Canaveral Mineral and Gem Society

Policies and Procedures

Last Update: 01/01/2023

1) **Annual membership dues**

Active members $ 40.00

Associate Type 1 $ 10.00

Associate Type 2 $ 20.00

Honorary $ 0.00

**Honorary Member Nomination**

Honorary members are generally long-term members of the

club, teachers, leaders and representatives of the club to the public.

Qualification for an Honorary member can be found in the

bylaws.

**2) Shop Fees**

$ 10.00/visit

a. Any member using any equipment in the shop is required to

pay the shop fee.

b. Library only use does not incur a shop fee.

c. Teachers are exempt from workshop dues. \*see below

d. Rubber/Silicone Molds $6.00

e. Investment for Casting $1.00 per cup

f. Scrap Silver for Casting $1.25 per gram

\*In order to maintain a “teacher exempt “status He/ She must complete at least 3 classes in a 6-month period.

**3) Shop Usage**

a. Members must sign the sheets for any equipment they use.

Shop Stewards have keys for

• Silver Smith Kits

• Jump Ringer

b. Members must either take a class or get approval from a qualified shop steward or the shop education chairman prior to using the equipment.

c. Members, instructors and shop stewards are ALL responsible for the upkeep and cleanliness of the shop.

d. Shutting down of the shop begins 15 minutes prior to posted shop close time.

**4) Classes**

a. Our teachers are volunteers and thus set the schedules for

their classes based on their availability.

b. Students can sign up for classes at monthly meetings.

The Education Chairperson will have the book available at all monthly meetings.

c. Teachers will then contact the students that have requested

the class by email or phone.

• Classes can only be taught if we have teachers

available. As volunteers, teachers make their own

schedules.

• No Shows for classes after confirmation, will be removed from the list.

• No response to call for class will be moved to bottom of list. (after three attempts no responses will be removed from the list)

* Class fees will be listed in the class book
* Some classes will incur additional costs over and

above the class fees.

**6) 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 volunteer hours.

c. Those that have accumulated 100 Volunteer hours will be able to take a

free in-house class.( additional fees for class materials will not be covered)

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

• Total Hours Accumulated.

The logbook will be submitted to the Officers for inspection, documentation and approval