

ROCKY MOUNTAIN FEDERATION  
OF  
MINERALOGICAL SOCIETIES, INC.

OPERATING PROCEDURES

Amended October 2009

# RMFMS Operating Procedures

## OP Name and Subject

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Procedures will have date of latest action to simplify replacement in OP Books

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## RMFMS Operating Procedures

OP No. General - - 1 (Page 1 of 2)

Adopted 6-15-63

**Subject: Operating Procedures System**

Amended 10-3-09

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 should not clutter our basic documents.

Hereafter, 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of Incorporation or Bylaws will be limited to major provisions and rules that cannot be adopted, changed, suspended or rescinded without prior notice as listed in Robert's Rules of Order, Revised.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 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 Operating Procedures may be adopted, suspended, amended or rescinded at the Annual Business Meeting without prior notice, by a majority affirming vote of those present and voting. After adoption, they become mandatory until amended, suspended, or rescinded by the House of Delegates.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 OPs 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 those to the Officers or 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 OPs as issued:

(Format)

### RMFMS OPERATING PROCEDURE

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

The prefixes used will be Pres, VP, Secy, Treas, Ex Com, Historian, Committee (name which one or show" All), and General. Only General OPs will be distributed to all clubs, officers, Executive Committee members, LRP and publicity Committee Chairmen, and to the specific office designated in the OP number

(continued on next page)

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## RMFMS Operating Procedures

OP No. General - - 1 (continued) (Page 2 of 2)

Amended 10-3-09

6. 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.

It is recommended that each officer, Executive Committee member and Committee Chairman keep a three-ring loose-leaf notebook to be known as an Officer's or Chairman's manual. OPs will be punched before distribution, and they should be kept in logical order in these manuals, with copies of our Articles of Incorporation and Bylaws, and with important correspondence and suggestions for succeeding administrations. These manuals should be brought up to date by each holder and turned over to his or her successor at least 30 days prior to the beginning of a new term. This will help them plan and organize their work.

Many benefits could be derived by clubs, too, if those who have not already done so will appoint a Federation Representative who will maintain a similar club manual.

## **RMFMS Operating Procedures**

OP No. All Committees - 1  
(DISTRIBUTION: All Committees & RMFMS Officers)

Adopted 6-15-63

### **Subject: Officer and Committee Manuals**

As soon as this Operating Procedure is authorized, the President will instruct each officer and committee chairman to begin a three-ring loose-leaf notebook to retain copies of the Articles of Incorporation, Bylaws, Operating Procedures, budget, a list of his duties, correspondence that may be helpful to successors, and a list of "do's and don't" (thing that have been tried and found good or bad).

These Manuals are to be turned over to the officer's or chairman's successor at the annual business meeting, or as much before the end of the term as is possible to provide the successor an opportunity to get prepared for the term ahead.

Eventually the duties of all officers and chairmen not outlined in our Articles of Incorporation or Bylaws will be covered by Operating Procedures, but this will take time. During the interim, these Manuals shall be kept up to date by the holder and passed on each year as a guide.

## RMFMS Operating Procedures

OP No. Ex Com - 1 (Page 1 of 2)  
(GENERAL DISTRIBUTION)

Adopted 6-15-63

**Subject: Administrative Area Organization**

Amended 9-18-93

The Rocky Mountain Federation is divided into areas with a member from each state being elected to serve on the Federation's Executive Committee. These members also serve as Field Representatives (State Directors) in their state, thus making a liaison between that state and the administration.

The following program is to further organize these states to provide a closer link between the Federation administration and the member societies, to give these societies more active participation in Federation affairs, and to increase the duties of the State Directors and make them responsible for the development, promotion, and implementation of Federation activities within their states. This is an administration setup designed to increase and expand the usefulness of the Federation, and to cooperate with other organizations in the development of programs of common interest.

1. AREA ORGANIZATION: Each of the Federation State Areas as now constituted will be divided into administrative zones consisting of those clubs geographically grouped and/or associated through mutual interests and activities. In each of these zones a coordinator will be appointed to represent the Federation and work with all the clubs in the zone.

Operation of the program will be further facilitated by having each club in the Federation appoint one of its members to act as Federation Representative. This individual may be one of the club officers or some member specifically selected for his job. In this way every club will be directly connected with, have a voice in, and be informed about the operation and administration of the Rocky Mountain Federation.

Each zone and state is encouraged to hold such meetings and/or shows as deemed essential for the efficient operation of the state and the unification of the Federation.

2. STATE DIRECTOR:
  - a. Perform the duties assigned in Article VII of the Articles of Incorporation.
  - b. Take action to organize, develop, and implement the Federation program in the state.
  - c. In cooperation with the President, giving due consideration to the previous zone groupings, group clubs into activity zones. Advise the clubs in each zone accordingly.
  - d. Select and appoint Zone Coordinators or Assistant State Directors after consultation with the President.
  - e. Contact clubs and secure appointments of Federation Representatives.
  - f. Keep the publicity Committee informed about state activities.
  - g. Meet or maintain close contact with coordinators and give them all possible assistance in their work.
  - h. Render all possible service and assistance to member societies.
  - i. Encourage all clubs to publish a newsletter bulletin.
  - j. Hold state meetings as deemed necessary.
  - k. Assist member societies with local, state and Federation shows.
  - l. Maintain close contact by letter or personal visit if possible, with zone coordinators and member societies, and aid in the exchange of information about outstanding achievements by other clubs and events of interest to all.

## RMFMS Operating Procedures

OP No. Ex Com - 1 (continued) (Page 2 of 2)

Amended 9-18-93

- m. Do everything possible to sell the Federation and its activities to all Rockhounds.
  - n. Maintain an Officer's Manual containing Articles of Incorporation and Bylaws, OPs, records, suggestions, and other data that will be helpful to the next State Director. Pass this Manual on to your successor.
3. FEDERATION REPRESENTATIVE:
- a. Represent the club in zone meetings and activities.
  - b. Distribute Federation Bulletin information and other communications channeled through his office.
  - c. Keep the members informed on Federation activities.
  - d. Furnish the Federation with news items of interest to it and its membership.
  - e. Know the services provided by the Federation and urge the club to make use of the aids and information available through the Federation committees.

