

# **Northwest Federation of Mineralogical Societies, Inc.**

Incorporated April 10, 1950

## **Articles of Incorporation**

**And**

**By-Laws**

**And**

**Operating Procedures**

**Last Revised And Amended as of September 11, 2021**

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# **ARTICLES OF INCORPORATION OF THE NORTHWEST FEDERATION OF MINERALOGICAL SOCIETIES, INC**

**WE THE UNDERSIGNED** Residents of the State of Washington and citizens of the United States, Being desirous of forming a corporation under the laws of the State of Washington, Section 3863 of Remington Statutes, hereby adopt and approve the following articles.

## **ARTICLE I**

The name of the corporation shall be Northwest Federation of Mineralogical Societies.

## **ARTICLE II**

The principal place of business of this corporation and its Post Office address shall be 8810 37<sup>th</sup> Ave SW, Seattle, Washington, 98126.

## **ARTICLE III**

The object and purposes for which this corporation is formed are as follows:

1. To affiliate all mineral societies in the northwest, who may want to do so, into a federation to increase the knowledge and popular interest in geology, mineralogy, the lapidary arts and related subjects.
2. To assist in the formation of Earth Science Societies in localities where public interest justifies their formation.
3. To provide informational programs for the use of its member clubs
4. To provide educational materials such as slide programs and displays for use of the clubs.
5. To distribute educational material to the general public.
6. To sponsor a periodical journal which contains articles relating to gems and minerals and suggestions for care, collection and handling of these materials.
7. To furnish information on field trips for the observation of geological phenomena and the collection of rocks and minerals
8. To conduct an annual gem and mineral show, which is open to the general public, for the purpose of conducting educational programs in the form of displays, demonstrations, seminars and lectures.
9. To cooperate or affiliate with similar federations
10. To establish and maintain a Federation which shall be non-political and non-commercial.
11. To conduct its affairs without profit and to refrain from using its assets for pecuniary benefit of any individual, organization or group.

12. This corporation is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 © (3) of the Internal Revenue Code.
13. In the event of dissolution of the federation, all of its assets, properties and funds shall be turned over to one or more nonprofit organizations created for the like or similar proposes who are qualified for tax exemption under section 501 ©(3) of the Internal Revenue Code.

#### **ARTICLE IV**

Membership in this corporation shall be open to any duly organized mineral, geological, or gem societies, in the Pacific Northwest or elsewhere that are organized by strictly hobby and noncommercial groups.

#### **ARTICLE V**

The affairs of this corporation shall be managed by an assembly of Directors, which shall consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer as ex-officio members and one Director from each member society duly elected from that group.

#### **ARTICLE VI**

Election of officers of this corporation shall be held annually at the Annual Meeting of this corporation, which will be held in conjunction with the Annual Show and Convention as established by the Host Society and approved by the Assembly of Directors.

#### **ARTICLE VII**

The By-Laws heretofore adopted by the Northwest Federation of Mineralogical Societies shall be the By-Laws for the Corporation.

Original ARTICLES OF INCORPORATION were filed with the Secretary of the State of Washington, April 10, 1950. ARTICLE V and VII were Amended March 11, 1965, ARTICLE III was Amended October 4, 1973, ARTICLE 11 address changed December 6, 1974, ARTICLE 111-12., Amended October 16, 1975, ARTICLE V amended September 9, 1988. ARTICLE II Address changed November 26, 1995.

Respectfully submitted from written documents available as of this date March 26, 1998.

Toby Cozens, Registered Agent, NFMS 1998, State of Washington

# **NORTHWEST FEDERATION OF MINERALOGICAL SOCIETIES BY-LAWS**

With changes in the Standing Rules as Recorded by the General Assembly during the 1980 Business Meeting of the Northwest Federation of Mineralogical Societies, Inc., Boise, Idaho

## **ARTICLE 1**

### **Name and Registered Office**

Section 1. The Name of this Organization shall be: Northwest Federation of Mineralogical Societies, Inc.

Section 2. The principal place of business of this corporation and its Post Office address shall be 8810 37<sup>th</sup> Ave SW, Seattle, Washington, 98126.

## **ARTICLE II**

### **General Purposes**

Section 1. To bring about closer association of the earth science societies.

Section 2. To hold through Member Societies, conventions with suitable programs and exhibits for the benefit of the members and the general public. Programs shall be planned that are directed to educational purposes in the form of guest speakers, seminars, demonstrations, etc.

Section 3. To cooperate with the various State Departments of Mines and Mining, in order to promote knowledge of the mineral resources of the different states.

Section 4. To assemble, for exhibition purposes, suitable collections to show at exhibitions.

Section 5. To assist in the preservation of all mineral collecting areas. To become actively involved in locating and obtaining new mineral collecting sites for the use of member clubs. To aid in creating a favorable public image this Federation has pledged itself to the practice of better outdoor manners by adopting the AFMS Code of Ethics.

This code shall carry the insignia of the North West Federation of Mineralogical Societies, Inc. and shall be printed in all future issues of the Federation Directories. The NFMS, Inc., officially supports the multiple use of our natural resources in a manner that will preserve and protect our public lands for their best use. (As amended June 22, 1990)

Section 6. To cooperate with similar Federations.

Section 7. This Federation is to function on a non-political, amateur basis.

Section 8. This Federation shall be nonprofit in its operation, and its activities shall be directed exclusively to cultural, educational and scientific purposes, the net income of this Federation shall not insure in whole or in part to any individual or individuals nor shall any distribution of income or assets of the Federation shall be given to other organizations created for the like or similar purposes.

## **ARTICLE III**

### **Affiliations**

Section 1. This Federation is affiliated with the American Federation of Mineralogical Societies, Inc.

Section 2. The President and 1<sup>st</sup> Vice President will serve as representatives to, and become Directors of the American Federation of Mineralogical Societies, Inc. If the President or 1<sup>st</sup> vice President are unable to attend the American Federation of mineralogical Societies meeting, it shall be the duty of the Executive Board to appoint an alternate voting delegate for that annual meeting.

Section 3. The Northwest Federation shall annually pay dues, as levied, to the American Federation of Mineralogical Societies, Inc., for dues for each member in good standing in the Northwest Federation.

Section 4. Delegates to the American Federation conventions will be allowed a mileage rate in the amount no greater than the then current round trip economy air fare by the most direct route, or if direct air service is not available, then by current I.R. S. mileage, by the most direct usually traveled route.

Section 5. This Federation may affiliate with other similar organizations upon a two-thirds (2/3) vote of the delegates at any Annual meeting, PROVIDED that written notice be given each member Society at least four (4) months in advance.

