

HAMPTON ROADS RECOVERY SOCIETY - - - CONSTITUTION & BY-LAWS

* * * CONSTITUTION * * *

Article I Name and Place of Business

1. The name of this organization shall be Hampton Roads Recovery Society. The organization is hereafter referred to as “The Club”.
2. The place where The Club’s business shall be conducted is in Hampton, Virginia, and, when authorized by its membership, elsewhere, within and without the state of Virginia according to the By-Laws of The Club.
3. The principal place of business shall be at the Hampton Public Library, 4207 Victoria Boulevard in Hampton, VA 23669.

Article II Purpose

1. The purpose of The Club is as follows:
 - a. Maintaining and supporting an organization to further the interest of its members in historical facts and artifacts, to promote the exchange of information
 - b. Compiling, recording historical data, locations, and artifacts
 - c. The discovery and recovery of lost or hidden artifacts and relics
 - d. Providing recreational activity and companionship for its members to facilitate mutual interests, benefits, and fellowship.
2. The organization shall be non-profit and every meeting shall be non-political and open to all people.
3. The meetings shall be open to the public to encourage others to participate in the activities of The Club. Whenever possible, The Club will cooperate with the community to which it belongs in order to foster goodwill and to be a positive element in the community.

Article III Membership

1. The membership shall be open to any person of reputable character who is willing to abide by the Constitution and By-Laws of The Club.
2. The types of membership shall be:
 - a. Charter – a member in good standing at the time of the adoption of the original Constitution and By-Laws.
 - b. Regular – a member in good standing whose dues are paid.
 - c. Honorary – any person presented by a member in good standing and accepted by a 2/3’s vote of the members at a regular meeting. An honorary member is a non-voting member. An honored member can be deceased and remain on Club Roster.
3. Membership in The Club will be forfeited for the following reasons:
 - a. Non-Payment of dues of continuing members by the 31st of January.
 - b. Conduct prejudicial to the general welfare and prestige of The Club.
 - c. Charges under (b) above must be made in writing, dated and signed by one or more witnesses, and filed with the President of The Club.
 - 1) Within seven (7) days from the date of charges are filed, the member so charged shall be furnished with a duplicate copy of the charge, together with notice, giving the date, time and place of the hearing on such charges.



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- 2) Charges shall be presented by the President of The Club to a committee of three members, all in good standing present, selected by the President upon filing of the charge. The committee shall hear the charges and after investigation shall submit its recommendation to the membership at large which shall have final disposition of the matter. A vote of 2/3's of the members in good standing at a regular meeting will be necessary to terminate membership; otherwise, member remains in good standing.
- 3) When the investigation is reported to the membership at large, the accused will be given a chance to speak for himself/herself.

* * * BY-LAWS * * *

Article I Election of Officers

1. A nomination committee may be formed in October consisting of three members in good standing. Nominations will be in November, elections in December, and the officers shall take office in January.
2. The following officers may be elected:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Librarian / Historian
 - f. Hunt Master – Spring and Fall Club Hunts (volunteer)
 - g. Club Appraiser (volunteer)
 - h. Webmaster (volunteer)
 - i. Other titles as needed

Article II Officers

1. President
 - a. The President shall have general supervision over The Club. He/She shall see that all order and resolutions of The Club are carried into effect and that all officers, committee and individuals perform their assigned duties, as provided by these By-Laws, or by order or resolutions of The Club.
 - b. It shall be the duty of the President to preside at all meetings of The Club.
 - c. He/She shall appoint all committee chairpersons, and designate the power to perform duties of such committee to a Club Officer or a member in good standing. He/She shall be ex-officio member of all such committees with voice and vote at all meetings of such committees.
 - d. He/She shall have a vote at meetings of the general membership only in the case of a tie vote.
 - e. He/She shall be one of three persons allowed to sign/countersign checks drawn upon The Club treasury.
 - f. He/She shall be the point of contact to the Federation of Metal Detectors and Archeological Clubs, Inc (FMDAC).
 - g. He/She shall maintain contact with public officials and news media in the Tidewater area and be responsible for all matters of public interest.



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2. Vice President
 - a. The Vice President shall be vested with all the powers of the President, in that officer's absence, and shall be required to perform all necessary duties.
 - b. He/She shall have responsibility of being The Club's business representative.
3. Secretary
 - a. The Secretary shall keep full minutes of all Club meetings, act as clerk thereof and record all votes and minutes.
 - b. He/She shall keep such records and make reports as shall be requested from time to time.
 - c. He/She shall keep the current records of The Club in proper form at all times, including the names and addresses of all Club members.
 - d. He/She shall maintain The Club's correspondence files.
 - e. He/She shall assure the publication of a monthly newsletter to be dispersed to all Club members and others as appropriate.
 - f. He/She shall produce articles for distribution to electronic and print media after President's approval.
4. Treasurer
 - a. The Treasurer shall keep full and accurate accounts of all receipts and disbursements in the manner prescribed and approved by the President, in books provided by and belonging to The Club.
 - b. He/She shall deposit all monies and other valuables in the name of and credit to The Club in such depositories as may be designated by the President.
 - c. He/She shall provide a brief financial statement at each regular meeting, a copy of which will be presented to the Secretary for inclusion in the minutes of the meeting.
 - d. He/She shall be one of the three persons allowed to sign/countersign checks drawn upon The Club treasury.
 - e. The Treasurer shall be audited on an annual basis, immediately following election of officers, with all club funds being frozen at the time of audit, and kept frozen until acceptance of the treasury and its records by the Treasurer-elect. A report of the audit will be presented at the first meeting of the general membership over which the new officers preside. For the purpose of the aforementioned audit, the President-elect shall appoint a Board of Audit consisting of three members from amongst the general membership. Following the audit, and upon acceptance of the treasury and its records by the Treasurer-elect, the Board of Audit will be dismissed.
5. Librarian / Historian
 - a. The Librarian / Historian shall maintain a clipping file containing items of general interest to Club Members.
 - b. He/She shall maintain the Club Library.
 - c. He/She shall maintain archived meeting minutes and other archive club records.
6. Hunt Master – Spring and Fall Club Hunts (volunteer)
 - a. The Hunt Master shall organize the club Member Only Spring Hunt and Public Fall Hunt.
 - b. He/She shall be responsible for the creation of Club Hunt Committee, if needed, to delegate various tasks as needed to include but not limited to:
 - i. Advertisement of Event