## **RMFMS Operating Procedures**

OP No. LRP & Bylaws Revision -1  
(GENERAL DISTRIBUTION)

Adopted 6-15-63

### **Subject Long Range Planning & Bylaws Revision Committee Organization and Duties**

Amended 9-18-82

This committee shall consist of a chairman and two members, all appointed by the President. The President shall designate which shall serve as chairman. To provide continuity and experience on this important committee, the President shall give due consideration to appointing the Immediate Past President as Chairman 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 President is an ex-officio member of this committee.

The duties of the committee are:

1. The committee, under the direction of the chairman, 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 and which it thinks should be acted upon by the members of the House of Delegates. Where 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 chairman and furnished to the Secretary for distribution as soon as possible after approval.
2. The chairman will consult with this committee by mail or otherwise in determining the majority decisions of the committee, and the President will be kept informed of the results of their work
3. The chairman shall maintain a manual of pertinent records, data, and information important to his successor, and pass it on to the new chairman each year. This should include copies of the Articles of Incorporation and Bylaws and Operating Procedures, along with a file of any unfinished business.

## RMFMS Operating Procedures

OP No. Secy-1

Adopted 6-15-63

(DISTRIBUTION: All RM Officers, LRP Comm., Publ. Comm, Program. Library. Comm.)

**Subject: Minutes of Annual Business and Executive Committee Meetings**

Amended 10-3-2009

1. The Secretary shall record the Annual Business Meeting by electronic means, preferably both audio and video or at least video from two locations, and shall produce from these a written summary. This summary shall include all actions at the meeting and shall include the names of the delegates making motions and their club affiliation, when known.

2. Two copies shall be made of all electronic recordings within sixty (60) days of the Annual Business Meeting and these shall be placed in the Program Library for checkout like any other program. The original recordings shall be placed in the Program Library Master's File.

3. Copies or e-mails of the written summary shall be distributed as soon as possible, but no later than sixty (60) days after the Annual Business Meeting to each Executive Committee Member, each Committee Chairperson and each affiliated club. Anyone wanting the complete proceedings may request a copy of the electronic recordings on loan from the Program Library.

4. A copy of the summary minutes shall be kept in the Secretary's Permanent File for three years and then be sent to the Historian for microfilming and storage.

5. The Secretary shall also record the minutes of the Annual Executive Committee Meeting and will furnish a copy or 3-mail to each Executive Committee Member, each Committee Chairperson and to any affiliated club requesting them.

6. In addition to the duties described above, there are other duties contained in the Articles of Incorporation, By Laws and OPs as listed below:

### Articles of Incorporation

Art. III - 2. Accept application for Admission to the Federation and send copies to the Executive Committee.

Art. III - 3. Accept written notice of club withdrawal and send notice to other affiliated organizations.

Art. V - 3. Normal duties of Secretary defined.

Art. VIII. Send Nomination Committee Report to each member society.

Art. IX - 2. Send letters to all member societies announcing time and place of the Annual House of Delegates Meeting.

Art. XI - 1. Accept proposed amendments to the Articles of Incorporation and send to affiliated societies in good standing.

### By Laws

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

Art. VIII - 2. Receive proposed amendments to the By Laws and send to affiliated societies.

Art. X - Send to Secretary of each affiliated society a copy of the minutes of the annual meeting.

### Operating Procedures

OP No. General - 1 item 4. Prepare and issue approved Operating Procedures to affiliated societies

OP No. Credentials item 1. Receive list of official Delegates and Alternates attending the House of Delegates meeting.

OP No. LRP, By Laws Revisory - 1, item 1. Secretary to receive and distribute approved changes to Articles Of Incorporation, By Laws and OPs

## RMFMS Operating Procedures

OP No. Treas-1

Adopted 6-15-63

(DISTRIBUTION: Treasurer, All RM Officers, LRP, Uniform Rules Committees & Publ. Committees.

### **Subject: Travel Expense Reimbursement**

Amended 6-08-07

The Rocky Mountain Federation will share the expenses of State Directors in conducting their state duties, of RMFMS attendees to the AFMS convention, and of the delegate to Wildacres Judges & Exhibitors Conference. 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 calendar year. Application for reimbursement must be made within the RMF fiscal year in which the travel occurred.
2. Appointed Attendees to the AFMS convention and to Wildacres 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.
3. Appointed RMF attendees at the AFMS convention are normally the President, Vice President, The Uniform Rules Committee Chairman, and one other URL committee member selected by the Chairman 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.

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 OP. Those not wanting to accept reimbursement need not request it.

## RMFMS Operating Procedures

OP No. Treas-2 (Page 1 of 2)  
(DISTRIBUTION: Treasurer, All RM Officers and Committees)

Adopted 6-15-63

**Subject: Budget Control System**

Amended 6-6-81

### Policy Statement

The funds of the Federation are to be considered as held in trust for the furnishing to the member clubs of 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 prepared, adopted, and 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%.

### 1. Preparing the Annual Budget.

- a. The Treasurer, in consultation with the President and Finance Chairman, will prepare a recommended annual budget containing:
  1. Anticipated income, by detail accounts, and totaled.
  2. Authorized disbursements, to be listed by functional and detailed accounts and totaled.
  3. 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.
  4. Account classifications are to be consistent from year to year for easy preparation of comparative reports.
  5. The outgoing Treasurer will prepare a proposed budget for the next fiscal year within thirty (30) days before going out of office which will be presented to the new Treasurer to use at his discretion.
- b. 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 his planned activities for the year, and submit copies to the Executive Committee for approval.

### 2. Adoption.

- a. After receiving approval of the majority of the Executive Committee, the President will declare it adopted and copies will be furnished to all Federation Officers and committee chairmen, or it will be released for publication in the Federation Bulletin.

### 3. Administration.

- a. Authorized persons may obligate or spend up to the amount allocated them in the approved budget, but not more, without approval of the President and Treasurer.
- b. 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 versus receipts, and also the treasury balance.

## RMFMS Operating Procedures

OP No. Treas-2 (continued) (Page 2 of 2)

Amended 6-6-81

- c. In the event, as the year progresses, the President considers it necessary for total actual expenditures to exceed the budget, he will instruct the Secretary to poll the Executive Committee by mail ballot, outlining the need, purpose and amounts involved. Only after approval by the majority of this committee, in regular session or by mail ballot, may such commitment be entered into. This does not prevent going over in one category and under in another, so long as the total is not over the entire budget.
  - d. To effectuate the above, the Treasurer may require that all bills submitted to him 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.
  - e. The Treasurer shall maintain a separate money and book account for the Depreciation Reserve for the Federation Equipment accounts.
4. Responsibility. The President and Treasurer will be equally responsible for maintaining the above outlined administrative controls.