Section 6. Selection of the NFMS Representative in the AFMS Executive Board. The NFMS Executive Secretary shall supervise selection of the NFMS Representative to the American Federation of Mineralogical Societies (AFMS) Executive Board in the following manner.

- (a) Eligibility. The current NFMS President and all Past Presidents in good standing in a Member Society shall be eligible as candidates for this office.
- (b) Nominations. The Secretary, in the year an NFMS Representative is required to be selected to the AFMS Executive Board, shall determine by mail the willingness of each potential candidate to serve.
- (c) Election. The Secretary shall prepare and mail a written ballot to each eligible member, from part (a), above. A majority vote is necessary for election. If a vote is not reached on the first ballot, a second ballot with the names of the candidates receiving the two (2) highest number of votes shall be prepared and mailed to each eligible member again. The name of the winning candidate shall be submitted by mail to AFMS Nominating Committee.
- (d) Replacements. In the event that it becomes necessary for any reason, including out of the Northwest Federation, to replace the representative prior to the end of the required AFMS term, replacement shall be made by the same procedure.

## **ARTICLE IV**

### **Fiscal Year**

Section 1. The fiscal year shall be from September 1<sup>st</sup> to August 31<sup>st</sup>, of the succeeding year. The books shall be closed and audited as of August 31<sup>st</sup>. An interim financial report shall be prepared for the Annual Meeting.



## ARTICLE V

### Membership

Section 1. Membership in this Federation shall be to qualified Societies in the states of Washington, Oregon, Alaska, Montana, Idaho, that portion of Utah which lies north of 41 degrees North Latitude, and such Canadian Societies in the provinces of British Columbia, Alberta, and Saskatchewan as desire to affiliate.

The Northwest Federation will not solicit clubs outside those boundaries. Should a club outside these boundaries apply for membership in the A Northwest Federation, the Secretary of the AFMS and the secretary of the Federation within whose boundaries that club is located will be advised at least sixty (60) days before that club is considered for acceptance by the d Northwest Federation.

Section 2. Membership in the Federation shall be open to all organized amateur mineral, geological, and gem societies in the Northwest, including duly organized Junior Societies.

Section 3. Junior Societies shall be composed entirely of persons eighteen (18) years of age or less: These Societies shall be admitted to full membership.

Section 4. An amateur Society is one which is interested in lapidary, art metalcraft, jewelry, paleontology, geology, archeology or the study and collecting of minerals solely for the pleasure and the educational, social and physical benefits that it derives therefrom.

Section 5. Amateur societies desiring admission to the Federation shall apply, in writing, to the Executive Secretary, giving the name of its president and of its secretary, the number of members and the purposes and objectives of the society.

Section 6. Upon a society's request for membership in the Northwest Federation, the Executive Officers of the Federation only, shall vote on that Society's tentative admission into the Federation. And upon payment of dues, these Societies shall have the same privileges as other member Societies until the next Convention at which time they shall be voted on and accepted or rejected.

Section 7. Any Member Society desiring to withdraw from the Federation, shall make such intention known by written notice to the Executive Secretary, which notice shall be signed by the Officers and Director of the Society. Notice of such withdrawal shall then be sent by the Executive Secretary to each member society in the Federation.

Section 8. Should the attitude or conduct of any Member Society at any time be considered extremely detrimental to the welfare of the Federation, such Member Society may be suspended by a majority vote of the Assembly of Directors at a special meeting called by the President, such suspension to be effective until action is taken by the Delegates at following Annual Meeting. A suspended Member Society may be reinstated or expelled by majority vote by ballot at any Annual Meeting PROVIDED that written notice has been given to the Secretary of the suspended Society, so that its representatives may appear to show cause for reinstatement.

## ARTICLE VI

### Dues

Section 1. Dues of the adult member societies shall be on the basis of three dollars and fifty cents (\$3.50) per member of the member society and the dues of the junior member societies shall be on the basis of one dollar (\$1.00) per member of the society. Such dues shall be due and payable to the Treasurer on the first day of each calendar year and shall be based upon the membership roster of the Society as of December 31, of the year just closed.

Section 2. New adult societies joining the Federation shall pay three dollars and fifty cents (\$3.50) per member per calendar year, and new junior societies joining the Federation shall pay one dollar per member per calendar year, or fraction thereof, with the exception that societies joining the Federation between the close of the annual convention and the calendar year shall be extended the courtesy of having dues paid during this period be considered as payment in full for the entire following calendar year.

Section 3. Should any member Society fail to remit its dues for the current year by February 15, such Society shall not be considered in good standing and may not be listed in the Federation directory for that year. Any Member Society failing to pay its dues by June 1<sup>st</sup> shall be dropped from the roll.

Section 4. Should such Society desire readmission, it shall apply for membership in the usual manner.

## 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, 1<sup>st</sup> Vice President, 2<sup>nd</sup> 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.

#### Part C. Assemble 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.

## **Part D. Election of Officers**

Section 1. Within sixty (60) days after the close of the Annual Convention, the President, with the approval of the Executive Board, shall appoint, from the qualified members in good standing of any member society in the Federation, five (5) persons with at least one (1) from each of the Northwestern states of Idaho, Montana, Oregon and Washington who shall constitute the Nominating Committee.

Section 2. The Nominating Committee shall act to Nominate for each elective office of the Federation for the ensuing year, with the exception of the Office of President, one (1) or more qualified Federation Society members in good standing who have expressed their willingness to accept the responsibilities of the office. For the office of president, the nominating Committee shall nominate only one candidate, and it shall be customary to nominate the current 1<sup>st</sup> Vice President for the office of president.

Section 3. Such nominations with a list of qualifications of each candidate, shall be mailed to each federation Member Society at least ninety (90) days prior to the Annual Meeting; copies shall also be available at the Annual Meeting where the Nominating committee shall make its report. Other nominations may be made from the floor at the meeting. The election of officers shall be by majority vote at the meeting.

Section 4. Elections shall be by ballot except in the case of single nominee, when this rule shall automatically be suspended and the nominee shall be declared elected by the Presiding Officer. The term of office shall be for one (1) year beginning Labor Day, or as soon thereafter as new Officers are elected and installed.

Section 5 No person may serve more than one (1) term in sequence as President of the NFMS and it shall be customary, but not mandatory, to promote the current 1<sup>st</sup> Vice President to the Office of President.

Section 6. No two members of the same family can serve on the Executive Board during any term.

Section 7. Fulfillment of the duties of the Nomination Committee shall be the responsibility of the Nominating Committee Chairman.

## **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 Board.

### **Part B. Special Meeting**

Section 1. A post-Convention meeting of the Assembly of Directors may be called by the newly elected President following the Annual meeting, at which time they shall transact any business assigned to them by the Delegates at the Annual meeting.

