

**Rocky Mountain Federation**

**Of**

**Mineralogical Societies, Inc.**

**OPERATING PROCEDURES**

**Revised 2021**

# RMFMS Operating Procedures

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Operating Procedure No. All American Club - 1  
Subject: RMFMS All American Club Committee

Adopted 7-15-89  
Amended 4-23-16

The President shall appoint an All American Club Chair who shall select committee members as deemed advisable and necessary.

The All American Club Committee shall conduct the RMFMS All American Club Award Contest and submit the three top winning entries to the AFMS All American Award Committee Chair.

The All American Club Committee Chair shall:

1. Conduct the RMFMS Club Award Contest according to the rules of the AFMS All American Club Contest.
2. Arrange for Ribbons through the RMFMS Ribbons Chair for the three top winners.
3. Present a plaque to the First Place RMFMS winner of the All American Club Award at the RMFMS Annual Awards banquet.
4. Submit the three top winning entries to the AFMS All American Award Chair within the posted deadline.
5. At least ninety (90) days before the contest deadline, prepare and submit to the RMFMS Newsletter Editor an article describing the contest and rules, and soliciting entries from member clubs.
6. Submit a budget proposal when requested by the Treasurer.

Operating Procedure No. ACROY - 1  
Subject: AFMS Club Rockhound of the Year Committee.

Adopted 6-08-07  
Amended 4-23-16

The President shall appoint an AFMS Club Rockhound of the Year Chair who shall select committee members as deemed advisable and necessary.

This committee will:

1. Serve as the Rocky Mountain Federation focal point for the implementation of the AFMS Club Rockhound of the Year program.
2. Furnish the Newsletter Editor information periodically about the program for publication in the Newsletter.
3. Actively encourage each RMFMS club to nominate an adult and junior member each year for recognition.
4. Receive nominations from Federation clubs and forward to the Editor of the RMFMS Newsletter for publication. Also forward nominations to the AFMS Rockhound of the Year Chair for publication in the AFMS Newsletter.
5. Submit a suggested budget to the RMFMS Treasurer annually and request reimbursement for expenses as necessary.

Operating Procedure No. BEAC - 1  
Subject: Bulletin Editors Advisory Committee

Adopted 6-8-68  
Amended 6-19-21

The Club Publications Contest Chair shall be appointed by the President and shall direct the annual Club Publications Contest. An announcement of the contest is to be made each year to each Bulletin Editor in the Federation. This announcement shall also be sent to the RMFMS Newsletter Editor for publication in the Rocky Mountain News at the same time, with periodical follow-up notices as reminders of the deadline date. Detailed information, entry blanks, probable judging sheets and other important data shall be included with the announcement, and be made available on the Federation web site.

The Bulletin Contest Classes will conform, as closely as possible, to the Contest Classes offered by the AFMS, i.e.: Mini Bulletin, Small Bulletin, Large Bulletin, Original Articles, etc. In addition to the aforementioned AFMS categories, poetry and photography entries will be accepted in the RMFMS Contest. The AFMS requirements and/or restrictions for each Contest Class will be in effect for the Federation Contest Classes, with the exception of the period of ineligibility for the bulletin classes. Additional classes may be added at the discretion of the Club Publications Chair with approval by the Federation Executive Committee.

The Club Publications Chair shall secure qualified and impartial judges to grade the entries according to the judging sheets and the criteria provided.

A First, Second, and Third Place ribbon will be awarded to the three best entries in each class. Honorable Mention ribbons will be awarded to the Fourth and Fifth Place entries in each class. A suitably engraved plaque will also be awarded to the First Place winner in each class. A Certificate of Participation will be given each participant, along with a letter of thanks from the Club Publications Chair. The plaques, ribbons and certificates for these Contest Classes are considered a Federation award and shall be furnished by the Federation.

First Place winners in the Mini, Small, and Large Bulletin Classes will be ineligible for competition in the next two (2) annual contests. However, they will be eligible during this period to enter AFMS Bulletin Contest competition, subject to any restrictions set out by the AFMS contest information. Trophy Winners in the Articles, Features, Special Publications, Poem, Photo Stories and Photo of the Year Classes will also be ineligible for the same two (2) year period. New Editor Class is not affected by this ruling.

A Federation-sponsored Editors/ Webmasters Breakfast shall be held each year at the Convention. Announcements of the winners will be made at this time and awards presented. All interested persons are invited to attend the Editors/ Webmasters Breakfast. The Host Society shall make all arrangements, including the sale of tickets, for the Editors/Webmasters Breakfast with the help of the Club Publications Chair. The Club Publications Chair will plan the program agenda.

Operating Procedure No. Boundaries - 1  
Subject: Boundary Chair Duties and Responsibilities

Adopted 4-23-16

The President shall appoint a Boundaries Chair to represent the RMFMS on the AFMS Boundaries Committee. It is preferred that the individual be a Past RMFMS President.

The Boundaries Chair becomes involved in RMFMS activities whenever a Club from outside the RMFMS Boundary makes an application to join the RMFMS, or when the RMFMS receives notification that a Club within the RMFMS Boundary wishes to join another Federation. The Boundaries Chair shall be aware that a Club may, if they choose, belong to multiple Regional Federations.

The duties of the Boundary Chair are:

1. Upon receipt of a formal request from a Club outside RMFMS boundaries to join the RMFMS, notify the Regional Federation where the Club currently resides. It is recommended to do this either verbally or by email, which starts a sixty (60) day waiting period. Assist the President in writing follow up Correspondence to the President of the Federation where the Club resides on RMFMS Official Stationary with an RMFMS envelope.
2. If, after the waiting period, no objection has come from the Federation in which the Club resides, inform the Federation Secretary to initiate processing of the application.
3. If an objection has been voiced, inform the President, Treasurer, and Secretary to take no action until the problem is resolved through the AFMS Boundaries Committee.
4. In the event that a RMFMS Club applies for membership in another Federation, first determine if the Club plans to leave the RMFMS. If not, no action is required except to inform the RMFMS President to convey that information to the President of the other Federation by Official Correspondence.
5. If a Club plans to leave the RMFMS, try to determine, with the assistance of the State Director, what grievance, if any, the Club has for leaving. Provide this information to the President to determine if the situation can be rectified. There should be no effort to convince the Club to reconsider. Any inquiries are for the purpose of determining if there are things that the RMFMS can do to improve service to member Clubs and Societies.
6. Represent the RMFMS on the AFMS Boundary Committee.



Operating Procedure No. Convention Advisor – 1  
Subject: Convention Advisor Duties

Adopted 6-19-21

The President shall appoint a Convention Advisor whose job it shall be to:

1. Contact the club that has been selected to host an RMFMS Convention as soon as possible after approval in order to help get the Club started with organization.
2. Refer the Host Club and Show Chair to the part of the Operating Procedures containing information regarding the Show and Convention.
3. Inform the Host Club of the financial responsibilities of the RMFMS and the Host Club.
4. Provide information to the club on the needs of the RMFMS (and AFMS, when appropriate) regarding meeting space, scheduling times of meetings, display cases, and any equipment necessary to carry out the meetings, etc.
5. Provide information and samples, if possible, of what publications are needed to publicize the event, and help put together a schedule of when publicity needs to be sent.
6. Serve as a resource person when the Show Chair or Club has questions.
7. Remind the Host Club to secure local hotel and tourist information, if possible, to be send in Publicity Packet.
8. Provide ideas and suggestions for themes, decorations and table gifts for the event, if asked.
9. Stay in contact with the Show Chair and Host Club until the Convention is over and all accounting is finalized.
10. Serve primarily as “advisor” and “resource person” since this event is the Host Club’s responsibility.

Operating Procedures No. Convention Management Code - 1  
Subject: Management of RMFMS Convention and Shows

Adopted 6-10-78  
Amended 7-21-18

It is desired that an invitation from a member society to host a Rocky Mountain Federation Convention and Show be submitted in writing to the Officers of the Federation at least thirty (30) days in advance of the annual business meeting. More than one society or any state organization composed of units within the state, all of which are affiliated with the Rocky Mountain Federation, may act as host under the same conditions that govern a single affiliated group. If possible, invitations for hosting a Rocky Mountain Federation Convention and Show should be submitted at least two (2) years in advance for a regional show and at least four (4) years in advance for a combined regional and national (AFMS) show. The invitation should include the proposed dates and tentative location of facilities where the Convention and show will be held. As soon as possible after the invitation of the Host Society has been accepted by the Federation, the President of the Federation shall clear the dates with the American Federation to avoid conflict with other regional Federation conventions.

Following the approval of the dates, the RMFMS and AFMS Newsletter Editors will be notified and an official announcement of the time, place, and Host Society will be made to all RMFMS affiliated societies and to the AFMS.

The Host Society shall make official announcements of the time, place, and other pertinent information to hobby-related magazines and publications at a minimum of one-year in advance of the date of the Convention and Show. The Host Society may advertise in local and/or regional publications as desired.

The Host Society shall provide the Federation Newsletter Editor information about the Convention and Show for each issue of the newsletter. Except as noted in this Convention Management Code, all details of Convention and Show planning and management shall be the responsibility of the Host Society.

The President shall appoint a Convention Advisor to assist, advise and make recommendations to the Host Society on matters of Convention procedure. The Coordinator will be the liaison between the Federation and the Host Society in Convention matters of mutual concern. (It is recommended that the Convention Advisor be a person with experience in planning and assisting with larger shows and should reside reasonably close to the Host Society in order to understand the needs of both the Federation and the Host Society).

Within sixty (60) days after the invitation of the Host Society has been accepted, the Host Society shall prepare a skeleton organization for the conduct of the Convention and Show and shall notify the Convention Advisor of the Federation.

Upon request from the General Chairman of the Host Society Convention Committee, and upon approval of the RMFMS Executive Committee, the TREASURER of the Rocky Mountain Federation may advance a loan for not more than \$750.00 (Seven Hundred Fifty Dollars) to meet initial expenditures of the Convention, except when the Host Society is also host to the AFMS Convention and Show, then the amount of the loan may be extended to \$1,000.00 (One Thousand Dollars).

Any amount advanced by the RMFMS to the Host Society shall be repaid out of the proceeds of the Convention and Show after all authorized expenditures have been paid.

In the event the Convention and Show operation shows a loss, the Federation may, upon approval of the Executive Committee, share equally with the host Society in this obligation, but not to an amount greater than was loaned, or that could be loaned, to the Host Society.

All funds generated from the Convention and Show as profit shall remain with the Host Society.

The Host Society shall provide:

1. A suitable building or buildings for the Convention and Show.
2. At least six (6) months prior to the show, arrange for hotel headquarters and meeting rooms, and a group rate for Convention attendees. The Hotel information shall be published in the RMFMS Newsletter, monthly.
3. At least four (4) months before the Convention and Show, the General Show Committee of the Host Society shall provide each affiliated society, all members of the Executive Committee, and all Committee Chairs with a packet of information. This packet should contain:
  - a. Registration forms including Awards Banquet and Editor/Webmaster breakfast reservations.
  - b. Entry blanks for Competitive Exhibits.
  - c. Entry blanks for non-Competitive Exhibits.
  - d. Entry blanks for any special competitions being planned.
  - e. Entry blanks for Junior competitions.
  - f. Host hotel registration and reservation information.
  - g. Directions to host hotel and show.
  - h. Credentials form, to be obtained from the Secretary.
  - i. Proxy form, to be obtained from the Secretary.
  - j. Field trip, programs, special features and displays information.
  - k. Any other information pertinent to the Convention, show and local area.
4. The Exhibits Committee of the Host Society shall also be prepared to furnish as many copies of entry blanks as may be required in addition to those furnished to each affiliated society.