## **RMFMS Operating Procedures**

OP No. Treas-3  
(DISTRIBUTION: Treasurer, All RM Officers and Committees)

Adopted 6-12-66

**Subject: Notification of Annual Dues**

Amended 6-11-83

In November 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, to whom they are to be sent, and the date of deadline for automatic suspension because of non-payment (See Article III, Section 5 of the Articles of Incorporation).

On or about January 1 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.

## **RMFMS Operating Procedures**

OP No. Treas-4

Adopted 6-17-73

(DISTRIBUTION: Credentials Committee, all RM Officers and LRP Committee)

### **Subject: Bona fide List of Member Clubs in Good Standing**

The Treasurer shall provide the Chairman of the Credentials Committee with a complete list by states in alphabetical order, of all affiliated societies of the Federation in good standing, with space provided for recording the vote of the representatives, at least ten days before the opening date of the convention. This list will be used to certify the credentials of all delegates and alternates to the House of Delegates and 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 for roll call at the meeting.

## RMFMS Operating Procedures

OP No. Treas-5

Adopted 6-10-78

(DISTRIBUTION: Treasurer, All RM Officers and Committees)

### **Subject: Transfer of Records and Accounts of the Treasurer**

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 his books as of October 31st. The Treasurer may retain possession of the records of the office until, but not later than, November 7th.
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 7th.
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 emergency withdrawals in event of the Treasurer being 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 21st of the year.

## **RMFMS Operating Procedures**

OP No. Treas-6  
(DISTRIBUTION: Treasurer, All RM Officers)

Adopted 6-6-81

### **Subject: Memorials**

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.

## RMFMS Operating Procedures

OP No. Treas-7

Adopted 6-8-96

(DISTRIBUTION: Treasurer, All RM Officers, Directors, Insurance Chair.)

### **Subject: Liability Insurance**

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 to process the receipts from each club and to pay the insurance premium.

The Treasurer shall, at the time the 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.

## RMFMS Operating Procedures

OP No. Treas-8

Adopted 10-14-2000

GENERAL DISTRIBUTION:

### **Subject: Amount of Annual Dues, Method of Assessment Thereof**

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.

## **RMFMS Operating Procedures**

OP No. Nom - 1

Adopted 6-15-63

(DISTRIBUTION: Nominating Comm., All RM Officers, LRP & Publ. Comms.)

**Subject: Nominating Committee Organization and Duties**

Amended 9-18-82

The long term well-being of this Federation is largely dependent upon having qualified and interested people in office and on committees. Proper selection should not be trusted to the luck of a last minute choice. Selections should result from a broad knowledge of our membership and of the requirements involved. There is no better school for acquiring this knowledge than the Presidency of this Federation.

Accordingly, the knowledge and experience of our current and past presidents will be utilized on this committee. As soon as possible after assuming office, the President shall appoint the nominating Committee, consisting of himself and three recent past presidents. One of the Past Presidents shall be appointed to serve as Chairman.

Duties of the committee are:

1. As outlined in the Articles of Incorporation of this Federation.
2. The Committee shall make every effort to select officer candidates who have proven themselves in other offices or as committee chairmen. Prior approval of the selected candidates must be obtained by the committee before its slate is announced.

## RMFMS Operating Procedures

OP No. Cred- -1 (Page 1 of 2)

Adopted 6-13-64

(DISTRIBUTION: Credentials Committee, All RM Officers, LRP & Publ. Comm.)

### **Subject: Credentials Committee Organization and Duties**

Amended 9-18-93

The Credentials Committee shall consist of three members selected by the President at least 4 months before the annual convention.

This committee shall 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.

The duties of this committee shall be as follows:

1. Obtain from the Federation Treasurer a bona fide list, by states in alphabetical order, of all affiliated societies of the Federation in good standing, with space provided for recording names of delegates, alternates, and any proxies.  
Utilize this list to check in each delegate or alternate during the convention and before the annual meeting. This list will be used to certify the credentials of all delegates and alternates to the House of Delegates and for determining the validity of proxies for voting. Also, the list will be presented to the Federation Secretary as the official list of members present at the House of Delegates meeting. In addition, this list will be used to determine the number of societies represented by at least one delegate, alternate or proxy to determine a quorum for the meeting.
2. Receive and record the names of the delegates and alternates submitted on the appropriate forms by each affiliated society. The appropriate forms are sent to each society by the Federation Secretary 60 days in advance of the House of Delegates meeting.
3. Organize and file the delegate/alternate forms in such a manner as to make it convenient to refer to these to confirm the credentials of each delegate or alternate.
4. Organize the proxy information so it will be convenient to determine if any society is represented by more than two votes and if the proxy limitations given in Article VI of the Bylaws is exceeded.
5. Notify the Show Chairman, at least 4 months in advance, of the need for several spaces at a table located in a convenient place in the Show, to check in the delegates and alternates well before the time of the annual meeting.
6. Arrange to have a qualified person at the delegate/alternate check-in table during Show hours up until the time to move to the location of the annual meeting. Verify that each delegate or alternate received the appropriate ribbon in their registration packet and, if not, be prepared to issue them one.
7. Keep a running account of the number of affiliated societies checked in and if it appears that less than one-third of the total number of societies may be represented by the time of the meeting, advise the President of this situation as early as possible.

## **RMFMS Operating Procedures**

OP No. Cred- -1 (continued) (Page 2 of 2)

Amended 9-18-93

8. Be prepared to report to the President, as soon as possible after the opening of the House of Delegates Meeting, the number of affiliated societies present represented by at least one delegate, alternate, or proxy.
9. Reference should be made to related Bylaws Article V and VI and Operating Procedure Treas.- 4.

## RMFMS Operating Procedures

OP No. Publicity - - 1  
(DISTRIBUTION: Publicity Comm., All RM Officers, LRP Comm.)

