

**BY-LAWS**  
**OF THE**  
**ROCKY MOUNTAIN FEDERATION OF MINERALOGICAL SOCIETIES**

( Last amended July 2018)

**ARTICLE I - FISCAL YEAR**

The fiscal year of the Federation shall begin on November 1 of each year and end on October 31 of the following year.

**ARTICLE II - MEMBERSHIP REQUIREMENTS**

1. Any Organization desiring admission to the Federation shall apply in writing to the Secretary of the Federation and shall give its name, the names and addresses of its officers, the date the officers were elected, and the number of its members. In addition, dues for the current fiscal year shall accompany the application. The Executive Committee shall vote on the application at a meeting or by mail or email ballot. In either case, a majority vote of all members of the Committee shall be necessary to accept or reject. Membership shall become effective upon approval and payment of dues for the current fiscal year.

2. Any affiliated organization may withdraw from the Federation by making such desire known in writing to the Secretary of the Federation. This notice shall be signed by the current officers of the organization. The Secretary of the Federation shall send an announcement of the withdrawal to each affiliated organization.

3. The Executive Committee of the Federation may, at the annual meeting or by ballot, expel any affiliated organization whose attitude or conduct is considered detrimental to the welfare of the Federation. Such expulsion shall be made only after representatives of the affiliated organization have been given an opportunity to show cause why it is not justified. A two-thirds majority vote of the Executive Committee shall be necessary for expulsion.

4. A member society shall be automatically suspended from membership and deemed not in good standing if dues are unpaid no later than February 1 of the current fiscal year. If after the completion of the current fiscal year dues are still not paid and a complete annual report submitted to RMFMS, the member society's membership in the RMFMS shall be terminated.

**ARTICLE III - OFFICERS AND ELECTION**

1. The Officers of the Federation shall consist of a President, a Vice President, a Secretary, a Treasurer, and a Historian. The President and Vice President are elected annually by the House of Delegates, but can serve no more than two consecutive terms. The Secretary and Treasurer are elected to a two-year term by the House of Delegates. The Historian is elected to five-year term by the House of Delegates. All officers shall take office on November 1 following election. Those persons elected must be members of clubs in good standing, and may not hold more than one office at a time.

2. In the event that for any reason the annual meeting of the House of Delegates could not conduct business, the Officers shall continue in office until the next House of Delegates meeting.

3. A vacancy in office during the year shall be filled with an appointment by the President.

#### ARTICLE IV - HOUSE OF DELEGATES

1. The governing body of the Federation shall be the House of Delegates.

2. The House of Delegates shall be composed of the President, or a designee, of each affiliated society in good standing and one other member from each society, chosen as that society desires. The society may also select two Alternates who can act in place of the Delegates.

3. Each society shall have two votes in the House of Delegates. These votes may be cast by Delegates, Alternates, or Proxies as determined by the society.

4. The President of the Federation shall act as Chair of the House of Delegates and the Secretary of the Federation shall act as Secretary of the House of Delegates, but neither shall have a vote unless qualified as Delegate or Alternate from their respective society, or are designated as Proxies by a member society.

5. The House of Delegates shall hold one meeting each year during the Annual Convention of the Federation and this shall be designated as the Annual Business Meeting of the Federation. At this time Officers of the Federation shall be elected, Members-at-large of the Executive Committee shall be elected, the place of the following year's Convention shall be selected (if this has not been previously done), and other business of the Federation shall be transacted.

6. Not less than one-third of the affiliated societies in good standing at the time of the House of Delegates meeting must be represented by at least one Delegate, Alternate, Proxy in order that a quorum be constituted for the transaction of business.

7. Motions shall be adopted and Officers along with members of the Executive Committee shall be elected by a majority vote of those qualified to vote.

#### ARTICLE V - EXECUTIVE COMMITTEE

1. The President, Vice President, Secretary, Treasurer, and Historian of the Federation, the two immediate Past Presidents, and nine Members-at-large elected by the House of Delegates shall compose the Executive Committee for the transaction of such business as may be assigned to it. The President of the Federation shall act as Chair and the Secretary of the Federation shall act as Secretary of the Executive Committee. The President, as Chair, shall only have a vote in breaking a tie vote of the other members.

