

N.F.M.S.



New Federation Director Guide

2023 Edition

Northwest Federation of Mineralogical Societies

*The Federation is every Club, and every individual member in your Club.
Working together, and living the experience of our vision and passion for the
Earth Sciences and Lapidary Arts & Crafts.*

Welcome

Welcome, and thank you for volunteering as your club's Federation Director for the Northwest Federation of Mineralogical Societies (NFMS). We know it can sometimes feel like, "deer in the headlights," time at your first NFMS Mid-Year and Annual Meeting.

Sometimes federation directors are sent by their club with little guidance of what they are supposed to do as a Federation Director. Over the years even seasoned federation directors appreciate a review of what they can do to be a more fulfilling liaison for their club and federation. We are here to help you feel at home, and to help you learn what you need to know to feel confident, as the representative for your society while enjoying your volunteer job and federation.

This manual is to help you with the basic guidelines for your duties, and hopefully more. What someone may be familiar with isn't always familiar to another, so don't be afraid to ask questions. That's one of the best ways we all continue to learn. This is a great way to get to know fellow directors, your federation's executive board and committee chairmen. We are here for each other, that's what the NFMS does best.

This manual is the result of the thinking, first-hand experience, information and cooperation of many NFMS officers and its members. A grateful thanks goes to each and everyone who had a part in this manual, and will continue to add to it over the years to come.

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What is a Federation Director?

The value in your purpose.

The NFMS Mid-Year and Annual meeting are the opportunities to bring federation directors together from each of the clubs. Here we conduct the business in the interests of the federation, which is on the behalf every club and its members. Without the full understanding of the federation's true purpose and how we function as an organization, it can be easily misconstrued that the NFMS is an organization which is only run by a board of officers making the decisions. The Executive Committee are club members who are nominated and voted in by approval from a quorum of all the members clubs. Their value is in their leadership and guidance throughout the year.

The Federation is every club, with each having a Federation Director representing them in the direction of the business they wish to work together on, for the good of the NFMS as a whole.

You have the unique opportunity of representing your club with the other clubs in the federation, to work on concerns, current and future aspects of the NFMS.

To be a good liaison, it is important to know what's going on, and attend the meetings. In this way, you will be representing your club to the others in the federation and bringing value to the federation in your participation. You bring NFMS news to your club, and are the representative voice from your club to the federation.

What To Review and Do Before the Federation Meetings

1. Read the agenda, and discuss with your club's board of directors, the business to come before the meeting, so that you can be instructed as to their wishes.
2. Read the minutes from the previous NFMS meeting.
3. Find out if your club wants any new business presented at the meeting. Example; they may have new ideas, concerns, questions.
4. Read all the reports emailed to you, and take these reports and the Agenda with you to the meeting, along with paper and pen to make notes.

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What To Review and Do Before the Federation Meetings, (Cont'd)

5. Familiarize yourself with the NFMS Bylaws & Operation Procedures. These are on the NFMS Website and in the NFMS Directory.
6. For the NFMS Annual Meeting, you need to inform the NFMS Credentials Committee chairman ahead of time that you as Federation Director or your club's Alternate Delegate will be attending the meeting. This is for planning purposes. (If you are not able to attend, have your club nominate an Alternate Delegate to attend the meeting).
7. For the NFMS Annual Meeting, you as Federation Director or your club's Alternate Delegate, must complete the Credential Form. The form needs to be signed by your club's President and Secretary for you to be seated with voting rights at the NFMS Annual Meeting. Bring this completed form with you to the meeting. These forms will appear in the NFMS Newsletter.
8. Determine your club's preferences regarding new NFMS officers to be voted upon at the Annual Meeting.

NFMS Federation Director's Credentials

Name of Director _____

Name of Club _____

Club President Signature _____

Club Secretary Signature _____

Date _____

Must be **completed** and **signed** to be seated with voting rights at the Northwest Federation of Mineralogical Societies Annual Meeting.

NFMS Alternate Delegate's Credentials

Name of Delegate _____

Name of Club _____

Club President Signature _____

Club Secretary Signature _____

Date _____

Must be completed and signed to be seated with voting rights at the Northwest Federation of Mineralogical Societies Annual Meeting.