Adopted 6-15-63

**Subject: Bulletin Distribution**

Amended 6-10-95

1. The RM Federation bulletin, which is known as the Rocky Mountain News, shall be issued to member societies in good standing ten (10) times during the year in all months except June and July. Not less than three (3) or more than seven (7) copies shall be sent to each club, including one copy for the President, one for the Secretary and one for the Federation Representative. It is the responsibility of the person receiving these bulletins to see that these three persons receive their copies, and it is the prerogative of the individual societies to distribute the other copies and to decide how Federation Representatives read the bulletins to their members in meetings; some societies publish excerpts in their own bulletins.
2. In addition to distribution to the clubs, a copy of each bulletin will be sent to all current officers and committee chairmen, all past presidents of the Rocky Mountain Federation, and to the officers of each state organization within the boundaries of the Federation. One copy of each bulletin will also be sent to every non-member club within our Rocky Mountain Federation boundaries.
3. One member of the Publicity Committee shall be known as the Circulation Manager for the Federation Bulletin. His domicile is not important as long as arrangements can be made for him to operate effectively. His duties shall be to make timely distribution of the bulletin and to relieve the Bulletin Editor of as much detail work, other than editing, as is practical. He will be responsible for getting the bulletin printed, addressed, folded and mailed.
4. The editorial policy shall be determined by the Editor. In the event that the Executive Committee disagrees with current policy, it can, by action described in Article VII, Section 6 of the Articles of Incorporation, request the Editor to change policy or request the President to appoint another Editor.
5. Individual subscriptions to the Rocky Mountain Federation News may be made by submitting a request and payment to the RMFMS Treasurer to cover the cost.

## RMFMS Operating Procedures

OP No. Publicity - - 2  
(GENERAL DISTRIBUTION)

Adopted 6-8-68

**Subject: Federation Bulletin Contest**

Amended 6-7-97

The club bulletin is our first line of communication, not only between the officers and members of the individual clubs, but also between the clubs and the Federation. A bulletin, to be really effective, must be of interest to all concerned, and a contest between clubs within the Federation seems to be an excellent way of informing bulletin editors as to what constitutes a good bulletin and possibly how they may improve upon their efforts.

The Club Publications Chairperson shall direct the annual Bulletin Contest. An announcement of the contest is to be made by mail, not later than December 1st of each year, to each Bulletin Editor in the Federation. This announcement shall also be sent to the Publicity Chairman 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 in the same mailing with the announcement.

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. 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 Chairperson with approval by the Federation Executive Committee, if the need warrants this action.

The Club Publications Chairperson shall secure qualified and impartial judges to grade the entries according to the judging sheets and 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 Chairperson. The plaques and ribbons 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 whether or not the Bulletin Editor is changed. 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 and Poem Classes will also be ineligible for the same two (2) year period. New Editor Class is not affected by this ruling, since it is a one time award for "first time, first in family editors only", and they will be eligible for the next year's contest in Mini, Small or Large Classes.

A Federation sponsored Editors' Breakfast or Brunch shall be held each year on the second day of a three-day convention, or the third day of a four-day convention. Announcements of the winners will be made at this time and awards presented. Plaques will be presented at the Editors' breakfast or Brunch or at the Awards Banquet. All interested persons are invited to attend the Editors' Breakfast or Brunch, and, of course shall pay for his/her own meal. The Host Society shall make all arrangements, including the sale of tickets, for the Editors' Breakfast or Brunch, with the help of the Club Publications Chairperson.

## RMFMS Operating Procedures

OP No. Min - Tech- -1  
(DISTRIBUTION: Min-Tec Comm, All Officers LRP & Publ. Comms.)

Adopted 6-15-63

**Subject: Mineralogy Technical Committee Organization and Duties**

Amended 9-18-82

The President shall appoint a Mineralogy Technical Committee Chairman, who will select his own committee as deemed advisable and necessary.

This committee will:

1. Furnish the Publicity Committee for publication in the bulletin pertinent mineralogy information of benefit and interest to the collector, to include suggested club programs that will encourage usage of correct 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 for home display.
3. Cooperate and work with the Nomenclature Subcommittee of the AFMS Uniform Rules Committee in providing ways and means to inform amateur mineralogists, 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 committees to submit questions and information they have relative to correct names, identification and care of mineral specimens.

## **RMFMS Operating Procedures**

OP No. Resolutions - -1

Adopted 6-15-63

(DISTRIBUTION: Resolutions Comm., All RM Officers, LRP & Publ. Comms.)

**Subject: Duties of the Resolutions Committee**

Amended 9-18-82

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.

## RMFMS Operating Procedures

OP No. Parliamentarian - -1  
(DISTRIBUTION: All RM Officers, LRP)

Adopted 6-08-07

### **Subject: Parliamentarian Duties**

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, RMF Articles of Incorporation, Bylaws and Operating Procedures (OPs).
2. Shall serve in an advisory capacity to the President and interpret all procedural rules. Any necessary ruling is made by the President.
3. During a meeting shall advise the President of any procedural error that may affect the correct conduct of the meeting.
4. 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.
5. Shall always act so as to strengthen the office of the President.
6. Shall always act and speak with tact, patience, steady nerves, fairness and impartiality, explaining parliamentary points in a simply and understandable manner so as to allow meetings to be conducted in the most orderly and efficient manner to achieve the objectives of the Federation.

## RMFMS Operating Procedures

OP No. Scholarship - -1  
(DISTRIBUTION: Scholarship Chairman, All RM Officers)

Adopted 6-10-78

**Subject: Duties of the Scholarship Committee, Director and Chairman**

Amended 9-18-82

The President shall appoint the Chairman of the Scholarship Committee, which shall consist of the Chairman, 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 Chairman. 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 Chairman rather than to the Vice President of the RMFMS, the Treasurer of the AFMS Scholarship Foundation, or other individuals.

The Scholarship Chairman shall:

1. Receive and acknowledge all donations from members and member societies of the Federation, forward them to the Treasurer of the American Federation Scholarship Foundation, and keep a record of the standing of each society contributing to the 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 forward them 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.

## **RMFMS Operating Procedures**

OP No. Uniform Rules - - 1 (Page 1 of 2)  
(DISTRIBUTION: Uniform Rules, All RM Officers, LRP & Publ. Comms.)

