

Operating Procedures

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NORTHWEST FEDERATION OF MINERALOGICAL SOCIETIES OPERATING PROCEDURES

Updated 5 Sept 2025

I. OP GENERAL PROCEDURES

A. OP GENERAL—1

Subject: Operating Procedure System

1. Purpose and Intent:
 - a. The Articles of Incorporation and Bylaws of this Federation are intended to contain our basic purpose and organizational structure.
 - b. In addition, the Operating Procedures are intended to help cover that wide area of operational details that should not clutter our basic documents.
 - c. 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of Incorporation or Bylaws will be limited to major provisions and rules that cannot be adopted, changed, suspended, or rescinded without prior notice as listed in Robert's Rules of Order (Revised).
 - d. Details of operations not contained in our Articles of Incorporation or Bylaws, that are to be continued year after year, will be covered by the Operating Procedures.
2. Modifications:
 - a. Suggested Operating Procedures may be submitted by any member in good standing to the President, Executive Secretary, or directly at any Annual Meeting.
 - b. No Operating Procedure is in order that violates the NFMS Articles of Incorporation or Bylaws.
 - c. Operating Procedures may be adopted or suspended at the Annual Meeting without prior notice by a majority vote of those present and voting.
 - d. They may be amended or rescinded, also without prior notice, by a two thirds (2/3) vote of those present and voting.
 - e. After adoption, Operating Procedures become mandatory until amended, suspended or rescinded at an Annual Meeting.
3. Responsibility and Distribution:
 - a. Approved Operating Procedures will be prepared and issued under the direction of the NFMS Executive Secretary. Updated copies will be sent to all Officers and to the Directory Chair for inclusion in the next issue of the NFMS Membership Directory.
 - b. A summary, or statement of any/all OP's adopted, suspended, amended, and/or rescinded shall be prepared and sent to the Bulletin Editor for publication in the Northwest Newsletter within sixty (60) days after the Annual Business Meeting.

4. Operating Procedure categories:
 - a. OP designations used will be: GENERAL, BOARD AND COMMITTEE.
 - b. Each OP issued under the designations: GENERAL, BOARD AND COMMITTEE will be numbered serial, e.g. BOARD- 1, BOARD-2, COMMITTEE – 1, COMMITTEE – 2, etc.

B. OP GENERAL – 2

Subject: Duties of the Host Society for the Annual Convention.

- I. The following procedures shall apply to the Host Society for the Convention of the Northwest Federation of Mineralogical Societies.
 - a. If possible, at each Federation Convention, at least fifty (50) square feet of table space shall be reserved for the free use of members for trading purposes.
 - b. If possible, the Host Society for the Convention shall be selected at least two (2) years in advance.
 - c. The Host Society each year shall share the profits of the NFMS Show with the NFMS to the extent of 50% of the net profits of the show. In turn the NFMS shall advance the Host Society a reasonable amount of the initial financing of the show. This is to be considered a loan to be repaid by the Host Society to the NFMS within thirty (30) days after the show closed.
 - d. Any Society hosting the Annual Convention of the Northwest Federation of Mineralogical Societies shall refrain from conducting “Queen Contests” during the Convention, but this does not restrict them from holding such contests before the opening of the Business Meeting.
 - e. Any Host Society acting for or conducting a show or other activity in the name of the NFMS, shall be required under penalty of expulsion to comply with the regulations of NFMS.
 - f. The deadline for registering Competitive Exhibits will be twenty-one (21) days prior to the opening of the Show.
 - g. The Host Society shall, within ninety (90) days after the show closes, submit a comprehensive financial statement of the show. The financial statement is to be forwarded to the President, Treasurer, Ways & Means Chair and the NFMS Newsletter for publication.
 - h. The Host Society shall provide, within ninety (90) days after the show closes, the information requested in the NFMS Planning and Information Report Form. The number and distribution of copies is listed in the NFMS Show Chair’s Manual.
 - i. The Host Society shall work closely with the Education Chair of the NFMS in order to sponsor and present programmed educational features whose scope covers the wide aspect of our hobby.
 - j. The Immediate Past President will be responsible for displaying the ‘PAST PRESIDENTS CASE’ at the Annual Show. In addition, if so desired by the Host Society, he/she will contact Past Presidents and Officers and arrange for their displaying in a special section at the show. (It is not practical to have this every year).
 - k. Prior to submitting a bid to the Assembly of Directors to host the Annual Show and Convention, the submitting society shall present their proposal to the Past Presidents’ Council for a review and recommendation as to suitability of the bid.

C. OP GENERAL -3

Subject: NFMS Endowment Fund

1. The NFMS will form an NFMS Endowment Fund.
 - a. Its purpose is to provide funds to enhance programs of the NFMS.
 - b. This is an open ended trust, to which any individual, society or organization may make further contributions.
 - c. No part of the principle is intended nor should be used for general operating expenses of the NFMS except as defined in OP COMMITTEE – 3.

OP GENERAL – 4

Subject: NFMS Junior Achievement Trust Fund

1. The NFMS formed a NFMS Junior Achievement Trust Fund in 1989.
 - a. The funds generated are 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.
 - b. The selection of winners is defined in OP COMMITTEE -4, NFMS Junior Achievement Trust Fund.
 - c. This is an opened ended trust, to which any individual, society or organization may make further contributions.
 - d. The NFMS Treasurer will act as Treasurer of the Trust Fund.
 - e. All programs relating to this fund will be conducted by the NFMS Juniors Committee as directed by the NFMS Juniors Chairperson.

II. OP BOARD PROCEDURES

A. OP BOARD – 1, ASSEMBLY OF DIRECTORS

Subject: Definition and Duties of Assembly of Directors.
(in lieu of listings of duties heretofore contained in the Bylaws).

1. THE ASSEMBLY OF DIRECTORS shall consist of those members described in Article VII, Part C, Section 1 of the Bylaws.
2. DUTIES OF ALL OFFICERS AND DIRECTORS shall be stated in Article IX, Section 2, and Section 3 of the Bylaws, and in addition to that the following shall apply:

B. OP BOARD – 2, PRESIDENT

Subject: Duties of Officers and Directors –PRESIDENT

(In lieu of listings of duties heretofore contained in the Bylaws)

1. The President shall:

- a. Preside over all meetings.
- b. Act as Chair of the Assembly of Directors, and of the Executive Board
- c. Prepare an order of business for the Annual Meeting.
- d. Sign all minutes, regular and Executive Board, at the time of their approval.
- e. Sign all authorized bills and approved contracts and other instruments affecting the property of the NFMS.
- f. Appoint all Standing Committees and appoint Special Committees as shall be approved by the Assembly of Directors of the Executive Board.
- g. Be ex officio member of all the committees.
- h. Instruct all committees as to their duties.
- i. Cast the deciding vote in case of a tie.
- j. Arrange for a Financial Review of the Treasurer's financial report and have it presented to the Assembly of Directors at the Annual Meeting.
- k. Update and display the 'PAST PRESIDENT'S CASE' at the next Federation Show following his/her term. In addition, if requested by the Host Society shall arrange for the 'PAST PRESIDENT'S ROW' at the next NFMS Show.
- l. Perform such other duties as may be assigned to him/her at the Annual Meeting.
- m. Duties for AFMS:
 - 1) Shall serve as a member of the AFMS Board of Directors for the AFMS and the AFMS Scholarship Foundation at their Annual Meetings.
- n. Should the NFMS President or NFMS 1st Vice President be unavailable to attend the AFMS Annual Business Meeting, Appoint the NFMS 2nd Vice President.
- o. If there are not two (2) of the three (3) NFMS Officers attending, appoint someone to represent the NFMS. Preferably an NFMS Past President.
- p. Prepare for the AFMS a report on the state of the NFMS, to be sent to the AFMS Central Office prior to the AFMS Annual Business Meeting – notice of which will be sent out by the AFMS Central Office.
- q. In addition the NFMS President will have a written list of members who have passed since the last AFMS meeting, this list will be read at the AFMS Annual Business Meeting and turned over to the AFMS Secretary.

