

BYLAWS OF THE HELL CREEK PALEONTOLOGICAL SOCIETY  
JUNE 2023

I. Name

- i. The name of this corporation hereafter referred to as the Society is the Hell Creek Paleontological Society.
- ii. The motto of this Society is “Paleontology is for Everyone.”
- iii. The Society colors shall be Black, White, and Green.
- iv. The Society emblem shall be the dinosaur Triceratops. surrounded by the outline of the states that house the Hell Creek Formation (South Dakota, North Dakota, Wyoming, and Montana).

II. Period of Existence

- i. The period of existence of this Society is perpetual, or for as long as a group of people agree to work together to perpetuate the goals of the Society.

III. Purpose & Goals

- i. The purpose or purposes for which this Society is organized is to inspire and further the education of groups and individuals interested in paleontology.

IV. Composition

- i. The Society shall be a membership Society. The members being any individual or family who share the interest of the Society and wish to become members and agree to abide by the Society bylaws and rules.

V. Membership

- i. The requirement of membership is the payment of dues.
- ii. Dues amounts are established at the annual business meeting. Membership categories are “students and teachers”, “individual”, “family”, “non-profit” and “corporate”. Voting members consist of either adult individuals, students, or family members whose dues are current.
- iii. Dues shall become payable annually after establishing membership and shall become past-due after that date. Members in arrears in payment of dues shall not be a member in good standing and may not vote or hold office in the Society.

- iv. All new members shall have available for review upon request a copy of the Articles and Bylaws.
- v. This Society shall be affiliated with and maintain an active membership in the Geological Society of America and the Association of Applied Paleontological Sciences.

## VI. Monthly Meetings

- i. Monthly meetings shall be scheduled at a time and place as determined by the Board of Directors. A calendar of forthcoming meetings shall be published in the newsletter. Meeting minutes shall be published in the Newsletter and any changes or corrections shall be made at the next meeting.
- ii. To constitute a regular meeting, a member of the Board and a quorum of the membership must be present. A quorum for the regular meetings is defined as one-tenth of the voting membership.
- iii. Society meetings will be held in an orderly manner and will generally follow these procedures: Call to order, reading of minutes and Treasurer report, reports of committees and old or unfinished business, new business, Introduction of speaker/program followed by scheduled presentation by said speaker, adjournment.
- iv. - The April meeting shall be the annual business meeting for the election of Officers and Board of Directors.

## VII. Officers

- i. Election of officers shall be held in November of each year with the new officers assuming their duties on January 1. The term of these officers shall be two years.
- ii. Officers shall be nominated for election by a nominating committee appointed by the President and/or by open nominations from the floor.
- iii. Officers shall be active members elected by a majority vote.
- iv. Vacancies shall be filled for the balance of the term by the Board of Directors.
- v. Officers of this Society shall be: President, Vice-President, Secretary, and Treasurer.
- vi. President. The duties of the President shall be to preside over all meetings of the organization co-sign Society checks, appoint all committees deemed necessary, and see that the activities of the organization are designed to carry out the purpose of the Society.
- vii. Vice-President. The duties of the Vice-President shall be to perform the duties of the President in the President's absence including co-signing of Society checks. The Vice-President shall perform such other duties from time to time as may be assigned by the President of the Board of Directors.

- viii. Secretary. The duties of the Secretary are to keep and report the minutes of all meetings of the Society, to maintain membership records, keep an updated copy of the Society's Bylaws, Articles of Incorporation, and rules to present to newly elected officers and new members, conduct correspondence as necessary, and to perform all duties incident to the office of the Secretary and such other duties from time to time as may be assigned by the President or the Board of Directors.
- ix. Treasurer. The Treasurer is charged with the custody of the Society's finances, has authority to pay all bills recommended by the Board and approved by the membership, deposit all Society money in a bank of the Society's choice, co-sign all Society checks, when available, and to report all information to the members. In general, perform all the duties incident to the office of the Treasurer and such other duties from time to time as may be assigned by the President or the Board of Directors. The Treasurer is responsible for payment of Society's dues to: the Geological Society of America and the Association of Applied Paleontological Sciences.