Adopted 6-15-63

**Subject: Uniform Rules Committee Organization and Duties**

Amended 9-18-82

This committee shall consist of five (5) members with at least one being, if possible from each of the geographical areas within the Federation, the northern area being North Dakota, South Dakota, Wyoming and Nebraska; the central area being Utah, Colorado and Kansas; and the southern area being Arizona, New Mexico 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 chairman will retire and the oldest remaining member in point of service will become chairman, with the other members assuming the next higher position. The chairman 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 lower 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 chairman 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 chairman may be reappointed by succeeding presidents.

The AFMS Uniform Rules Committee is set up so that its chairman is from the regional federation hosting the AFMS Show that year, having served a minimum of two (2) years on the Regional Committee if possible. So, it is imperative that qualified, interested, and experienced people be chosen for this committee.

The duties of the RM Uniform Rules Committee are:

1. The Chairman will consult with his committee members, keeping them informed in Rules matters, and will train them for the chairmanship.
2. The chairman 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 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. Upon request of the Host Society, render advice and/or assistance in the selection of judges and formulation of instructions for Judges for RMFMS Shows.

## RMFMS Operating Procedures

OP No. Uniform Rules - - 1 (continued) (Page 2 of 2)

Amended 9-18-82

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. Maintain adequate records of all competitive exhibitors at RMFMS Shows for determining eligibility for exhibitor groups and AFMS National Award competition.
7. The Chairman 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.
8. Prepare and submit for publication in the RMFMS Bulletin interpretations and information on Uniform Rules which will be of assistance and interest to all clubs.
9. The chairman will maintain a Chairman's Manual of pertinent records, data, and information important to his successor and pass it on to the new chairman each year.

## RMFMS Operating Procedures

OP No. Uniform Rules - - 2  
(GENERAL DISTRIBUTION)

Adopted 6-8-68

**Subject: Federation Trophies**

Amended 9-14-85

With the purpose in mind of stimulating competitive exhibiting and upgrading of 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 and holding a gold pan, mounted on a marble base. In the bottom of the gold pan is a medallion of the Federation emblem. 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 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 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 born 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 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.

## RMFMS Operating Procedures

OP No. Convention Management Code- -1 (Page 1 of 5)  
(GENERAL DISTRIBUTION)

Adopted 6-10-78

**Subject: Management of RMFMS Convention and Shows**

Amended 10-3-09

An invitation from an affiliated society to host a Rocky Mountain Federation Convention and Show must be submitted in writing to the Officers of the Federation at least thirty (30) days in advance of the annual business meeting.

1. 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 may be held. The second weekend in June is the preferred date for a RMFMS Show.
2. As soon as possible after the invitation of the Host Society has been accepted by the Federation, the Officers of the Federation shall clear the dates with the American Federation to avoid conflict with other regional Federation conventions.
3. Following the approval of the dates, the Federation shall make official announcements of the time, place and Host Society to all 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 least one-year in advance of the date of the Convention and Show.
4. 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 Executive Committee of the Federation.
5. 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.
6. Following the confirmation of dates, the Host Society may proceed with all plans for the Convention and Show.

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 as govern a single affiliated group.

The President shall appoint a Convention Coordinator to assist, advise and make recommendations to the Host Society on matters of convention procedure. The coordinator is encouraged to render in writing such opinions and replies to questions. The coordinator will be the liaison between the Federation and the Host Society in convention matters of mutual concern, acting in accordance with this Convention Management Code. (It is recommended that the Convention Coordinator should 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.)

## RMFMS Operating Procedures

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 shall 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 loaned may be extended to \$1,000.00 (One Thousand Dollars).

1. Any amount advanced by the RMFMS to the Host Society, under (a) above, shall be repaid out of the proceeds of the Convention and Show, after all authorized expenditures have been paid, and before the division of profits between the Host Society and the Federation
2. Any amount advanced by the RMFMS to the Host Society, under (a) above, shall be repaid out of the proceeds of the Convention and Show, after all authorized expenditures have been paid.
3. 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 that loaned, or that could be loaned, to the Host Society under (a) above.

The General Committee set up by the Host Society shall provide the Federation Bulletin Editor for each issue such pertinent information as will be necessary and of interest to affiliated societies to keep before them the subject of the next Convention and Show.

The Host Society shall provide:

1. a suitable building or buildings,
2. display cases for exhibitors, if requested,
3. customary tables for dealers, adequate lighting and power facilities,
4. convention promotion and advertising, the printing of programs, and
5. any special equipment necessary for special displays.

Note: Decorations may be used to enhance the appearance of the show, but are not required.

6. skirting for all tables in compliance with their own local code and the Federation shall supply to the host Society information dealing with any type of skirting necessary.
7. space with tables and chairs in a convenient location for the use of Federation Officers which shall be the FEDERATION HEADQUARTERS.
8. Adequate 24 hour protection must be maintained in the exhibit area which shall be augmented by special guards in the event material of extraordinary value is on display.
9. The mechanics of the Convention and Show, 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.

## RMFMS Operating Procedures

OP No. Convention Management Code- -1 (continued) (Page 3 of 5)

Amended 10-3-09

Sale of dealer space, providing tables, light and power, regulating the size and character of dealers' signs, and all other details connected with dealer participation shall be the responsibility of the Host Society. Conforming to the recognized principles of good showmanship, it is recommended that some uniformity in size and character of dealers' signs be observed.

1. Directional signs in the display area and insofar as possible, any other necessary signs should be kept uniform in size and character.
2. 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.

Before entering into any working agreement with other organizations or groups, such as the American Gem and Mineral Suppliers Association or trade organizations, approval of the Federation Executive Committee must be obtained. Any such agreement must not be in violation of any part of this Convention Management Code.

Fees:

1. Each adult shall pay a reasonable registration fee as recommended by the Host Society and approved by the Federation Executive Committee. A student rate for ages 12 through 17, in a proportionate amount, shall be made available as decided by the Host Society with approval by the Federation Executive Committee. Children under twelve (12) years of age shall be admitted free if accompanied by an adult. The registration fee shall entitle them to in-and-out privileges for the duration of the session, to the show, and all educational features.
2. Daily admission fees and fees for those persons not registering but desiring to attend all days of the show shall be set by the Host Society in consultation with the Federation Executive Committee.
3. The Host Society may at its discretion provide its active members, exhibitors, judges and speakers with passes in lieu of a registration fee.
4. The Host Society shall be responsible for the registration of members of affiliated societies in attendance, collection of registration fees, and other activities incident thereto. The Federation SECRETARY, TREASURER, and CREDENTIALS COMMITTEE may assist in this function as requested by the Host Society.