C. OP BOARD -3, 1ST VICE PRESIDENT

Subject: Duties of Officer & Directors – 1st VICE PRESIDENT

(In lieu of listings of duties heretofore contained in the Bylaws)

1. The 1st Vice President shall:

- a. Chair the Budget committee.
- b. Preside over the meeting in the absence of the President, in case of the resignation or death of the President, shall fill the unexpired term.
- c. Perform as President of NFMS Society At-Large.

- d. Serve as a voting member of the Endowment Committee
- e. Perform such other duties as the President may direct
- 2. *Duties for AFMS*
 - b. Shall serve as a member of the Board of Directors for the AFMS and the AFMS Scholarship Foundation at their Annual Meeting Scholarship Foundation at their Annual Meeting.
- 3. Prepare for the AFMS a report of the activities accomplished by the NFMS 1st V.P. to be sent to the AFMS Secretary prior to the AFMS Annual Business Meeting – notice of which will be sent out by the AFMS Central Office.

D. OP BOARD -4, 2nd VICE PRESIDENT

Subject: Duties of Officers & Directors -2 VICE PRESIDENT
(In lieu of listings of duties heretofore contained in the Bylaws)

- 1. **The 2nd Vice President shall:**
 - a. Chair the Custodian Committee.
 - b. Become fully acquainted with the structure of the NFMS and the purpose, procedures and activities of the committees.
 - c. Preside over meetings in the absence of the President and 1st Vice President; and in case of resignation or death of the 1st Vice President and in case of the resignation or death of the President, shall fill the unexpired term.
 - d. Participate as a nonvoting member of the Endowment Committee to learn the duties in preparation for the following year as 1st Vice President
 - e. Perform such duties as the President may direct.

E. OP BOARD -5 EXECUTIVE SECRETARY

Subject: Duties of Officers & Directors – EXECUTIVE SECRETARY
(In lieu of listings of duties heretofore contained in the Bylaws)

- 1. **The Executive Secretary shall:**
 - a. Keep all minutes, regular and Executive Board.
 - b. Have charge of the general Correspondence.
 - c. Direct the incorporation of changes authorized in the previous Annual Meeting to the Bylaws and Operating Procedures into the NFMS Directory by the Directory/Circulation Committee.
 - d. Send a copy of the minutes of the preceding Annual Meeting to each NFMS Director before January of each year.
 - e. Notify both the Director and Secretary of each Member Society of all business to be acted upon at the Annual Meeting.
 - f. Assemble the Committee reports in agenda order and have them ready to pass out at the Mid-year Meetings.
 - g. Obtain and distribute name badge pins for all NFMS Officers and Committees.
 - h. Supervise selection of NFMS representative to the AFMS Executive Board as described in Bylaw ARTICLE III, section 6 (b & c)".
 - i. Perform other duties incidental to the office.

2. The Executive Board is authorized to approve the minutes of the Annual meeting, either during a regularly called meeting, or by mail or e-mail. The fact that the minutes are not then read for approval at the next meeting does not prevent a member from having a relevant excerpt read for information; nor does it prevent the assembly from making additional corrections.
3. It shall be the responsibility of the Executive Secretary each year to secure for the incoming Northwest Federation President, the “Northwest Federation President’s Pin”, with the title and year of the office; the pin to be presented to him/her when he/she is installed as President at the Annual NFMS Banquet; and to secure and prepare a certificate honoring the retiring President’s term of office, and a suitably engraved Estwing rock hammer, both to be presented to him/her at the Banquet. This certificate to be signed by the incoming President and Executive Secretary.
4. The NFMS is incorporated in the state of Washington. Therefore, the Executive Secretary shall provide the Washington Secretary of State with all necessary documents, including any changes in Articles of Incorporation or Bylaws, the annual Non-Profit Corporation Form, etc.

F. OP BOARD-6, TREASURER

Subject: Duties of Officers and Directors –TREASURER

(in lieu of listings of duties heretofore contained in the Bylaws)

1. The Treasurer shall:

- a. Collect and give a receipt for all dues and other monies paid into the NFMS, EXCEPT funds or other items donated to the NFMS Endowment Fund.
- b. Pay all approved bills signed by the President; keep a record of all receipts and expenditures, EXCEPT records pertaining to the NFMS Endowment Fund.
- c. Accept the budget as approved by the Executive Board.
- d. Direct, the Directory Committee, that a list is requested from all member clubs by November 20th of each year. This list will be of the names, addresses, and phone numbers of the Officers and other key members, plus the numbers of paid members as of December 31st. The list to be mailed, along with the yearly dues and paid directory orders to the NFMS Treasurer by January 10th of the following year.
- e. Announce at the Annual Meeting the names of Societies dropped from the roll.
- f. Notify all delinquent societies, during March of each year that their dues are in arrears.
- g. Upon receipt of the completed inventory of NFMS properties, notify the insurance companies of any change in location of NFMS properties and shall evaluate the inventory, submitting a copy to the other members of the Executive Board together with any recommendations for change in insurance.
- h. Prepare and present to the President and Ways & Means Chair, not more than thirty (30) days after the close of the NFMS fiscal year, a complete report of the true financial status of the NFMS, EXCEPT the NFMS Treasurer shall not report the status of the NFMS Endowment Fund.

- i. The Financial report shall itemize all disbursements of the NFMS funds in excess of \$15.00 per item, and the total of all miscellaneous expense items shall not exceed \$250.00.
- j. File the income tax report, obtaining from the NFMS Endowment Fund Treasurer such information as may be needed to complete the NFMS income tax report.
- k. The treasurer or any signatory on the bank account, shall take out a bonding policy, through any insurance or bonding company, to protect himself/herself and the NFMS. Such a policy shall be paid by the NFMS and then placed in the custody of the president.

G. OP BOARD -7, FEDERATION DIRECTOR

Subject: Duties of Officers & Directors- FEDERATION DIRECTOR
(In lieu of listings of duties heretofore contained in the Bylaws)

1. Each Federation Director shall:

- a. Attend or send an alternate, if possible, to act, as one of the delegates for his/her Society at the Annual Meeting.
- b. Furnish the Credentials Committee with the names of the Director and Delegate who will be representing their club at the Annual Meeting.
- c. Send to the NFMS Executive Secretary at least 90 days prior to the Annual Meeting, all proposed amendments to the NFMS Bylaws and proposed resolutions from his/her Society.
- d. 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.
- e. Attend and give a report of the Mid-Year Meeting in his/her area.
- f. 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.
- g. Present to his/her Society for their instruction, all business to be considered or transacted at the Annual Meeting.
- h. Give a report to his/her Society on the Annual Meeting and the Minutes of the Annual Meeting.
- i. Perform any and all such other duties as may be necessary between his/her Society and the Executive Board.

H. OP BOARD – 8, PARLIAMENTARIAN

Parliamentarians are expected to be experts in meeting Procedures, to include Roberts Rules of Order as well as the rules of the NFMS. A Parliamentarian may be called to assist in drafting or revising the Bylaws and Operating Procedures. Other duties may include teaching classes or being available during the Annual Convention and other NFMS Meeting. Generally, the Parliamentarian's role is purely advisory. The Parliamentarian should call the attention of the presiding officer to serious errors in procedure. However, the advice of a parliamentarian is generally not binding on the presiding officer. The Parliamentarian should strive to maintain impartiality and should not ordinarily be making motions, speaking in debates or voting.

III.OP COMMITTEE -OPERATING PROCEDURES

A. OP COMMITTEE -1 ALL STANDING COMMITTEES

1. ALL STANDING COMMITTEE CHAIRS SHALL:

Subject: Duties of Standing Committee Chairs

(In lieu of listings of duties heretofore contained in the Bylaws)

- a. Prepare a report for the Mid-Year and Annual Meeting packets as requested by the NFMS Executive Secretary.
- b. Respond to budget information requests from the Budget Chairperson (1st Vice President).
- c. Prepare and submit reports and articles to the Northwest Newsletter. This is your medium to inform the membership about your committee, who and what it is, what is doing, what it has done, what it needs from the membership, etc. Be sure to allow time for member response when submitting forms for pre-registration.