5. Provide display cases for exhibitors. Exhibitors needing display cases must submit a request to the host society within 45 days prior to the Show. The request for display cases is included on the Exhibit entry forms.
6. Provide customary tables for dealers, adequate lighting, and power facilities.
7. Provide all Convention promotional and advertising materials including a printed informational program.
8. Provide any special equipment necessary for special displays.
9. Provide skirting for all tables in compliance with their own local code. Decorations may be used to enhance the appearance of the show, but are not required.
10. Provide space with tables and chairs in a convenient location for the use of Federation Officers that shall be in the Federation Headquarters.
11. Adequate 24-hour protection must be maintained in the exhibit area that shall be augmented by special guards in the event material of extraordinary value is on display.
12. The mechanics of the Convention, special speakers, janitor service, ticket selling and taking, demonstrations, operation of host-sponsored projects (such as grab bags), and similar activities shall be the responsibility of the Host Society.
13. Directional signs in the display area and, insofar as possible, any other necessary signs should be kept uniform in size and character.
14. Provide space with tables and chairs for the Uniform Rules judges and their needed equipment. This space should be in a location allowing for minimal interruption/distraction, preferably a private room.
15. Sale of dealer space, tables, light and power, regulating the size and character of dealer signs, and all other details connected with dealer participation shall be the responsibility of the Host Society.
16. Convention packets shall be provided for all registered convention attendees. Packets shall contain name badges, tickets, convention and show schedule, and any literature describing the host city and area attractions.

The Federation shall have no jurisdiction in the matter of the number of dealers invited to participate in the show. However, the number of dealers should be held to a reasonable number in accordance with the anticipated attendance.

Fees:

1. Each adult shall pay a reasonable admission fee as recommended by the Host Society.
2. The Host Society may at its discretion provide its active members, exhibitors, judges and speakers with passes in lieu of an admission fee.
3. The Host Society shall be responsible for collecting any necessary fees in relation to any functions or activities associated with the Convention and/or Show. The Federation Secretary and/or Treasurer may assist in this function as requested by the Host Society.

The Host Society may set up a committee to plan and conduct field trips before and/or after the Convention, and shall give adequate notice of such trips to all affiliated societies well in advance of the Convention and Show.

The Host Society may plan special lectures and programs throughout the Convention, and shall supply information of such lectures and programs to all affiliated societies.

The Federation shall plan and conduct its business meetings in the location(s) provided by the Host Society. The Federation business meetings are:

- a. Executive Committee Meeting, normally held on the first day of the show.
- b. House of Delegates Meeting, normally held on the second day of the show.
- c. Editors/Webmasters Breakfast, normally held on the second or third day of the show – see below.
- d. Awards Banquet - see below.

Special Events held during the Convention and Show:

1. An Awards Banquet shall be planned, with the Host Society making all arrangements including the sale of tickets. The RMFMS President in consultation with the Convention Chair shall determine the program. The banquet and show tickets for the Scholarship Honorary Award Winner and his/her spouse and for the Scholarship recipient or recipients shall be paid for by the Rocky Mountain Federation
2. With the help of the Publications Contest Chair, an Editors /Webmasters Breakfast shall be planned by the Host Society and tickets made available for purchase.
3. All income and expenses from these activities shall be a part of the general show expenses or income. It is assumed that these events will be self-supporting.

Competitive Exhibits:

1. The Exhibits Chair of the Host Society shall work with the Federation Uniform Rules Committee Chair in obtaining judges, registering exhibits, and any other phase concerning Competitive Exhibits that may be necessary.
2. The Competitive exhibits shall conform to the classes and judging procedures as set out in the current edition of the AFMS Uniform Rules. Ribbons and trophies will be awarded according to these Uniform Rules and as stated in the RMFMS Operating Procedure governing Federation Trophies, OP No. Uniform Rules-2.
3. All trophies and all ribbons for First-Third Place, First-Third Level, Honorable Mention for Competitive Exhibits, and all plaques and ribbons for the Bulletin Editors and Webmasters Contests shall be furnished by the Federation.
4. Special prizes and/or trophies may be offered and awarded under such regulations that may be set up by donors and the Host Society.

Ribbons:

1. All designation ribbons, i.e., delegate, exhibitor, dealer, etc., all Competitive Exhibit ribbons, and all RMFMS Contest ribbons will be the responsibility of the Federation. An overlay ribbon will be provided showing the Federation emblem, date and place of the Convention and Show each year.
2. The Host Society shall be responsible for ribbons used for Special Displays and noncompetitive exhibits, which shall be considered as a general show expense.

The Host Society shall obtain liability insurance coverage in the maximum practical amount, naming both the Host Society or Societies and the Rocky Mountain Federation as named insured. The RMFMS Liability Insurance will suffice. Such insurance shall be in force from the date of the first physical activity at the convention site through the date of final clean up.

Similar coverage must be obtained for any sponsored event or promotion, such as field trips, rock swaps, etc., in which the Rocky Mountain Federation as an organization is a participant.

Operating Procedure No. Convention Management  
Subject: Convention Management Code Addendum

Adopted 7-12-14  
Amended 6-19-21

This addendum is provided as a suggested guide to assist the Host Society in developing Organizations and Timelines for a RMFMS Show and Convention.

Suggested Show Committees:

1. Show Chair - Coordinates all aspects of the show among the various committees.
2. Treasurer - Handles all monetary transactions in relationship to the show and convention. The Host Society, at its option, may process all convention related expenses and income through the RMFMS treasury.
3. Competitive/Non-Competitive Exhibits Chair - Coordinates the displays of competitive and non-competitive exhibits in the show. Works closely with the physical site lay-out chair and the Uniform Rules Committee of the Rocky Mountain Federation.
4. Dealer Chair - Coordinates the information that is given to potential dealers, the selection of dealers, and provides assistance to the dealers throughout the show. Works closely with the physical site lay-out chair.
5. Physical Site Lay-Out Chair - Prepares the set-up of the site. Ensures that there is adequate lighting, power, tables, chairs, and display cases. Works closely with the competitive/non-competitive exhibits and dealer chair.
6. Concessions Chair - Coordinates the securing of any needed food permits, the securing and selling of concession items during the show.
7. Field Trip Chair - Plans field trips in conjunction with the show and convention.
8. Editor/Webmaster Breakfast Chair - Coordinates the selection of the menu, selling of tickets, and physical set-up of the room for the Editors/ Webmasters Breakfast.
9. Awards Banquet Chair - Coordinates the selection of the menu, selling of tickets, planned entertainment, and physical set-up of the room for the Awards Banquet. Coordinates the program agenda with the RMFMS President.
10. Registration Chair - Prepares the registration packets and coordinates with the Federation Secretary regarding the forms that are sent to RMFMS members and placed on the website.
11. Ribbons/Award Chair - Orders the ribbons and awards that will be given during the show and special events.
12. Security - Ensures that there is adequate security planned during the show.

Suggested Convention and Show Timeline:

1. 4 years prior- Submit bid for combined RMFMS/AFMS Show and Convention.

2. 2 years prior-
  - a. Submit bid for RMFMS Show and Convention.
  - b. Secure site locations for show, meetings, special events, and lodging.
  - c. Bid accepted.
  - d. Once accepted, the RMFMS President will appoint a Convention Advisor within 30 days.
  - e. RMFMS Editor will publish an official announcement of the time, place, and host society. RMFMS Editor will forward this announcement to the AFMS Editor for publication.
  - f. Within 60 days of bid being accepted, set-up a Convention and Show Planning Committee.
  - g. If financial assistance is needed:
    - (1) The RMFMS can provide a \$1,000.00 grant to the Host Club for the RMFMS Convention upon request and after the return of the worksheet for the expenditures for the Convention. This worksheet will be provided by the Treasurer and must be returned to the Treasurer along with receipts covering the requested amount(s).
    - (2) This grant will be used to help cover meetings, Editor's and Webmaster's Breakfast, Awards Banquet, and miscellaneous expenses involved with the RMFMS Convention only.
    - (3) This grant is not the same as the \$750 loan a Host Club can request to help cover immediate expenses in setting up the RMFMS Convention. (This is covered under Convention Management Code, Page CC-1, page 2, First Paragraph.)
3. 1 year prior-
  - a. Notify hobby related magazines and publications of convention and show information. Advertise in local/regional publications as desired.
  - b. Make plan for needed insurance.
  - c. Make dealer information available.
  - d. Begin securing dealers.
4. 1 year and monthly-
  - a. Provide articles for each issue of the RMFMS newsletter that will give information about the upcoming Convention and show.
5. 9 months prior-
  - a. Plan field trips.
  - b. Plan banquet and editor breakfast menus and cost.
  - c. Review needs for power supplies and lighting.
  - d. Make plans for show security.
  - e. Plan admission fees and costs for special events.
  - f. Plan any banquet entertainments as desired.
  - g. Plan any special lectures and/or programs.
  - h. Plan layout of show and begin securing needed display cases.



6. 6 months prior-
  - a. Collect information needed for registration packets to include convention and show information, registration forms for special events, competitive/noncompetitive/special exhibits, and field trips.
  - b. Plan show informational booklet.
  - c. Plan for table skirting and decorations.
7. 4 months prior-
  - a. Mail out and make available on RMFMS web-site registration packets.
  - b. Plan and create needed signage.
8. 3 Months prior-
  - a. Order any needed ribbons and/or awards
  - b. Plan for show concessions

9. 2 Months prior- Print show informational booklet
10. 1 Month prior-
  - a. Finalize layout and secure final number of needed exhibit cases.
  - b. Reconfirm with any presenters. Determine any supplies that will be needed, ie., AV equipment.
  - c. Finalize plans for show security.
  - d. Secure needed food permits for concessions.
11. 1 week prior-
  - a. Begin placement of outdoor signage as able.
  - b. Give banquet and breakfast numbers to catering facility.
12. 2 day prior-
  - a. Purchase concession supplies.
  - b. Place tables in layout.
  - c. Place and secure all cords and lighting.
  - d. Decorate as planned.
  - e. Place signage indoors.
  - f. Prep concession area.
13. 1 day prior-
  - a. Assist dealers and exhibitors with set-up.

Operating Procedure No. Credentials - 1  
Subject: Credentials Committee Organization and Duties

Adopted 6-13-64  
Amended 8-2-19

The Credentials Committee shall have the Chair selected by the President at least four months before the annual convention. The Chair shall select two other members to help at the annual convention.

