

*Eastern Federation  
of  
Mineralogical & Lapidary Societies*



*Procedure Manual*

*Eastern Federation of Mineralogical  
& Lapidary Societies  
Operating Procedure Manual*

*Forward*  
Reference: 1

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FOREWORD

*EFMLS Bylaws, Article XIII, Section 1, state that "an 'Operating Procedure' shall be prepared for each officer, committee, and appointed person. These procedures, shall contain all requirements of the Bylaws and any other needed rules defining the duties and responsibilities for that office or committee. For committees, they shall include the number of members required, any special requirements for membership, and method of selecting members. In special cases, they may provide for a method of selecting the Chairman other than appointment by the President. The original and any revision shall be approved by the Executive Board".*

This Procedure Manual is intended to guide incoming, as well as present, officers, committees and others. Material here was abstracted from the EFMLS Bylaws and from prior editions of various "OPs" and modified by the input of present and prior officers and committee chairpersons.

Efforts have been made to ascertain that no conflicts exist between these working documents and the EFMLS Bylaws. However, should any be noticed then the Bylaws shall take precedence and the request is made that the Operating Procedures Committee be notified.

It should also be noted that these operating procedures are, in many ways, non-restrictive. It was the purposeful intent that items be worded with "action" verbs to tell what is to be done by officers and chairpersons and therefore what is expected of them by others. It is not the intent to tell how they are to achieve their missions and goals; that is their prerogative. To provide a complete recipe would only inhibit and destroy initiative and creativity.

It should also be noted that all records, documents, correspondence, files, books, and manuals pertain to offices, committees and appointments are considered the property of the Eastern Federation of Mineralogical Society. These should be kept current and passed to successors.

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The Eastern Federation of Mineralogical and Lapidary Societies, Inc. encompasses the states of Connecticut, Delaware, District of Columbia, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia and West Virginia. Member societies from Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina and Tennessee that elected to remain in the EFMLS when these states were ceded to the Southeast Federation may remain as long as active membership is maintained.

The business and projects of the Federation are administered by its Board of Directors, Executive Board and various committees.

The Board of Directors meets annually at the time of the convention and show to conduct regular business such as the election of officers, develop programs, develop a budget, and coordinate activities. The Executive Board conducts the necessary business of the Federation between these Board of Director meetings at times and locations called by the President.

The work of the Federation is assured through the service and assistance of its many committees whose chairmen are (usually) appointed by the President. Committeemen and chairs are a most important part of the EFMLS. They are dedicated members who work diligently on projects and activities the results of which are seen in the accomplishments of the Federation.

The voices of the Federation are its Newsletter and Digest.

The conduit of information of the Federation is its Regional Program - a layered group of individuals (Regional Vice Presidents, Area Representatives and Club Liaison Officers) - who can disseminate information quickly to the local level and, most importantly, be sensitive to input from the societies and individuals the EFMLS serves.

The purpose of the Federation is to do together what we cannot do alone or in small groups.. Local societies and individuals ARE the Federation. EFMLS progress depends upon their efforts and mutual assistance.

Respectfully submitted to the Executive Board  
Reivan Zeleznik, Chair  
Shirley Greenberg  
Carl Phillips

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# Procedure Manual

## Section I: Officers

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*President  
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## **I Purpose, Objective or Goal**

The President is the senior elected officer who leads the EFMLS in official functions and represents the EFMLS to organizations and to the public at large.