2. COMMITTEES

a. BUDGET: Chaired by the NFMS 1st Vice President Shall:

- 1) Prepare a budget to cover NFMS and forecasted revenues for the year immediately following his/her term in office.
- 2) Communicate and coordinate with all Officers and Committee Chairpersons in determining the budget amounts for the items to be covered and/or allowed.
- 3) Review this Budget the Executive Board.
- 4) Submit this Budget to the Assembly of Directors at the Annual Meeting for approval.
- 5) Monitor current year Budget execution in consultation with the Treasurer and the Ways and Means Chair and keep the Executive Board informed.
- 6) Act to obtain Executive Board approval for any expenditures that exceed Budget approved amounts; Chairpersons and Activity Directors must obtain prior approval for all expenditures that exceed Budget approve amounts.

b. BULLETIN AIDS SHALL:

- 1) NFMS Contest categories and rules shall be the same as those for the AFMS contests. These shall be forwarded to the NFMS Newsletter Editor and NFMS Webmaster as soon as received from the AFMS Club Publications Chair.
- 2) Encourage each society to publish a newsletter or some similar permanent communication with their members.
- 3) Assist in promoting contest, seminars, workshops and other bulletin editor activities
- 4) Host the NFMS Bulletin Editors breakfast at the NFMS Annual Meeting/Show. Notify the host society of any special needs for the room menu, price, etc.

- 5) Maintain a file of bulletins received.
- 6) Appoint qualified judges for the Bulletin Editors contest and Article contest. These judges should be current or former editors, preferable from outside the NFMS Federation.
- 7) Prepare individual awards for presentation. All awards will be originals (original certificates, no photocopies).
- 8) Forward the winning names and bulletins to the NFMS Newsletter editor and Webmaster for publication.
- 9) Forward winning bulletins & articles to the AFMS Club Publications Chair. AFMS will coordinate information on this with the NFMS Newsletter.
- 10) Shall serve as a member of the AFMS Club Publications Committee.
- 11) Keep the NFMS Members informed by submitting articles to the NFMS Newsletter and Webmaster.
- 12) Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meeting as requested.
- 13) Submit a budget to the 1st Vice President when requested.
- 14) Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- 15) Deliver to their successor all material pertaining to the duties of this committee.

c. CREDENTIALS SHALL

- 1) Publish instructions to Federation Directors or Alternate Delegate, for intent to attend meetings, and Credentials Forms in the Northwest Newsletter.
- 2) Accept the Credentials of all Directors and Delegates prior to the Annual Meeting in keeping with the Bylaws.
- 3) See that only authorized persons are admitted to the Annual Business Meeting as Directors & Delegates.
- 4) Certify that the Credentials are in order for all Directors and Delegates present at any annual Meeting.
- 5) Report to the Assembly at the Annual Meeting number of Delegates and Clubs represented at that meeting.

d. CUSTODIAN: Chaired by the NFMS 2nd Vice President **SHALL:**

- 1). Custodian shall:
 - a) Be responsible for all NFMS Properties.
 - b) Each person with the NFMS having possession of properties is automatically an ex-officio member of the Committee.
- 2) Committee members are responsible for the upkeep, repairs and maintenance of those NFMS owned properties in their possession.
- 3) Each Committee Shall:
 - a) Prepare a complete inventory of NFMS properties in their possession.
 - b) Submit their inventory to the Chair before the Mid-Year Meeting each year.
- 1) The Chair shall:
 - a) Keep an inventory list.

- b) Forward an updated inventory of all NFMS Properties to the NFMS Secretary in time to be included in the Mid-Year and Annual Meeting Packets.
- c) Prepare and submit a report for the Mid-Year and Annual Meetings.

e. DIRECTORY SHALL:

- 1) Under the direction of the Executive Secretary, publish the annual NFMS Membership Directory, to be available by Mid-Year Meetings, listing NFMS Member Societies, their Officers, Federation Director and Delegate, Juniors Chair, Webmaster, Editor and a contact for distribution of the newsletter.
- 2) Under the direction of the treasurer, request of each Member Society, by November 20th each year, a list of the names, addresses and phone numbers of the officers and key members said list to include the number of paid members as of December 31st. The list to be mailed to the NFMS Treasurer by January 10th of the following year.
- 3) Maintain the official, complete list of the NFMS Member Societies.
- 4) Coordinate with the Treasurer, Secretary, Newsletter and such others as might have need of the list of the NFMS Member Societies.
- 5) Submit a financial report to the Treasurer.
- 6) Distribution of the Directories shall be under the direction of the Supplies Chair.

f. EDUCATION CHAIRPERSON SHALL:

- 1) Serve as the NFMS Education Chairperson to the AFMS (when requested by the AFMS President).
- 2) Work closely with the Education Chairperson of the AFMS in promoting education among the societies.
- 3) Work closely with the AFMS Chairperson in regard to contest rules, deadlines, publicity and NFMS judging of entries. (Refer to page 94 of "The Book" available from NFMS Supply Chairperson) for guidelines as how to prepare for the All American Contest).
- 4) Forward the NFMS entries to the AFMS Chairperson
- 5) Other duties:
 - a. Distribute the Program Aids Manuals to new societies. [such a manual appears to no longer exist]
 - b. Keep up to date those manuals already distributed to Societies by sending out through the NFMS Secretary, the Northwest Newsletter, and Website any additions or deletions to the manual.

- c. Appoint such committee members as deemed necessary to carry on the required activities.
- d. Select and purchase educational program material within the limits of the budget set by the Executive Board.
- e. Maintain reference material which will aid officers of societies in the performance of their duties. Reference material should be personally maintained and may be hard copy or electronic media. Some material may be designated for the NFMS Supply Chairperson to maintain in his/her inventory.
- f. Forward instructional articles to the NFMS Newsletter Editor and the ANFMS Webmaster.
- g. Submit a report of activities to the NFMS Executive Secretary sixty (60) days prior to the Mid-year and Annual Meetings for inclusion in the meeting agenda.
- h. Submit a budget request to the NFMS 1st Vice-President when requested.
- i. Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- j. In addition, it shall be the responsibility of the NFMS Education Chairperson, working with the Host Society of each Annual NFMS Show to prepare and present educational programs in the form of guest speakers, seminars, demonstrations, etc., that are in keeping with the purposes of the NFMS.

ENDOWMENT FUND (See OP COMMITTEE 3)

g. HISTORIAN SHALL:

- 1) Coordinate with the NFMS Newsletter Editor annually to have copies of the year's newsletter transferred to the NFMS Historical files at the NFMS Annual Meeting.
- 2) Maintain and preserve all information of historical nature pertaining to the NFMS.
- 3) Maintain information from each NFMS Annual Show (coordinate with Ways & Means).
- 4) Maintain files of Mid-Year and NFMS Annual Meeting Agendas and corrected minutes from all meetings as received from the NFMS Secretary. Maintain copies received of all Endowment Fund meeting reports, Junior Achievement contest results and updated NFMS Directories, Bylaws, Operating Procedures and all special committee reports.
- 5) NFMS Secretary will see that copies of all Director Bulletins are sent to the Historian.
- 6) Gather and maintain materials of historical nature from ANFMS meetings and conventions e.g. show pins, case favors, banquet favors, banquet programs, show programs, bulletin editor breakfast programs, etc. and other activities with photographs (when available) and other memorabilia.
- 7) Display items from the NFMS history at the Annual Meeting/Show.

