

ADMINISTRATIVE RULE #1 - PROCEDURE FOR ADMITTANCE AS STUDENT MEMBER OR ASSOCIATE MEMBER

- A. An individual seeking admittance to the Accredited Gemologist Association as an Associate or Student shall do the following:
 - 1. Submit the AGA standard application form to the International Headquarters.
 - 2. Remit with application the full sum of money prescribed.
 - 3. Associate Member applicants request 3 written, professional references be sent to International Headquarters on their behalf.
 - 4. Be available for interview, if required.
- B. International Headquarters, upon receiving the application, shall do the following:
 - 1. Deposit the remittance.
 - 2. Within 14 days of receipt of application and fees, send applicant acknowledgment of receipt.
 - 3. Process the references provided by the applicant.
 - 4. Send a copy of the application to Admissions and Membership Committee chair.
- C. The Admissions and Membership Committee shall:
 - 1. Conduct a thorough investigation including, if necessary, an oral interview to ascertain the applicant's activity in the gemological field.
 - 2. Determine that the applicant is of good character, enjoys such a reputation in his/her community ; and is financially responsible.
 - 3. Ascertain that the applicant is eligible for advancement to the grade of Student or Associate Member as set forth in Article VIII, Section 2, of the Association's Constitution.
 - 4. Return the application to International Headquarters with recommendation to accept or reject applicant. If rejected, include an explanation as to the reason and a suggested remedy.
- D. International Headquarters shall on receipt of the application from Committee:
 - 1. Notify the applicant of acceptance or rejection.
 - 2. If accepted, prepare applicant's membership file and mail or email acceptance.
 - 3. Prepare and mail an AGA certificate of membership, a complete copy of the Code of Ethics, and a link to the website location of the AGA Constitution and By-Laws.
 - 4. If rejected, initiate a refund check, minus administrative fees.

ADMINISTRATIVE RULE #2 - PROCEDURE FOR ADMITTANCE AS VOTING MEMBER OR LIFE MEMBER

- A. An individual seeking admittance to the Accredited Gemologist Association as a Voting Member or Life Member shall do the following:
 - 1. Submit the AGA standard application form to the International Headquarters.
 - 2. Remit with application the full sum of money prescribed.
 - 3. Request 3 written, professional references be sent to International Headquarters on their behalf.
 - 4. Be available for interview, if required.
- B. International Headquarters, upon receiving the application, shall do the following:
 - 1. Deposit the remittance.
 - 2. Within 14 days of receipt of application and fees, send applicant acknowledgment of receipt.
 - 3. Process the references provided by the applicant.
 - 4. Send a copy of the application to Admissions and Membership Committee chair.

- C. The Admissions and Membership Committee shall:
 - 2. Conduct a thorough investigation including, if necessary, an oral interview to ascertain the applicant's activity in the gemological field.
 - 3. Determine that the applicant is of good character, enjoys such a reputation in his/her community and is financially responsible.
 - 4. Ascertain that the applicant is eligible for the grade of Voting Member as set forth in Article VIII, Section 2, of the Association's Constitution.
 - 5. Return the application to International Headquarters with recommendation to accept or reject applicant. If rejected, include an explanation as to the reason and a suggested remedy.
- D. International Headquarters shall on receipt of the application from Committee:
 - 1. Notify the applicant of acceptance or rejection.
 - 2. If accepted, prepare applicant's membership file and mail or email acceptance.
 - 3. Prepare and mail an AGA certificate of membership, a complete copy of the Code of Ethics, and a link to the website location of the AGA Constitution and By-Laws.
 - 4. If rejected, initiate a refund check, minus administrative fees.