Section 2. Special meetings may be called by the President by mail, for the purpose of transacting any business within the authority of the Assembly of Directors.

Section 3. The President, or any seven (7) Member Societies may call a special meeting of the Assembly of Directors for an emergency.

Section 4. One third (1/3) of the membership of the Assembly of Directors shall constitute a quorum when the special meeting is assembled. A majority of the membership of the Assembly of Directors shall constitute a quorum when meeting by mail.

### **Part C. Mid-Year Meeting**

If needed for the purpose of informing and discussing with the directors of the Member Societies impending business, committee progress reports, and other pertinent business to be acted upon at the next Annual Meeting; one (1) NFMS Directors Mid-Year Meeting may be held annually at a centralized location. The date of this meeting is to be set by the NFMS Executive Board.

### **Part D. Organizational Meeting**

To be held, whenever possible, in the fall of the year at a date and place designated by the newly elected President. For the purpose of organizing the new Executive Board; also for resolving any old unfinished business including any known AFMS considerations.

### **Part E. Rules of Order**

Roberts Rules of Order, Revised, unless otherwise provided for in these By-Laws, shall govern all meetings of this Federation and its Assembly of Directors.

#### **Part F. Parliamentarian**

The Parliamentarian shall not be a Delegate or Director of any Member Society.

### **Part G. Electronic Meetings**

All meetings specified by this Bylaw Article VIII, Parts A, B, C & D shall be conducted with Officers, appropriately credentialed Directors and delegates present in person if possible. However, in case of Emergency declared by Governmental authorities, such as a Public Health Crisis, Natural Disaster, Civil Unrest, or other Disaster, the Executive Board is authorized to conduct such meetings by electronic means. The provisions of Robert's Rules of Order, 12th (or later) Revision, Appendix "SAMPLE RULES FOR ELECTRONIC MEETINGS" pp.635-649 shall apply with special regard to conduct of the meeting, and voting by show of hands or secret ballot as appropriate. The specific Internet protocol and program used to hold such a meeting shall be left to the discretion of the Executive Board.

Furthermore, informal meetings such as those of Committees, Executive Board, or other working bodies of the NFMS may also be similarly held by electronic means at any time when requested by the Chairperson. (Part G added from 9/11/21 Annual Meeting)

## **ARTICLE IX**

### **Duties of Officers**

Section 1. The Officers shall perform the duties outlined for them in Roberts Rules of Order, Revised, and those detailed for them in the Operating Procedures which are not inconsistent with the Articles of Incorporation and the By-Laws of this Federation.

Section 2. Duties of the Federation Director, a member of the Society he represents are detailed in the Operating Procedures.

Section 3. The EXECUTIVE BOARD, as defined in these By-Laws, Article VII, Part B, Section 2 shall carry out all authorized business of the Federation ; Shall within one (1) month after election, approve a Federation Budget for miscellaneous expenses submitted by the Budget committee for the year just beginning.

Section 4. ALL FEDERATION EXECUTIVE OFFICERS shall be allowed a transportation allotment in an amount not greater than the then current round trip economy air fare to the Convention, Mid-Year Meetings, and the fall Organizational Meeting by the most direct route, or if direct air service is not available, then by current I.R.S. mileage, by the most direct usually traveled route. This includes transportation home from the convention for outgoing and the newly elected officers.

## **ARTICLE X**

### **Committees**

#### **Section 1. Qualifications**

- (a) No person shall be appointed Chairman of more than one (1) committee.
- (b) No member of the Executive Board shall be appointed Chairman of a Committee except that the 1<sup>st</sup> Vice President, upon election to that office, automatically becomes chairman of the Budget committee, and the 2<sup>nd</sup> Vice President, upon election to the office becomes the Chairman of the Custodian Committee.
- (c) If possible, all appointments must be made within sixty (60) days and notification be given the Member societies within ninety (90) days following the Annual Meeting.
- (d) Notification of the appointments shall be sent to the Federation Director and at least one (1) other Society Officer in each member Society by way of the NFMS Newsletter.
- (e) All Committee Chairmen are to work with the president and submit their reports, with recommendations, if any, at the Annual Meeting.

#### **Section 2. Standing Committees**

- (a) Standing Committees shall be: Budget, Bulletin Aids, Circulation, Credentials, Custodian, Directory, Education, Endowment Fund, Historian, Juniors, Long Range Planning, Newsletter, Nominating, Northwest Rockhound Retreat, Operations Review, Public Land Advisory, Past President Council, Public Relations, Resolutions, Rules & Awards, Safety, Scholarship, Show Coordination, Slide and Video Library, Stamps, Supplies, Ways and Means, Web-Site and Website Contest
- (b) Each Standing Committee Chairman shall maintain and keep an Operations Manual up to date, the original Manual to be furnished by the Federation. They shall deliver to their successors all material pertaining to their Committees work within ten (10) days after their termination of their appointments.[NOTE: There is no longer such a manual]
- (c) Composition of Standing Committees:
  - BUDGET: The current 1<sup>st</sup> Vice President shall be the Chairman of the Budget Committee.
  - CUSTODIAN: The current 2<sup>nd</sup> Vice President shall be the Chairman of the Custodian Committee.
  - RULES AND AWARDS: Shall be composed of three (3) members, each serving a three (3) year term with one new member being appointed each year by the President of the NFMS, to replace the retiring

member having served three years. The oldest member, in terms of service shall be the Chairman of the Committee. The Second year member shall be the Judging director. The incoming member shall be the Exhibits registrar (Exhibits Registration Chairman). The activities of the Rules and Awards Committee shall be governed by the AFMS Uniform Rules, and the NFMS Operating Procedures for the Rules and Awards Committee.

ALL OTHER STANDING COMMITTEES: Shall be constituted as the President deems expedient and their appointment shall be for a one (1) year term which shall coincide with the term of the Federation President, or until their respective successors are appointed and qualify.

(d) Standing Committees shall perform the duties specified for them in the Operating Procedures.

### **Section 3. Special Committees**

(a) Special Committees will be appointed annually, as desired, for a one year term, by the NFMS President to complete a specific task (Further term(s) must be reappointed by succeeding presidents). Operating Procedures that pertain to all committees and the NFMS Operations Manual will define the conduct of any and all Special Committee assignments.

### **Section 4. NFMS Representatives on AFMS Committees**

(a) The NFMS President will appoint NFMS regional representatives to serve on AFMS Committees where requested by the AFMS President.

(b) Duties will be defined by AFMS By-Laws, OP's or other AFMS document.