2. To ensure uniform representation of the Members-at-large on the Executive Committee, one member shall be selected from each region. These Members-at-large shall be known as State Directors. The term of office of the State Directors shall be two years and shall extend from November 1 following the election to October 31 two years later. There is no limit to the number of times a State Director may succeed themselves in office.

3. The Executive Committee shall meet at least one day in advance of the House of Delegates meeting. The Executive Committee may meet the morning before the House of Delegates meets in the afternoon with a majority vote of the Executive Committee Members.
4. Seven members shall constitute a quorum of the Executive Committee for all business except expulsions.
5. When in the opinion of the President or at the request of three members of the Executive Committee, it may become necessary or advisable to determine some question by correspondence, action may be taken by mail or email ballot, providing that the matter or matters to be acted upon are set out in writing and sent to each member of the Executive Committee. A majority vote is required except in the matter of expulsion.
6. When it may become necessary or advisable to remove an Officer for dereliction of duty or behavior unbecoming to the Rocky Mountain Federation, at the request of three members of the Executive Committee a Special Election of the RMFMS Executive Committee may be called to consider removal from office of that Officer. The matter must be set out in writing and sent to each member of the Executive Committee as well as the Officer in question. The Officer in question must be given a chance to defend their actions before a vote is taken. A four-fifths majority vote is required of all Executive Committee members before expulsion, which shall be official upon the Secretary's receipt of votes and notification to all Executive Committee members of the final vote tally. Upon removal, the position shall be filled as determined in the By-Laws and Operating Procedures.

#### ARTICLE VI- COVENTION AND ANNUAL BUSINESS MEETING

1. The Federation shall hold a convention of the membership of affiliated societies annually at a place designated by the House of Delegates and at a time selected by the host society in consultation with the president of the Federation.
2. The Annual Business Meeting of the Federation shall be held on the second day of a three-day Convention and on the third day of a four-day Convention at the discretion of the President of the Federation, with this meeting to be on Saturday if possible.
3. The Secretary of the Federation shall issue letters of invitation to all member societies stating the time and place of the annual House of Delegates meeting. This letter shall be sent to the Secretaries of member societies sixty (60) days in advance of the Annual Business Meeting.

#### ARTICLE VII - ORDER OF BUSINESS

The order of business at any business meeting shall be:

- a. Call to order by the President.
- b. Report of the Credentials Committee.
- c. Reading of the minutes of the last meeting.
- d. Report of the Treasurer.
- e. Reports of Committees.
- f. Unfinished business.
- g. New business.
- h. Selection of the next meeting place and time.
- i. Report of the Resolutions Committee.
- j. Adjournment.

## ARTICLE VIII - PARLIAMENTARY AUTHORITY

All business meetings shall be conducted in accordance with Roberts' Rules of Order, Revised.

## ARTICLE IX - CONVENTION MANAGEMENT

The arrangements of each Convention shall be in accordance with the RMFMS Convention Management Code, which is set out in the Operating Procedures of the Federation.

## ARTICLE X – ELIGIBILITY

1. Only those affiliated societies that are in good standing may participate in the deliberation of the Annual Business Meeting of the Federation.
2. Any member of an affiliated society that is in good standing may attend the meeting of the House of Delegates. At the discretion of the President or other presiding officer, these persons may participate in debate on matters under discussion, but may not make motions nor vote unless qualified as a Delegate, Alternate, or Proxy.

## ARTICLE XI – AMENDMENTS

1. The Articles of Incorporation and the Bylaws may be amended at the Annual Meeting of the House of Delegates by a two-thirds vote of the qualified persons present and voting, provided that notice of the proposed amendment has been submitted in writing sixty days in advance of the date of the meeting to the Secretary of the Federation, who, in turn, must immediately provide copies of the amendment to the Secretaries of the affiliated societies in good standing.
2. Amendments to the Operating Procedures shall be in writing any time prior to the House of Delegates Meeting or on the floor at the House of Delegates meeting.
3. Amendments may be submitted by any member of any affiliated society in good standing.

## ARTICLE XII – CREDENTIALS

1. The Secretary of the Federation shall provide the Secretary of each affiliated society in good standing, at least sixty days before the opening date of the Convention, blank forms on which to register the names of delegates and alternates, and forms on which to register proxies. These completed forms should be returned to the Chair of the Credentials Committee no later than a week before the start of the Convention, or be presented to the Credentials Committee at the Convention prior to the start of the House of Delegates meeting.
2. Before the convening of the House of Delegates meeting, the President of the Federation shall appoint a Credentials Committee consisting of three members who shall certify the credentials of Delegates for use of the Secretary of the Federation. The Committee shall also certify the validity of Proxies as provided above in Article XII, Section 1.