- 8) The NFMS Historian may, with the approval of the Executive Board, allow items from the NFMS Past Presidents' cases to be loaned to a reputable museum within the NFMS boundaries or for displayed at an AFMS Show.
- 9) Coordinate with officers and chairpersons the disposition of documents and records that may have historical value.
- 10) Coordinate the collection of information on Museums within the NFMS and forward the information to the NFMS Webmaster. Those museums should have in their collection many examples of items of interest to NFMS members; such as gems, minerals, lapidary art, and including even examples of fossils, mining memorabilia and Native American artifacts.
- 11) Keep NFMS members informed of NFMS Historical related activities or information by submission of articles to the NFMS Newsletter and NFMS Website.
- 12) Submit a report of activities to the NFMS Executive Secretary sixty (60) days prior to the Mid-Year and NFMS Annual Meeting for inclusion in the meeting agenda.
- 13) Submit a budget request to the NFMS 1st Vice President when requested.
- 14) Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- 15) Deliver to their successor all material pertaining to the duties of this committee within a reasonable time after the end of the fiscal year.

h. JUNIORS (SEE OP COMMITTEE 4 FOR MORE INFORMATION)

Subject: Duties of the NFMS Juniors Chairperson and Committee members from each state area within the NFMS

- 1). The Chairperson shall:
 - a) Recruit a NFMS Juniors Committee composed of individuals from each state represented within the NFMS.
 - b) Develop and maintain annual goals for the Committee.
 - c) Contact judges who are willing to help NFMS Juniors improve their displaying skills
 - d) Contact the NFMS Host Society, with a request for a NFMS Juniors area (i.e. Kids' Corner) at the NFMS Annual Meeting/Show. This request must be made soon after the Hosting Society is known.
 - e) Serve as a member of the AFMS Juniors Committee (when requested by the AFMS President) and support AFMS Juniors Programs.
 - f) Take charge of and administer the NFMS Junior Achievement Trust Fund, Awards and Special Projects.
 - g) Keep the NFMS members informed by submission of articles to the NFMS Newsletter and NFMS Webmaster.
 - h) Submit a report of activities to the NFMS Executive Secretary sixty (60) days prior to the Mid-Year and Annual Meeting for inclusion in the meeting agenda.
 - i) Deliver to their successor all material pertaining to the duties of this committee within thirty (30) days of the end of the fiscal year.
- 2) The Committee members shall:
 - a) Encourage the formation of NFMS Juniors Clubs within the NFMS.

- b) Provide assistance and advice to those Clubs and to individual junior members of adult societies.
- c) Initiate programs to aid in holding the interest of NFMS Juniors.
- d) Promote Rockhounding and the NFMS to new juniors by speaking and communicating with schools and community groups.

i. LONG RANGE PLANNING

1. The Long Range Planning Committee is tasked with developing and overseeing plans for the future of the NFMS. The Committee's aim is to guide the organization's direction, address long-term needs and ensure its continued success and relevance. Specific areas of concern are finances, membership, access to public lands and adapting to changing circumstances.
2. Focus will be on issues and initiatives that will impact the organization over an extended period. This could be years or decades. Create a roadmap for the future, outlining goals, objectives and strategies to achieve them.

j. NEWSLETTER SHALL:

- 1) Supervise the publication and distribution of a maximum of ten (10) and not less than six (6) issues of the NFMS Newsletter per year, in accordance with procedures approved by the Northwest Federation's Executive Board.
- 2) Maintain the Northwest Newsletter as a medium of direct contact between the NFMS Officers and Committees and the members of affiliated Societies.
- 3) Establish a deadline for receipt of material for publication in the Northwest Newsletter.
- 4) Secure reports of the NFMS Officers, Committee Chairs and other material of general educational interest.
- 5) Carefully edit all material submitted for publication for phraseology, clarity, spelling, etc., PROVIDED that such editing shall not alter the intent or the essence of the material accepted.
- 6) Actively support all NFMS programs and policies.
- 7) Work with Bulletin Aids Chair and bulletin editor of the Show Host Society to prepare for the Editors' Breakfast and Seminar.
- 8) Submit financial cost data for expenses of the Northwest Newsletter to the NFMS Treasurer at the end of each fiscal year.
- 9) The Treasurer shall advance to the Newsletter a \$100.00 petty cash fund to be used for postage and miscellaneous supplies, or the Newsletter may make such purchases using personal funds and then request reimbursement.

k. NFMS NOMINATING COMMITTEE

Subject: Duties of the Nominating Committee

- 1) Composition of Nominating Committee:
 - a) Chairperson – Immediate NFMS Past President

- b) One member from NFMS areas Idaho/Utah, Oregon, and Washington/Alaska appointed by the NFMS President unless Delegated to the NFMS Chairperson.
- 2) The Committee shall:
 - a) Recommend one or more candidates for all elective offices of the NFMS for the coming fiscal year with the exception of Office of the NFMS President. Members nominated should be qualified NFMS members in good standing who understand the responsibilities and are willing to serve. For the office of NFMS President, the Committee shall nominate only one candidate. It is customary to nominate the current NFMS 1st Vice-President.
 - b) Nominations, with a list of qualifications of each candidate, shall be forwarded to each NFMS Member Society at least (90) days prior to the NFMS Annual Meeting. Copies shall be available at the AFMS Annual Meeting.
 - c) Officers will be elected by a majority vote.
 - d) Elections shall be by ballot except in the case of a single nominee for an office, when this rule shall automatically be suspended and the nominee declared elected by the Presiding Officer.
 - e) The term of office shall be for one (1) year beginning September 1st, or as soon thereafter as new Officers are elected and installed.
 - f) No person may serve more than two (1) terms as President of the NFMS.
 - g) No two members of the same household shall serve on the NFMS Executive Board during any term.
 - h) Nominations for all elected offices of the NFMS must be members in good standing of a recognized NFMS Club (and must be a permanent resident within the boundaries of the NFMS).
 - i) Fulfillment of the duties of the NFMS Nomination Committee shall be the responsibility of the NFMS Nominating Chairperson.
 - j) The Chairperson Shall:
 - (1) Send a resume of qualifications for all new nominees for office to the NFMS Newsletter Editor and NFMS Webmaster for publication prior to the NFMS Annual meeting.
 - (2) Submit a list of nominees to the NFMS Executive Secretary sixty (60) days prior to the NFMS Annual Meeting for inclusion in the meeting agenda. If available, the list should be submitted prior to the Mid-Year meeting.
 - (3) Submit a budget request to the NFMS 1st Vice-President when requested.

I. NORTHWEST ROCKHOUND RETREAT

- 1) The Chairperson:
 - a) Will be responsible for all activities and results of the Retreat. The chair will be the contact person for all activities of the Retreat.
 - b) Will negotiate the contract between the NFMS and the Oregon Museum of Science and Industry for the use of the Hancock Field Station.

- c) Shall develop a budget for the Retreat and determine Program costs to be charged.
 - d) May appoint individuals working with and under the direction of the chair for the following responsibilities:
- 2) Workshops
 - a) Determine what workshops will be offered and arrange for instructors.
- 3) The Registrar/Treasurer:
 - a) Record registrants and accept payments for the retreat.
 - b) Make name tags for registrants and instructors.
 - c) Develop program handout material to be used at Camp Hancock.
 - d) Provide instructors with a list of who will be in their workshop.
- 4) The Publicity Chair:
 - a) Develop publicity for the Retreat to be published in the NFMS Newsletter.
 - b) Assist the registrar in developing the program handout.
 - c) Assist in developing the registration forms for the Retreat and publish them in the NFMS Newsletter.

m. OPERATIONS REVIEW

1. This Committee will periodically assess various aspects of the NFMS as directed by the President of the NFMS. This will include Communications, Operations and Procedures or other areas as needed with the goal of identifying strengths, weaknesses and improving the overall efficiency and effectiveness of the organization.
2. The Committee will be tasked as needed, with updating and maintaining Articles of Incorporation, Mission Statement, Bylaws and Operating Procedures.
3. Communication with other Committees is necessary. This allows more information and ideas to be gathered and aid in the goals of improvement of the NFMS and its Operations.

n. PAST PRESIDENT'S COUNCIL

- 1) Past Presidents' Council shall:
 - a) NFMS Past Presidents of this collective group will be established as an official standing committee to voluntarily and individually work in their own geographical areas to assist, when asked by the local Host Society, to promote, advertise, and assist on behalf of the Annual NFMS Show.
 - b) The purpose of this committee is not to interfere with the function of a Host Society Show Committee, but rather be available to perform a service that would be beneficial to the Host Society and the NFMS as well.