## **ARTICLE XI**

### **OPERATING PROCEDURES**

#### **Part A Operating Procedures**

The details of operating not included in the Articles of Incorporation or the By-Laws of the Federation that are of a continuing nature, to be mandatory on succeeding administration until amended, suspended or rescinded, shall be authorized by Operating procedures, upon approval of the Assembly of directors & delegates, as outlined in our Operating Procedure System.

#### **Part B Operating procedure System**

Section 1. Suggested Operating Procedures may be submitted by any member in good standing, to the President, the Secretary, or directly at any Annual meeting.

Section 2. Operating Procedures may be adopted or suspended at the Annual Meeting without prior notice, by a majority vote of those present and voting or they may be amended or rescinded, also without prior notice by a two thirds (2/3) vote of those present and voting. After adoption Operating Procedures become mandatory until amended, suspended or rescinded at an Annual Meeting.

Section 3. No Operation procedure is in order that violates this Federation's Articles of Incorporation or its By-Laws.

## **ARTICLE XII**

### **Official Publication**

"The Northwest Newsletter", a nonprofit bulleting owned and published by the Northwest Federation of Mineralogical Societies, Inc., shall be the official publication.

## **ARTICLE XII**

### **Cancellation Clause**

On Adoption of these By-Laws it automatically cancels all previous By-Laws and Amendments thereto, of this Federation.

## **ARTICLE XIV**

### **Amendments**

Section 1. All amendments to these By-Laws and all resolutions must be sponsored by a member Society in good standing.

Section 2. These By-Laws may be amended at any Annual Meeting by a two thirds (2/3) vote of the Delegates present, PROVIDED, that written notice has been given each of the member Societies at least three (3) months in advance.

## **ARTICLE XV**

### **The Organizing Meeting**

Section 1. The Societies which are represented at the organization meeting held in Olympia, Washington, February 5, 1938 whose representatives signatures appear on the original Constitution are designated as Charter Members.

## **CHARTER MEMBERS**

1. Ray C. Grulke, President, Washington Agate and Mineral Society
2. E.H. Rockwell, President, Oregon Agate and Mineral Society
3. C.G. Springer, President, Deschutes Geology Club
4. Arthur K. Harris, President, Camas Mineral Society
5. Charles O. Fernquist, President, Columbian Geological Society
6. M.F. Reed, President, Gem Collectors Club
7. Floyd A. Holmquist, President, Tacoma Mineral Society
8. Henry C. Dake, President of the first Northwest Federation meeting.

# NORTHWEST FEDERATION OF MINERALOGICAL SOCIETIES OPERATION PROCEDURES

## OP GENERAL -1

**Subject:** Operating Procedure System

The Articles of Incorporation and By-Laws of this Federation are intended to contain our basic purpose and organizational structure. In addition, the Operating Procedures are intended to help cover that wide area of operational details that should not clutter our basic documents.

Hereafter, future additions to our Articles of Incorporation or By-Laws will be limited to major provisions and rules that cannot be adopted, changed, suspended, or rescinded without prior notice as listed in Robert's Rules of Order (Revised). Details of operations not contained in our Articles of Incorporation or By-Laws, that are to be continued year after year, will be covered by the Operating Procedures.

\*Suggested Operating Procedures may be submitted by any member in good standing to the President, Secretary, or directly at any Annual Meeting.

\*No Operating Procedure is in order that violates the NFMS Articles of Incorporation or By-Laws.

\*Operating Procedures may be adopted or suspended at the Annual Meeting without prior notice by a majority vote of those present and voting. They may be amended or rescinded, also without prior notice, by a two thirds (2/3) vote of those present and voting. After adoption, Operating Procedures become mandatory until amended, suspended or rescinded at an Annual Meeting.

\*Approved Operating Procedures will be prepared and issued under the direction of the NFMS Secretary. Updated copies will be sent to all Officers and to the Directory Chairman for inclusion in the next issue of the NFMS Membership Directory. 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.

\*OP designations used will be: GENERAL, BOARD AND COMMITTEE. 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.

## OP GENERAL – 2

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

The following procedures shall apply to the Host Society for the Convention of the Northwest Federation of Mineralogical Societies.

1. 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.
2. If possible, the Host Society for the Convention shall be selected at least two (2) years in advance.
3. 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.



4. 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.
5. 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.
6. The deadline for registering Competitive Exhibits will be twenty-one (21) days prior to the opening of the Show.
7. 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.
8. 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 Chairman’s Manual.
9. The Host Society shall work closely with the Education Chairman of the NFMS in order to sponsor and present programmed educational features whose scope covers the wide aspect of our hobby.
10. 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).
11. **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.**

### **OP GENERAL -3**

**Subject:** NFMS Endowment Fund

The NFMS will form an NFMS Endowment Fund. Its purpose is to provide funds to enhance programs of the NFMS. This is an open ended trust, to which any individual, club or organization may make further contributions. No part of the principal is intended nor should be used for general operation expensed of the NFMS except as defined in OP COMMITTEE – 3

### **OP GENERAL – 4**

**SUBJECT:** NFMS Junior Achievement Trust Fund

The NFMS formed a NFMS Junior Achievement Trust Fund in 1989. 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.

\*The selection of winners is defined in OP COMMITTEE -4, NFMS Junior Achievement Trust Fund.

\*This is an opened ended trust, to which any individual, Club or organization may make further contributions. The NFMS Treasurer will act as Treasurer of the Trust Fund.

\*All programs relating to this fund will be conducted by the NFMS Juniors Committee as directed by the NFMS Juniors Chairperson.

### **OP BOARD – 2, PRESIDENT**

**Subject:** Duties of officers and Directors –PRESIDENT

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

**The President shall:**

\*Preside over all meetings.

- \*Act as Chairman of the Assembly of Directors, and of the Executive Board
- \*Prepare an order of business for the Annual Meeting.
- \*Sign all minutes, regular and Executive Board, at the time of their approval.
- \*Sign all authorized bills and approved contracts and other instruments affecting the property of the NFMS.
- \*Appoint all Standing Committees and appoint Special Committees as shall be approved by the Assembly of Directors of the Executive Board.
- \*Be ex officio member of all the committees.
- \*Instruct all committees as to their duties.
- \*Cast the deciding vote in case of a tie.
- \*Arrange for a Financial Review of the Treasurer's financial report and have it presented to the Assembly of Directors at the Annual Meeting.
- \*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.
- \*Perform such other duties as may be assigned to him/her at the Annual Meeting.

