Canaveral Mineral and Gem Society
Policies and Procedures

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Updates shown in italics.
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1. **Annual Membership Dues** *(rev 01/01/2023)*
   - Active members $ 40.00
   - Associate Type 1 $ 10.00
   - Associate Type 2 $ 20.00
   - Honorary $ 0.00

   Refer to CMGS By-Laws, Article III "Membership" for full descriptions. (added 06/24/2026)

2. ***Workshop* Fees**
   - *A.* Any member using any equipment in the shop is required to pay *the posted shop fee. (rev 06/24/2026)*
   - B. Library only use does not incur a shop fee.
   - C. *Teachers are exempt from workshop dues if a minimum of three complete classes are taught within a consecutive 6-month period. (rev 06/24/2026)*
   - D. *Costs for the following materials supplied by the club are updated periodically and posted in the Workshop (rev 06/24/2026):*
     - Rubber/Silicone Molds *(each mold)*
     - Investment for Casting *(per cup)*
     - Scrap Silver for Casting *(per gram at 90% of current spot price)*
   - *E. From time to time the Club may make other materials available for purchase at the shop. Prices will be as marked. (added 06/204/2026)*

3. ***Workshop* Usage** *(section revised 06/24/2026)*
   - **A.** Members must sign the *logs* for any equipment they use.
   - **B.** Shop Stewards have keys for:
     - Large Jump Ringer,
     - *Tool chest, and*
     - *Supply cabinets.*
   - **C.** Members must either take a class or get approval from a qualified *S*hop *S*teward or the shop Education *Officer* prior to using the equipment.
   - **D.** Members, Instructors and *S*hop *S*tewards are ALL responsible for the upkeep and cleanliness of the shop. *Members are responsible for properly cleaning and storing all equipment and cleaning all areas surrounding their workspace during shop use.*
   - **E.** Shutting down the shop begins 15 minutes prior to posted shop clos*ing* time.
   - **F.** *All members under the age of 18 years must be accompanied by a parent or legal guardian while using the shop and must adhere to minimum age requirements for some equipment. (added 06/24/2026)*

4. **Classes** *(section revised 06/24/2026)*
   - A. Our teachers are volunteers and thus set the schedules for their classes based on their availability.
     - Classes can only be taught if we have teachers available. As volunteers, teachers make their own schedules.
   - B. Students can sign up for classes at monthly meetings.

C. *Some classes have minimum age restrictions based on safety and/or skill complexity. All members under the age of 18 must be accompanied by a parent or legal guardian while attending classes. (added 06/24/2026)*
D. The Education *Officer* will have the *Class Sign-Up B*ook available at all monthly meetings.
E. Teachers will contact *members* on the class sign-up list by email, *text, and/or* phone.
   1. No Shows for classes after confirmation will be removed from the *sign-up* list *for that class*.
   2. *Members who fail to respond to* calls, texts, and/*or emails* for class will be moved to *the* bottom of *the* list.
   3. *A*fter three attempts, *non-responding members* will be removed from the *sign-up* list *for that class.*
F. Class fees will be listed in the *C*lass *Sign-Up B*ook.
G. Some classes will incur additional costs *for materials.*

5. Volunteer Recognition

A. In an effort to recognize volunteers, a system will be put in place to reward those who qualify.
B. Qualification will be based on *accrued* volunteer hours. *(rev o6/24/2026)*
C. Those that have accumulated 100 Volunteer hours will be *eligible for* a free in-house class. *A*dditional fees for class materials will not be covered. *(rev o6/24/2026)*
D. Members who wish to participate in this recognition program will track their volunteer hours in a dated logbook. The logbook will contain the following information:
   - Date,
   - Activity,
   - Hours, *and*
   - Total Hours *a*ccumulated.
E. The logbook will be submitted to the Officers for inspection, documentation and approval.

6. Canaveral Mineral and Gem Society Sexual Discrimination /Harassment Policy Statement *(added March 17, 2024)* *(paragraph numbers added for clarity 06/24/2026)*

A. Canaveral Mineral and Gem Society (CMGS) is committed to providing a safe environment for all its members and guests free from discrimination on any ground and from harassment during any of our meetings or events, including sexual harassment.

CMGS will operate a zero tolerance policy for any form of sexual harassment at any of our meetings or events and will treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including membership cancellation or removal from event sites if not a member.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

B. **Definition of sexual harassment in a workplace**

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated, uncomfortable and/or intimidated. It includes situations where a person is asked to engage in sexual activity as well as situations which create an environment which is hostile, intimidating, uncomfortable or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal, and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited [1] to:

Physical sexual conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching.
- Physical violence, including sexual assault.
- The use of threats or rewards to solicit sexual favors.

Verbal sexual conduct

- Comments on a member's/guest's appearance, age, private life, etc.
- Sexual comments, stories, and jokes.
- Sexual advances.
- Repeated and unwanted social invitations for dates or physical intimacy.
- Insults based on the sex of the worker.
- Condescending or paternalistic remarks.
- Sending sexually explicit messages (by phone or by email.)

Non-verbal sexual conduct

- Display /or clothing of sexually explicit or suggestive material.
- Sexually suggestive gestures.
- Whistling.
- Leering.

[1] This section is not exhaustive, it includes any conduct of a sexual nature which is unwanted and unwelcome by the recipient.

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. CMGS's policy recognizes that sexual harassment may also occur between people of the same sex. What matters is that sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

Anyone, including members, guests, clients, customers, casual workers, contractors, or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place in any facility used by CMGS or outside facilities, including at social events, CMGS trips, training sessions or conferences sponsored by CMGS.