This committee's job is to certify the Credentials of all delegates and alternates and the validity of all Proxies at the convening of the House of Delegates for use of the Federation Secretary and the President to determine valid voting officials

The duties of this committee shall be as follows:

1. Receive and record all Delegate, Alternate and Proxy forms for the House of Delegates attendees. These forms may be mailed to the Chair prior to the Convention, or presented at the Convention at least one hour before the scheduled start of the House of Delegates meeting.
2. The Chair will obtain from the Federation Treasurer a list of all member societies of the Federation in good standing. From this list the Chair will make up a form on which all registered Delegates, Alternates and Proxies will be recorded. Each club is allowed two votes, with one Delegate and one Alternate attending the meeting to cast votes. If one or both of these two representatives cannot attend, the club may submit their votes to one or two Proxies who are in attendance. The Proxy form must be certified by the Club.
3. The Chair plus two other people will recount and certify the forms immediately before the House of Delegates meeting starts, and present the list and numbers to the President and Secretary at the beginning of the House of Delegates meeting. In accordance with the RMFMS By-Laws, ARTICLE IV – HOUSE OF DELEGATES, Section 6, a quorum for the purpose of taking votes on business at the Delegates meeting is representation of one-third of the total number of societies.
4. The Chair and designated helpers should be prepared to maintain a check-in location, suggested to be set up at the Host hotel and/or the Show, for members to present their credentials. The Chair should also be prepared to maintain a check-in point just outside of the House of Delegates meeting location in order to get all late arrivals credentials turned in and counted.
5. The tally sheets and all forms submitted shall be given to the Secretary who will keep these as the official records.
6. Delegate, Alternate, and Proxy forms should be distributed in the RMFMS Newsletter, the official Information Packet from the Host Society, in the Delegates Packet sent out by the Federation Secretary, and on the RMFMS Website. These forms should be available at least thirty days prior to the Convention.

Operating Procedure No. Executive Committee - 1  
Subject: Administrative Area Organization

Adopted 6-15-63  
Amended 4-23-16

The Rocky Mountain Federation of Mineralogical Societies is divided into districts (states) with one member from each district as a State Director. State Directors are elected by the House of Delegates and will serve on the Federation's Executive Committee. As stated in the RMFMS By-Laws, ARTICLE V – EXECUTIVE COMMITTEE, Section 2, the term of office for State Directors shall be for two years. The term of office shall begin on November 1 of the year elected and run until October 31 two years later. The following State Directors shall be elected in even numbered years: Colorado, New Mexico/Texas, Oklahoma/Arkansas, Wyoming and Utah. The following State Directors shall be elected in odd numbered years: Arizona/Nevada, Kansas, North Dakota, and South Dakota/Nebraska.

Each State Director shall:

1. Serve as liaisons between all member clubs in their district and the Executive Committee.
2. Render all possible service and assistance to member clubs.
3. Encourage all district clubs to publish a newsletter and have a website.
4. Assist member clubs with local, state, and Federation shows.
5. Maintain close contact by letter, electronic communication, or personal visit if possible with member clubs.
6. Promote Federation activities and programs to member clubs and individuals.
7. Prior to the Annual Convention, encourage each member club to have club Delegates attend the House of Delegates meeting. If no club member is able to attend, help arrange a Proxy so the club will be represented and a quorum will be present to conduct business at the House of Delegates meeting.

Each club in the Federation should appoint one of its members to act as Federation Representative. This individual ( Delegate) may be one of the club officers or some member specifically selected for this position. In this way, every club will be directly connected with, have a voice in, and be informed about the operation and administration of the Federation.

Each Club Federation Representative shall:

1. Distribute to their club members the Federation newsletter information and other communications channeled through his/her office.
2. Know the services provided by the Federation and urge their club to make use of the aids and information available through the Federation committees.
3. If possible, make plans to attend the annual House of Delegates meeting to represent the club. If that is not possible, assist the State Director in obtaining a Proxy for the club.

OP No. Finance Committee - 1  
Subject: Finance Committee Duties

Adopted 3-17-17

The RMFMS President shall appoint the Chair and two other members of the Finance Committee to serve for one year.

The job of the Finance Committee shall be to:

1. Assist the Treasurer and President in establishing a budget for the Federation.
2. Conduct a financial review of the Treasurer's books as soon as possible after the fiscal year has ended and the books have been closed, or before being turned over to a new Treasurer at any time.
3. Suggest any changes or ways to make the bookkeeping system the Treasurer is using better and more easily understood by all members.
4. Submit a letter of Financial Review to the President and Treasurer as soon as the review is completed. Provide a copy of the same letter to all RMFMS officers and clubs in the Annual Delegates Packet that goes out before the Convention.
5. Be available to help the Treasurer with any questions that arise regarding financial matters of the Federation during the year.

Operating Procedure No. Fluorescent Mineralogy Technical - 1

Adopted 3-17-12

Subject: Fluorescent Mineralogy Technical Committee Organization and Duties

Amended 4-23-16

The President shall appoint a Fluorescent Mineralogy Technical Committee Chair, who will select a committee as deemed advisable and necessary.

This committee will:

1. Furnish the Newsletter Editor for publication in the RMFMS Newsletter pertinent fluorescent mineralogy information of benefit and interest to the collector and exhibitor.
2. Prepare information and suggestions on labeling, grouping, classifying, and care and cleaning of fluorescent mineral specimens for home and show display.
3. Cooperate, work with, and study the report of the AFMS Uniform Rules Committee and make pertinent information available to all clubs of the RMFMS.
4. Encourage and assist member clubs to activate Fluorescent Mineralogy Technical Committees or fluorescent mineralogy study groups in their own organizations.
5. Encourage club committees and individual club members to submit questions and information they have relative to correct names, identification, and care of fluorescent mineral specimens.

Operating Procedure No. Fossil Technical - 1  
Subject: Fossil Technical Committee Organization and Duties

Adopted 3-17-12  
Amended 4-23-16

The President shall appoint a Fossil Technical Committee Chair, who will select a committee as deemed advisable and necessary.

This committee will:

1. Furnish to the Newsletter Editor for publication in the RMFMS Newsletter pertinent information on paleontology and fossils of benefit and interest to the collector and exhibitor.
2. Prepare information and suggestions on labeling, identifying, classifying, and care and cleaning of fossil specimens for home and show display.
3. Cooperate, work with, and study the report of the AFMS Uniform Rules Committee and make pertinent information available to all clubs of the RMFMS.
4. Encourage and assist member clubs to activate Fossil Technical Committees or fossil study groups in their own organizations.
5. Encourage club committees and individual club members to submit questions and information they have relative to correct names, identification, and care of fossil specimens.

Operating Procedure No. General - 2  
Subject: Operating Procedures System

Adopted 6-15-63  
Amended 4-23-16

The Articles of Incorporation and Bylaws of this Federation are intended to contain our basic purpose and organizational structure. Operating Procedures are intended to help cover that wide area of operational details that give structure to our basic documents.

Future additions to our Articles of Incorporation or Bylaws will be limited to major provisions and rules that cannot be adopted, changed, suspended or rescinded without prior notice as listed in Robert's Rules of Order, Revised.

Details of operation not contained in our Articles of Incorporation and Bylaws that are to be continued year after year will be covered by Operating Procedures.

1. Suggested Operating Procedures may be submitted in writing by any member in good standing to the President, the Executive Committee, or directly to the House of Delegates for consideration at any annual business meeting.
2. Operating Procedures may be adopted, suspended, amended or rescinded at the Annual Business Meeting without prior notice by a majority affirming vote of those present and voting. After adoption, they become mandatory until amended, suspended, or rescinded by the House of Delegates.
3. No Operating Procedure is in order that violates this Federation's Articles of Incorporation or Bylaws.
4. Instructions in the Operating Procedures which require submitting forms, information, etc., to the "officers of the Federation or Executive Committee" shall mean submit to the Federation Secretary who in turn will send these submissions to the Executive Committee.
5. Approved Operating Procedures will be prepared and issued by the Federation Secretary within 60 days after the annual business meeting. The following format shall apply to all Operating Procedures as issued:  
Example:



**Example**

Operating Procedure No. General - 1 RMFMS OPERATING PROCEDURE  
Operating Procedure No. President - 1 (or 2, etc., as applicable)                      Adopted (Date)

Subject: ( Show the appropriate heading here, such as "Budget Control" or " Uniform Rules Committee Duties". etc., as applicable.)

The prefix "President" in the Operating Procedure No. shown above indicates the President is the one most directly responsible for fulfilling the provisions of the Operating Procedure involved. The number "1" after "President" shows it is the first Operating Procedure issued to that particular office: "Operating Procedure No. President - 4" would be the fourth one issued to that office. This Operating Procedure No. will vary, depending upon what office or committee is directly responsible for the provisions of the Operating Procedure, and whether it is the first, second or tenth Operating Procedure issued to that office.

Operating Procedures are not to stifle initiative, but will cover only the minimum duties and activities of officers and committees; any supplementary, non-conflicting functions that have the administration's approval and for which expenditures have been authorized can still be activated; but to be continuing and binding on future administrations, such activities must be reduced to OP form, and approved by the House of Delegates.

Operating Procedure No. Gold Pan Award - 1  
Subject: Gold Pan Award Committee.

Adopted 7-12-14  
Amended 4-23-16

The Gold Pan Award Committee shall consist of three persons who have previously received a Gold Pan Award. Their terms are continuous.

If one of the members of the Committee is unable to perform the duties of the Committee, due to health or other reasons, the other two members shall select a third member for the Committee from the list of Gold Pan awardees.

The person who has the greatest longevity on the Committee shall be the Chair.

The Committee may or may not select a recipient each year. More than one award may be presented in a given year.

The Committee will select individuals, who, in the Committee's opinion, have performed outstanding service to the RMFMS. The individuals selected need not be RMFMS Officers. The vote of the Committee will be unanimous.

The Committee shall award a plaque featuring a gold pan - 2 3/4 inch in diameter - that will be presented to each individual recipient at the annual RMFMS Awards Banquet.

The Committee will submit a suggested budget to the RMFMS Treasurer annually and request reimbursement for expenses as necessary.

Operating Procedure No. Insurance - 1  
Subject: Voluntary Liability Insurance for Federation Clubs

Adopted 6-10-95  
Amended 4-23-16

The President shall appoint a Chair of the Insurance Committee, who, with the Treasurer and all State Directors, shall secure and administer a liability insurance program to cover all interested member clubs.

Since most clubs have activities that involve non-members, such as field trips, club meetings, show, etc., they become at risk for accidents that might happen to non-members. Also, insurance premiums become less as the number of members covered increases. Therefore, a Federation insurance premium would ultimately save the clubs money and relieve them of concerns of a loss. This would be of special benefit to small clubs as their per member costs are higher when buying it for the club alone.

The duties of the committee shall be as follows:

1. The Chair shall solicit bids from likely insurance carriers to obtain "Commercial General Liability Coverage" for all interested member clubs. Since, especially in the first year of operation, it will be difficult to determine how many clubs will join and since carriers have a minimum bid, regardless of the number covered, it will be necessary to set up a zero average balance revolving insurance fund.
2. The Chair, along with the Treasurer, after receiving a bid from a potential insurance carrier will determine the per member charge for the insurance coverage. If a firm per member bid is obtained, then that shall be the cost charged to each member joining. If, after operating the program, it becomes evident that a significant cost is incurred by the Federation in administering it, then an additional charge should be added to the per member charge.
3. However, if a firm per member bid is not obtained, then the State Directors shall be enlisted to obtain a valid estimate of clubs who will join, with their members. The Chair and Treasurer, collectively, shall set the cost per member in such a manner that, over several years, the insurance payments received should equal the insurance costs. In this case it is unlikely that in any one year the receipts would equal the insurance costs. The charge the following year, or years, would be adjusted to give a zero-average balance in the fund.
4. Insurance coverage shall be offered for purchase to all clubs and shall be indicated as a separate per-member cost on the annual membership dues form.