*Duties for AFMS*

- \*Shall serve as a member of the AFMS Board of Directors for the AFMS and the AFMS Scholarship Foundation at their Annual Meetings.
- \*Should the NFMS President or NFMS 1st Vice President be unavailable to attend the AFMS Annual Business Meeting, Appoint the NFMS 2nd Vice President.
- \*If there are not two (2) of the three (3) NFMS Officers attending, appoint someone to represent the NFMS. Preferably an NFMS Past President.
- \*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.
- \*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.

**OP BOARD -3, 1<sup>ST</sup> VICE PRESIDENT**

**Subject:** Duties of Officer & Directors – 1<sup>st</sup> VICE PRESIDENT

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

**The 1<sup>st</sup> Vice President shall:**

- \*Chair the Budget committee.
- \*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.
- \*Perform as President of NFMS Club-at-Large.
- \*Serve as a voting member of the Endowment Committee
- \*Perform such other duties as the President may direct.

*Duties for AFMS*

- Shall serve as a member of the Board of Directors for the AFMS and the AFMS Scholarship Foundation at their Annual Meeting.
- \*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.

**OP BOARD -4, 2<sup>ND</sup> VICE PRESIDENT**

**Subject:** Duties of Officers & Directors -2 VICE PRESIDENT

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

**The 2<sup>nd</sup> Vice President shall:**

- \*Chair the Custodian Committee.

- \*Become fully acquainted with the structure of the NFMS and the purpose, procedures and activities of the committees.
- \*Preside over meetings in the absence of the President and 1<sup>st</sup> Vice President; and in case of resignation or death of the 1<sup>st</sup> Vice President and in case of the resignation or death of the President, shall fill the unexpired term.
- \* Participate as a nonvoting member of the Endowment Committee to learn the duties in preparation for the following year as 1<sup>st</sup> Vice President
- \*Perform such duties as the President may direct.

**OP BOARD -5 EXECUTIVE SECRETARY**

**Subject:** Duties of Officers & Directors – EXECUTIVE SECRETARY

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

**The Executive Secretary shall:**

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

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.

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 Secretary.

The NFMS is incorporated in the state of Washington. Therefore the Secretary shall provide the Washington Secretary of State with all necessary documents, including any changes in Articles of Incorporation or By-Laws, the annual Non-Profit Corporation Form, etc.

**OP BOARD-6, TREASURER**

**Subject:** Duties of Officers and Directors –TREASURER

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

**The Treasurer shall:**

- \*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.
- \*Pay all approved bills signed by the President; keep a record of all receipts and expenditures, EXCEPT records pertaining to the NFMS Endowment Fund.
- \*Accept the budget as approved by the Executive Board.

- \*Direct, the Directory Committee, that an alphabetized list of all members with their addresses from each Member Society is requested by November 20<sup>th</sup> of each year, a list of the names, addresses, and phone numbers of the officers and members, said list to be paid up members as of December 31<sup>st</sup>. The list to be mailed, along with the yearly dues and paid directory orders to the NFMS Treasurer by January 10<sup>th</sup> of the following year.
  - \*Announce at the Annual Meeting the names of Societies dropped from the roll.
  - \*Notify all delinquent societies, during March of each year that their dues are in arrears.
  - \*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.
  - \*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. The Financial report shall itemized 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.
  - \*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.
- 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.

#### **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.

#### **OP COMMITTEE -1 ALL STANDING COMMITTEE CHAIRMEN**

**Subject:** Duties of Standing Committee Chairmen

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

#### **ALL STANDING COMMITTEE CHAIRMEN Shall:**

- \*Prepare a report for the Mid-Year and Annual Meeting packets as requested by the NFMS Secretary.
- \*Respond to budget information requests from the Budget Chairman (1<sup>st</sup> Vice President).
- \*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.

## **BUDGET: Chaired by the NFMS 1<sup>st</sup> Vice President**

Budget shall:

- \*Prepare a budget to cover NFMS and forecasted revenues for the year immediately following his/her term in office.
- \*Communicate and coordinate with all Officers and Committee Chairpersons in determining the budget amounts for the items to be covered and/or allowed.
- \*Review this Budget the Executive Board.
- \*Submit this Budget to the Assembly of Directors at the Annual Meeting for approval.
- \*Monitor current year Budget execution in consultation with the Treasurer and the Ways and Means Chairman, and keep the Executive Board informed.
- \*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 approved amounts.

## **BULLETIN AIDS:**

Bulletin Aids shall:

- \*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.
- \*Encourage each society to publish a newsletter or some similar permanent communication with their members.
- \*Assist in promoting contest, seminars, workshops and other bulletin editor activities
- \*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.
- \*Maintain a file of bulletins received.
- \*Appoint qualified judges for the Bulletin Editors contest and Article contest. These judges should be current or former editors, preferable from outside the ANFMS Federation.
- \*Prepare individual awards for presentation. All awards will be originals (original certificates, no photocopies).
- \*Forward the winning names and bulletins to the NFMS Newsletter editor and Webmaster for publication.
- \*Forward winning bulletins & articles to the AFMS Club Publications Chair. AFMS will coordinate information on this with the NFMS Newsletter.
- \*Shall serve as a member of the AFMS Club Publications Committee.
- \*Keep the NFMS Members informed by submitting articles to the NAFMS Newsletter and Webmaster.
- \*Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meeting as requested.
- \*Submit a budget to the 1<sup>st</sup> Vice President when requested.
- \*Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- \*Deliver to their successor all material pertaining to the duties of this committee.

## **CIRCULATION**

Circulation Shall:

- \*Manage list of member households
- \*Provide data for "mailing labels" to the firm who mails the Northwest Newsletter.
- \*Update mailing information from annual club membership lists from Directory Chair.
- \*Update by deleting and adding members' information received from the individual clubs during the calendar year.
- \*As needed, use a service to obtain correct address data when US Postal Service sends a "not deliverable as addressed".
- \*Submit a financial report to the NFMS Treasurer.

## **CREDENTIALS**

Credentials shall:

- \*Publish instructions to Federation Directors or Alternate Delegate, for intent to attend meetings, and Credentials Forms in the Northwest Newsletter.
  - \*Accept the Credentials of all Directors and Delegates prior to the Annual Meeting in keeping with the By-Laws.
  - \*See that only authorized persons are admitted to the Annual Business Meeting as Directors & Delegates.
  - \*Certify that the Credentials are in order for all Directors and Delegates present at any annual Meeting.
  - \*Report to the Assembly at the Annual Meeting number of Delegates and Clubs represented at that meeting.
- CUSTODIAN: Chaired by the NFMS 2<sup>nd</sup> Vice President

**CUSTODIAN:** Chaired by the NFMS 2<sup>nd</sup> Vice President

Custodian shall:

- \*Be responsible for all NFMS Properties. Each person with the NFMS having possession of properties is automatically an ex-officio member of the Committee. Committee members are responsible for the upkeep, repairs and maintenance of those NFMS owned properties in their possession.