- c) The Chair of this committee would be appointed each year by the current NFMS President and is to be selected from the list of active Past Presidents, preferably one living the area of the next NFMS Show.
- 2) The Chair shall:
 - a) Act as a contact for the Host Society
 - b) Coordinate activities for the rest of the committee at the request of the Host Society.
 - c) In addition, the Past Presidents' Council shall review all proposed bids to host the annual show and convention prior to the host society submitting a bid to the Assembly of Directors.
 - d) The Council shall present their recommendations to the suitability of the proposed bid to the Executive Board before a vote is taken to accept or reject the bid.

o. PUBLIC LAND ADVISORY

- 1) The Public Land Advisory Chair, assisted by Committee members shall:
 - a) Observe and report on Federal and State legislative, executive or administrative activities, plans or policies that pertain to the multiple uses of the public lands that affect our right to recreational mining and collection of rocks, minerals, gemstones, petrified wood and fossils.
 - b) Actively represent the NFMS, within established policy, in public hearings and administrative deliberations regarding public land use, by establishing and maintaining contact with Federal and State government agencies and the legislative bodies of the State where NFMS member clubs are located.
 - c) Take action to protect the rights of amateur mineral collectors to access Federal and State public lands in pursuit of their hobby and other associated fields of interest.
 - d) Take action to prepare and submit such measures as necessary of desirable to proper legislative bodies or government agencies, as approved and authorized by Executive Board actions.
 - e) Maintain close cooperative relations with other regional and state organizations and societies with similar interest and objectives, and as appropriate, recommend actions for the NFMS Societies; Members to inform government officials and legislators of their views on such matters.
 - f) In carrying out the foregoing responsibilities, authorized representatives of the Public Land Advisory Committee, will be guided by the NFMS Land Use Policy for recreational rock, mineral, gemstone and fossil collecting, in their presentations before public officials and regulatory bodies, all of which will be made on a non-partisan, non-political basis.

p. PUBLIC RELATIONS SHALL:

- 1) Serve as a member of the AFMS Public Relations committee
- 2) Encourage societies to actively participate in community activities and services.

- 3) Encourage interest in the hobby through shows, providing displays, and programs for civic organizations and school and displaying in public and private areas.
- 4) Submit articles to magazines and newspapers about the NFMS activities and encourage societies to submit society events to local news media.
- 5) Assist societies in having their events listed and reported regionally and nationally.
- 6) Promote information that will add to the stature and public image and awareness of the hobby.
- 7) Become familiar with programs and projects of the NFMS and AFMS.
- 8) Keep the NFMS members informed by submitting articles to the NFMS Newsletter & Webmaster.
- 9) Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meetings as requested.
- 10) Submit budget to the 1st Vice President when requested.
- 11) Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- 12) Deliver to their successor all material pertaining to the duties of this committee.

q. RESOLUTIONS SHALL:

- 1) Counsel and advise Member Societies desiring to submit Resolutions at the Annual Meeting. Such counsel and advise to cover, but not be restricted to, proper wording, coverage and placement of the changes desired.
- 2) Upon proper submission of Resolutions to the NFMS Executive Secretary, this Committee shall:
 - a) Review them immediately, making sure that the aims and purposes of the Society submitting the Resolutions are clearly set forth.
 - b) Recommend changes in the Resolution, if necessary, to better insure the intended aims and purposes.
 - c) Make certain that such Resolutions are not contrary to the aims and purposes of the legal documents of the NFMS, Inc.

RULES AND AWARDS (SEE OP COMMITTEE 2)

r. SAFETY SHALL:

- 1) Serve as a member of the AFMS safety committee.
- 2) Maintain Safety manuals for reference.
- 3) Promote safety programs for the NFMS.
- 4) Be of assistance in furthering better safety measurers throughout the NFMS.
- 5) Keep the NFMS members informed by submitting articles to the NFMS Newsletter & Webmaster.
- 6) Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meetings are requested.
- 7) Submit a budget to the 1st Vice President when requested.
- 8) Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.

- 9) Deliver to their successor all material pertaining to the duties of this committee.
- 10) Have present at any NFMS activity a First Aid Kit.

s. SCHOLARSHIP SHALL:

- 1) Accept and acknowledge donations and maintain records of all contributions to the AFMS Scholarship Foundation made by Societies or individuals of the NFMS. These contributions, with any change in percentage standing, are to be forwarded promptly to the NFMS Treasurer.
- 2) Publicize the work of the Foundation through the Northwest Newsletter and at the Annual Meeting.
- 3) Report annually to the AFMS Audit Committee all donations received and forwarded. (Amended 7/19/2002).

t. SHOW COORDINATION SHALL:

- 1) Accept from the various Member Societies information regarding shows sponsored by them and to register the same on the Show Calendar.
- 2) Advise Societies of conflict with prior registrations and to suggest alternate dates.
- 3) Send this information to the various gem & Mineral publications which carry a show calendar, prior to their regular closing and publication dates. The information so requested shall include the following: date of show, name(s) of the Societies sponsoring the show, title of show, site of show, city and state.
- 4) Notify the AFMS Show Coordinator as soon as a bid for a Federation Show is accepted.

u. SLIDE AND VIDEO LIBRARY SHALL:

- 1) Coordinate all activities with the Education Chair.
- 2) Maintain a library of colored slides, videos, movies and other program material to send out to Member Societies upon request.
- 3) Programs are sent out free of charge to the Societies, the cost being covered by unrestricted funds from the Endowment Fund.
- 4) The Societies are responsible for postage, and insurance to return the programs.
- 5) The Treasurer shall advance to the Slide and Video Librarian a petty cash fund of fifty dollars (\$50.00) to be used for postage, packing and repair of slides.

v. STAMPS SHALL:

- 1) Arrange for the collection of such postage stamps as may be of value in contributing to cancer research, or other charitable use (amended 1995).
- 2) Arrange for disposal (sale) of stamps to convert to dollars.

- 3) Forward receipts to the NFMS Treasurer.
- 4) Report annual activity and receipts at the mid-year and Annual Meetings and through articles submitted to the Northwest Newsletter.

w. SUPPLIES SHALL

- 1) Maintain all NFMS supply materials.
- 2) Coordinate with the Directory Chair.
 - a) Direct the distribution of the one (1) complimentary copy of the NFMS Membership Directory that each member club receives.
 - b) Each NFMS Executive Officer and committee chair also receives a copy at no charge.
 - c) Directories may not be sold or transferred to individuals or organizations that do not have an inherent need to conduct NFMS business.
- 3) Fill out orders for supply materials that are ordered by Member Societies.
- 4) Provide all supplies at a table at Mid-Year and Annual Meetings.
- 5) Keep a record of all mailing and packaging costs and report to the treasurer.
- 6) Report annual activity, supplies on hand, and receipts at the Mid-Year and Annual Meetings and through articles submitted to the Northwest Newsletter.
- 7) The NFMS Treasurer shall advance to the Supply Chair a petty cash fund of fifty dollars (\$50.00) to be used for postage and packaging supplies.

x. WAYS AND MEANS SHALL:

- 1) Assist the NFMS Executive Board in formulating plans for raising additional funds as needed for furthering the Federation's General Fund and Endowment Fund.
 - a) Conduct fund-raising activities as approved by the NFMS Executive Board.
 - b) The Chair or their designated alternate shall be responsible for the organizing and conducting the events.
 - c) These activities shall exclude any AFMS Scholarship Fund-raiser but include the Silent Auction and other programs (as needed) at the Annual Show (with the assistance of the Host Society and other Volunteers).
 - d) Conduct other fund raising activities throughout the fiscal year as approved by the NFMS Executive Board.
- 2) The NFMS Executive Board must approve all expenses and mileage reimbursements.
- 3) Receive and maintain financial records and reports from all officers and committee chairs that have to do with finances of the NFMS
- 4) Furnish the President with a suitable plaque to be presented to the Show Chair.