At the Meetings

1. Read all the additional reports contained in your packet (given to you when you check in before the meeting begins). Some reports may come in after the packets were compiled for you, and after you've checked in. Be sure to check back at the "check in" table for these before the meeting begins.
2. The reports are listed according to the sequence shown on the agenda.
3. Roberts Rules of Order, Revised, unless otherwise provided for in the NFMS By-Laws, shall govern all meetings of this Federation and its Assembly of Directors.
4. If you wish to speak about any of the items on the Agenda, be sure to stand so you can be heard easily, and say your name and the name of the club you belong to.
5. Enjoy the meeting and getting to know your fellow volunteers of the NFMS.

What To Do After the Mid-Year and Annual Meetings

1. You will want to give a report to your club about the meeting you attended. Some clubs have their federation director give a report at their Officer's meeting. Some clubs make time during their monthly member's meeting for their federation director to present federation news and updates. You can write an article to be included in your club's newsletter which is always a good idea. Remember, federation and AFMS news included in your club's entry for, All American Club and Bulletin contests, are extra points.
2. Enjoy the NFMS Newsletter! Being familiar with the articles, contests and other opportunities available to your club, is a great way to help your members have a fun year. Due dates for contests are often different each year. You can help support the success for the club who is hosting the upcoming federation show, by keeping your club apprised of the fun and activities they have to look forward to.

What the NFMS Offers Its Clubs

From all that the AFMS offers its Federations, the NFMS has so much to offer its Clubs.

- **Lapidary Arts and Crafts Camps-** These camps have always been a fun experience for rockhounds. Not only can NFMS members attend the Northwest Rockhound Retreat, there are other regional federation camps you can experience. The cost to attend these camps are reasonable compared to similar courses offered outside of the rockhound community. There is always a good time to be had, new friends to make, and wonderful memories made when rockhounds get together.
- **NFMS Newsletter-** Every NFMS club member household receives the NFMS Newsletter. It's pretty great the NFMS does this because the other federations only provide one newsletter per club, unless an individual member pays for their own subscription.
- **AFMS Newsletter-** Each NFMS club receives three copies of the AFMS Newsletter. An individual can pay for their own hardcopy subscription, and the newsletter can also be read online.
- **Slide Show & Video Programs-** Member societies have the benefit of borrowing from the large NFMS library, various earth science DVD's, slides, power points and VHS for club programs. As technology changes, various programs are being updated.
- **Advertising and Promotions-** NFMS has links to all its affiliated clubs by state. The federation will advertise and promote your club's show free of charge in the online and hardcopy federation newsletter. A club(s) hosting the Annual NFMS Show and Convention is heavily advertised in the NFMS Newsletter, NFMS Facebook, and on the AFMS' calendar of shows and in its newsletters.
Rock & Gem Magazine is the official magazine of the AFMS. Clubs can have their shows, club profiles and listings advertised in the magazine for free.
[Advertise With Us | Rock & Gem Magazine \(rockngem.com\)](http://rockngem.com)
A club(s) hosting the AFMS/NFMS Show and Convention, is heavily advertised in the AFMS hardcopy and online newsletter plus their website.
The AFMS has links to all affiliated clubs by state on their website.
- **NFMS Website-** Links to NFMS club information; club shows; access to online federation and club newsletters; titles and descriptions of the library programs; forms, monthly calendar of events; Facebook link; Guidebook for Hosting an NFMS Show; NFMS meeting minutes; links to NFMS historical articles.

(Continued on page 5)

What the NFMS Offers Its Clubs (Con'd)