## ARTICLE XIII – PROXIES

1. A written Proxy presented by a member of an affiliated society in good standing may be used:
  - a. when a society will lack one or both votes because of the absence of Delegates or Alternates in the House of Delegates meeting, provided that the Proxy is presented to the Credentials Committee prior to the meeting so that the Committee may ascertain its validity, i.e., signed by a Delegate or Alternate who would be eligible to vote; or
  - b. when a member of the Executive Committee cannot be present at the Annual or a Special Meeting.
2. Under 1(a) above, no member may exercise more than six Proxy votes except that State Directors may vote as many Proxies as are entrusted to them, but only for societies in their respective areas.

## ARTICLE XIV – VOTING

1. Voting on all matters presented at the Annual Meeting of the Federation shall be by roll call or other positive means, such as voting cards, except as specified in Section 3, below.
2. The Secretary of the Federation shall receive from the Credentials Committee a list of Delegates and Alternates for the specific meeting which shall be in the form that the vote of each Delegate, Alternate or Proxy may be recorded yea or nay.
3. When in the opinion of Delegates present a matter to be voted upon is not of sufficient importance to warrant the delay, tabulating the votes may be dispensed with and a record of such action stated in the meeting minutes.
4. Election of a slate of individuals by a vote of acclamation is permitted.

## ARTICLE XV - MINUTES TO SOCIETIES

As soon as practicable after the close of the Annual Business Meeting, the Secretary of the Federation shall provide the Secretary of each affiliated society a copy of the Minutes of this meeting.

## ARTICLE XVI - OPERATING PROCEDURES

Details of operation not included in the Articles of Incorporation or the Bylaws of the Federation that are of a continuing nature to be mandatory on succeeding administrations will be authorized by Operating Procedures, upon approval by the House of Delegates.

## ARTICLE XVII – DUES

1. Affiliated organizations shall pay annual dues for each dues paying member, including Junior members 12 years of age or older.

2. The amount of dues to be assessed for each dues paying member are contained in the Federation Operating Procedures.
3. Organizations with “family memberships” shall count all individuals of each family group for the purpose of paying dues to the Federation, except that no person under the age of 12 years shall be counted.
4. For the purpose of paying dues, membership shall be counted as of November 1 of each year, with the exception of a society applying for membership.
5. Organizations joining the Federation prior to the Annual Convention shall, at the time of joining, pay dues for the entire fiscal year. Organizations joining the Federation after the Annual Convention shall, at the time of joining, pay the entire current fiscal year dues, but these dues shall apply to the entire following year, dues for the remainder of the year of joining being waived.

#### ARTICLE XVIII – COMMITTEES

1. The RMFMS shall have two types of Committees: permanent, and *ad hoc*. Permanent Committees are those that exist from year to year and are necessary for the conduct of RMFMS business. The *ad hoc* Committees are appointed by the President to perform a specific task and cease to exist upon completion of that task. Only Permanent Committees are included in the By-Laws.
2. The duties of each of these Committees are described in the RMFMS Operating Procedures.
3. The RMFMS Committees are as follows:
  - a. AFMS Club Rockhound of the Year (ACROY)
  - b. All American Club
  - c. Boundaries
  - d. Convention Advisor
  - e. Credentials
  - f. Directory
  - g. Finance
  - h. Fluorescent Technical
  - i. Fossil Technical
  - j. Gold Pan Award
  - k. Insurance
  - l. International Relations
  - m. Junior Program
  - n. Lapidary Technical
  - o. Long Range Planning
  - p. Membership Directory
  - q. Mineralogical Technical
  - r. Name Badges
  - s. Newsletter
  - t. Nominations
  - u. Parliamentarian
  - v. President’s Hat

- w. Program Competition
- x. Program Library
- y. Public Lands Advisory (PLAC)
- z. Publications Contest
- aa. Public Relations
- ab. Resolutions
- ac. Ribbons
- ad. Safety
- ae. Scholarship
- af. Stationery & Trophies
- ag. Supplies
- ah. Trademark Control and Use
- ai. Uniform Rules
- aj. Webmaster
- ak. Website Contest

