

RMFMS Operating Procedures

If you are a member of the

RMFMS

and wish to have a copy of the

Operating Procedures,

Please contact the

Federation Secretary!

ROCKY MOUNTAIN FEDERATION

OF

MINERALOGICAL SOCIETIES, Inc.

OPERATING PROCEDURES

Revised July 2015

RMFMS Operating Procedures

Index

Operating Procedure Name and Subject Page

ACROY - 1	
AFMS Rockhound of the Year Committee	1
All American Club - 1	
All American Club Committee	2
Boundaries - 1	
Boundary Chair Duties and Responsibilities	3
Convention Management Code - 1	
Management of RMFMS Convention and Shows	4
Credentials - 1	
Credentials Committee Organization and Duties	13
Executive Committee - 1	
Administrative Area Organization	15
Fluorescent Mineralogy Technical - 1	
Fluorescent Mineralogy Technical Committee Organization and Duties	17
Fossil Technical - 1	
Fossil Technical Committee Organization and Duties	18
General - 1	
Operating Procedures System	19
Gold Pan Award - 1	
Gold Pan Award Committee	21
Insurance - 1	
Voluntary Liability Insurance for Federation Clubs	22
Junior Program - 1	
Junior Program Committee Organization and Duties	23
Junior Program - 2	
Future Rockhounds of America	24
Junior Program - 3	
Junior Program Cash Awards	26
Lapidary Technical - 1	
Lapidary Technical Committee Organization and Duties	29
Long Range Planning - 1	
Long Range Planning Committee Organization and Duties	30
Mineral Technical - 1	
Mineralogy Technical Committee Organization and Duties	31
Name Badges - 1	
Name Badge Committee and Duties	32

Operating Procedure Name and Subject Page

Nominating Committee - 1	
Nominating Committee Organization and Duties	33
Parliamentarian - 1	
Parliamentarian Organization and Duties	34
President's Hat - 1	
Wearing and Custody of the President's Hat	35
Program Library - 1	
Program Library Committee Duties	37
Public Lands - 1	
Public Lands Advisory Committee and Duties	39
Publicity - 1	
Committee Organization and Newsletter Distribution	40
Publicity - 2	
Federation Bulletin Contest	42
Resolutions - 1	
Duties of the Resolution Committee	43
Ribbons - 1	
Purchase and Distribution of Ribbons	44
Scholarship - 1	
Scholarship Organization and Duties	45
Secretary - 1	
Duties of the Secretary	46
Stationary/Trophy - 1	
Purchase and Distribution of Stationary and Trophies	48
Supplies - 1	
Supplies Committee Duties	49
Trademark Control and Use - 1	
Control and Use of the Federation's Collective Membership Mark	50
Treasurer - 1	
Travel Expense Reimbursement	53
Treasurer - 2	
Budget Control System	54
Treasurer - 3	
Notification of Annual Dues	56
Treasurer - 4	
Bona Fide List of Member Clubs in Good Standing	57
Treasurer -5	
Transfer of Records and Accounts of the Treasurer	58
Treasuree - 6	
Memorials	59

Operating Procedure Name and Subject Page

Treasurer - 7	
Liability Insurance	60
Treasurer - 8	
Amount of Dues	61
Uniform Rules - 1	
Uniform Rules Committee Organization and Duties	62
Uniform Rules -2	
Federation Trophies	64
Webmaster - 1	
Duties of the Webmaster	65