rules* at that time.

Members who have accepted these *Rules* understand that these regulations remain in effect until the *Rules* are updated or revoked by MGMS.

MEMBER ACKNOWLEDGEMENT

I acknowledge that I have read all of these *General Rules for Participation*. Any questions which have occurred to me have been answered to my satisfaction.

I am aware that there are additional rules agreement forms relating to field trip participation and utilization of MGMS Lapidary School equipment. I understand that if I choose to participate in field trips or utilize the Lapidary School equipment and related resources, the applicable supplemental rules form(s) must also be signed to signify acceptance of those guidelines.

I understand and acknowledge that these *General Rules of Participation* remain in effect until the updated or revoked by MGMS.

I am voluntarily, and with full knowledge of these regulations, participating in MGMS activities and functions.

Printed Name

Signature of Adult Participant

Date

Printed Name

Signature of Adult Participant

Date