Operating Procedure No. Junior Program - 1  
Subject: Junior Program Committee Organization and Duties

Adopted 11-22-86  
Amended 4-23-16

The President shall appoint a Junior Program Chair who will select additional committee members as deemed advisable and necessary.

This committee will:

1. Serve as the Rocky Mountain Federation information person regarding Junior Programs by member clubs of the Federation.
2. Actively encourage junior members to exhibit either competitively or non-competitively at local and regional shows.
3. Promote junior activities both within member clubs and as separate junior groups sponsored by the adult clubs.
4. Act as the coordinator between this Federation, the other Regional Federations and the AFMS pertaining to Junior Programs.
5. Furnish the Newsletter Editor information pertaining to junior activities. This will include information concerning special awards established for juniors (Example: Lillian Turner Award) and articles recognizing special achievements by juniors.
6. Act as the repository for programs and projects developed and designed for juniors.

Operating Procedure No. Junior Program - 2  
Subject: Future Rockhounds of America

Adopted 11-22-86  
Amended 4-23-16

To promote the acquisition, participation and recognition of juniors within the Rocky Mountain Federation of Mineralogical Societies, the AFMS program entitled "The Future Rockhounds of America" is hereby established within this Federation.

The purpose of this program is to encourage the formation of Future Rockhounds of America groups and their participation in Federation activities by junior members, organized either as a separate club or as a subgroup of juniors under the guidance of an adult club. It is envisioned that such activities will provide educational value and will serve as a vehicle to give leadership training to juniors as possible future club and Federation officers.

The Chair of the Junior Program Committee shall be responsible for the administration of this program within the Federation.

Designating a junior group as a Chapter of the Future Rockhounds of America will be favorably considered in the following situations:

1. Any group of juniors organized as a separate club with its own written instruments of organization, meetings, etc., may, upon application to and acceptance by the Rocky Mountain Federation as an affiliated club, apply to the Junior Program Chair for a certificate designating that club as a Chapter of the Future Rockhounds of America. The Junior Program Chair will affirm that the club is currently in good standing by either consulting the current RMFMS Directory or the RMFMS Treasurer, and will forward the application with a recommendation to the AFMS Chairperson that the certificate be issued.
2. Any affiliated adult club with a group of juniors who conduct their own activities, governed either by their own or by the written by-laws of the adult club and under sponsorship of the adult club, may apply to the Junior Program Chair for a certificate designating the junior subgroup as a Chapter of the Future Rockhounds of America. The application will confirm that all members of the junior group are members of the adult club and will be signed by an officer of the adult club. The Junior Program Chair will affirm that the club is in good standing by either consulting the RMFMS Directory or the RMFMS Treasurer, and will forward the application with a recommendation to the AFMS Chairperson that the certificate be issued.

It is recognized that the vast majority of clubs with juniors have five or less junior members. Furthermore, many clubs draw their membership from a large geographical area (particularly in rural communities). In such circumstances it may not be feasible to form a separate subgroup of juniors.

However, most of these juniors participate in the normal activities of the club as regular members, i.e., they attend meetings, go on field trips, assist at shows, write articles for the bulletin, etc. These juniors should be encouraged, and their achievements recognized.

In order to give those juniors who are members of a Club where formation of a subgroup is not feasible the opportunity to participate in the Future Rockhounds of America program, a Rocky Mountain Federation Chapter-at-Large will be established.

The Chair of Junior Program Committee will organize a Chapter-at-Large in the name of the Rocky Mountain Federation listing the Junior Program Committee Members as adult sponsors of the Chapter and shall make application to the AFMS Chair for a certificate establishing said Chapter. Membership in this Chapter shall be available to all Junior Members of any affiliated club within the Rocky Mountain Federation upon the receipt of a letter request from an officer of the club listing the name, address, date of birth, and a statement affirming that the Junior is a participating regular member of the club. Upon receipt of the request, the Chair of the Junior Program shall issue an individual membership card for that year to the Junior and will forward same to the President of the club for presentation. For this program, a junior is defined as a young person who has NOT reached their eighteenth birthday and is a member of an affiliated club.

It is stressed that the Chapter-at-Large is not intended to discourage the formation of Chapters, where feasible, in individual clubs but rather is established for those clubs with limited junior membership. It is strongly urged that the Presidents of affiliated clubs, wherever membership and circumstances permit, form a local Chapter for their juniors. The Chair of the Junior Program will initiate those activities for their Chapter-at-Large that in his/her opinion are appropriate, consistent with funding, membership, and interest. Information pertaining to such activities will be given to the Newsletter Editor for inclusion in the Newsletter.

Operating Procedure No. Junior Cash Awards- 3  
Subject: Junior Program Cash Awards

Adopted 04-20-02  
Amended 4-23-16

To encourage the Juniors of the member clubs to participate in the acquisition of material in the field, and the identification and preparation of items for exhibit, the RMFMS hereby establishes the Junior Program Cash Awards. This program shall be administered by the Junior Program Chair.

There shall be two awards given each year at the annual convention. Award One of \$25.00 shall be for juniors age twelve (12) and younger. Award Two of \$25.00 shall be for juniors age thirteen through seventeen. Each junior may enter one exhibit only in one of the following four categories:

1. Minerals
2. Lapidary
3. Petrified Wood & Fossils
4. Jewelry (Using specimen collected in the field)

Each entry shall have a label showing the name of the location (county and state) where the specimen was collected, the name of the specimen (as listed in the AFMS Approved List of Minerals, Lapidary Materials or Fossils), and the name of the junior's club. In the case of fossils, the period of the specimen shall be shown. Each entry shall be mounted on either a base or stand to best display the specimen.

Judging of the exhibits shall be by a committee of three members of the Executive Committee designated by the Junior Program Chair or in the absence of the Chair, by the RMFMS President.

They shall use the following criteria in judging the entries:

\* Labels: 20 points, all categories. Judging neatness, completeness and correctness of information.

\* Quality of Material: 30 Points

1. Minerals Completeness and condition of specimen, i.e. freedom from flaws, size and color of specimen.
2. Lapidary: Freedom from flaws, color and pattern and suitable hardness for use.
3. Fossils: Extent to which specimen may be free of matrix, sufficient amount of specimen to identify classification of specimen and detail present.
4. Jewelry: Specimens, i.e. Lapidary, Minerals or Fossils, will be judged the same as their counterparts in the other categories.

\* Workmanship 50 points

1. Minerals: Skill of junior in preparing specimen for exhibit such as removing matrix, cleaning, mounting on base in attractive manner etc.
2. Lapidary: Skill of junior in preparing specimen for exhibit such as shaping and polishing mounting on base in attractive manner etc.
3. Fossils: Skill of junior in preparing specimen for exhibit such as removing matrix, cleaning, mounting on base in attractive manner etc.
4. Jewelry: Skill of junior in preparing collected specimen for use in either a commercial or handmade finding for jewelry. Such skills as shaping, polishing and mounting specimen in findings as well as consideration of suitable use of material shall be part of the judging under workmanship.

Administration:

At least 90 days prior to the convention, the Junior Program Chair shall place an entry form in the RMFMS newsletter concerning this award. The form shall require the following information:

- \* Name and age of junior
- \* Statement by the junior that he/she found the specimen in the field and performed all work themselves.
- \* Name of the junior's club
- \* Certification by a Club Officer that the junior is a member of the club.

This form must accompany the specimen exhibit. Once the form is turned in at the convention the Junior Program Chair shall place a number on the form, the judging form and a card to be placed with the entry. Thus the judges will not know the identity of the junior. After the judging is complete the Junior Program Chair shall select the highest score in both age groups. If a tie exists, a two-person committee shall re-judge the tie entries only and pick a winner. This decision shall be final. The two awardees will be announced at the Awards Banquet and check awarded if the junior is present. If the junior is not present, the check shall be sent to the President of the junior's club for presentation at a regular meeting.

Any junior who wins an award may not compete the following year in the same category but may compete thereafter. The Junior Program Chair shall prepare a press release announcing the award winners for publication in the RMFMS newsletter.

All entries shall be in the hands of the Junior Program Chair prior to the opening of the show on the first day and shall remain in the exhibit case until tear down on the last day.

In order to give the widest number of juniors in the Federation the opportunity to participate in this program it will not be required that the junior be present at the Convention. The junior's entry may be brought to the Convention by another RMFMS member. The money for these awards shall be included in the annual budget.



Operating Procedure No. Lapidary Technical - 1  
Subject: Lapidary Technical Committee Organization and Duties

Adopted 3-17-12  
Amended 4-23-16

The President shall appoint a Lapidary Technical Committee Chair, who will select a committee as deemed advisable and necessary.

This committee will:

1. Furnish the RMFMS Newsletter Editor pertinent lapidary information of benefit and interest to the lapidarist and exhibitor.
2. Prepare information and suggestions on lapidary techniques, labeling and care and cleaning of materials for home and show display.
3. Be knowledgeable about the report of the AFMS Uniform Rules Committee and make pertinent information available to all clubs of the RMFMS.
4. Encourage and assist member clubs to activate Lapidary Technical Committees or lapidary groups in their own organizations.
5. Encourage club committees and individual club members to submit questions and information they have relative to lapidary techniques, correct names, care and upkeep of equipment, and care of lapidary creations.

OP No. Long Range Planning - 1

Adopted 6-15-63

Subject: Long Range Planning Committee Organization and Duties

Amended 4-23-16

This committee shall consist of a Chair and two members appointed by the President. The President shall designate who shall serve as Chair. To provide continuity and experience on this important committee, the President shall give due consideration to appointing the Immediate Past President as Chair and to reappointing two previous past presidents as committee members. Under this practice the entire committee may be reappointed, or any part of it.

The duties of the committee are:

1. The Committee, under the direction of the Chair, will study subjects referred to it by the President, the Board of Directors, or the House of Delegates, and also initiate a study of any subjects that it deems of long term significance to the Federation that it thinks should be acted upon by the members of the House of Delegates. When appropriate to do so, the Committee's recommendations shall be presented as proposed amendments to our Articles of Incorporation, Bylaws or Operating Procedures. In the case of amendments to our Articles of Incorporation or Bylaws, copies must be furnished to the President and Secretary at least 90 days prior to the annual business meeting. Any such changes approved by the House of Delegates shall be prepared in proper wording and form by Committee Chair and furnished to the Secretary for distribution as soon as possible after approval.
2. The Chair will consult with all affected committees on matters being considered.
3. The Chair will submit a report of activities to the Secretary 60 days prior to the Annual Business Meeting for inclusion in the meeting agenda.

Operating Procedure No. Membership Directory - 1  
Subject: Annual Membership Directory Committee

Adopted 3-17-17

The President shall appoint a Membership Directory Chair who shall select committee members as deemed advisable and necessary.