- **Hosting Societies for the Annual NFMS Show**- This an important event celebrated by all the NFMS clubs to star what we love and do best, as we celebrate and support the hosting club in all its splendor and festivities. It is a meeting of the minds to handle the business of the federation. A percentage of the profits are shared with the NFMS. The NFMS shall advance the Host Society a reasonable amount of the initial financing of the show as a loan.
- **Hosting the NFMS-AFMS Show & Convention**- Every seven years, the NFMS is honored to be the federation in collaboration with one of our clubs, to host the national AFMS Annual Show and Convention. It is a fun and prestigious event, honoring the achievements of club members across the nation with awards and honors; with leadership from every federation gathering to conduct the business on the behalf of all the AFMS clubs in America, as the NFMS showcases our unique rock, mineral, gem and fossil region and the wonderful people in our clubs.
- **Public Lands Advisory**- An active committee involved in working together with public lands managers and legislation to help secure the future of our region's collecting areas.
- **Future Rockhounds of America (FRA)**- Whether your club already has a kid's group or thinking of creating one, the AFMS offers an amazing quality of ideas and information. Their goal is to help develop youth programs that fit you club's needs. If your club is thinking about offering an earth science program to elementary schools, for home schooling or other events, you will find a cornucopia of creative fun ideas and learning materials. The AFMS sponsors the FRA Badge Program to any and all affiliated club no matter the number of kids in your group. (Children and teens must be a member of the club to participate in the badge program. [AFMS Juniors - About This Website \(amfed.org\)](http://amfed.org))
- **AFMS Code of Ethics**- A large measure of the enjoyment of our hobby consists of collecting in the field. For that reason, AFMS affiliated clubs worked together to create the Code of Ethics in 1998, establishing the stature and public image of Rockhounds everywhere we are proud of today. [Code of Ethics \(amfed.org\)](http://amfed.org)
- **NFMS Directory**- The Directory is updated and published annually, and distributed to each club. NFMS Bylaws, Operational Procedures (OP's), updated Amendments and Operational Procedures are included in the Directory.

More of What the NFMS Offers Its Clubs

The Annual NFMS & AFMS Contests

AFMS All American Club Award
AFMS Bulletin Editor Contests (Club Bulletins; Special Publications; Original Articles,
Poetry, Written and Drawn Features, all ages)
NFMS & AFMS Competitive Exhibits
NFMS Junior Achievement Award
AFMS Programs Competition
AFMS Website Contest

Membership Dues

Dues are the payments NFMS affiliated clubs contribute to the NFMS, in exchange for the exclusive benefits and resources for your club members. A portion of these dues in turn, is paid as dues for the NFMS to be an active member of the American Federation of Mineralogical Societies, to which your club has access to, with much to look forward to each year.

The AFMS sponsors an extensive array of activities, contests and creative ideas unique to our hobby, which every club can use to their benefit. These dues not unlike your club dues, help to run events, sponsor many awards, AFMS Future Rockhounds of America (FRA) Badge Program for juniors, AFMS Newsletter and more.

The Gifting of Rockhounds, That Continues to Give

With our generations of experience, we know Rockhounds are the best when it comes to volunteering, learning and teaching others about our love for the hobby in the Earth Sciences, Lapidary Arts and Crafts. Over the many years, individuals and clubs continue to contribute to the meaningful funds and scholarships that are close to our hearts, those of the NFMS and AFMS. The tax-deductible donations may also be made In Memoriam. (Continued on page 7)

The Gifting of Rockhounds, That Continues to Give (Con'd)

- **NFMS Junior Achievement Award & Fund**- Funds are generated by the NFMS Stamp Program and generous donations by club members, to provide monetary awards for NFMS Juniors who excel, as determined by an established process of application and adjudication, and support Projects designated for NFMS Juniors.
- **AFMS Endowment Fund**- Interest earned from the fund, supports the multiple programs available to the individual club/society members of the regional federations.
- **AFMS Scholarship Fund**- Interest earned from the fund, supports twelve Graduate Students every year pursuing an education in the Earth Science fields. Annually, each participating Regional Federation selects their own Honorary Award Winner who then select the school(s) and assists with the selection of the student, or students, who then receive the scholarship grant(s).
- **Raffles!** The NFMS and AFMS organize many fun and wonderful raffles each year. Generous club members donate quality rock material, gem, handmade jewelry and other rock related items, giving everyone opportunities to win great value and often beauty for a very small ticket cost. Proceeds go to endowment and scholarship funds. Hosting clubs often have raffles and silent auctions too, with fantastic items with the proceeds supporting their club. Buying raffles tickets is a fun way to give.

Excerpts From: NFMS Bylaws: ARTICLE VII

Government

Part A. Qualification of Officers, Directors, Delegates and Appointees.