The Host Society shall furnish a packet of information to each affiliated society, all members of the Executive Committee, and all Committee Chairpersons, as stated in Section 17 (a) of this Convention Management Code.

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 usually plans special lectures and programs throughout the Convention, and shall supply information of such lectures and programs to all affiliated societies.

(Continued next page)

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## RMFMS Operating Procedures

OP No. Convention Management Code- -1 (continued) (Page 4 of 5)

Amended 10-3-2009

The Federation shall plan and conduct its own business meeting to be held on the second day of a three-day Convention and Show, and on the third day of a four-day Convention and Show, such meeting to be on Saturday insofar as possible. The meeting shall be held in a suitable place provided by the Host Society.

### Special Events:

1. An Awards Banquet or similar entertainment shall be planned, with the Host Society making all arrangements including the sale of tickets.
2. With the help of the Club Publications Chairperson, an Editor's Breakfast or Brunch shall be planned by the Host Society and tickets made available for purchase.
3. Any other special event planned by the Host Society should be approved by the Federation Executive Committee if not a usual part of Federation Conventions and Shows.
4. 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.
5. 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.

### Competitive Exhibits:

1. The competitive Exhibits Chairman of the Host Society shall work with the Federation Uniform Rules Committee Chairman in obtaining judges, registering of exhibits, and any other phase concerning Competitive Exhibits which 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 Place, Second Place, Third Place, First level, Second Level, Third Level, and honorable Mention for Competitive Exhibits, and all plaques and ribbons for the Bulletin Contest shall be furnished by the Federation.
4. Special prizes and/or trophies may be offered and awarded under such regulations as may be set up by the donors and the Host Society.
5. All designation ribbons, i.e., delegate, exhibitor, dealer, etc., all Competitive Exhibit ribbons, and all Bulletin 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.
6. The Host Society shall be responsible for ribbons used for Special Displays and non-competitive exhibits, which shall be considered as a general show expense.

## RMFMS Operating Procedures

OP No. Convention Management Code- -1 (continued) (Page 5 of 5)

Amended 10-3-2009

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 Chairpersons with a packet of information. This packet should contain: registration blanks; information and entry blanks for Competitive Exhibits, Non-competitive Exhibits, and any special competition being planned; information concerning field trips, programs, special features and displays, and accommodations; and any other pertinent information about the Convention and Show and its locale.

The Exhibits Committee of the Host Society shall also be prepared to furnish as many more copies of entry blanks as may be required in addition to those furnished each affiliated society.

The Host Society shall as soon as possible select a convention headquarters.

The Host Society shall procure liability insurance coverage in the maximum practicable amount, naming both the Host Society or Societies and the Rocky Mountain Federation as named insured, such insurance to 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.

## **RMFMS Operating Procedures**

OP No. Ribbons - 1

Adopted 6-08-07

### **Subject: Purchase and/or Distribution of Ribbons**

The President will appoint the Chairman of the Ribbons Committee who will select his/her own 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, and all Bulletin Contest 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.

The Club Publications Chairman will provide the Ribbons Committee with a list of all Bulletin Contest 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.

## RMFMS Operating Procedures

OP No. Public Lands - -1  
(GENERAL DISTRIBUTION)

Adopted 11-22-86

**Subject: Public Lands Advisory Committee and Duties**

Amended 9-18-93

The President shall appoint the Chairman of the Committee and, after consultation with the Chairman, one or more committee members from each state in the Federation. The Chairman may serve as the representative from his state if he desires.

It is the duty of the members of this committee to become and stay informed on all matters where actions, or proposed actions, of any governmental authorities have the potential for being detrimental to recreational collecting of minerals, fossils, gemstone materials, or any other naturally occurring materials found on public lands and having scientific, educational or hobby-related value. When a member learns of such action, he shall transmit all pertinent facts, in a timely fashion, to the Chairman of the committee with a copy to the President. The Chairman will formulate a plan of counteraction and make a recommendation to the President.

The members of the Federation shall be kept informed of all such actions, or proposed actions, with articles published in the Federation newsletters. The members will be encouraged to attend public hearings, if any, and to write personal letters to those agencies involved in the actions, to their elected or appointed officials, or to their Congressional representatives.

The Chairman will maintain contact with similar Chairmen in other Regional Federations in order to facilitate cooperative action. When a problem occurs in another Regional Federation and the Chairman is notified, it shall be his 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 Chairman to notify other Regional Chairmen and 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 Federations' 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 annually in the RMFMS Directory.

## RMFMS Operating Procedures

OP No. Name Badges - -1

Adopted 11-22-86

(DISTRIBUTION: Name Badge Comm., All RM Officers, State Directors, All Committees)

### **Subject: Name Badge Committee and Duties**

The President shall appoint a Name Badge Chairman who will select his own committee 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 Standing and Special Committees or other appointments by the President;
4. 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 Chairman will not be issued a Name Badge.

A descriptive Bar naming his 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 Chairman will maintain a record of Name Badges issued and will develop and follow a standard nomenclature list of positions for use on the Bars.

Distribution of Name Badges and Bars shall be made by the Chairman as the President of the Federation may direct.

## RMFMS Operating Procedures

OP No. Junior Program - -1  
(GENERAL DISTRIBUTION)

Adopted 11-22-86

### **Subject: Junior Program Committee Organization and Duties**

The President shall appoint a Junior Program Chairperson who will select his/her own committee as deemed advisable and necessary.

This committee will:

- \* Serve as the Rocky Mountain Federation focal point of information exchange pertaining to Junior Programs by member clubs of the Federation.
- \* Actively encourage junior members to exhibit either competitively or non-competitively at local and regional shows.
- \* Promote junior activities both within member clubs and as separate junior groups sponsored by the adult clubs.
- \* Act as the coordinator between the Federation, the other Regional Federations and the AFMS pertaining to Junior Programs.
- \* Furnish the Publicity Committee for publication in the Newsletter pertinent 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.
- \* Act as the repository for programs and projects developed and designed for juniors.
- \* Perform such other duties as assigned by the President.

## RMFMS Operating Procedures

OP No. Junior Program - -2 (Page 1 of 2)  
(GENERAL DISTRIBUTION)

Adopted 11-22-86

**Subject: Future Rockhounds of America**

Amended 10-14-00

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 and 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 further the educational value of this avocation and will serve as a vehicle to give leadership training to juniors as possible future club and Federation officers.