Each Committee Shall:

- \*Prepare a complete inventory of NFMS properties in their possession.
- \*Submit their inventory to the Chairman before the Mid-Year Meeting each year.

The Chairman shall:

- \*Keep an inventory list.
- \*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.
- \*Prepare and submit a report for the Mid-Year and Annual Meetings.

## **DIRECTORY**

Directory shall:

- \*Under the direction of the Executive Secretary, Publish the annual NFMS Membership Directory, to be available by Mid-Year Meetings, listing NFMS Membership names, addresses, and telephone numbers as of January 1<sup>st</sup> of that year.
- \*Under the direction of the treasurer, request of each membership Society, by November 20<sup>th</sup> each year, a list of the names, addresses and phone numbers of the officers and members, said list to be of paid up members as of December 31<sup>st</sup>. The list to be mailed to the NFMS Treasurer by January 10<sup>th</sup> of the following year.
- \*Maintain the official, complete list of the NFMS memberships.
- \*Coordinate with the Treasurer, Secretary, Newsletter and such others as might have need of the list of the NFMS members.
- \*Under the direction of the Executive Secretary, maintain the official copy of the By-Laws and Operating Procedures, which are officially published in the NFMS Membership Directory.
- \*Submit a financial report to the Treasurer.
- \*Distribution of the Directories shall be under the direction of the Supplies Chairman.

## **EDUCATION**

Education Chairperson shall:

- \*Serve as the NFMS Education Chairperson to the AFMS (when requested by the AFMS President).
- \*Work closely with the Education Chairperson of the AFMS in promoting education among the societies.
- \*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).
- \*Forward the NFMS entries to the AFMS Chairperson

*Other duties:*

- \*Distribute the Program Aids Manuals to new societies. [such a manual appears to no longer exist]
- \*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.
- \*Appoint such committee members as deemed necessary to carry on the required activities.
- \*Select and purchase educational program material within the limits of the budget set by the Executive Board.
- \*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.
- \*Forward instructional articles to the NFMS Newsletter Editor and the ANFMS Webmaster.
- \*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.
- \*Submit a budget request to the NFMS 1<sup>st</sup> Vice-President when requested.
- \* Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- \*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.

## **HISTORIAN**

Historian shall:

- \*Coordinate with the NFMS Newsletter Editor annually to have copies of the years newsletter transferred to the NFMS Historical files at the NFMS Annual Meeting.
- \*Maintain and preserve all information of historical nature pertaining to the NFMS.
- \*Maintain information from each NFMS Annual Show (coordinate with Ways & Means).
- \*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, By-Laws, Operation Procedures and all special committee reports.
- \*NFMS Secretary will see that copies of all Director Bulletins are sent to the Historian.
- \*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.
- \*Display items from the NFMS history at the Annual Meeting/Show.
- \*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.
- \*Coordinate with officers and chairpersons the disposition of documents and records that may have historical value.
- \*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.
- \*Keep NFMS members informed of NFMS Historical related activities or information by submission of articles to the NFMS Newsletter and NFMS Website.
- \*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.
- \*Submit a budget request to the NFMS 1<sup>st</sup> Vice President when requested.
- \*Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.

\*Deliver to their successor all material pertaining to the duties of this committee within a reasonable time after the end of the fiscal year.

## **JUNIORS**

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

The Chairperson shall:

- \*Recruit a NFMS Juniors Committee composed of individuals from each state represented within the NFMS.
- \*Develop and maintain annual goals for the Committee.
- \*Contact judges who are willing to help NFMS Juniors improve their displaying skills
- \*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.
- \*Serve as a member of the AFMS Juniors Committee (when requested by the AFMS President) and support AFMS Juniors Programs.
- \*Take charge of and administer the NFMS Junior Achievement Trust Fund, Awards and Special Projects.
- \*Keep the NFMS members informed by submission of articles to the NFMS Newsletter and NFMS Webmaster.
- \*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.
- \*Deliver to their successor all material pertaining to the duties of this committee within thirty (30) days of the end of the fiscal year.

The Committee members shall:

- \*Encourage the formation of NFMS Juniors Societies within the NFMS.
- \*Provide assistance and advice to those Societies and to individual junior members of adult societies.
- \*Initiate programs to aid in holding the interest of NFMS Juniors.
- \*Promote Rockhounding and the NFMS to new juniors by speaking and communicating with schools and community groups.

## **NEWSLETTER**

Newsletter shall:

- \*Supervise the publication and mailing 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.
- \*Maintain the Northwest Newsletter as a medium of direct contact between the NFMS Officers and Committees and the members of affiliated Societies.
- \*Establish a deadline for receipt of material for publication in the Northwest Newsletter.
- \*Secure reports of the NFMS Officers, Committee Chairmen and other material of general educational interest.
- \*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.
- \*Actively support all NFMS programs and policies.
- \*Work with Bulletin Aids Chairman and bulleting editor of the Show Host Society to prepare for the Editors' Breakfast and Seminar.
- \*Submit financial cost data for expenses of the Northwest Newsletter to the NFMS Treasurer at the end of each fiscal year.

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.



## **OP COMMITTEE – 5 NFMS NOMINATING COMMITTEE**

**Subject:** Duties of the Nominating Committee

Composition of Nominating Committee: Chairperson – Immediate NFMS Past President  
One member from NFMS areas Idaho/Utah  
Montana, Oregon, and Washington/Alaska  
(Appointed by the NFMS President unless  
Delegated to the NFMS Chairperson)

The Committee shall:

- \*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 1<sup>st</sup> Vice-President.
- \*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 ANFMS Annual Meeting.
- \*Officers will be elected by a majority vote.
- \*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.
- \*The term of office shall be for one (1) year beginning September 1<sup>st</sup>, or as soon thereafter as new Officers are elected and installed.
- \*No person may serve more than one (1) term as President of the NFMS.
- \*No two members of the same household shall serve on the NFMS Executive Board during any term.
- \*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). This sentence was deleted below.
- \*Fulfillment of the duties of the NFMS Nomination Committee shall be the responsibility of the NFMS Nominating Chairperson.

The Chairperson Shall:

- \*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.
- \*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.
- \*Submit a budget request to the NFMS 1<sup>st</sup> Vice-President when requested.

## **NORTHWEST ROCKHOUND RETREAT**

The Chairperson:

- \*Will be responsible for all activities and results of the Retreat. The chair will be the contact person for all activities of the Retreat.
- \*Will negotiate the contract between the NFMS and the Oregon Museum of Science and Industry for the use of the Hancock Field Station.
- \*Shall develop a budget for the Retreat and determine Program costs to be charged.
- \*May appoint individuals working with and under the direction of the chair for the following responsibilities:  
Workshops

\*Determine what workshops will be offered and arrange for instructors.