Section 1. All Officers, Directors, Delegates and Appointees shall be members of a Member Society in good standing, except that no Junior Member may hold an Executive Office.

Part B. Officers

Section 1. The officers of the Federation shall consist of the President, 1st Vice President, 2nd Vice President, Executive Secretary and Treasurer.

Section 2. These officers shall constitute the Executive Board.

Section 3. The Executive Board shall carry out all authorized business of the Federation.

Section 4. Vacancies in office shall be filled by appointment of the President, with approval of the Executive Board. (Continued on page 8)

Excerpts From: NFMS Bylaws: ARTICLE VII

Government (Con'd)

Part C. Assembly of Directors

Section 1. The Assembly of directors shall consist of the Officers of the Federation, who shall act as officers of the Assembly, and one (1) Director from each Member Society, to be selected in any manner the Member Society may decide.

Section 2 The term of office of the Society Directors shall be for one (1) year.

Section 3. Each member of the Assembly of Directors shall have only one (1) vote, even though he/she may be representing more than one (1) society.

Section 4. No proxy votes will be accepted

Excerpts From: NFMS Bylaws: ARTICLE VIII

Meetings Part A. Annual Meeting

Section 1. The Annual Meeting of the Assembly of Directors and Delegates of the Federation shall be at a time chosen by the host society whose bid for the convention and show has been accepted by a majority vote of the Assembly of Directors. The date of the Convention and Show shall have no effect on the fiscal or the operations year of the Federation.

Section 2. The Member Society Directors and Delegates present at any Annual Meeting shall constitute a quorum for conducting business.

Section 3. Each Member Society may be represented at the Annual Meeting by two (2) delegates who are members of the Society they represent, each has one vote.

Section 4. Before being seated at any Annual Meeting, all Delegates shall be required to file with the Credentials Committee, authorizations being signed by the President and Secretary of their representative societies.

Section 5. No delegate may represent more than one Member Society.

Section 6. No Proxy votes will be Accepted.

Section 7. All business of the NFMS shall be transacted at the Annual Meeting, except such business as may be specifically assigned to the Assembly of Directors or the Executive Committee.

Excerpt From NFMS Operational Procedure

OP: BOARD -7, FEDERATION DIRECTOR

Subject: Duties of Officers & Directors- FEDERATION DIRECTOR

(In lieu of listings of duties heretofore contained in the By-Laws)

Each Federation Director shall:

- * Attend or send an alternate, if possible, to act, as one of the delegates for his/her Society at the Annual Meeting.
- * Furnish the Credentials Committee with the names of the Director and Delegate who will be representing their club at the Annual Meeting.
- * Send to the NFMS Executive Secretary at least 90 days prior to the Annual Meeting, all proposed amendments to the NFMS By-Laws and proposed resolutions from his/her Society.
- * Send names and addresses of the newly elected Officers of his/her Society, and the name and address of the Director who will act for his/her Society for the coming year.
- * Attend and give a report of the Mid-Year Meeting in his/her area.
- * Pick up the NFMS Directories and Show Packets and/or other NFMS Supplies as may have been ordered by the Member Society, at the Mid-Year meeting.
- * Present to his/her Society for their instruction, all business to be considered or transacted at the Annual Meeting.
- * Give a report to his/her Society on the Annual Meeting and the Minutes of the Annual Meeting.
- * Perform any and all such other duties as may be necessary between his/her Society and the Executive Board.

The Fascinating History of Rock and Gem Clubs, *Leading to the Formation of the Federations*

It is helpful to revisit our history together, the history of the rockhounding community leading up to the creation of your NFMS and the American Federation of Mineralogical Societies (AFMS). Our heritage together is really a great success story.

Sometimes people ask when the first rock and gem clubs began. What surprises most people is that historically in America, these clubs go back to the 1700's and 1800's. There was an excitement in the discovery and study of a new frontier, the Earth Sciences, involving minerals, gems and fossils. Inspired by the science and exploration happening in Europe, the United States realized it too, had its own unexplored frontier and so began the exploration in America.