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

Application for a certificate 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 Chairperson for a certificate designating that club as a Chapter of the Future Rockhounds of America. The Junior Program Chairperson 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 instruments of the adult club and under sponsorship of the adult club, may apply to the Junior Program Chairperson 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 Chairperson 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 be unfeasible 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 unfeasible the opportunity to participate in the Future Rockhounds of America program, a Rocky Mountain Federation Chapter-at-Large will be established.

## RMFMS Operating Procedures

OP No. Junior Program - -2 (continued) (Page 2 of 2)

Amended 10-14-00

The chairperson, 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 Chairperson 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 Chairperson 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 Chairperson, Junior Program, will initiate those activities for their Chapter-at-Large which in his/her opinion are appropriate, consistent with funding, membership, and interest. Information pertaining to such activities will be given to the Publicity Committee for inclusion in the Newsletter.

In order that the Junior members may become acquainted with each other, discuss their activities, and furnish suggestions for the program, an informal meeting will be held for the membership of the Chapter-at-Large in conjunction with the annual Rocky Mountain Federation Convention.

## RMFMS Operating Procedures

OP No. Junior Program - -3 (Page 1 of 2)  
(GENERAL DISTRIBUTION)

Adopted 04-20-2002

### **Subject: Junior Program Cash Awards**

To encourage the Juniors of the member clubs to participate in the acquisition of material in the field, 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 Chairperson.

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 & Petrified Wood
3. 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 Chairperson or in his/her absence 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.

(Continued on the next page)

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## RMFMS Operating Procedures

OP No. Junior Program - -3 (continued) (Page 2 of 2)

Adopted 04-20-2002

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 Chairperson 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 Chairman 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 Chairperson shall select the highest score in both age groups. If a tie exists, a two person committee shall rejudge 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 but may compete thereafter. The Junior Program Chairperson 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 Chairperson prior to the opening of the show on the first day and shall remain in the exhibit case until teardown 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 a member of his/her club or if no member of the club is attending the convention the State Director may bring the entry. It shall be the responsibility of the junior to get it to the Director.

The money for these awards shall be included in the annual budget of the Junior Program:

## RMFMS Operating Procedures

OP No. Education - -1  
(GENERAL DISTRIBUTION)

Adopted 7-15-89

**Subject: Education Committee**

Amended 4-25-92

The President shall appoint an Education Chairperson who shall select his/her own committee as deemed advisable and necessary.

The Education Committee shall conduct the Rocky Mountain Federation of Mineralogical Societies' Club Award Contest and submit the three top winning entries to the AFMS Education/All American Award Committee Chairperson.

The Education Committee Chairperson shall:

1. Conduct the Rocky Mountain Federation Club Award Contest according to the rules of the AFMS All American Club Contest.
2. Arrange for the plaques through the RMFMS Stationary/Trophies Chairperson for the three top winners.
3. Present a plaque to the First through Third Place Rocky Mountain Federation winners of the All American Club Award at the Rocky Mountain Federation Annual Awards banquet.
4. Submit the three top winning entries to the AFMS Educational/All American Award Chairperson within the posted deadline.
5. At least ninety (90) days before the contest deadline, prepare and submit to the RM Publicity Chairperson (Editor) an article describing the contest and rules, and soliciting entries from member clubs.

## RMFMS Operating Procedures

OP No. Stationary/Trophy - -1  
(GENERAL DISTRIBUTION)

Adopted 7-15-89

**Subject: Purchase and/or Distribution of Stationary and Trophies**

Amended 10-3-09

The President shall appoint the Chairman of the Stationary/Trophy Committee who will select his/her own members as deemed advisable and necessary.

The duties of this Committee shall be to:

1. Order the printing of stationary, official RMFMS letterheads and envelopes in sufficient quantity for the use of Federation Officers and Committee Chairmen.
2. Distribute these stationary supplies to coincide with the beginning of the fiscal year.
3. Each year a supply of the Federation Letterhead sheets and envelopes shall be distributed to each Officer and Committee Chair by the Stationary/Trophy Committee in amounts consistent with previous intended usage. Any requests for additional stationary shall be directed to the Stationary/Trophy Committee.
4. The Official Federation Stationary shall only be used for official correspondence by the Officers and Committee Chairs.
5. Check for accuracy the proper names, addresses and phone numbers, if needed, to be printed on the official letterhead stationary.
6. 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 to include estimates for purchase, printing and shipping of these supplies.
7. Confer with the Uniform Rules Committee concerning the ordering of trophies when needed, and order same.

## RMFMS Operating Procedures

OP No. Webmaster --1

Adopted 10-3-2009

### **Subject: Duties of Webmaster**

The purpose of the RMFMS official web site ([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 web site shall be maintained by the RMFMS Webmaster.

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 guidelines 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 web site 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. Submit a report of activities to the RMFMS Executive Secretary (60) days prior to the RMFMS Annual Meetings for inclusion in the meeting agenda.
8. Pay or make arrangements for the RMFMS Treasurer to pay any fees and/or expenses necessary for maintaining the Website on the Internet.
9. Submit a budget request to the RMFMS Treasurer and President for the following fiscal year.
10. Send receipts for budgeted expenditures to the RMFMS Treasurer for reimbursement.

## RMFMS Operating Procedures

OP No. Supplies - -1

Adopted 4-25-92

(DISTRIBUTION: Supplies Comm., All RM Officers, LRP Comm., Directory Comm.)

### **Subject: Supplies Committee Duties**

The President shall appoint a Supplies Committee Chairperson, who shall select his/her own committee 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 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 Chairperson an updated listing of the supplies and materials, available 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, with an adequate supply on hand 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 requests for purchase of new or needed supplies to the Federation Treasurer in time for preparation of the annual budget.
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.