#### VIII. Board of Directors

- i. The affairs of the Society shall be managed by its Board of Directors.
- ii. Committee Chairmen, Society members or persons having business with the Society may attend any meetings of the Board of Directors.
- iii. Each member of the Board of Directors will receive and sign for their copy of the current Bylaws upon taking office or when there is any change to the Bylaws.
- iv. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, and three other active members elected to the Board at the annual business meeting.
- v. The Board of Directors shall meet at least three times a year.
- vi. At the first monthly meeting following the election of a new Board they will present a proposed yearly budget to be voted on by the members.
- vii. Special meetings of the Board of Directors may be called by, or at the request of, the President or any two Directors.
- viii. Quorum – a majority of the Board of Directors shall constitute a quorum for the transaction of business at the meeting of the Board.
- ix. Minutes of the Board of Directors' meetings and actions taken shall be presented to the Society at the following meeting. The Society may accept or reject these minutes.
- x. Informal Action by the Board of Directors – Any action required by law to be taken to the Board of Directors or any action which may be taken at a meeting of Directors, may be taken without a meeting, if consent in writing setting forth the action so taken, shall be signed by all the Directors.

- xi. In case of a Board vacancy in a given year, the Board of Directors shall appoint a new member to serve for the remainder of the year.

#### IX. Assets of the Society

- i. This Society will operate as a non-profit organization and no part of its earnings or property shall go to the benefit of any member or individual.
- ii. Members may be repaid in full for expenditures approved by a vote of the Board of Directors or the membership.
- iii. All gifts, grants and/or purchases to or by the Society shall be the property of the membership and will be used to the Society's best interest.
- iv. If for any reason this Society should disband, the assets of the Society will be used to pay any outstanding debts or obligations. Any remaining assets will be auctioned off and the proceeds will be donated with half to the Geological Society of America and half to the Association of Applied Paleontological Sciences.

#### X. Scholarship Awards

- i. A primary objective of the Society will be to award scholarships to high school, undergraduate and graduate students to assist in completing their education in the field of paleontology.
- ii. A minimum of 1 and a maximum of 3 scholarships will be awarded each year. The maximum award amount is \$1,000.00.
- iii. Members and non-members may apply to help fund their education in paleontology.
- iv. Scholarships are given to fund tuition and other educational costs in paleontology, geology, or related fields at any accredited university or college for the purpose of furthering the applicant's paleontological education.
- v. Applications will be evaluated by the Society's elected scientific committee.
- vi. Final approval of all awards will be made by the Society's Board.
- vii. Reporting requirements: All scholarship recipients are required to report on how the funds were used and any results to the Society by making either a short presentation at a regular Society meeting or by submitting a note for publication in the Society newsletter.

#### XI. Society Field Trips

- i. The Society will elect a Field Trip Chairman. Members will be encouraged to assist in planning field trips.
- ii. The Field Trip Chairman will attempt to schedule a field trip at least twice/year, which will be open to all members in good standing.
- iii. All field trips will be announced at the general meeting and explained as far in advance as possible, included in the Society's newsletter, to encourage member participation. An e-mail notification system may be used.

XII. Society's Annual Show

- i. A primary objective of the Society will be to hold an annual show. This show will normally be a two (2) day event.
- ii. The show components will be, but not limited to: local and out of state dealers who shall have an opportunity to display and sell their wares, displays provided by members, a silent auction open to members and non-members.
- iii. A Show Chairman will be elected as soon as possible after the current show, so that plans can be made for the next show.

XIII. Compensation

- i. Directors and officers shall not receive any compensation for their services.

XIV. Committees

- i. There shall be standing committees appointed as needed by the Board of Directors.

XV. Authority

- i. Robert's Rules of Order, Revised, shall govern this Society in all cases where applicable and in which they are not inconsistent with the Bylaws.

XVI. Fiscal Year

- i. The fiscal year shall begin on January 1 and end on December 31 of each year.

XVII. Amendments

- i. Approval to change the bylaws shall be two-thirds of majority of responding members.
- ii. Responding member shall be a member responding in writing or voting at the meeting.
- iii. Members will receive notice of any proposed changes in the bylaws at least twenty (20) days prior to the meeting at which the amendment will be voted on. Notification of amendments of bylaws shall be included in the minutes of the meeting.

XVIII. Acceptance

- i. Upon acceptance, these Bylaws shall become effective immediately.

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President

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Date

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Secretary

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Date

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Board Member

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Date

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Board Member

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Vice President

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Date

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Treasurer

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Date

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Board Member

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Date

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Board Member

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Date