## **II Enabling A Authority**

Bylaws, Article VI: Officers

Bylaws, Article VII: Board of Directors

Bylaws, Article VIII: Executive Board

Bylaws, Article IX: Meetings

Bylaws, Article X: Elections

Bylaws, Article XI: Duties of Officers

Bylaws, Article XII: Committees

Bylaws, Article XV: Affiliations

## **III Duties and Functions**

1. Is the senior General Officer (Article VI, Section 1)
2. Serves on the Board of Directors and the Executive Board (Article VII, Section 2)
3. Attends and presides at all Federation meetings (annual, Board of directors & Executive Board] (Article XI, Section 1)
4. Appoints a parliamentarian (Article IX, Section 3)
5. Prepares meeting agendas for Secretary to include with convention call (Article IX, Section 4)
6. Convenes meetings of the Board of Directors or Executive Board when necessary, notifying members of date, time and place at least 15 days prior to meeting (Article IX, Section 6)
7. Requests Secretary to poll Board of Directors or Executive Board by mail instead of calling special meeting (Article IX, Section 7)
8. Serves in office for only one year, beginning on November 1 following election and ending on October 31 of the following year (Article X, Section 5) except when the Annual Meeting is in November or December and then the term of office starts immediately after election
9. Serves as ex-officio member of all committees except Nominating Committee & those committees whose operating procedures make other provisions (Article XI, Section 1)
10. Appoints all committee chairs except Nominating Committee, Long Range Planning Committee and those committees whose operating procedures make other provisions (Article XI, Section 1)
11. Administers the budget (Article XI, Section 1)
12. Coordinates and supervises the duties of officers and committee chairmen (Article XI, Section 1)
13. Establishes and eliminates committees as required by Federation needs (Article XII, Section 1)
14. Conducts an election to select an AFMS Vice President to represent the EFMLS. AFMS Vice Presidents are to be elected each year except during years when an EFMLS representative becomes President-Elect and President.
  - a. Electors shall be the EFMLS Executive Board and all Past Presidents of the Federation.
  - b. All individuals who were elected by the Directors at an annual meeting shall be eligible to hold this position (except those who will represent EFMLS as Directors at the annual AFMS meeting.)
  - c. The President shall confer with those nominated to determine whether or not they are willing to serve.
  - d. A mail ballot shall be prepared and disseminated to the electors. Ballots are to be returned to the Federation Secretary (unless he/she is a candidate, in which case a substitute ballot counter should be named.)

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*President  
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- e. The name of the elected person shall be forwarded to the AFMS no later than February 1 of each year.
  15. Appoints chairman and other members of Eastern Foundation Fund Committee (Article XII, Section 4)
  16. Serves as an AFMS Director (Article, V, Section 3) (Transportation expenses for travel to the AFMS annual meeting will be reimbursed except when EFMLS is the host federation for the meeting, (Only R/T air fare for President at the lowest coach fare is reimbursable and must be substantiated by airline or travel agency. Travel arrangements must be made in a timely manner to insure the lowest possible airfares).
  17. Selects a recipient for the Wildacres Appreciation Award from among the cadre of staff members who have ever worked at the EFMLS Wildacres Workshops.
    - a. Prepares plaque and citation and presents these to the recipient at one of the workshop sessions.
  18. Writes a President's Message for each issue of Federation publications
  19. Writes a Message for the show program
  20. Arranges sites for executive board meetings
  21. Initiates actions, outlined in the Bylaws, to fill officer and committee chair vacancies
  22. Assures the filing of tax returns
  23. Appoints committee to audit Federation books
  24. Appoints 2 members to serve 3 year terms on the Long Range Planning Committee
  25. Participates in convention opening ceremonies
  26. Cooperates with Show Chairman re: program, head table, special guests, room set-up, photographer
  27. Cooperates with Show Chairman in coordinating presentation of awards and trophies re: federation trophies, All-American, bulletin editors, scholarships, etc
  28. Cooperates with Show Chairman and AFMS President to coordinate convention plans with AFMS when joint Convention and Show occur
  29. Orders EFMLS President's pin for successor from Supply Chairman
  30. Presents pin and gavel to incoming President
  31. Writes "thank you " notes to: club hosting Federation show, club or person hosting Board meetings, committee chairpersons and officers at end of term of office
  32. Writes AFMS report and mails to AFMS Executive Secretary 45 days prior to AFMS meeting
  - 33 Sends copies of documents and reports to Historian
  34. Appoints, with approval of Executive Committee, EFMLS members to serve on AFMS committees
  35. Answers correspondence promptly with copies to appropriate others and all official correspondence to the Secretary
  36. Copies all material to the First Vice President to assure the continuity of office should he become incapacitated
  37. Serves as delegate to AFMS Scholarship meeting
  38. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
  39. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
  40. Submits to the First Vice-President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
  - 41 Performs other usual and customary duties (Article XI, Section 1)



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*First Vice President*  
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## **I Purpose, Objective or Goal**

The first vice President is the elected officer who, in the absence of the President, leads the EFMLS in official functions and represents the EFMLS to hobby-related and non-hobby-related organizations and to the public at large.