y. WEB-SITE

- 1) The purpose of the NFMS official web site is to provide information to members and interested parties in an electronic form.
 - a) This method allows timely presentation of pertinent information by an economical mode.
- 2) The web site will be maintained by the NFMS webmaster.
 - a. Duties of the NFMS webmaster include:
 - (1) Develop and maintain the site in a pleasing, easy to navigate presentation.
 - (2) Post and update relevant information as it becomes available.
 - (3) Follow NFMS Federation guidelines for posting of articles and information, and obtain approval from the NFMS Executive Board prior to posting any questionable information.
 - (4) Maintain a connection to the AFMS web site through interaction with the AFMS webmaster.
 - (5) Work, within a committee, when necessary to develop ways to further utilize the web site that will continue to benefit the NFMS and its membership.
 - (6) Submit a report of activities to the NFMS Executive Secretary (60) days prior to the Mid-year and NFMS Annual Meetings for inclusion in the meeting agenda.
 - (7) Submit a budget request to the NFMS 1st Vice President when requested.
 - (8) Send receipts of budgeted expenditures to the NFMS treasurer for reimbursement.

WEBSITE CONTEST (SEE OP COMMITTEE 5)

B. OP COMMITTEE -2, RULES & AWARDS COMMITTEE

Subject: Duties of the Rules and Award Committee.

1. Part A, General Duties shall include:

- a. Administer the American Federation of Mineralogical Societies Uniform Rules in the NFMS and supervise their use at the Annual NFMS Show, as directed in the Bylaws.
- b. Edit, publish, and make available the NFMS Rules for show competition, pursuant to provisions in the AFMS UNIFORM RULES. These will provide for:
 - 1) Listing of divisional awards and classes, plus special and memorial awards and trophies.
 - 2) Special Northwest classes available for regional competition.
 - 3) Any interpretations or information available since publication of the current AFMS Uniform Rules Book, or reference to such information.
 - 4) Special rules for the show such as:
 - a) Hours for placing exhibits.
 - b) Opening and closing hours.

- c) Instruction for leaving keys to exhibits for Faceting and Miniature Minerals.
- d) Any special circumstances not covered in the AFMS Uniform Rules.
- 5) Assure appropriate honorarium be provided for participating qualified judges.

2. PART B, Specific Duties of Committee Members

a. Section 1, Rules Chair Shall:

- 1) Throughout the year, see that the work of the Rules Committee is being done on schedule and in proper fashion including that assigned to the Judging Director and the Exhibits Registrar (Exhibits Registration Chair in the AFMS Uniform Rules Book).
- 2) Solicit suggestions for recommended rules changes from NFMS members, and in consultation with the other Committee Members prepare and present suggestions for changes in the Uniform Rules to the AFMS Rules Committee.
- 3) Represent the NFMS at the annual AFMS Rules Committee meeting or prepare an alternate. Compensation will be allowed at a mileage rate no greater than the current round trip economy air fare, or if direct air service is not available then by IRS mileage by the most direct, usually traveled route.
- 4) See that all materials pertinent to the competitive show are purchased and available for the annual show, e.g.:
 - (a) Award trophies and place ribbons.
 - (b) Judges & Exhibitors score cards should be sent to Exhibits Registrar Chair.
 - (c) Rules Committee Chair should provide judge badges for all Judges and Clerks.
- 5) See that members of the NFMS are kept aware of all current revisions and interpretations of the Uniform Rules. See American Federation web site (amfed.org) for current AFMS Rules.
- 6) Be the final authority on interpretation and application of the Uniform Rules at the Annual Show except that those rules pertaining to judges and judging shall be the responsibility of the Judging Director.
- 7) Maintain records of all past winners and those who have gained eligibility for AFMS competition and see that the AFMS Rules Committee receives copies of this information.
- 8) Oversee the processing and recording of all score cards during the Judging, indicating place awards, division awards and those in contention for the sweepstakes, special and memorial awards.
- 9) Oversee the distribution of all place awards and awarding of trophies.
- 10) Provide a list of all winners to the Northwest Newsletter Editor for Publication.
- 11) Answer questions from the membership regarding nomenclature. Those questions that cannot be answered personally will be referred to the best authority available.
- 12) Make up Competitive Application (forms) for the applicable show and have them printed in the NFMS Newsletter.
- 13) Tell Host Society that the Judges need a room with two tables and chairs from start of set up time to close of the Awards Banquet.
- 14) Tell Host Society to provide at least three chairs for each Judging Team to use on the floor.

b. Section 2, Judging Director shall:

- 1) Be responsible for obtaining and appointing sufficient judges and clerks to judge all classification of exhibits at the NFMS Annual Show.
- 2) Prepare judging teams of two (2) or more judges and one (1) or more clerks for NFMS judging. Three (3) member judging teams are mandatory for AFMS trophy judging. A separate judging team or teams may be required for special and memorial trophy awards.
- 3) If at all possible, only one team should judge the cases competing for single division award except in divisions where mixed exhibits are allowed. If this is completely impractical it will be necessary to form a composite team of those involved to re-evaluate the place winners to determine a division winner. This is necessary since each team will judge at a different level and the highest score may not represent the highest quality. Select a composite team with representation from each competitive field to re-evaluate all the blue ribbon winners for election of a sweepstakes winner. This will have to be done for General, Society, and Junior exhibits.
- 4) See that all material pertinent to judging is obtained and made available e.g. judging forms, 10X Loupe, faceting inventories, carrying boxes for faceted stones and micro-mounts, references, rules, etc.
- 5) Prepare judging teams to do their work. See that Judges are made aware of interpretations that have been made and are using up to date rules and revisions.
- 6) Supervise the judging procedure, making certain that the Uniform Rules are being properly administered.
- 7) Be prepared to make any decisions concerning judging procedures on the floor, however any rules interpretations should be referred to the Rules Chair for final decision.

c. Section 3, Exhibits Registrar shall:

- 1) Be in charge of receiving applications for Competitive display space for the NFMS Show and AFMS Show when hosted by the NFMS.
- 2) Work closely with the Display Chair of the Host Society and notify Display Chair at least three weeks before the show as to how many Competitive cases there are.
- 3) Keep records of all application, checking eligibility of exhibitor to compete in indicated group and Class.
- 4) Keep the Judging Director and Rules Chair closely posted as to number of exhibitors in each class.
- 5) Be available during show set-up with sufficient help to assist incoming exhibitors to their proper location and see that the case is properly identified for judges.
- 6) Prepare an exhibitor card for each competitive display entry and a judge's score card for each class for which you have an entry. This should be done prior to the show and be available for the judging Director prior to judging time.
- 7) Provide application forms, request and status reports for publication in the Northwest Newsletter.

d. Section 4, Memorial Trophy

- 1) A Memorial Trophy shall be sponsored by a member club of the NFMS.
 - a) Memorial Trophies shall be funded by a member club by the deposit of at least five hundred dollars (\$500.00) to the Federation Treasurer. The interest shall be used to purchase the trophy.
 - b) Written application for permission to offer such an award shall be accompanied by the investment sum and submitted to the NFMS Executive Secretary by February 1st of the year.
 - c) These awards shall be limited to memorial awards honoring an individual who has made an outstanding contribution to the advancement of the hobby, or to the functions of the NFMS.
 - d) One (1) person may be honored by only one (1) Memorial Trophy.
 - e) Judging will be in accordance with the Northwest Federation's Operating Procedures, OP COMMITTEE-2, Rules and Awards, Part B: Section 2, Judging Director, Rule 2. It is recommended that previous winners of the Trophy be used as judges.
 - f) All special awards and trophies shall be presented during the NFMS Show and be announced and presented at the Awards Banquet by the NFMS Rules and Awards Chair or a designated representative.
 - g) One (1) special Memorial trophy will be allowed for any specified workmanship or material.
- 2) Depending on appropriate exhibits being displayed at the NFMS Annual Show, the Committee may award the following Memorial and Special Trophies:
 - a) The Lester Ziehen Memorial Trophy for best "Mineral" exhibit.
 - b) The John T. Hedin Memorial Trophy for best "Petrified Wood or Wood Casts" exhibit.
 - c) The Rodney J. (Rod) Smith Memorial Trophy for best "All Northwest Material" exhibit.
 - d) The Isabelle B. Mattison Memorial Trophy for the best exhibit by a Junior Member or Junior Society.
 - e) The Lucille Lindner Junior Achievement Award (to be administered by the NFMS Junior Committee).
 - f) A special Sweepstakes trophy may be awarded to the most outstanding exhibit at the Show.