## RMFMS Operating Procedures

OP No. Program Library - -1  
(GENERAL DISTRIBUTION)

Adopted 4-25-92

### **Subject: Program Library Committee Duties**

The President shall appoint a Program Librarian, who shall select his/her own committee 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 Publicity Chairperson for publication in the Federation newsletters, 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, 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 circulated and a different secure location for the original programs.
5. Attempt to be informed of the availability of new and appropriate programs from other Federations and commercial educational sources.
6. Open a separate bank account in order to handle funds involved in sending and receiving programs, with the Federation Treasurer or other Executive Committee member as a secondary signatory. Keep an accurate record of receipts and expenses for this account and report them to the Federation Treasurer every three months.
7. Provide information concerning acquisitions or other information to the Publicity Chairperson for publication in the Federation newsletters.
8. Provide a current list of programs by January 15 of each year to the Directory Chairperson.
9. Submit to the President and Treasurer a request for funds in the annual budget to purchase additional programs and equipment and include this request in the report to the House of Delegates.
10. Recommend to the Executive Committee any changes in the charges for shipping and handling for their approval, before implementing them.
11. 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.

## **RMFMS Operating Procedures**

OP No. Public Relations - -1  
(GENERAL DISTRIBUTION)

Adopted 6-15-91

**Subject: Public Relations Committee Organization and Duties**

Amended 9-18-93

The President shall appoint a Public Relations Chairperson, who will select his/her own committee as deemed advisable and necessary.

Since public relations is how we present our club and hobby to the larger community, this committee will provide assistance to affiliated societies to help them recognize and promote those activities that improve their relations with the public. Public relations is the means by which we generally carry out the purposes of most clubs in promoting education and interest in all aspects of our hobby.

The duties of this committee shall be as follows:

1. Collect from the AFMS, other Regional Federations and affiliated societies relevant material on those activities that affiliated societies could utilize to enhance their relations with the public.
2. From the material collected in item 1, develop a public relations manual or guide for use of affiliated societies in their public relations enhancement.
3. Encourage each affiliated society to select a Public Relations chairperson who will, with the help of the manual, assist his/her society in planning their yearly programs and activities.
4. On a regular basis provide the Editor of the Federation Newsletter short articles on various aspects of how societies can enhance their relations with the public.
5. Interact with the Public Relations Committees of the AFMS, or other Regional Federations and affiliated societies by exchanging ideas and information.
6. Initiate a contest to determine the societies with the best public relations effort and develop the necessary procedure for obtaining applications from each interested society and the criteria for evaluating the applications to determine the three best entries. Notify all affiliated societies of the contest and its rules by publishing them in the Federation Newsletter at least 90 days before the contest deadline. Also encourage each affiliated society to participate in this contest.
7. At the RMFMS Awards Banquet award a First Place Plaque and a Second and Third Place Certificate to the three best entries. These are Federation Awards and will be furnished by the Federation by arranging through the RMFMS Stationary/Trophies Chairperson.
8. Participate in any AFMS Public Relations Contest by submitting the three best entries to the appropriate AFMS committee chairperson within the posted deadline.

## RMFMS Operating Procedures

OP No. Insurance - -1  
(GENERAL DISTRIBUTION)

Adopted 6-10-95

### **Subject: Voluntary Liability Insurance for Federation Clubs**

The President shall appoint a Chairperson 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:

The Chairperson, with the assistance of the members, 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.

The Chairperson, along with the Treasurer, shall, after receiving a bid from a potential insurance carrier, 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.

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 possible membership. The Chairperson 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.

## RMFMS Operating Procedures

OP No. President's Hat - -1  
(DISTRIBUTION: GENERAL)

Adopted 6-10-95

**Subject: Wearing and Custody of the President's Hat**

Amended 10-3-2009

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, conditional upon such usage, and it was accepted by the Federation with knowledge and understanding of that condition. 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 that he is 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 Breakfast, the Presidents' luncheon and when the President is conversing with RMFMS friends.
2. The penalty for non-compliance with this Operating Procedure shall be a fine in the amount of ten dollars (\$10.00) in U.S. currency, or equivalent, payable to the American Federation of Mineralogical Societies Scholarship Fund.
3. Responsibility for determining whether this Operating Procedure has been complied with shall rest with a body which is hereby established and which 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 meet in executive session immediately following the Awards Banquet to deliberate and determine the degree of compliance by the current President. Alternatively, if, before the Awards Banquet ceremonies are complete, there is reason to believe that a non-compliance penalty should be assessed, the committee shall hold an ad hoc meeting near the end of the Banquet so that an appropriate announcement can 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 three.
4. The current President shall, as part of the concluding ceremonies of the Awards Banquet, present the Hat to the incoming, 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 then represent the RMFMS as President. Failure to do so will constitute non-compliance with this procedure and will be punishable in accordance with Paragraph 2 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 cannot be cleaned; and the current president can decorate it with "adornments that add to the character" of the Hat.

## RMFMS Operating Procedures

OP No. Trademark Control and Use --- 1 (Page 1 of 2)  
(GENERAL DISTRIBUTION)

Adopted 6-10-06

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

Amended 10-3-09

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 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 as to 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.

## RMFMS Operating Procedures

OP No. Trademark Control and Use --- 1 (continued) (Page 2 of 2)

Amended 10-3-09

### Requirements for Declaration of Continued Use

Between the fifth and sixth years after the registration date (i.e., between November 11, 2013 and November 11, 2014) a Declaration of Continued use must be filed with the U.S. Patent & Trademark Office (PTO). The PTO 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.

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 PTO filings are full of required nuances that are not obvious, and an improper filing can result in a declaration of abandonment from the PTO of the registration.

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.

### Exhibit A



## **RMFMS Operating Procedures**

OP No. AFMS Club Rockhound of the Year Program – 1  
(General Distribution)

Adopted 6-08-07

### **Subject: AFMS Rockhound of the Year Committee.**

The President shall appoint an AFMS Club Rockhound of the Year Chairperson who will select his/her own committee as deemed advisable and necessary.

This committee will:

Serve as the Rocky Mountain Federation focal point for the implementation of the American Federation of Mineralogical Societies “Rockhound of the Year” program.

Furnish the Publicity Committee information periodically about the program for publication in the Newsletter.

Actively encourage each RMFMS club to nominate an adult and junior member each year for recognition.

Receive nominations from Federation clubs, edit and forward to the editor of the RMFMS Newsletter for publication. Also forward nominations to the AFMS Rockhound of the Year Chairperson for publication in the AFMS Newsletter.

Submit a report of the committee’s activities to the RMFMS Secretary at least sixty days prior to the annual convention.

Submit a suggested budget to the RMFMS Treasurer annually and request reimbursement for expenses as necessary.

Perform such other duties as assigned by the President.