The study of the earth sciences was not being taught at any level in American schools at that time. It only took a small handful of professors who were so excited about the studies they saw Europe engaged in, that they took it upon themselves to start up clubs for their students, separate from the student's other curricular studies. Samples of mineral and gem material from America were sent to Europe to be identified since the Europeans were many years ahead of the United States in this field.

It didn't take long in America before it became quite the occasion to attend social gatherings to hear lectures given by prominent people in the know about new findings in the world of minerals, rocks, gems and fossils. A trend began growing within society for individuals and families to have a personal mineral collection. It is fun to note that some United States presidents were amateur geologists with rock and fossil collections, too.

Leading up to WWII, the United States became more intently focused upon the pursuit of its natural mineral resources. The government encouraged civilians to go out into the field to help find them. Because people were seen wandering about on their hands and knees exploring the land, these amateur geologists were nicknamed, "Rockhounds."

Rockhounding was becoming a growing American recreational hobby which friends and families were enjoying together. Rock, mineral, fossil and gem clubs began popping up all over the country, along with rock shops and an amazing creativity in the lapidary arts and crafts.

The connection within the rockhound community of clubs throughout America was thriving. Within their communication with each other, there was a robust discussion of what all the clubs might be able to accomplish together, as a whole, that would help support and celebrate every club, in ways the clubs wouldn't be able to do as easily on their own. (Cont'd on page 11)

The Fascinating History of Rock and Gem Clubs, Leading to the Formation of the Federations, (Cont'd)

The idea was a meaningful one, bringing a culmination of creative minds together in their leadership to explore creating a brilliant future for rock and gem clubs in the United States. This meeting of the minds is what began the formation of the seven regional federations and the AFMS as we know them today.

The first federation, the CFMS, was formed prior to WWII. Four federations were formed during WWII, the NFMS, SCFMS, RMFMS and MWF. After WWII, two more federations were formed, the EFMS and SFMS. The founding of the American Federation of Mineralogical Societies was in 1947, two years after the war ended.

Our NFMS was one of the four original founders involved in creating the AFMS, the other three federations were; CFMS, MWF and RMFMS. As you can see, club members within their federations worked together to create the future we have today.

During WWII some clubs went dormant due to the civilian involvement in the war effort, but after the war was over there was a huge boon in club memberships, even more than before. People were traveling across the country on vacation to explore new and different collecting areas, spending time with other rockhounds and clubs they were meeting along the way. People were learning to have fun once again. Wonderful friendships were growing among the rockhounds with the sharing of skills in lapidary, procuring fossils, jewelry work, field trips, and the many arts and crafts of the hobby.

The military encouraged their veterans to join the rock and gem clubs, because they saw their men and women were feeling more at home after coming home from the war, in their enjoyment of being in the company of the rockhounds and in what they were learning in our amazing clubs. Today we continue to have the honor and privilege, of working together with our veterans on our committees, as officers, and in all aspects of our clubs and federations.

Several rock and gem magazines were established which promoted club activities across the country, with maps to collection sites and tutorials. These magazines were the newspaper news for rockhounds with the addition of delightful cartoons drawn by rockhounds, and discussions in the advances of new lapidary machines and techniques. Continued on page 12)

The Fascinating History of Rock and Gem Clubs, Leading to the Formation of the Federations, (Cont'd)

Club members from all over the America were enthusiastic about what all the other clubs were doing with their shows and their rockhounding adventures. Club members were traveling to enjoy other clubs and various federation's shows. Soon there would be the founding of the AFMS, with all the excitement of what it would be offering the clubs with sponsoring various national contests in many interests, annual conferences, inter-regional field trips and youth programs.

The founding of the AFMS Scholarship Foundation, which supports Graduate Students pursuing an education in the Earth Science fields, was inspired by members in clubs like yours, in their desire to support the future of these sciences, and continues today.

Federations looked forward as their turn came up to host the Annual AFMS Show and Convention, celebrating our hobby together in our unique rockhounding regions. As the involvement in the AFMS has grown, so has the evolvment in what the NFMS has to offer its clubs.

The NFMS Affiliation With the AFMS

Honoring our history together, and living the experience of our vision.