C. OP COMMITTEE -3, ENDOWMENT FUND COMMITTEE

PURPOSE: The purpose of this operating procedure is to establish and provide rules for the guidance and administration of the Endowment Fund mandated by OP No. General - 3.

1. COMMITTEE COMPOSITION:
 - a. Chairperson, Secretary, Treasurer, Financial Advisor, NFMS First Vice President, NFMS Second Vice President
 - b. The committee members shall be appointed to one or two-year terms by the NFMS President. The Committee Chairperson and Treasurer shall be appointed to alternate

two-year terms, so as to give the committee a continuity in management and direction. The Chairperson shall be appointed or re-appointed in the even numbered years and the Treasurer in the odd numbered years. The other committee members will be appointed to serve one-year terms. The NFMS President shall fill any vacancies by appointment to serve the remaining term of the vacant position.

2. RESPONSIBILITIES:

- a. The role of the committee is to manage the invested assets of the fund, keep the general membership informed of the status of the invested assets and make recommendations for distributions as may be appropriate.
- b. The Committee Chairperson shall oversee the activities of the Endowment Fund Committee and shall report to the Executive Board and the Assembly of Directors.
- c. The Endowment Fund Treasurer shall maintain such records and books of accounts as may be necessary, invest all moneys received and provide receipts for donations.
- d. The Financial Advisor shall advise the Committee on investments and should be a member of the NFMS and have investment experience.
- e. The Financial Advisor or, if incapacitated, the Committee Chairperson shall be empowered to sell, assign, and transfer the assets of the NFMS Endowment Fund as approved by the Committee.
- f. The Secretary shall keep records of all meetings and other business activities of the Committee.

3. FUND MANAGEMENT-General:

- a. All Endowment Fund assets will be managed in accordance with the Uniform Prudent Management of Institutional Funds Act (UPMIFA) of 2009. (Codified in the state of Washington as 2009 Substitute House Bill 1119.) Key elements of the investment portion of this act include:
 - 1) SOUND DIVERSIFICATION is fundamental to risk management and is therefore ordinarily required of trustees.
 - 2) Risk and return are so directly related that trustees have a duty to ANALYZE and make conscious decisions concerning LEVELS OF RISK appropriate to the purposes, distribution requirements and other circumstances of the Endowment Fund;
 - 3) Trustees have a duty to AVOID FEES TRANSACTION COSTS, AND OTHER EXPENSES that are not justified by the needs and realistic objectives of the Endowment Fund's investment program. It is important for trustees to make careful COST AND EXPENSE COMPARISONS, particularly among similar products of a specific type of investment being considered. Likewise, trustees have a duty to make careful peer group PERFORMANCE COMPARISONS over differing time periods among similar products of a specific investment class;
 - 4) The fiduciary duty of impartiality REQUIRES A BALANCING of the elements of return between PRODUCTION OF CURRENT INCOME and the PROTECTION OF PRINCIPLE
- b. The Endowment Fund Committee may utilize the services of a professional financial management firms to manage fund investments, if needed. (Note: On October 16, 2016, the Endowment Fund Committee entered an agreement with Charles Schwab Investments for that firm to manage the fund's invested assets and insure

concurrence with the above investment requirements. The performance of the investments under that agreement will be monitored to ensure that the costs and fees are acceptable when compared to the investment returns.)

- c. Investment fund management decisions may be made by the Financial Advisor after a ye a vote by three-fifths of the members of the Endowment Fund Committee.
- d. All investing decisions should be well documented to demonstrate that decisions were prudent under the circumstances and that mandated policies and procedures were followed.

4. FUND MANAGEMENT—Fund Raising

- a. The committee shall solicit, receive and acknowledge donations to the Endowment Fund.
- b. Donations may be in the form of money or any items acceptable to the Committee. For monetary donations a receipt is to be sent to the donor stating the amount of money received. If the donation is made in a form other than money, conversion to money should be made as soon as practical. The conversion method will be determined by the Committee, who shall send the donor a receipt, as required by State and Federal regulations, stating the actual amount of money received for the item donated. In no case will the Committee provide any donor with a receipt which states an appraised or estimated value.
- c. Under Financial Accounting Board Standards issued on December 15, 2017 all donations to non-profit organizations will be considered as being either restricted or unrestricted.
 - 1) Restricted donations are donations designated for a specific purpose or project.
 - 2) Unrestricted donations are donations the organization may use for any purpose.
- d. The UPMIFA specifies that a restricted fund is specified by the donor at the time of the donation. If the monies are in response to a formal request by the organization, the solicitation asking for donations must clearly state the proceeds will be used for a specific program or project or for unrestricted general use of the organization. Restricted donations retain that designation until the program or project is completed. A separate accounting must be maintained to ensure the restricted donations are available for their intended use. (Note: At this time the Endowment Fund has no designated restricted funds.)
- e. All future donations to the Endowment Fund will be considered un-restricted unless a specific use is specified at the time the funds are solicited or by the donor at the time the donation is made.
- f. All donated funds received shall be forwarded to the Endowment Fund Treasurer for investment.

5. FUND MANAGEMENT—Spending Policy

- a. The Endowment Fund shall strive to maintain a minimum balance of \$200,000.00 to ensure the continued ability to fund activities over time. If the balance should drop below the \$200,000.00 level, no funds shall be available for expenditure until the \$200,000.00 balance is reestablished unless specified otherwise by the NFMS Executive Board.

- b. The Endowment Fund committee will determine the amount of money available for expenditure using the following methodology:
 - 1) Determine the average value of the invested assets of the endowment fund over the previous three federation fiscal years.
 - 2) Designate 4% of that figure as being available for expenditure in the following fiscal year of the federation.
- c. Expenditures of restricted funds, if any are received, will be in accordance with the wishes of the donor as specified at the time the donation is received.
- d. Funds approved for distribution will be transferred to the NFMS treasurer and be included as line items in the NFMS annual budget.
- e. Any unobligated portion of an annual authorization will be rolled over to the following budget year and will be treated as an addition to the authorization for that year.

6. FUND MANAGEMENT—Expenditure Identification

- a. The Endowment fund committee will solicit requests for projects or activities from the member societies of the federation which might be funded from the available endowment fund's unrestricted funds.
 - 1) Projects should be for the general benefit the NFMS membership or it's member societies. Projects cannot be made to cover operating expenses of organizations outside the federation.
 - 2) Since NFMS is "organized exclusively for charitable, educational, and scientific purposes" and is qualified as exempt under IRS Section 501 (C) (3) we must allocate some of our expenditures to programs that show general public benefit.
 - 3) Examples of approved projects might include items such as:
 - a) Cover administrative activities of the federation as needed.
 - b) Purchase equipment needed to enhance the federation or member society's ability to present educational information to the public.
 - c) Supplement Annual Federation Shows through publicity and other promotions, reduced admission, outside speakers, special exhibits, etc.
 - d) Produce educational material for use by federation members and the general public.
 - 4) The endowment committee will prioritize the requests and submit their recommendations to the Executive Board for final approval at the next annual meeting of the federation.