C. Sexual Harassment Complaints Procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. CMGS recognizes that sexual harassment may occur in unequal relationships (i.e. between an officer or director and a member) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated officers or directors responsible for receiving complaints of sexual harassment.

When a designated person receives a complaint of sexual harassment, he/she will:

- Immediately record the dates, times, and facts of the incident(s).
- Ascertain the views of the victim as to what outcome he/she wants.
- Ensure that the victim understands the organization's procedures for dealing with the complaint.
- Discuss and agree to the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome.
    - Keep a confidential record of all discussions. (Confidentially maintained by the secretary by using Sexual Harassment record form available in the shop).)
- Respect the choice of the victim.
- Ensure that the victim knows that they can lodge the complaint outside of the organization through the relevant country/legal framework.

CMGS recognizes victims often feel that they cannot come forward. CMGS understands the need to support victims in making complaints.

D. Sexual Harassment Informal Complaints Mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- Give an opportunity to the alleged harasser to respond to the complaint.
- Ensure that the alleged harasser understands the complaints mechanism.

- Facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant or refer the matter to a designated mediator within the organization to resolve the matter.
- Ensure that a confidential record is kept of what is discussed and implemented.
- Follow up after the outcome of the complaints mechanism to ensure that the behavior has stopped.
- Ensure that the above is done speedily and within 10 working days of the complaint being made.

F. Sexual Harassment Formal Complaints Mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to the Board of Directors which shall appoint an independent member of CMGS to conduct an investigation (hereafter referred to as the investigator.) The investigator shall report, in writing, to the Board of Directors as to the results of the investigation.

After receipt of the report, the Board of Directors shall, in the Board's sole discretion, take appropriate action in accordance with this policy.

The person carrying out the sexual harassment investigation will:

- Interview the victim and the alleged harasser separately.
- Interview other relevant third parties separately.
- Decide whether or not the incident(s) of sexual harassment took place.
- Produce a report detailing the investigations, findings and any recommendations.
- If the harassment took place, recommend the appropriate remedy in consultation with the victim.
- Follow up to ensure that the recommendations are implemented, that the behavior has stopped, and that the victim is satisfied with the outcome.
- If the investigator cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of CMGS.
- Keep a confidential record of all actions taken.
- Ensure that all records concerning the matter are kept confidential.
- Ensure that the process is done as quickly as possible and in any event within [10] days of the complaint being made.

F. Outside Sexual Harassment Complaints Mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the organization. They can do so through any lawful means of making such a complaint. Use of social media to issue complaints is not allowed by this policy. All

complaints must be made to the President of CMGS or the Vice President of CMGS if the complaint involves the CMGS President.

G. **Sexual Harassment Sanctions and Disciplinary Measures**

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning.
- Suspension from CMGS.
- Cancellation of Membership.
- Restriction from attending CMGS events whether as a guest or member.

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate cancellation of members and restriction from attending CMGS events.

H. **Implementation of this Sexual Harassment Policy**

CMGS will ensure that this policy is widely disseminated to all members and posted on the CMGS web site. It will be included in the Policy and Procedures handbook. All new members will be provided with a copy of this policy.

Canaveral Mineral and Gem Society does not tolerate discrimination based on race, color, national origin, sex, orientation, religion or age.

7. The Wayment Continuing Education Scholarship (Formerly SFMS RAFFLE) *(04/01/2024)*

The scholarship drawing *is for attendance at either Wild Acres or William Holland during the SFMS week(s). (rev 06/24/2026)*

The drawing will be held at the February meeting. Prior to the February meeting the BOD shall determine the number of scholarship winners the club can send. *(rev 06/24/2026)*

All members whose dues have been renewed before the end of the January meeting are eligible to win. Members will receive one (1) entry for every regular membership meeting they attend January through December of the previous year, provided they sign in.

Scholarship winners and alternates shall be notified *by the Corresponding Secretary* by email within 3 days, starting on the next day after the February meeting. (rev 06/24/2026)

Members shall be notified that they have either won *the scholarship* or that they are an alternate and in which order *their name was selected*, (1st alternate, 2nd alternate, etc.). *(rev 06/24/2026)*

1. Only the winning member is eligible for the scholarship, it is not transferable to anyone else.
2. The winners have a maximum of 2 weeks after both schedules have been announced to notify the *Corresponding Secretary (CS) in writing* as to their intention to accept and attend, or decline. *(rev 06/24/2026)*
3. The Education Officer will keep track of scheduled announcements of class schedules for the SFMS classes. The Education Officer will let the CS know once the classes have been announced.
4. Once both schedules (William Holland and Wild Acres) have been announced, the CS will (within 1 week) send a follow up email and call to winners and alternates informing them of the location where they can find the class list and registration. The CS will also inform them that their lack of commitment within two weeks will forfeit their scholarship. If the winners do not email the CS after two weeks have passed, notifying her/him that they will attend or decline, they will have forfeited their scholarship. The CS will then notify the next alternate.
5. If an alternate gets to attend, the CS will email the alternate and call him/her. They must follow the guidelines in paragraphs 3 and *4. (rev 06/24/2026)*
6. If someone commits to go, and does not attend, they will forfeit their eligibility for the scholarship for the following year. If there is something (illness, accident, family emergency etc.) that prevents them from going they must notify the CS in order to be eligible for the following year.
7. All expenses are the responsibility of the member. Only after completion of class by submission of a copy of the Certificate of Completion to the Treasurer will they be reimbursed for the registration portion.

End of CMGS Policies and Procedures