The duties of this committee are:

1. This committee will publish The RMFMS Membership Directory and distribute it by March 1 of each year to all member clubs, officers, Executive Committee Members, State Directors.
2. This Directory shall contain a complete listing of all clubs in the RMFMS with officers, meeting times, show dates, and contact information for each club. The Directory shall also contain other information about the RMFMS that may be of historical interest or necessary for RMFMS business.
3. Information about each club will be furnished to the Directory Chair by the Treasurer when the information comes in on Membership Renewal Forms.
4. The Membership Directory will be published in paperback form, as well as placed on the official RMFMS website. Additional paper copies will be published in order that anyone who wishes to purchase one may do so. Copies will be provided to the Supplies Chair for sale.
5. The Directory Chair shall provide a proposed budget to the Treasurer when it is required, making sure all costs for printing and mailing are covered by the budget.
6. The Directory Chair shall provide the Treasurer with invoices and receipts so the bill can be paid by the Treasurer in a timely manner.

Operating Procedure No. Mineral Technical - 1  
Subject: Mineralogy Technical Committee Organization and Duties

Adopted 6-15-63  
Amended 4-23-16

The President shall appoint a Mineralogy Technical Committee Chair, who will select committee members as deemed advisable and necessary.

This committee will:

1. Furnish the Newsletter Editor pertinent mineralogical information of benefit and interest to the collector. Such information may include suggested club programs that will encourage usage of correct mineral names and assistance in determining proper identification of minerals.
2. Prepare information and suggestions on labeling, grouping, classifying, and care and cleaning of mineral specimens.
3. Work with the Nomenclature Subcommittee of the AFMS Uniform Rules Committee in providing ways and means to inform club members and dealers who engage in the sale of minerals in the usage of correct mineral names and in the proper procedure for naming new minerals.
4. Study the report of the Nomenclature Subcommittee of the AFMS Uniform Rules Committee and make such pertinent information available to all clubs of the RMFMS.
5. Encourage and assist member clubs to activate Mineralogy Technical Committees in their own organizations.
6. Encourage club members and committees to submit questions and information relative to correct names, identification, and care of mineral specimens.

Operating Procedure No. Name Badges - 1  
Subject: Name Badge Committee and Duties

Adopted 11-22-86  
Amended 4-23-16

The President shall appoint a Name Badge Chair who will select committee members as deemed advisable and necessary.

The duties of this committee shall be to secure RMFMS Name Badges and Bars for the following positions:

1. Elected Officers of the Federation.
2. Elected State Directors.
3. Members of all RMFMS Committees appointed by the President.
4. Other appointments by the President;
5. RMFMS representatives to AFMS Committees.

A member of the Federation serving for the first time in any of the above-named positions will be issued a Name Badge. Committee members appointed by a Committee Chair will not be issued a Name Badge.

A descriptive Bar naming the position and year will be issued to each person receiving a Name Badge. This Bar shall be attached to the Name Badge and each person to whom a Bar is issued may wear it in perpetuity. No "Past" Bars will be issued.

The Name Badge Chair will maintain a record of Name Badges issued and will develop and follow a standard nomenclature list of positions for use on the Bars.

The Name Badge Chair shall submit a proposed budget for Name Badge expenses to the Treasurer each fiscal year when requested by the Treasurer.

Operating Procedure No. Nominating Committee - 1  
Subject: Nominating Committee Organization and Duties

Adopted 6-15-63  
Amended 4-23-16

The long-term well-being of this Federation is largely dependent upon having qualified and interested people in office and on committees. Selections should result from a broad knowledge of our membership and of the requirements involved.

The knowledge and experience of our past presidents will be utilized on this committee. As soon as possible after assuming office, the President shall appoint the Nominating Committee, consisting of three recent past presidents. However, if qualified Past Presidents are not available, the President may name other qualified individuals. One of the Past Presidents shall be appointed to serve as Chair.

Duties of the committee are:

1. The Committee shall make every effort to select officer candidates who have proven themselves in other offices or as committee chairs.
2. If a full slate of officers cannot be found before the House of Delegates Meeting, those vacant offices shall remain open until appointments can be made by the President as soon as possible after November 1 of the current year.

Operating Procedure No. Parliamentarian - 1  
Subject: Parliamentarian Duties

Adopted 6-08-07  
Amended 4-23-16

The Parliamentarian shall be appointed by the President.

The Parliamentarian shall be introduced at the Annual Executive Committee Meeting and the Annual Delegates Meeting. The Parliamentarian shall be seated where it is convenient to hear all that transpires and where the President can be easily advised on parliamentary procedure as needed.

Duties:

1. Shall have a good understanding of the current edition of Robert's Rules of Order, RMFMS Articles of Incorporation, Bylaws and Operating Procedures.
2. Shall serve in an advisory capacity to the President and interpret all procedural rules that may affect the correct conduct of the meeting.
3. Shall not enter into the discussions in the meeting except as required for the President to be aware of appropriate procedures to be followed for best conduct of the meeting.
4. Shall always act in a way that will strengthen the office of the President.
5. Shall always act and speak with tact, patience, steady nerves, fairness and impartiality, explaining parliamentary points in a simple and understandable manner that will allow meetings to be conducted in the most orderly and efficient manner to achieve the objectives of the Federation.

Operating Procedure No. 1 - President's Duties

Adopted 6-19-21

Subject: RMFMS President's Duties

The PRESIDENT shall be elected for a one-year term, with a limit of two terms served consecutively, and shall:

1. Serve as the Chief Executive Officer for the RMFMS, and as such, wears the RMFMS President's Hat.
2. Be in charge of the Executive Officers Meeting and the House of Delegates Meeting at the Annual Convention, making sure all equipment is there, having a U.S. flag on display, and having an Agenda for each meeting ready ( Delegates Meeting Agenda should be in the Annual Report sent to all clubs for their Delegate to bring to the Delegates Meeting.)
3. Work with all State Directors to see that they are trained, that they understand what the position entails, and that they are doing their job.
4. Recruit qualified people to fill the Committee Chair positions, making sure the person in each position understands the requirements of the job.
5. Recruit member clubs to serve as Host Clubs for the Annual Convention, seeking to have confirmed locations for at least three years in advance, if possible.
6. Provide a President's Message each month of publication to the RMFMS Newsletter.
7. Be in charge of the Program at the Annual Recognition Banquet, including the Installation of New Officers.
8. Represent the RMFMS at the AFMS Board Meeting at the yearly Convention.
9. Serve as one of the RMFMS representatives on the AFMS Scholarship Foundation.
10. Be in charge of the RMFMS President's Case, having it on display at yearly Conventions during their term of office and keeping it in good condition between Shows.



Operating Procedures No. President's Hat - 1  
Subject: Wearing and Custody of the President's Hat

Adopted 6-10-95  
Amended 4-23-16

It has long been Traditional for the President of the Rocky Mountain Federation of Mineralogical Societies to wear the garment known as the "President's Hat" at official functions of the Federation. The Hat was presented to the Federation by former RMFMS President Ralph Platt.

This Operating Procedure will formalize the minimum requirements for wearing of the Hat, the penalties to be imposed upon the President for non-compliance and the procedure for passing the Hat on to the next President.

1. The Hat shall be tastefully displayed upon the head of the President for at least 50% of the duration of time while presiding over the Annual Meetings of the Executive Committee and the House of Delegates. In addition, it shall also be displayed for at least 50% of the duration of the annual Awards Banquet and for some significant, but unspecified, period of time at all other official or unofficial RMFMS functions or other occasions such as, but not limited to, the Editors/Webmasters Breakfast and when the President is conversing with RMFMS friends.
2. Responsibility for determining whether this Operating Procedure has been complied with shall rest with a body that is hereby established and that shall be known as the President's Hat Compliance Committee. All of the Past Presidents of the RMFMS who are in attendance at the Annual Show and Convention are automatically members of this committee, and they shall hold a meeting before the Awards Banquet ceremonies are complete to deliberate and determine the degree of compliance by the current President. An appropriate announcement regarding the President's compliance will be made prior to dispersal. Since the possibility exists that not all Past Presidents in attendance at the Show and Convention will be present at the Awards Banquet, a quorum of the President's Hat Compliance Committee shall be two.
3. The penalty for non-compliance with this Operating Procedure shall be a fine in an amount determined by the President's Hat Compliance Committee, and is payable to the American Federation of Mineralogical Societies Scholarship Fund.
4. The current President shall, as part of the concluding ceremonies of the Awards Banquet, present the Hat to the newly elected President, along with a proper admonition regarding the requirements set forth in this Operating Procedure.
5. In the event that the President is unable to attend a function for which the RMFMS is required to have official representation, including but not limited to AFMS meetings, AFMS Scholarship Foundation meetings, RMFMS general meetings, RMFMS Executive Board Meetings, and RMFMS banquets, the President shall make arrangements for the Hat to be loaned to the Vice President who will represent the RMFMS. Failure to do so will constitute non-compliance with this procedure and will be punishable in accordance with Paragraph 3 of this procedure. Further, the Vice President shall wear the Hat in accordance with Paragraph 1 of this procedure, or be found in non-compliance.
6. The Hat can be cleaned with special dispensation from the President's Hat Compliance Committee. The current president can decorate the hat with "adornments that add to the character" of the Hat.



Operation Procedure No. Programs Competition  
Subject: New Programs Competition Committee Duties

Adopted 3-17-17

The President shall appoint a New Programs Competition Chair, who shall select committee members as deemed advisable and necessary.

It is the job of the New Programs Competition Chair to conduct the Programs Contest each year. Programs are original presentations, suitable for club programs, which have been originated and made by an RMFMS club member. The Chair shall determine the rules for the contest, taking into account that the top three winners will be submitted to the AFMS Programs Contest, and the AFMS contest rules must be met in order to compete.

The Chair and committee shall:

1. Promote to all RMFMS members the idea of doing original programs during the year, with programs being encouraged to be recorded on CD, DVD, or any acceptable electronic media.
2. Determine the deadline for entry and rules for the RMFMS competition, and see that the contest is publicized in the RMFMS Newsletter and any other method deemed acceptable at least four months prior to the contest deadline.
3. Keep up with the AFMS Program competition rules so that the RMFMS entries will meet the AFMS standards in order to be submitted and judged in the AFMS contest.
4. Secure independent judges for the competition and carry out the contest.
5. Award a trophy for First Place and ribbons for Second and Third places, along with a certificate of participation to each entry, at the annual Awards Banquet at the Annual Convention.
6. Contact the trophy chair and the ribbons chair to be sure the awards are at the annual Awards Banquet for presentation.
7. Forward the top three winners from the RMFMS contest to the AFMS Programs Contest chair for judging in the AFMS competition.
8. Turn in to the Treasurer a budget each year when requested by the Treasurer.

Operating Procedure No. Program Library - 1  
Subject: Program Library Committee Duties

Adopted 4-25-92  
Amended 4-23-16

The President shall appoint a Program Librarian, who shall select committee members as deemed advisable and necessary.

This committee shall maintain the Federation Slide and Video Program Library, furnish programs to affiliated clubs upon their request, furnish information about newly acquired programs, etc., to the Newsletter Editor, and maintain and upgrade the programs.