7. RECORD KEEPING AND REPORTING:

- a. The Endowment Fund Financial Advisor shall prepare and present to the Committee Chairperson for forwarding to the NFMS President, Ways and Means Chair, Treasurer and Secretary for inclusion in the meeting agenda an interim financial report thirty (30) days prior to the Mid-Year and regular convention meetings.
- b. The Financial Advisor shall prepare and present to the Endowment Fund Committee Chairperson for forwarding to the NFMS President, Treasurer, Secretary and Ways and Means Chair not more than thirty (30) days after the close of the NFMS fiscal year a complete report of the true and financial status of the Endowment Fund.

8. BUDGET:
 - a. The Committee Chair shall submit an annual budget to the NFMS First Vice President covering the administrative expenses of the Committee.
9. ANNUAL MEETING:
 - a. The Committee shall hold an annual meeting at the time of the NFMS Annual Meeting to conduct the business of the Committee. Other meetings may be called by the Committee Chairperson or the NFMS President and may be conducted in person, by mail, e-mail, or telephone.
10. ENDOWMENT FUND COMMITTEE HANDBOOK:
 - a. In lieu of maintaining a handbook, the preceding Operating Procedures will serve as the committee's handbook detailing its internal operating procedures and functions to assure consistency in its activities and provide information for its members.

D. OP COMMITTEE -4, Junior Achievement Trust Fund (Managed through Endowment Committee)

Subject: Implementation of OP General -4,

1. Purpose: The purpose of this Operating Procedure is to establish and provide rules for the administration of the NFMS Junior Achievement Trust Fund mandated by OP GENERAL -4
2. NFMS Junior Achievement Trust Fund Committee is hereby established and shall be composed of the following:
 - a. Chairperson (the NFMS Juniors Chairperson will serve in this capacity). The Chairperson may add NFMS State assistants as desired.
 - b. Treasurer (the NFMS Treasurer shall serve in this capacity).
 - c. Financial Advisor (below).
3. The NFMS Junior Achievement Trust Fund Committee shall be responsible for:
 - a. The NFMS Junior Achievement Trust Fund has been established for the purpose of providing at least one (1) or more monetary award (s) at the Annual Convention to the Junior(s) whose submitted resume rates highest in the opinion of the judges. The judging panel consists of the NFMS Juniors Chairperson, NFMS President, NFMS 1st Vice-President and NFMS 2nd Vice-President. The Rules and Requirements for this award are available from the Juniors Chair and are also printed annually in the NFMS Northwest Newsletter and the NFMS Website, Juniors page.
 - b. This trust is in the form of an endowment. The interest from the invested principal being used to provide no less than a one hundred dollar (\$100.00) award, unless in the opinion of the panel there is no one that satisfies the criteria for the award. The maximum award money available shall be five hundred dollars (\$500.00). If, in the opinion of the judging panel there are more applicants qualified to receive awards, then, depending on the amount of interest available, additional awards may be made in either equal or lesser amounts.
 - c. The principal of the trust fund shall be invested in no more than 50% in securities, the remainder to be in Government insured bank instruments such as Certificates of

Deposit or Savings Accounts. The advisors of the NFMS Endowment Fund may serve as the advisors to the NFMS Junior Achievement Trust Fund for this investment if requested.

- d. The status of the NFMS Junior Achievement Trust fund shall be reported to the NFMS membership at the Mid-Year and Annual Meetings, or more often as indicated or requested including all funds added to the principal since the last report, interest accrued, interest used in awards, and the total of principal and interest in the account at the time of the report. This is an open-ended trust to which any individual, club or organization, may make further contributions.
- e. The NFMS Junior Achievement Trust Fund may support special projects designed to support NFMS Junior activities as determined by the NFMS Juniors Committee. Funding of any special projects must be approved by the NFMS Executive Board. Funding for awards and special projects shall use only the interest earned by the fund and not be taken from the fund principal.
- f. The NFMS Junior Achievement Trust Fund shall be covered by the bonding policy of the NFMS.
- g. The NFMS Treasurer shall coordinate the completion of all tax returns or reports to federal, state or local government agencies as may be required by law.
- h. The NFMS President shall cause the books and accounts of the NFMS Junior Achievement Trust Fund to be reviewed each year at such times and by such auditors as the NFMS President deems appropriate.
- i. In the event the NFMS is unable to continue the annual presentation of this award, the funds will become the property of the NFMS and will be distributed to another education institution or society qualified under the NFMS articles of incorporation.

E. OP COMMITTEE -5, WEBSITE CONTEST

1. General Responsibilities of chairperson

- a. Establish a closing date for receiving entries.
- b. Publicize the Web Site Contest in the NFMS Newsletter including deadline for entries.
- c. Post all Contest documents on the NFMS web site.
- d. Create/maintain a list of NFMS web sites and send notices directly to the webmasters when possible.
- e. Receive and record all contest entries.
- f. Forward the entries to the Regional Federation judges (they will be assigned by the AFMS).
- g. Receive the Scored results (and completed Score Sheets) from the judges.
- h. Prepare a blank Score Sheet for the top two winners in your Regional Federation and send them to the AFMS Website Contest Coordinator prior to the closing date for the AFMS Contest.
- i. Request a plaque for the first place NFMS Web Site Contest winner.
- j. Prepare certificates and copies of NFMS score sheets for each entrant.
- k. Present awards at the "Editors and Webmasters Breakfast" during the NFMS Show & Convention.

- l. Send names of winners to the NFMS Newsletter Editor for publication.
- m. Participate as a member of the AFMS Website Contest Committee to improve the Contest

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- Delete Bylaw Article VII, Part B, Section 4, and re-number Section 5.
- Amend OP GENERAL -2; Duties of the Host Society for the Annual Convention, Add #11
- Amend OP COMMITTEE-1 ALL STANDING COMMITTEES: PAST PRESIDNETS' COUNCIL: Chair Shall: to add a new paragraph: "*In addition, . . .*"
- Amend OP BOARD-5 EXECUTIVE SECRETARY; Duties of officers & Directors – EXECUTIVE SECRETARY, ninth paragraph: to strike the words "OP GENERAL -5" AND INSERT "Bylaw ARTICLE III, SECITON 6 (B & C)".
- Amend OP COMMITTEE-1 ALL STANDING COMMITTEES: EDUCATION: "Forward top three entries to the AFMS Chairperson. "By striking "top three" and inserting "the". The paragraph then reads "Forward the NFMS entries to the AFMS Chairperson."

7 July 2011

- Amend NFMS Bylaws Article VIII, Part C, Mid-Year Meeting." To include term "*MAY* be held"
- Amend OP Committee-1 All Standing Committees; BULLETIN AIDS Item #1
- Amend NFMS Bylaws Article X, Section 2 standing Committees to add the Northwest Rockhound Retreat.
- Amend the OP Committee-1 All Standing Committees to add duties of NORTHWEST ROCKHOUND RETREAT

28 April 2018

- OP Committee 2, Section 4, Trophies: Addition of Subsection 4
- OP Committee 3, Endowment: Replacement of Entire Section

18 October 2019

- Add Circulation to Standing Committees – make insertions of committee name where needed to reflect such additions.
- Insert complete revised section of Rules and Awards Committee as approved by Assembly of Directors.

9 March 2021 (-had previously been omitted from current By Laws)

- Resolution Passed at 2014 Annual Meeting RE: OP Board 2 President and OP Board 3 Vice President

9 September 2021

- Bylaws Article VIII Meetings Part E: Electronic Meetings
- OP Endowment Fund – 3 Fund Management - Spending Policy Part D

1 October 2022

Addition of Website Contest to Operating Procedures
Addition of "FUND" and 2nd Vice President to "Endowment Committee OP Committee 3"
Corrections in Endowment Fund Committee to address redundancies
Addition of wording inside front cover of Directory
Correction of typing errors

20 July 2024

Made the formatting of OPS committees consistent throughout document
Corrected typing errors
Made reference to Bylaws consistent throughout the Operating Procedures section