ADMINISTRATIVE RULE #3 - PROCEDURE FOR ADMITTANCE AS A SUPPLIER MEMBER

- A. An individual representing an organization seeking admittance as a Supplier Member shall:
 - 1. Submit the AGA standard application form to the International Headquarters.
 - 2. Remit with application the full sum of money prescribed.
 - 3. Request 3 written, professional references be sent to International Headquarters on behalf of the individual.
 - 4. Be available for interview, if required.
- B. International Headquarters, upon receiving the application, shall do the following:
 - 1. Deposit the remittance.
 - 2. Within 14 days of receipt of application and fees, send applicant acknowledgment of receipt.
 - 3. Process the references provided by the applicant.
 - 4. Send a copy of the application to Admissions and Membership Committee chair.
- E. The Admissions and Membership Committee shall:
 - 1. Conduct a thorough investigation including, if necessary, an oral interview to ascertain the applicant's activity in the gemological field.
 - 2. Determine that the applicant is of good character, enjoys such a reputation in his/her community and is financially responsible.
 - 3. Individual / Company is in good standing with the trade.
 - 4. Return the application to International Headquarters with recommendation to accept or reject applicant. If rejected, include an explanation as to the reason and a suggested remedy.
- F. International Headquarters shall on receipt of the application from Committee:
 - 1. Notify the applicant of acceptance or rejection.
 - 2. If accepted, prepare applicant's membership file and mail or email acceptance.
 - 3. Prepare and mail an AGA certificate of membership, a complete copy of the Code of Ethics, and a link to the website location of the AGA Constitution and By-Laws.
 - 4. If rejected, initiate a refund check, minus administrative fees.

ADMINISTRATIVE RULE #4 - PROCEDURE FOR ADVANCEMENT FROM STUDENT MEMBER OR ASSOCIATE MEMBER TO VOTING MEMBER

- A. An individual seeking advancement to the Accredited Gemologist Association from an Associate or Student to Voting Member shall do the following:

1. Apply for upgrade and submit to the AGA International Headquarters a copy of their certificate showing successful completion of gemological studies with an approved gemological association as described in Article II, Section 1 of the AGA and passed their final exam.
 2. Submit an application fee. New level of dues to begin during the next billing period.
 3. Be available for interview, if required.
 4. Student members to submit 3 professional references.
- B. International Headquarters, upon receiving the application, shall do the following:
1. Deposit the remittance.
 2. Within 14 days of receipt of application and fees, send applicant acknowledgment of receipt.
 3. Send a copy of the application to Admissions and Membership Committee chair.
- C. The Admissions and Membership Committee shall:
1. Conduct a thorough investigation including, if necessary, an oral interview to ascertain the applicant's completion of gemological studies and passing of the final exam.
 2. Ascertain that the applicant is eligible for advancement to the grade of Voting Member as set forth in Article VIII, Section 2, of the Association's Constitution.
 3. Contact International Headquarters with recommendation to accept or reject applicant's advancement.
- D. International Headquarters shall on receipt of the application from Committee:
1. Notify the applicant of acceptance or rejection.
 2. If accepted, update the applicant's membership file and mail or email acceptance.
 3. Prepare and mail an AGA certificate of Voting Membership and Code of Ethics, and a link to the website location of the AGA Constitution and By-Laws.

ADMINISTRATIVE RULE #5 - SCHEDULE OF DUES AND FEES

The following schedule pertaining to dues, fees, and assessments shall apply and remain in effect until changed by action of the Board of Directors of the Association.

A. Payments - All membership dues are payable on or before January 1 of each year. New or advancing members will be invoiced for their annual dues.

B. Schedule of Dues and Fees:

Grade	Annual Dues	Application Fee
Student	\$ 50.00	\$ 75.00
Voting Member	\$100.00	\$150.00
Associate Member	\$75.00	\$125.00
Supplier Member	\$150.00	\$200.00
Certified Gem Lab	\$ 50.00	\$100.00
Life Member	\$1000.00	\$ 25.00
Retired Member	(See Rule #6, Section 3)	

Late fees may be assessed to cover the cost of the collection process. Amount of the late fee will be equal to one hour's administration cost.