The Program Librarian will:

1. Be custodian of the collected programs and related supplies, and provide an annual property report to the Federation Treasurer for inventory purposes by October 15th of each year.
2. Develop and implement a system of reservations, confirmations, and tracking of programs requested to insure clubs receive programs on time and return them for use by other clubs.
3. Develop and implement a system of inspection to repair and/or replace program slides, CDs, scripts, tapes, carousels and shipping cartons to insure clubs receive the most benefit from this service.
4. Provide a secure location for the Library Programs being available for circulation and a different secure location for the original programs.
5. Attempt to stay informed of the availability of new and appropriate programs from other Federations and commercial educational sources.
6. Keep an accurate record of receipts and expenses for the Program Library and report them to the Federation Treasurer every three months.
7. Provide a current list of programs by January 15 of each year to the Directory Chair.
8. Submit to the Treasurer a request for funds in the annual budget to purchase additional programs and equipment.
9. Recommend to the Executive Committee any changes in the charges for shipping and handling for their approval, before implementing them.
10. Within a reasonable time, make arrangements with the incoming Program Librarian for the transfer of all Federation Property, supplies, and funds. Provide a final accounting to the Federation Treasurer.

Operating Procedure No. Public Lands - 1  
Subject: Public Lands Advisory Committee and Duties

Adopted 11-22-86  
Amended 4-23-16

The Public Lands Advisory Committee consists of State Representatives, appointed by the President, from each state represented in the Federation. These Representatives report to the President, and the Committee does not have a formal Chair. Each Representative also may appoint additional members to their respective state Committees.

The State Representatives and their committee members will be responsible for monitoring use, as it pertains to rockhounds and collectors, of public lands. Such land not only includes federal parcels such as that managed by the Bureau of Land Management and the U.S. Forest Service, but land managed by smaller entities such as states, counties, cities, and others.

The Representatives shall become familiar with public land-use regulations and convey such information to the general membership. In addition, the Representatives shall make recommendation to the President if official action in land-use issues becomes necessary. The President is the official spokesperson for the Federation and has the authority to contact land-use managers on behalf of the Federation.

The Representatives will maintain contact with similar Chairs in other Regional Federations in order to facilitate cooperative action. When a problem occurs in another Regional Federation and the Representative is notified, it shall be their duty to attempt to initiate appropriate supportive action from within the Rocky Mountain Federation. Conversely, when a problem occurs in the Rocky Mountain Federation area, it will be the duty of the Representative to notify other regional Representatives and the AFMS Conservation and Legislation Chair to request support.

When legislation or proposed actions by government authorities will be of benefit to the recreational collector, the members of the Federation will be informed of such actions with articles published in the Federation newsletters. The members will be encouraged to attend any public hearings and to write personal letters seeking support for those involved in such beneficial actions or legislation.

A statement of the Federation's position regarding the use of public lands and the proper conduct of its members while in the field, entitled "PUBLIC LANDS USE POLICY OF THE ROCKY MOUNTAIN FEDERATION," shall be prepared and printed in the RMFMS Directory and the Federation Newsletter.

Operating Procedure No: Public Relations - 1

Adopted 3-17-17

Subject: Public Relations Committee Organization and Duties

The President shall appoint a Public Relations Chairperson who will select a committee as deemed necessary.

Public Relations is how we present our clubs and hobby to the community, thus developing better recognition of these activities. This committee can provide assistance to affiliated societies and clubs to help them find ways to recognize and promote those activities that improve their image with the community. This is one means of carrying out the purposes of most clubs in promoting education, encouraging life-long learning, and getting recognition in all aspects of our hobby.

The duties of the committee shall be:

1. Encourage affiliated societies to have a Public Relations Chair who will assist the society in planning the yearly program and activities that will include opportunities for increased publicity, promote better understanding of the hobby, and help promote club activities within their communities.
2. Provide the RMFMS Newsletter Editor with articles designed to lead clubs in developing various ways they can better utilize the members and activities in their clubs to gain a better image in the community.
3. Stay in touch with AFMS and other regional Federations and affiliated societies in order to gather relevant materials on the activities the society could utilize to enhance their image with the public.
4. Interact with other public relations committees in the AFMS and other regional federations and affiliated societies by exchanging ideas and information.
5. Report each year to the Delegates Meeting the various activities that represent the best of public relations activities of member clubs, with the intent of giving clubs a better idea of what can be done to promote their clubs in their communities.

Operating Procedure No. Resolutions -1  
Subject: Duties of the Resolutions Committee

Adopted 6-15-63  
Amended 4-23-16

A Resolutions Committee of three members will be selected by the President prior to the Annual Business Meeting of the House of Delegates. They shall prepare and submit such resolutions as may be appropriate as a part of the session to recognize outstanding service by some officer, committee, or member, to thank the Host Society, and similar deserved commendations. This does not preclude resolutions from the floor of the House of Delegates at the Annual Business Meeting.

Operating Procedure No. Ribbons - 1  
Subject: Purchase and Distribution of Ribbons

Adopted 6-08-07  
Amended 4-23-16

The President will appoint the Chair of the Ribbons Committee who will select additional members as deemed necessary.

This Committee will maintain an adequate supply of designated type ribbons, i.e., Exhibitor, Delegate, Alternate, Dealer, Host, etc., all Competitive Exhibit ribbons, all Bulletin Contest and Webmaster ribbons and rosettes. An overlay ribbon will also be provided showing the Federation emblem, the date and place of the RMFMS Convention each year.

These ribbons will be the responsibility of the Federation, and the Committee is authorized to purchase replacements as needed.

All Contest Chairs will provide the Ribbons Committee with a list of all winners and awards in advance of the convention each year so that the ribbons to be awarded can be prepared before the convention begins.

The Uniform Rules Committee will assist in the preparation of the Competitive Exhibit Awards at each convention.

The Ribbons Chair shall submit a proposed budget when requested by the Treasurer.



Operating Procedure No. Scholarship - 1  
Subject: Scholarship Committee Organization and Duties

Adopted 6-10-78  
Amended 4-23-16

The President shall appoint the Chair of the Scholarship Committee. The Committee shall also include the President, Vice President, and the immediate Past President of the Federation.

The Vice President shall represent the Rocky Mountain Federation at the Annual Meeting of the American Federation Scholarship Foundation, Inc., serving as the Regional Director.

All matters relating to Scholarship, except the aforementioned representation at the annual meeting by RMFMS Vice President, shall be handled by the Scholarship Chair. The effect of this requirement is that all scholarship correspondence, including interim and annual reports from the AFMS Scholarship Foundation President and Treasurer, and all contributions and correspondence regarding contributions to the Scholarship Fund should be sent to the Scholarship Chair rather than to the Vice President of the RMFMS, the Treasurer of the AFMS Scholarship Foundation, or other individuals.

The Scholarship Chair shall:

1. Receive and acknowledge all donations from members and member societies of the Federation, forward such to the Treasurer of the American Federation Scholarship Foundation, and keep a record of the standing of each society contributing to the Scholarship Fund.
2. Encourage participation in the Scholarship Foundation through articles of publicity in the RMFMS newsletter and serve as coordinator between the member societies and the Foundation in matters pertaining to scholarship activities.
3. Be responsible for publicity in announcing nominations for Honorary Award winners, receive all nominations, and present such to the Scholarship Committee for their selection.
4. Be responsible for the publicity in announcing the Honorary Award winner and the awarding of the plaque from the American Federation Scholarship Foundation.
5. Keep the members of the Committee informed on all matters pertaining to the American Federation Scholarship Foundation.

Operating Procedures No. Secretary - 1  
Subject: Duties of the Secretary

Adopted 6-15-63  
Amended 4-23-16

1. The Secretary shall record the actions and remarks from the RMFMS Annual Business Meeting, and shall produce from these a written summary known as Minutes. The Minutes shall include all actions at the meeting and shall include the names of the Delegates making motions and their club affiliation.
2. Copies of the Minutes shall be distributed not later than sixty (60) days after the Annual Business Meeting to each Executive Committee member, each Committee Chair, each affiliated club, and the Federation Editor for inclusion in the next newsletter. The Minutes shall also be published on the Federation website and such action noted to State Directors.
3. A copy of the Minutes shall be kept in the Secretary's Permanent File for three years and then transferred to the Historian for storage.
4. The Secretary shall also record the Minutes of the Annual Executive Committee Meeting and will furnish a copy to each Executive Committee member, each Committee Chair, and to any affiliated club requesting them.
5. In addition to the duties described above, there are other duties contained in the Bylaws and Operating Procedures as listed below.

By-laws:

Art. II-1. Secretary shall be responsible for getting applications for new clubs in writing, plus other required data, and send the information out to the Executive Committee for a vote.

Art. II-2. Any RMFM club wishing to withdraw from the federation should notify the Secretary.

Art. III-1. The Secretary is elected to a two-year term of office.

Art IV-4. The Secretary shall serve as Secretary to the House of Delegates meeting.

Art. V-1. The Secretary shall act a Secretary to the Executive Committee.

Art. XI-1. The Secretary shall provide copies of any proposed change in By-Laws to all member clubs in writing thirty days before the Delegates Meeting.

Art. XII-1. Send out Delegate and Alternate blanks and Proxy forms to each affiliated society in good standing.

Art. XIV-2. Accept list of Delegates, Alternates, and Proxy forms from Credentials Committee for registering votes as needed.

Art. XV. As soon as practicable, send copies of the Meeting Minutes to all affiliate Societies.

Operating Procedures:

No. General - 1, Item 4. Prepare and issue approved Operating Procedures to affiliated societies.

No. Credentials - 1, Item 1. Receive list of official Delegates and Alternates attending the House of Delegates meeting.

No. Long Range Planning - 1, Item 1. Secretary to receive and distribute to the Officers, Executive Committee, Committee Chairs, Newsletter Editor and Website, and each affiliated member club the approved changes to Articles of Incorporation, Bylaws, and Operating Procedures.

Operating Procedure No. Stationary/Trophy - 1  
Subject: Purchase and Distribution of Stationary and Trophies

Adopted 7-15-89  
Amended 4-23-16

The President shall appoint the Chair of the Stationary/Trophy Committee who will select other members as deemed advisable and necessary.

The duties of this Committee shall be to:

1. Maintain a supply of Stationary and Envelopes with the RMFMS letterheads and logos for Official Correspondence by the RMFMS President, Secretary and other officers as appropriate. The Stationary/Trophy Chair shall inform the incoming President that these supplies are available upon request.
2. Maintain a supply and provide to the RMFMS Uniform Rules Chair the Trophies for First Place winners in Competitive Exhibit Competition. Details of the Trophies to be maintained and provided are specified in Operating Procedure No. Uniform Rules - 2, Federation Trophies for Competitive Exhibits.
3. Provide plaques for the First-Place awards in the following RMFMS Contests: Bulletin Editors Contest, Website Contest, and All American Club Award Contest. The plaque shall have a 5-inch-high by seven-inch-wide by 3/4-inch-deep base of hardwood in a natural finish. The back of the base shall have an accommodation to enable hanging the plaque. The engraved 4 inch by 6-inch plate shall be metal with contrasting background and lettering. The lettering shall contain the place and year of the award, "FIRST PLACE, RMFMS" on two lines, the description of the award, the name of the club or society, and the name of the person or persons receiving the Award. An RMFMS medallion shall be affixed to the plate in the upper left-hand corner of the plate.
4. Provide special recognition plaques as needed, such as the Gold Pan Award, the Outgoing President Award, and any other award as specified by the RMFMS President.
5. Submit a budget amount to the RMFMS Treasurer for the estimated committee expenses for the next fiscal year no later than November 15 of each year. This amount should include estimates for purchase, engraving and shipping of these supplies.