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- ii. Creation of Hunt Rules
 - Must include emergency contact information for each person hunting
 - Include clear definitions of Inclement Weather Policy regarding reimbursements of Hunt Club Fees and Responsibility of registered applicants to take care of their own living arrangements and possible cancellation
 - Other rules and information that may apply
 - iii. Obtaining necessary permits for preferred event date
 - iv. Collection of Hunt Fees
 - v. Collection of Registration / Application forms
 - vi. Correspondence with Manufacturers for the purpose of obtaining reduced priced prizes or donations.
 - vii. Correspondence with Manufacturers for the purpose of following up on disposition of donated items (photos and names of winners of said items).
 - viii. General Prize Purchasing.
 - ix. Raffle and/or Door Prize Purchasing
 - x. Tent or other enclosure rental as needed.
 - xi. Facilities Rental as needed.
 - xii. Other duties as need to be assigned to hold a successful event
- c. Hunt Master has complete authority regarding hunt rules with the exception of pending inclement weather.
- i. (Inclement Weather Policy)
 - If inclement weather is pending that would dramatically affect the ability for the club to hold a safe and organized Hunt, the Hunt Master, Club President, Vice President, Secretary, Treasurer, and Librarian will meet to determine reaction to said inclement weather, taking in effect safety, financial obligations as they pertain to the hunt and alternative date requirements.
 - If determined that the Hunt needs to be postponed due to inclement weather, all Register Applicants will be contacted as soon as possible so that that can cancel travel plans. Those being called will be reminded to cancel Hotel/ Motel arrangements.
 - The Club will not be responsible for reimbursement of Hotel/Motel Cancellation fees.
 - d. Hunt Master will supply an itemized listing of all money associated with Club Hunt to the Club Treasurer to include prize listing, associated fees, rentals, and advertising materials.
 - e. The Hunt Master will be authorized reimbursement by Treasury for cost of all Hunt materials.
7. Club Appraiser (volunteer)
- a. The Club Appraiser shall provide personal appraisal information on request, but at his/her convenience, that may include approximate value and material composition (Gold, Silver, etc.).
 - b. Appraisals provided are strictly informal and based on volunteers personal knowledge, experience, and use of testing materials and guides.
 - c. Club Appraiser will not be held liable for any appraisal provided.
 - d. He/She may request reimbursement for testing materials from individuals he/she is testing items for OR from the Club's funds. Approval for reimbursement using Club fund's will require 2/3 majority vote of the members in good standing present at a regular meeting for dispersal of appropriate funds. Receipts of materials will be provided prior to dispersal of Club funds.



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8. Webmaster (volunteer)

- a. The Webmaster shall maintain the Club's www.hrrsmetaldetecting.com website.
- b. He/She shall update the website as input, pictures, information are provided.
- c. He/She shall be responsible for all correspondence in regards to the Club's website, (i.e. fixing spelling errors, adding links, uploading pictures, etc.)
- d. He/She shall be responsible for paying all associated fees, from Club funds, to maintain the website (Server Space, Domain Registration, etc.).

Article III Replacement of Officers

1. Officers shall be replaced by recommendation of other officers and members at large. Acceptance will require 2/3's majority of all members in good standing present at a regular meeting.

Article IV Dues

1. Dues shall cover the period of the calendar year in which paid except that memberships obtained on or after 1 October will be good through the next calendar year.
2. The amount of dues listed also includes the FMDAC fee:
 - a. Family - \$25.00
 - b. Single - \$20.00

Article V Fees

1. Each member shall be assessed a five dollar annual fee to support the club's affiliation with the Federation of Metal Detectors and Archeological Clubs, Inc (FMDAC). The assessment shall be due concurrently with the member's regular dues and are currently included in the listed dues amounts of Article IV. These fees shall be forwarded to the Federation of Metal Detectors and Archeological Clubs.

Article VI Meetings

1. Regular meetings are to be held once each month at a time and place to be arranged by the President.
2. Special meetings shall be called by the President and all members shall be notified by the Secretary.
3. Committee meetings shall be called by committee chair persons and the committee members shall be notified by that chairperson.

Article VII Amendments

1. Amendments to the Constitution shall be made by a majority consisting of 2/3's of the members in good standing present at a regular meeting. Any amendment/change recommended to the Constitution and By-Laws shall be documented and held over until the next meeting to be voted on at that time.

EDITS – CHANGES - NOTATIONS

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First Revision Approved – 2-7-2008

Second Revision Approved – 3-19-2009

Third Revision Approved - 3-04-2010