C. Membership Reinstatement Fees

1. The fee for reinstatement of a member dropped by reason of dues delinquency shall be equal to one hour's administration cost. This shall be in addition to the delinquent dues.

D. Retired Status Fee

1. The annual fee for publications, services and name inclusion in the Directory as Retired Status, shall be \$25.00.

ADMINISTRATIVE RULE #6 - PROCEDURES BEFORE BOARD OF INQUIRY

At any hearing of the Board of Inquiry called pursuant to ARTICLE B-5, SECTION 5, the following procedures and rules shall apply:

A. Rules of evidence:

1. The strict rules of evidence shall not apply to proceedings before the Board of Inquiry and the Board will consider any evidence that it believes may be relevant and credible on any issue before the Board.
2. Rulings on objections to proffered evidence shall be made by a majority of the Board in consultation with the Board's counsel.

B. Examination of Witnesses:

1. The direct examination of any witness shall be conducted as directed by the Board, by the Chairman or member of the Ethics and Grievance Committee, by a Board member designated by the Board Chairman, by counsel to the Board, by respondent's counsel (or respondent if not represented by counsel), or by the attorney for the witness.
2. Cross-examination of any witness shall be permitted and shall be conducted as directed by the Board, by the Chairman or a key member of the Ethics and Grievance Committee, by any Board member, by counsel to the Board, and by respondent's counsel (or respondent if not represented by counsel).
3. All witnesses shall be sworn.
4. Witnesses may be sequestered at the discretion of the Board.

C. Order of Proceeding:

1. The Chairman of the Board shall be the presiding officer.
2. The Chairman of the Board shall summarize the complaint, including the specific provisions of the Constitution, Bylaws, Code of Professional Practices, Principles of Professional Gemology and/or Code of Ethics allegedly violated by the respondent; shall state the reason for the hearing; and shall allow the Chairman or member of the Ethics and Grievance Committee and the respondent or his counsel to make an opening statement.
3. The Chairman or member of the Ethics and Grievance Committee shall state the nature of the complaint and provide all detailed and relevant information of which he or she is knowledgeable and shall call witnesses and offer documents to support the charges.
4. There shall be a report of any investigation caused to have been made by the Ethics and Grievance Committee.
5. The Board shall consider any other testimony and evidence supporting the complaint.
6. The respondent who is the subject of the complaint shall be permitted to provide such defense as may be relevant.
7. The Board shall consider any other testimony and evidence controverting the complaint.
8. The Chairman or member of the Ethics and Grievance Committee and the respondent or his counsel shall be allowed to make a closing statement.
9. The record shall be declared closed by the Chairman of the Board unless the Board determines to keep the record open for additional testimony or investigation.

D. A verbatim record may be kept of the proceedings of the hearing, but is not required.

E. The hearing shall be closed to the general public and all matters relating to the complaint shall be confidential until a finding is made by the Board of Inquiry. No person who participates in the hearing shall make any disclosure of the testimony, evidence or argument made to the Board of Inquiry.

ADMINISTRATIVE RULE #7 - DUTIES OF STANDING COMMITTEES

A. Certified Laboratory Committee - The duties of the Certified Laboratory Committee shall be to:

1. Maintain a current listing of all Certified Gemological Laboratories and their designated owner.
2. Review "Certified Gemological Laboratory" applications for approval or rejection