Operating Procedure No. Supplies - 1  
Subject: Supplies Committee Duties

Adopted 4-25-92  
Amended 4-23-16

The President shall appoint a Supplies Committee Chair, who shall select additional committee members as deemed advisable and necessary.

This Committee shall maintain adequate inventory of both Rocky Mountain and American Federation supplies and/or materials for purchase by member clubs and/or their members.

The Committee shall:

1. Upon request of purchase, distribute copies of any of these publications and materials to clubs or members of clubs at the existing charges, plus postage and cost of handling these orders.
2. Distribute one copy of each current issue of all RMFMS and AFMS publications, at no charge, to a club when it is first accepted for membership in the Federation.
3. By January 15 of each year, provide the Directory Chair an updated listing of the supplies and materials needed, along with ordering information and charges for each.
4. At the Annual Federation Show, arrange for a convenient location to display and sell these supplies and materials and insure that the space is staffed during Show hours.
5. Keep informed of the availability of new issues of supplies and/or materials. Submit any request for purchase of new or needed supplies to the Federation Treasurer.
6. Make an annual report to the House of Delegates of the inventory of existing supplies and/or materials with any recommended changes.
7. Maintain an accurate record of all receipts and expenses and report these to the Federation Treasurer every three months. Arrange with the Federation Treasurer for an acceptable way to process checks and cash receipts.
8. Within a reasonable time, make arrangements with the incoming Supplies Chairperson for the transfer of all Federation inventory and any funds, with a final accounting to the Federation Treasurer.

Operating Procedure -Membership Mark -1

Adopted 6-10-06

Subject: Control and Use of the Federation's Collective Membership Mark

Amended 6-19-21

The Rocky Mountain Federation of Mineralogical Societies (hereinafter the Federation) grants membership to an organization (hereinafter Member Organization) dedicated to educational endeavors and activities relating to minerals and other geologic substances that make application to the Federation, agree to the policies and rules of the Federation, and pay annual dues to the Federation based on the number of natural persons belonging to the Member Organization. As part of such membership privileges, the Federation grants to any Member Organization in good standing and to all natural persons belonging to the Member Organization in good standing (hereinafter jointly and severally referenced as Authorized Members), the right and license to use the Federation's Collective Membership Mark, as shown in the attached Exhibit A, subject to the following terms and conditions:

1. Any and all uses of the Collective Membership Mark by Authorized Members shall be faithful reproductions of the mark as shown in the attached Exhibit A without distortions, modifications, additions or deletions of any manner.
2. The Collective Membership Mark has been registered by the Federation with the U.S. Patent & Trademark Office and all displays and uses of the Collective Membership Mark by Authorized Members shall display the registration symbol "(R)" in association with the Collective Membership Mark.
3. Any and all uses of the Collective Membership Mark by Authorized Members shall be used solely for the purpose of indicating membership in the Federation and shall be subject to approval by the Federation.
4. Any and all uses of the Collective Membership Mark by Authorized Members shall be displayed on materials reasonably used in connection with the educational endeavors and activities relating to minerals and other geologic substances. Such materials for which the Federation approves use of the Collective Membership Mark include membership cards, certificates, stationery, pins, jewelry, patches and clothing insignia, event signage, and printed materials such as catalogs, directories, bulletins, newsletters, magazines, programs, and the like.
5. Authorized Members may contact the Chair of the Federation's Stationery/Trophy Committee if in doubt about any use of the Collective Membership Mark not covered by the foregoing provisions.
6. Any uses of the Collective Membership Mark by Authorized Members in violation of the foregoing provisions are strictly prohibited.

Requirements for Declaration of Continued Use:

1. Collective Membership Mark expires on Nov. 11, 2028. RMFMS may apply for a 10-year renewal by filing an application for renewal about 6 months prior to the expiration date, in May, 2028. The Patent Trade Office will not send any notice or reminder of the filing requirement. The RMFMS is totally responsible for making the filing. The office of the RMFMS patent attorney, Mr. Joseph B. Bowman, will send a reminder to the RMFMS permanent address, 1585 Los Pueblos, Los Alamos, NM 87544. Even if no reminder is received the filing is still mandatory.
2. Examples of actual use must be provided with the filing. Actual usage includes membership cards, name badges and the like. Stationery is not considered to be actual use. It is imperative that a competent intellectual property attorney handle the filing. The Patent Trade Office filings are full of required nuances that are not obvious, and an improper filing can result in a declaration of abandonment from the Patent Trade Office of the registration.
3. Similar filings, along with an application for renewal, are required in 10 years following the registration date (i.e., by November 11, 2018) and on every subsequent 10-year anniversary.
4. The registration number for RMFMS Collective Membership Mark is 3530457.

Exhibit A:



OP No. Treasurer - 1  
Subject: Travel Expense Reimbursement

Adopted 6-15-63  
Amended 7-21-18

The Rocky Mountain Federation will share in the expenses of State Directors in conducting their state duties, of designated RMFMS attendees to the AFMS convention, of the Delegate to the Judges & Exhibitors Conference, and to Executive Board members who request reimbursement based on #4 below. Sharing of expenses shall be in the form of reimbursement of either mileage traveled, reimbursed at the current IRS business mileage deduction, or documented air travel expenses, within limits, at the time the travel occurs.

1. State Directors will be reimbursed by the Treasurer for mileage traveled in official visits to their state's RMFMS member clubs for official RMFMS business with a limitation of \$200.00 per fiscal year. Application for reimbursement must be made within the fiscal year in which the travel occurred.
2. RMFMS attendees at the AFMS Convention are normally the President, Vice President, the Uniform Rules Committee Chair, and one other Uniform Rules committee member selected by the Chair and approved by the President. In the event that a substitute attendee is needed, the President selects a Past President to attend. These selections are dictated by AFMS rules.
3. Appointed Attendees to the AFMS Convention and to the Judges & Exhibitors Conference will be reimbursed by the Treasurer for their attendance based on shortest route mileage to and from convention/conference from their home or documented air travel and car rental expenses, whichever is less, with a \$500 limitation per person. Application for reimbursement must be made within 30 days after return from that convention/conference.
4. The RMFMS will reimburse individual members of the RMFMS Executive Committee who are in attendance at the Annual RMFMS Convention, and attend both the Executive Committee Meeting and the House of Delegates meeting, and who requests reimbursement. Reimbursement will be based on one-way distance of the shortest route mileage as determined by an internet mileage calculator using the ZIP Code of the Executive Committee Member's home, and the ZIP Code of the current Convention site. Individual travel reimbursement will be calculated as follows: (one-way travel distance x current IRS Standard Business Mileage rate x 50 percent).
5. The Treasurer shall make reimbursement upon receipt of a signed voucher specifying mileage or travel expenses with receipts attached, requesting the amount due based on the provisions of this Operating Procedure.



Operating Procedure No. Treasurer - 2  
Subject: Budget Control System

Adopted 6-15-63  
Amended 4-23-16

#### Policy Statement.

The funds of the Federation are to be considered as held in trust for furnishing to the member clubs the maximum services by officers and committee chairmen. Annual budgets will be prepared, adopted, and administered as outlined below. The total anticipated expenditures will be administered as outlined below. The total anticipated expenditures in a budget must not exceed the total anticipated income unless the cash balance at the beginning of the year exceeds twice the total anticipated expenditures. In this case, budgeted expenditures shall not exceed anticipated income by more than 20%.

#### Preparing the Annual Budget.

1. The Treasurer, in consultation with the President and the Finance Chair, will prepare a recommended annual budget containing:
  - a. Anticipated income, by detail accounts, and totaled.
  - b. Authorized disbursements, to be listed by functional and detailed accounts and totaled.
  - c. Functional accounts are designated as the office or committee responsible for the expenditure. Detail accounts are subsidiary to functional accounts and describe the kind of item or service.
  - d. Account classifications are to be consistent from year to year for easy preparation of comparative reports.
  - e. The outgoing Treasurer will prepare a proposed budget for the next fiscal year within thirty (30) days before going out of office that will be presented to the new Treasurer to use at their discretion.
2. The Treasurer will submit the recommended budget to the President as soon as possible after November 7 but no later than January 1st of each year. The President will revise as necessary to provide for planned activities for the year, and submit copies to the Executive Committee for approval.

#### Adoption of Annual Budget.

After receiving approval of the majority of the Executive Committee, the President will declare it adopted and the Treasurer will furnish copies to all Federation Officers and Committee Chairs.

Operating Procedure No. Treasurer - 3  
Subject: Budget

Adopted 6-15-63

#### Administration

1. Authorized persons may spend up to the amount allocated them in the approved budget, but not more, without approval of the President and Treasurer.
2. As frequently as is necessary, and at least every ninety (90) days, the Treasurer will prepare and furnish to the President a recap showing the actual expenditures versus budgeted items and receipts, and also the treasury balance.
3. If the President considers it necessary for total actual expenditures to exceed the budget, the President will instruct the Secretary to poll the Executive Committee by mail or email ballot, outlining the need, purpose and amounts involved. Only after approval by the majority of this Committee may such commitment be entered into. This does not prevent going over in one category and under in another, as long as the total is not over the entire budget.
4. To effectuate the above, the Treasurer may require that all bills submitted for payment be broken down into various applicable categories of expenditures as set up in the Budget. Suitable forms for this purpose will be provided for the convenience of those normally incurring obligations on behalf of the Federation.
5. The Treasurer shall maintain a separate money and book account for the Depreciation Reserve for the Federation Equipment accounts.

#### Responsibility.

The President and Treasurer will be equally responsible for maintaining the above outlined administrative controls.

Operating Procedure No. Treasurer - 4  
Subject: Notification of Annual Dues

Adopted 6-12-06  
Amended 4-23-16

In October of each year, the Treasurer will send a notice to each member club or society explaining when the dues are due, how they are to be computed, and to whom they are to be sent. During the month of January of each year, the Treasurer will send follow-up notices to those member clubs or societies whose annual dues have not been received. A second follow-up notice may also be mailed thirty (30) days later, if necessary.

Operating Procedure No. Treasurer - 5

Adopted 6-17-73

Subject: Bona Fide List of Member Clubs in Good Standing

Amended 4-23-16

At least ten days before the opening date of the Annual Convention, the Treasurer shall provide the Chair of the Credentials Committee with a complete list by state and club of all affiliated societies of the Federation in good standing. This list shall be used to certify the credentials of all Delegates and Alternates to the House of Delegates meeting. This list will also be used to determine the validity of Proxies for voting and will be presented to the Secretary of the Federation as the official list of membership of the House of Delegates present.

Operating Procedures: Treasurer - 6  
Subject: Transfer of Records and Accounts of the Treasurer

Adopted 6-10-78  
Amended 4-23-16

To provide an orderly and immediate turnover in the records and accounts of the Federation's Treasury, the following procedure shall be adopted:

1. At least thirty (30) days prior to taking office as Treasurer, the Treasurer-elect will contact a bonding company and arrange for a bond to start on November 1st and to run until December 1st of the following year, or until released by the President. This bonding policy, to be obtained through an insurance or bonding company, is for the protection of both the Treasurer and the Federation. Such policy shall cover the largest amount of money in custody of the Treasurer during the term of office. This policy shall be paid for by the Federation and placed in the custody of the President.
2. The outgoing Treasurer is to close the financial books as of October 31. The Treasurer may retain possession of the records of the office until, but not later than, November 7.
3. The outgoing Treasurer is to transfer the balance of the bank checking account, all monies, and all Certificates of Deposit to the incoming Treasurer no later than November 7.
4. The Treasurer shall place the working funds of the Federation Treasury in a bank checking account in the name of the Federation and shall have the authority to sign all withdrawal checks. The bank signature card shall also bear the name of the Federation President for the purpose of withdrawals in event the Treasurer becomes disabled.
5. The Finance Committee will audit the books of the Treasurer immediately after the books are closed. The committee shall send copies of their report to both the incoming and outgoing Presidents of the Federation and to both the incoming and outgoing Treasurers. All records of the Treasurer will then be transmitted to the incoming Treasurer without delay. The suggested date for finalizing the transfer of all records shall be no later than November 21 of the current year.