The Registrar/Treasurer:

\*Record registrants and accept payments for the retreat.

\*Make name tags for registrants and instructors.

\*Develop program handout material to be used at Camp Hancock.

\*Provide instructors with a list of who will be in their workshop.

The Publicity Chair:

\*Develop publicity for the Retreat to be published in the NFMS Newsletter.

\*Assist the registrar in developing the program handout.

\*Assist in developing the registration forms for the Retreat and publish them in the NFMS Newsletter.

## **PAST PRESIDENTS' COUNCIL**

Past Presidents' Council shall:

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. 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. The Chairman 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.

The Chairman shall:

\*Act as a contact for the Host Society

\*Coordinate activities for the rest of the committee at the request of the Host Society.

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. 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.

## **PUBLIC LAND ADVISORY**

The Public Land Advisory Chairman, assisted by Committee members shall:

\*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.

\*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.

\*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.

\*Take action to prepare and submit such measures as necessary or desirable to proper legislative bodies or government agencies, as approved and authorized by Executive Board actions.

\*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.

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.

## **PUBLIC RELATIONS**

Public relations shall:

- \*Serve as a member of the AFMS Public Relations Committee
- \*Encourage societies to actively participate in community activities and services.
- \*Encourage interest in the hobby through shows, providing displays, and programs for civic organizations and school and displaying in public and private areas.
- \*Submit articles to magazines and newspapers about the NFMS activities and encourage societies to submit society events to local news media.
- \*Assist societies in having their events listed and reported regionally and nationally.
- \*Promote information that will add to the stature and public image and awareness of the hobby.
- \*Become familiar with programs and projects of the NFMS and AFMS.
- \*Keep the NFMS members informed by submitting articles to the NFMS Newsletter & Webmaster.
- \*Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meetings as requested.
- \*Submit budget to the 1<sup>st</sup> Vice President when requested.
- \*Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- \*Deliver to their successor all material pertaining to the duties of this committee.

## **RESOLUTIONS**

Resolutions shall:

- \*Counsel and advise Member Societies desiring to submit Resolutions at the Annual Meeting (prior to the closing date for such submissions as given in Article XIV of the By-Laws); such counsel and advise to cover, but not be restricted to, proper wording, coverage and placement of the changes desired.

Upon proper submission of Resolutions to the NFMS Secretary, this Committee shall:

- \*Review them immediately, making sure that the aims and purposes of the Society submitting the Resolutions are clearly set forth.
- \*Recommend changes in the Resolution, if necessary, to better insure the intended aims and purposes.
- \*Make certain that such Resolutions are not contrary to the aims and purposes of the legal documents of the NFMS, Inc.

## **SAFETY**

Safety shall:

- \*Serve as a member of the AFMS safety committee.
- \*Maintain Safety manuals for reference.
- \*Promote safety programs for the NFMS.
- \*Be of assistance in furthering better safety measures throughout the NFMS.
- \*Keep the NFMS members informed by submitting articles to the NFMS Newsletter & Webmaster.
- \*Submit a report of activities to the NFMS Executive Secretary for the Mid-Year and Annual Meetings as requested.
- \*Submit a budget to the 1<sup>st</sup> Vice President when requested.
- \*Send receipts of budgeted expenditures to the NFMS Treasurer for reimbursement.
- \*Deliver to their successor all material pertaining to the duties of this committee.
- \*Have present at any NFMS activity a First Aid Kit.

## **SCHOLARSHIP**

Scholarship shall:

- \*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.
- \*Publicize the work of the Foundation through the Northwest Newsletter and at the Annual Meeting.
- \*Report annually to the AFMS Audit Committee all donations received and forwarded. (Amended 7/19/2002).

## **SHOW COORDINATION**

Show Coordination shall:

- \*Accept from the various Member Societies information regarding shows sponsored by them and to register the same on the Show Calendar.
- \*Advise Societies of conflict with prior registrations and to suggest alternate dates.
- \*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.
- \*Notify the AFMS Show Coordinator as soon as a bid for a Federation Show is accepted.

## **SLIDE AND VIDEO LIBRARY**

Slide and Video Library shall:

- \*Coordinate all activities with the Education Chairman.
  - \*Maintain a library of colored slides, videos, movies and other program material to send out to Member Societies upon request. Programs are sent out free of charge to the Societies, the cost being covered by unrestricted funds from the Endowment Fund. The Societies are responsible for postage, and insurance to return the programs.
- 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.

## **STAMPS**

Stamps shall:

- \*Arrange for the collection of such postage stamps as may be of value in contributing to cancer research, or other charitable use (amended 1995).
- \*Arrange for disposal (sale) of stamps to convert to dollars.
- \*Forward receipts to the NFMS Treasurer.
- \*Report annual activity and receipts at the mid-year and Annual Meetings and through articles submitted to the Northwest Newsletter.

## **SUPPLIES**

Supplies shall:

- \*Maintain all NFMS supply materials.
- \*Coordinate with the Directory Chairman.

\*Direct the distribution of the one (1) complimentary copy of the NFMS Membership Directory that each member club receives. Direct the distribution of the one (1) complimentary copy of the NFMS Membership Directory that each member club receives. Each NFMS Executive Officer and committee chair also receive a copy at no charge. Directories may not be sold or transferred to individuals or organizations that do not have an inherent need to conduct NFMS business.

\*Fill out orders for supply materials that are ordered by Member Societies.

\*Provide all supplies at a table at Mid-Year and Annual Meetings.

\*Keep a record of all mailing and packaging costs and report to the treasurer.

\*Report annual activity, supplies on hand, and receipts at the Mid-Year and Annual Meetings and through articles submitted to the Northwest Newsletter.

The Treasurer shall advance to the Supply Chairman a petty cash fund of fifty dollars (\$50.00) to be used for postage and packaging supplies.

## **WAYS AND MEANS**

Ways & Means shall:

\*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 Chairman or his 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 Club and other Volunteers).
- d) Conduct other fund raising activities throughout the fiscal year as approved by the NFMS Executive Board.

The NFMS Executive Board must approve all expenses and mileage reimbursements.

\*Receive and maintain financial records and reports from all officers and committee chairs that have to do with finances of the NFMS

\*Furnish the President with a suitable Plaque to be presented to the Show Chairman.

## **OP COMMITTEE -6 WEBMASTER**

Duties of Webmaster

The purpose of the NFMS official web site is to provide information to members and interested parties in an electronic form. This method allows timely presentation of pertinent information by an economical mode.