3. Inform International Headquarters to issue laboratory certification.
 4. Maintain laboratory standards
 5. Review complaints of misconduct by a Certified Laboratory.
 6. Provide gemological equipment listings.
 7. Coordinate efforts with the Education and Certification Committee, the Admissions and Membership Committee, and any other relevant committees.
 8. Develop and maintain Certified Gemological Laboratory application.
 9. Refer and recommend to the Ethics and Grievance Committee the termination of any Certified Laboratory found to be in violation of the AGA Ethics and Codes of Conduct.
- B. Constitution and By-laws Committee - The duties of the Constitution and By-laws Committee shall be to:
1. Maintain the Constitution, By-laws, and Administrative Rules of the Association current.
 2. Review all relevant Board of Director actions to ensure such action is in accordance with the existing documentation or ensure the Board of Directors requests an amendment to such documentation.
 3. Ensure that the Amendment process for Amendments to the Constitution, By-laws or Administrative Rules is adhered to when such action is taken.
- C. Admissions and Membership Committee - The duties of the Admissions and Membership Committee shall be to:
1. Maintain AGA promotional brochure.
 2. Process new members in accordance with Association By-laws
- D. Ethics and Grievance Committee - The duties of the Ethics and Grievance Committee shall be to:
1. Investigate complaints alleging member misconduct when received by the committee or forwarded to the committee by International Headquarters.
 2. Conduct actions required by By-Law B-5.
 3. Serve as presenter to the Board of Inquiry, if convened, accordance with By-law B-5 and Administrative Rule #6.
- E. Nominating Committee - The duties of the Nominating Committee shall be to:
1. Develop an Officer's and Governors nominating slate when directed by the Association President in the manner set forth in the Constitution and By-laws of the Association.
 2. Forward election slate and ballot to membership on schedule established in the Constitution and By-laws of the Association.
 3. Receive and tally ballots and report election results to President.
- F. Public Relations Committee (Ad Hoc) - The duties of the Public Relations Committee shall be to:
1. Develop and maintain a mailing list of regional and national magazines.
 2. Issue newsworthy news releases as approved by the President of the Association.
- G. Education and Certification Committee - The duties of the Education and Certification Committee shall be to:
1. Develop annual Association "Tucson" Educational program.

ADMINISTRATIVE RULE #8 - ASSOCIATIONS CODE OF ETHICS

A. Professional Conduct

1. The gemologist holds a position of trust with the client by virtue of specialized training, professional knowledge, and the ability to advise; members must recognize and respect their responsibility to the client as well as to potential third parties.

2. Members may give considered opinions only; it is unprofessional and unethical to render "off hand" opinions without full regard for the critical importance of careful inspection, analysis and evaluation.
 3. Independent professional gemological opinions should be free of self-interest and bias. Members who have present or future contemplated financial interest in the articles examined, or the conclusions reached, must disclose the nature and extent of that interest. Full disclosure of pertinent facts is mandatory.
 4. Members may not accept assignments contingent upon predetermined results, or requiring deviation from norms of professional practice which would render distorted or prejudicial conclusions. Members act as professional agents of clients, not as their advocates.
 5. It is unethical to charge a percentage of value when rendering any type of gemological report that includes determination of value.
 6. Professional consultations and client records are confidential in nature. Disclosures of confidential material may be made only with the approval of parties concerned, or as so directed by a court of law.
 7. In acting professionally either as a material or as an expert witness in a court of law, it is unethical to suppress any facts, data or opinions in order to intentionally bias or prejudice any finder of fact.
 8. It is unethical to misrepresent professional qualifications or affiliations, or to present them in a form which clearly implies a reasonable but erroneous interpretation. General membership in AGA is a professional association affiliation, not a professional designation. Members must separately apply for, and meet the requirements of, designations offered by AGA.
 9. Any deceptive advertising, use of misleading or inaccurate claims, or unfounded warranties or other promises which are detrimental to public confidence in gemology are unethical practices.
 10. It is unethical to make false and defamatory statements regarding a fellow professional.
 11. All work products created for AGA purposes, or using AGA funds, shall carry copyrights shared by the individual creator and AGA. Copyright protections will be respected.
- B. Standards of Professional Practice – For any AGA member who is doing appraisals or rendering gemological opinions or testimony must comply with the following standards.
1. Members must make every effort to be well versed in gemological science and technology, and to keep current with new professional developments.
 2. Gem identification reports must be based on gemological testing sufficient to establish correct results. In identification and evaluation, any limiting conditions which might affect results must be disclosed.
 3. Standardized color and clarity grading nomenclature must be used in written reports. Any widely recognized gem grading system may be used, but the report must indicate which system has been used.
 4. When encountering a gem with which the gemologist is not familiar and gemologically proficient, a member may give counsel or make written reports only after consultation with a party competent to assess and evaluate the subject gem.
 5. Gemstone enhancement disclosure should follow the guidelines published in the most recent edition of the "AGTA Gemstone Enhancement Manual." However, it is within the stated purpose of AGA that standards of this type be advanced and refined. When disclosing enhancement to members of the general public, descriptive language - not codes - should be used.
 6. Written reports require the date, signature, the printed name and professional credential, and address of the examining gemologist; a copy of the report is to be retained as a permanent record.
 7. Members may not serve more than one party with respect to the same written report, unless all parties given them prior consent.
 8. Written reports express professional opinions which are free from bias. Financial interest in an article or conclusion must be disclosed; business relationship or affiliation with parties to a transaction must be disclosed; contemplated future financial interest must be disclosed.