From the beginning of our affiliation with the AFMS, we have been working closely together ever since. The AFMS has its officers and committees which are from a culmination of members from each federation. Because there are seven federations, every seven years the NFMS has the honor of one of our past presidents being the AFMS president for that year. The NFMS president appoints regional representatives to serve on AFMS Committees when requested by the AFMS President, which is always an honor.

In addition, an NFMS Past President is nominated every year to serve as one of the seven Regional AFMS Vice Presidents for a time period of one to two years. This AFMS-NFMS Vice President is given the duty of representing the NFMS on the Executive Boards of the AFMS. The NFMS' current president serving our federation and the AFMS-NFMS Vice President, each have a vote regarding AFMS business.

Because of our affiliation with the AFMS, all the NFMS clubs have opportunities to participate in the AFMS national contests, which there are many. The contests encourage all age groups to jump in and have some fun, with the added benefit of learning more about their skills alongside their peers, and being honored for their achievements. (Cont'd on page 13)

The NFMS Affiliation With the AFMS, (Cont'd)

There is a lot to celebrate at an individual club member level, club level and federation level. There's even space in the AFMS newsletter for an article about your club's favorite club member of the year. You can learn more about these contests and opportunities for your club, by contacting the NFMS chairmen, checking out the AFMS website, the NFMS and AFMS newsletter articles and announcements.

American Federation of Mineralogical Societies (AFMS)

The American Federation of Mineralogical Societies was founded in 1947, as a non-profit educational federation of seven similar regional organizations of gem, mineral and lapidary societies. The AFMS is composed of the following seven similar regional organizations of gem, mineral, lapidary and paleontology societies:

CFMS - California Federation of Mineralogical Societies ~ Founded in 1936
(CA, NV, HI, *with some AZ clubs due to historical affiliation)

EFMLS - Eastern Federation of Mineralogical and Lapidary Societies ~ Founded in 1950
(CT, DC, DE, KY, MD, ME, MA, NH, NJ, NY, PA, RI, VA, VT, WV)

MWF - Midwest Federation of Mineralogical and Geological Societies
Founded in 1940
(IA, IL, IN, MI, MN, MO, OH, WI, *Eastern Portion of ND, NE, SD)

NFMS - Northwest Federation of Mineralogical Societies ~ Founded in 1938
(AK, ID, MT, OR, WA)

RMFMS - Rocky Mountain Federation of Mineralogical Societies ~ Founded in 1941
(AZ, CO, KS, NM, OK, UT, WY, *Western Portion of ND, NE, SD)

SCFMS - South Central Federation of Mineral Societies ~ Founded in 1943
(AR, LA, TX)

SFMS - Southeast Federation of Mineralogical Societies ~ Founded in 1976
(AL, FL, GA, MS, NC, SC, TN)

Closing Thoughts

There will always be those special members in our clubs that make great contributions to the NFMS, on behalf of ALL the clubs. In their dedication as NFMS officers, chairmen, federation directors, committee chairmen, committee members, and especially those that have always been there to help without a formal title, they never ceased to amaze us. We continue to carry their inspiration from times past and present, in our hearts, and in the work we do today. The NFMS thanks you for volunteering to be a Federation Director this year.

Please keep in mind there are NFMS committee chairmen and committee member openings that become available from time to time. The position of the NFMS 2nd VP comes up each year. You have a unique opportunity in your work as a Federation Director, in knowing people in your club and those people you will meet from the other affiliated clubs, who would make a great volunteer in one of the NFMS leadership positions. It is not uncommon for a Federation Director to want to expand their involvement with their federation by volunteering for a chairmanship or committee, and having the desire to be one of the NFMS' future officers one day. These are rewarding experience for everyone who has ventured forward with their enthusiasm, and there is always help along the way.

Since our beginning, the Northwest Federation of Mineralogical Societies has been a wonderful fellowship of rock, gem, mineral, fossil, lapidary arts and crafts, friends and companions. We have been working together for generations, and so there is that special legacy of being a "family" that comes to the table in our individual work, in our work together, and in our celebration of the Earth Sciences and the Lapidary Arts & Crafts. We do it best, and it is our gift to give, so let's make some more wonderful memories together.