Operating Procedures: Treasurer - 7  
Subject: Memorials

Adopted 6-06-81  
Amended 4-23-16

Upon notification of the death of any member or spouse of the Executive Committee or Past President or spouse, a memorial gift shall be sent to the AFMS Scholarship Foundation in the amount of \$50.00. Memorials may be made in honor of others at the discretion of the Executive Committee.

Operating Procedure: Treasurer - 8  
Subject: Liability Insurance

Adopted 6-08-96  
Amended 4-23-16

The Treasurer shall be a member of the Insurance Committee and shall assist the Chair of that committee in soliciting bids and selecting an insurance carrier to obtain "Commercial General Liability Insurance Coverage" for the Federation and interested clubs.

The Treasurer, along with the Chair of the Insurance Committee, shall, after accepting a bid from an insurance carrier, determine the per family (or per member) charge for the insurance coverage in such a manner that the insurance program is self-financing. If a significant administrative cost is incurred with the operation of this program, consideration should be given to including that cost in the premium charge.

The Treasurer shall set up a separate insurance account in the budget with the necessary records and procedures in order to process the receipts from each club and to pay the insurance premium.

The Treasurer shall, at the time the notice of dues are sent, include the appropriate information and forms necessary for those clubs interested in participating in the liability insurance program by paying the required premium.

Operating Procedure: Treasurer - 9

Adopted 10-14-00

Subject: Amount of Annual Dues, Method of Assessment Thereof

Amended 4-23-16

1. Beginning November 1 of the year 2000, member organizations shall pay annual dues of \$1.50 per dues paying member, including junior members 12 years of age or older.
  
2. Organizations having "family" memberships shall count all individuals of each family group who are paying members of the organization, for the purpose of paying dues to the Federation, except that no person under the age of 12 shall be counted.



Operating Procedure No. Uniform Rules - 1  
Subject: Uniform Rules Committee Organization and Duties

Adopted 6-15-63  
Amended 4-23-16

This committee shall consist of five (5) members with at least one being, if possible, from each of the geographical areas within the Federation, i.e. the northern area being North Dakota, South Dakota, Wyoming and Nebraska; the central area being Utah, Colorado, Arkansas and Kansas; and the southern area being Arizona, Nevada, New Mexico, Texas and Oklahoma. If at all possible, at all times at least two members of the committee shall have served a minimum of two years on this committee. The President will appoint the committee.

To provide experience, the committee will be a revolving one. Each year the Chair will retire and the oldest remaining member in point of service will become chairman, with the other members assuming the next higher position. The Chair is automatically a member of the Advisory Committee of the AFMS Uniform Rules Committee. Should one member find it necessary to resign or is unable to serve, the President shall make the appointment to fill the vacancy. The remaining members will move up automatically and the newly appointed member assumes the lowest position.

In the event it becomes apparent to the President and Uniform Rules Committee that one of the committee members will not qualify as a capable Chair when his or her time arrives, this member will be replaced by a presidential appointment. Also, in the event it is deemed in the best interests of the Federation to do so, the retiring Chair may be reappointed.

The duties of the RMFMS Uniform Rules Committee are:

1. The Chair will consult with the committee members, keeping them informed in Rules matters, and will train them in the duties of the Chair.
2. The Chair will work in close cooperation with the AFMS Uniform Rules Committee in maintaining rules adequate to the needs of exhibitors competing in regional and/or national shows.
3. Work with the Host Society to assist them in interpreting current Uniform Rules and in setting up rules needed to accommodate special types of exhibitor's interests peculiar to RMFMS gem and mineral shows. The Uniform Rules may not be violated or changed without AFMS Uniform Rules Committee approval, but non-conflicting classes and provisions for regional Federation shows as provided for in the Uniform Rules are allowed.
4. The Chair will select the Judges and formulate instructions for Judges for RMFMS Shows.
5. Study all reasonable proposals received for revision of the Uniform Rules and forward such proposals together with findings or recommendations to the AFMS Uniform Rules Committee.

6. The Chair shall provide to the AFMS Eligibility Files person the results of the Competition as soon as possible after the completion of the Convention. The information to be provided includes for each exhibit entered in the competition:
  - a. The Exhibitor's name, address, Society, and birthdate if the exhibitor is a Junior.
  - b. The Regional Federation.
  - c. The Exhibit Group.
  - d. The Class.
  - e. The score and the award, if any.
  - f. The AFMS Trophy Number Eligibility.
7. Maintain adequate records of all competitive exhibitors at RMFMS Shows for determining eligibility for exhibitor groups and AFMS National Award competition.
8. The Chair of the RMFMS Uniform Rules Committee shall be the final authority on interpretation and application of the Uniform Rules and AFMS certification at regional shows.
9. Prepare and submit for publication in the RMFMS Newsletter any interpretations and information on Uniform Rules that will be of assistance and interest to all clubs.
10. The Chair will maintain a Manual containing pertinent records, data, and information important to his successor and pass it on to the new Chair as required.

Operating Procedure No. Uniform Rules - 2  
Subject: Federation Trophies for Competitive Exhibits

Adopted 6-10-68  
Amended 4-23-16

With the purpose of stimulating competitive exhibiting and upgrading displays at Federation Shows, the practice of awarding Federation trophies was adopted in the House of Delegates at Casper, Wyoming, June 10, 1967.

Selected to become the official Rocky Mountain Federation trophy is a gold colored figure of an old prospector squatting or kneeling and holding a gold pan, mounted on a marble base. When possible, in the bottom of the gold pan should be a medallion of the Federation emblem. Otherwise, the medallion will be attached to the base. Engraved on a metal plate attached to the base will be a description of the award, and locality of the show, such as: MINERALS, Denver, Colorado, June 18, 1975.

Trophies will be awarded by the Federation to correspond with trophies awarded by the AFMS. Exhibits shall conform to the requirements and rules as set forth in the Uniform Rules for each class eligible for a trophy. Judging criteria and authorities shall be the same as stated in the Uniform Rules.

Each trophy shall be awarded to the highest scoring exhibit within the classes specified for that trophy. Eligibility for a trophy must be earned in either the Master or the Junior Group. A minimum point score of 90 shall be required for the award of a Master or a Society trophy. A minimum point score of 70 shall be required for the award of a Junior trophy. In the event no exhibit competing for a specific trophy receives the minimum score points, that specific trophy will not be awarded. In all cases the decision of the Uniform Rules Committee shall be final. In the event of a tie, the individual's or society's workmanship points shall determine the winner in the Lapidary and Jewelry and Art Metalcraft divisions or subdivisions. Quality of material shall be the determining factor for the Minerals and Fossils divisions.

The Rocky Mountain Federation trophies and all competitive exhibit ribbons will be awarded by the Uniform Rules Committee. These are considered a Federation award and the expense will be borne by the Federation.

Any individual or society shall be eligible to win more than one trophy at any given show.

However, a winner will not be eligible to receive a trophy in that particular trophy classification until the 3rd annual competition thereafter.

The award of a trophy is to the exhibitor and his/her collection in recognition of their excellence.

The trophy or the award of the trophy is not intended and cannot be used by the exhibitor for commercial purposes.

Operating Procedure No. Vice President's Duties

Adopted 6-19-21

Subject: Vice President's Job

The Vice President shall be elected to a one-year term, with a limit of two consecutive terms, and shall:

1. In the event of the President's absence or inability to serve, preside over Federation Meetings and perform all other duties of the President.
2. Serve as an RMFMS representative at the AFMS Annual Board Meetings.
3. Serve as an RMFMS representative on the AFMS Scholarship Foundation meetings.
4. Work with the RMFMS Convention Advisor to see that Host Clubs have all the information they need to conduct a successful Annual Convention.
5. Arrange for the Past President's Plaque for the outgoing President, and make the presentation at the Awards Banquet.

Operating Procedure No. Webmaster - 1  
Subject: Duties of Webmaster

Adopted 10-3-09  
Amended 4-23-16

The purpose of the RMFMS official website ([www.rmfmts.org](http://www.rmfmts.org)) is to provide information to members and interested parties in an electronic form. This method allows timely presentation of pertinent information by an economical mode.

The website shall be maintained by the RMFMS Webmaster, who is appointed by the President.

Duties of the RMFMS Webmaster include:

1. Communication with RMFMS Member clubs and RMFMS Officers to obtain input and feedback on the operation of the website.
2. Develop and maintain the site in a pleasing, easy to navigate presentation.
3. Post and update relevant information as it becomes available.
4. Follow RMFMS Operating Procedures for posting of articles and information, and obtain approval from the RMFMS Executive Board prior to posting any questionable information.
5. Maintain a connection to the AFMS website through interaction with the AFMS and other Federation of Mineralogical Societies Webmasters.
6. Work (within a committee, when necessary) to develop ways to further utilize the website for maximum benefit of the RMFMS and its membership.
7. Pay or make arrangements for the RMFMS Treasurer to pay any fees and/or expenses necessary for maintaining the website on the Internet.
8. Submit a budget request to the RMFMS Treasurer for the following fiscal year.
9. Send receipts for expenditures to the RMFMS Treasurer for reimbursement.

Operating Procedure No. Website - 1  
Subject: RMFMS Website Contest

Adopted 8-04-2019

The President shall appoint a Website Contest Chair who will select additional Committee members as deemed advisable and necessary.

The RMFMS Website Contest is held yearly and awards are presented at the RMFMS Convention. The contest is open to all current RMFMS clubs. The contest follows the AFMS website contest guidelines, using entry forms and scoresheets developed by the AFMS Website Contest Chair.

RMFMS clubs are sent an email from the Webmaster Contest Chair with guidelines, entry forms and scoresheets attached for the contest. This notice is usually sent two months before the entry deadline. After the entry deadline, each entry is sent to two judges selected from other regional Federations.

Once these entries are judged, scores are sent to the RMFMS Website Contest Chair to be calculated for first, second and third places. The chair creates award certificates, orders award ribbons from the RMFMS ribbon chair, and a First Place trophy from the RMFMS Trophy Chair. These will be presented at the Convention or mailed to those not in attendance.

The first and second place winners are then sent to the AFMS Website Contest Chair for judging in the AFMS Website Contest. This contest includes all regional Federations.

RMFMS website contest winners are announced at the RMFMS Convention, and awards presented at the Editors and Webmasters Awards Breakfast. Any winner not in attendance will have their awards forwarded to them. All other results sent by email with their placing and the judges scoresheets and comments.

After the RMFMS Convention, the results are emailed to the RMFMS Newsletter Editor and Webmaster for publication.