9. AGA logos, the AGA Certified Gemological Laboratory and Accredited Senior Gemologist designations may only be displayed by members in good standing. Logos or designations may not be graphically displayed or affixed to any document or media (electronic or otherwise) unless the gemologist so designated clearly discloses whether or not there is any financial interest, and is the examining gemologist of record.
10. Each member, whose gemological report is to be incorporated into a written appraisal for the public, is encouraged to seek adequate education in appraisal principles and methodology. It is an unethical practice to disregard federal and state regulations which apply to specific types of appraisal reports.
11. Members subscribe to the most current version of the standards presented before the Federal Trade Commission by the Jewelers Vigilance Committee, published as "Guides for the Jewelry Industry." However, it is within the stated purpose of AGA that standards of this type be advanced and refined.

C. Grievances

1. Any member who is aware of the unethical professional conduct of another member has an obligation to report the matter to the Ethics & Grievance Committee. It is a breach of obligation to refrain from advising AGA when aware of noncompliance with our published Code of Ethics, either by members or by candidate members.
2. Any member filing a formal complaint with the Ethics & Grievance Committee must do so in a timely manner. Therefore, all members shall be bound by the established grievance procedures.
3. Results of formal grievance proceedings may range from censure to complete revocation of membership and designations, with loss of all member benefits and rights.

ADMINISTRATIVE RULE #9 - CERTIFIED GEMOLOGICAL LABORATORY

A. Application Procedures

1. Applicant must be a member in good standing.
2. Applicant must provide three professional references.
3. Applicant must submit a completed AGA-CGL application with sufficient documentation.
4. Applicant must provide remittance of applicable fees.

B. International Headquarters, upon receiving the application, shall do the following:

1. Deposit the remittance.
2. Within 14 days of receipt of application and fees, send applicant acknowledgment of receipt.
3. Process the references provided by the applicant.
4. Send a copy of the application to Certified Gemological Laboratory Committee chair.

C. The Certified Gemological Laboratory Committee shall:

1. Ascertain that the applicant is eligible for Certified Gem Lab.
2. Conduct a thorough investigation including, if necessary, an oral interview to ascertain the applicant's activity in the gemological field.
3. Determine that the applicant is of good character and enjoys such a reputation in his community and is financially responsible.
4. Return the application to International Headquarters with recommendation to accept or reject applicant. If rejected, include an explanation as to the reason and a suggested remedy.

D. International Headquarters shall on receipt of the application from Committee:

1. Notify the applicant of acceptance or rejection.
2. If accepted, prepare applicant's membership file and communicate acceptance.
3. Prepare and mail a CGL certificate and a complete copy of the Code of Ethics.
4. If rejected, communicate an explanation of the rejection.