The web site will be maintained by the NFMS webmaster.

Duties of the NFMS webmaster include:

\*Develop and maintain the site in a pleasing, easy to navigate presentation.

\*Post and update relevant information as it becomes available.

\*Follow NFMS Federation guidelines for posting of articles and information, and obtain approval from the NFMS Executive Board prior to posting any questionable information.

\*Maintain a connection to the AFMS web site through interaction with the AFMS webmaster.

\*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.

\*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.

\*Submit a budget request to the NFMS 1<sup>st</sup> Vice President when requested.

\*Send receipts of budgeted expenditures to the NFMS treasurer for reimbursement.

## **WEBSITE CONTEST**

### **General Responsibilities**

1. Establish a closing date for receiving entries.
2. Publicize the Web Site Contest in the NFMS Newsletter including deadline for entries.
3. Post all Contest documents on the NFMS web site.
4. Create/maintain a list of NFMS web sites and send notices directly to the webmasters when possible.
5. Receive and record all contest entries.
6. Forward the entries to the Regional Federation judges (they will be assigned by the AFMS).
7. Receive the Scored results (and completed Score Sheets) from the judges.
8. 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.
9. Request a plaque for the first place NFMS Web Site Contest winner.
10. Prepare certificates and copies of NFMS score sheets for each entrant.
11. Present awards at the "Editors and Webmasters Breakfast" during the NFMS Show & Convention.
12. Send names of winners to the NFMS Newsletter Editor for publication.
13. Participate as a member of the AFMS Website Contest Committee to improve the Contest

## **OP COMMITTEE -2, RULES & AWARDS COMMITTEE**

Subject: Duties of the Rules and Award Committee.

### **Part A, General Duties**

The Rules and Awards Committee shall:

\*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 By-Laws.

\*Edit, publish, and make available the NFMS Rules for show competition, pursuant to provisions in the AFMS UNIFORM RULES. These will provide for:

- (a) Listing of divisional awards and classes, plus special and memorial awards and trophies.
- (b) Special Northwest classes available for regional competition.
- (c) Any interpretations or information available since publication of the current AFMS Uniform Rules Book, or reference to such information.
- (d) Special rules for the show such as:
  - (1) Hours for placing exhibits.
  - (2) Opening and closing hours.
  - (3) Instruction for leaving keys to exhibits for Faceting and Miniature Minerals.
  - (4) Any special circumstances not covered in the AFMS Uniform Rules.
- (e) Assure appropriate honorarium be provided for participating qualified judges.

### **PART B, Specific Duties of Committee Member**

#### **Section 1, Rules Chair**

Rules Chair shall:

\*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).

\*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.

\*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.

\*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.

\*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.

\*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.

\*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.

\*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.

\*Oversee the distribution of all place awards and awarding of trophies.

\*Provide a list of all winners to the Northwest Newsletter Editor for Publication.

\*Answer questions from the membership regarding nomenclature. Those questions that cannot be answered personally will be referred to the best authority available.

\*Make up Competitive Application (forms) for the applicable show and have them printed in the NFMS Newsletter.

\*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.

\*Tell Host Society to provide at least three chairs for each Judging Team to use on the floor.

### **Section 2, Judging Director**

Judging Director shall:

\*Be responsible for obtaining and appointing sufficient judges and clerks to judge all classification of exhibits at the NFMS Annual Show.

\*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.

\*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.

\*See that all material pertinent to judging is obtained and made available e.g. judging forms, 10 X Loupe, faceting inventories, carrying boxes for faceted stones and micro-mounts, references, rules, etc.

\*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.

\*Supervise the judging procedure, making certain that the Uniform Rules are being properly administered.

\*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.

### **Section 3, Exhibits Registrar**

Exhibits Registrar shall:

- \*Be in charge of receiving applications for Competitive display space for the NFMS Show and AFMS Show when hosted by the NFMS.
- \*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.
- \*Keep records of all application, checking eligibility of exhibitor to compete in indicated group and Class.
- \*Keep the Judging Director and Rules Chair closely posted as to number of exhibitor in each class.
- \*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.
- \*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.
- \*Provide application forms, request and status reports for publication in the Northwest Newsletter.

#### **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 1<sup>st</sup> of the year.
  - c) These awards shall be limited to memorial awards honoring a 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 Chairman 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:
  - \*The Lester Ziehen Memorial Trophy for best "Mineral" exhibit.
  - \*The John T. Hedin Memorial Trophy for best "Petrified Wood or Wood Casts" exhibit.
  - \*The Rodney J. (Rod) Smith Memorial Trophy for best "All Northwest Material" exhibit.
  - \*The Isabelle B. Mattison Memorial Trophy for the best exhibit by a Junior Member or Junior Society.
  - \*The Lucille Lindner Junior Achievement Award (to be administered by the NFMS Junior Committee).
  - \*A special Sweepstakes trophy may be awarded to the most outstanding exhibit at the Show.
 (Amended April 28, 2018: Annual Meeting, Yakima, WA)

#### **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.**

#### COMMITTEE COMPOSITION:

Chairperson, Secretary, Treasurer, Financial Advisor, NFMS First Vice President, NFMS Second Vice President

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.

#### 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.

#### 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 yeas 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.

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 insure 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.

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. (Added 9;11;2021 Annual Meeting)

## 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.

## 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.

## BUDGET:

The Committee Chairman shall submit an annual budget to the NFMS First Vice President covering the administrative expenses of the Committee.

## ANNUAL MEETING:

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.

ENDOWMENT FUND COMMITTEE HANDBOOK: 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. (Amended April 28, 2018: Annual Meeting, Yakima, WA)

## **OP COMMITTEE -4, Junior Achievement Trust Fund (Managed through Endowment Committee)**

**Subject:** Implementation of OP General -4,

**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

NFMS Junior Achievement Trust Fund Committee is hereby established and shall be composed of the following:

\*Chairperson (the NFMS Juniors Chairperson will serve in this capacity). The Chairperson may add NFMS State assistants as desired.

\*Treasurer (the NFMS Treasurer shall serve in this capacity).

\*Financial Advisor (below).

The NFMS Junior Achievement Trust Fund Committee shall be responsible for:

\*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 1<sup>st</sup> Vice-President and NFMS 2<sup>nd</sup> Vice-President. The Rules and Requirements for this award are available from the Juniors Chairman and are also printed annually in the NFMS Northwest Newsletter and the NFMS Website, Juniors page.

\*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.

\*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.

\*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.

\*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.

\*The NFMS Junior Achievement Trust Fund shall be covered by the bonding policy of the NFMS.

\*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.

\*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.

\*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.