## **II Enabling Authority**

Bylaws, Article VI: Officers

Bylaws, Article VII: Board of Directors

Bylaws, Article VIII: Executive Board

Bylaws, Article X: Elections

Bylaws, Article XI: Duties of Officers

Bylaws, Article XII: Committees

Bylaws, Article XV: Affiliations

## **III Duties and Functions**

1. Is the next-to-the-senior-most General Officers (Article VI, Section 1)
2. Serves on the Board of Directors and the Executive Board (Article VII, Sect 2 & Article VII, Section 1)
3. Performs, in the absence or incapacity of the President, all the duties of the President (Article XI, Section 2)
4. Succeeds to the office of President if that office becomes vacant (Article XI, Section 2)
5. Serves in office for only one year, may serve a succeeding term, but may not be elected to more than two consecutive terms, each term to begin on November 1 following election and end on October 31 of the following year (Article X, Section 6) except when the Annual Meeting is in November or December and then the term of office starts immediately after election.
6. Serves as a member of the Eastern Foundation Fund Committee (Article XII, Section 4)
7. Serves as an AFMS Director (Article XV, Section 3) (Transportation expenses for travel to the AFMS annual meeting will be reimbursed except when EFMLS is the host federation for the meeting, Only R/T air fare for chairman at the lowest coach fare is reimbursable and must be substantiated by airline or travel agency. Travel arrangements must be made in a timely manner to insure the lowest possible airfares).
8. Conducts the elections of the Regional Vice Presidents with even numbered regions having elections in even numbered years and odd numbered regions in odd numbered years
  - a. Develops, in consultation with the Executive Board time table for entire process
  - b. Writes letters to each club in the region to invite nominations. Include close date.
  - c. Contacts nominees to see if they are willing to run
  - d. If no nominations are made, contacts clubs again, with new timetable
  - e. When more than 1 person is nominated, prepares a letter ballot requesting the regionalclubs to vote and again, with a new close date.
  - f. The candidate receiving the most votes is the winner and is announced to the clubs
  - g. If, at the deadline for voting, there is a tie vote, then,
    - 1) if there are more than two candidates a new election shall be held with only the tied candidates on the ballot
    - 2) if not allsocieties have voted,theVicePresident shall notify all clubs by letter of the situation and urge those who have not voted to vote by a new deadline
    - 3) if all societies have voted or there is still a tie after the new deadline, the Vice President shall notify the President who shall conduct a mail ballot of the Executive Board to decide the winner
  - h. Notifies each club president in the region, by mail, of the newly elected Regional VP, either by majority vote or by acclamation if only one candidate was named
  - i. Copies this announcement letter to all Executive Board members
  - j. Writes a congratulatory letter to each newly elected Regional VP

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*First Vice President*  
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9. Serves as a member of the AFMS Scholarship Foundation
10. Serves as chair of the Budget and Finance Committee
11. Prepares for the Budget & Finance Committee, no later than 45 days prior to the Annual Meeting, a consolidated record of all officer and committee expenses, reimbursed or not, incurred in visiting, writing or telephoning clubs
12. Prepares, with the assistance of the Budget and Finance Committee, no later than 30 days prior to the annual meeting, a budget for all offices and committees for the following fiscal year
13. Copies all material to the Second Vice President to assure the continuity of office should he become incapacitated
14. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence etc)
15. Procures and presents plaque to outgoing President
16. Performs other usual and customary duties (Article XI, Section 1)

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*Second Vice President  
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**I Purpose, Objective or Goal**

The Second Vice President is the elected officer who, in the absence of the First Vice President assumes his duties

**II Enabling Authority**

Bylaws, Article IV: Membership

Bylaws, Article VI: Officers

Bylaws, Article VII: Board of Directors

Bylaws, Article VIII: Executive Board

Bylaws, Article X: Elections

Bylaws, Article XI: Duties of Officers

Bylaws, Article XII: Committees

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2)
2. Approves or disapproves, with the recommendation from the appropriate Regional Vice President, the admission to the Federation of a qualified earth science, lapidary, or gem society (Article IV: Section 4)
3. Sends copies of approved new society applications to EFMLS President, Secretary, Editor and Supplies Chair, and notifies AFMS Central Office
4. Succeeds to the office of First Vice President if that office becomes vacant (Article IX, Section 3)
5. Serves in office for only one year, may serve a succeeding term, but may not be elected to more than two consecutive terms, each term to begin on November 1 following election and end on October 31 of the following year (Article X, Section 6) except when the Annual Meeting is in November or December and then the term of office starts immediately after election
6. Notifies the new member society, all General Officers, the appropriate Regional Vice President, the appropriate Area Representative, Chairs of the Directory Committee, Insurance Coordination Committee, Slide & Video Library Committee, Supplies Committee and Wildacres Functioning Committee, and the AFMS Central Office of the new society acceptance into the Federation
7. Supervises the Regional Program, providing guidance and counsel to the Regional Vice Presidents
8. Maintains possession of and displays United States flag at Annual and Executive Board Meetings.
9. Determines which two (2) clubs are to receive the "M" (membership) Award. The large club (50+ members) and the small club (less than 50 members) which have had the greatest increase in their number of members over last year shall be selected. Membership numbers are to be determined from the current and previous year's EFMLS Directories. The Second Vice-President presents the awards at the Annual Meeting.
10. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
11. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
12. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
13. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
14. Performs other usual and customary duties as may be assigned or prescribed

*Revised: April 15, 2001  
Approved: July 8, 1994*

# *Eastern Federation of Mineralogical & Lapidary Societies Operating Procedure Manual*

*Secretary  
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## **I Purpose, Objective or Goal**

The Secretary is the elected officer who keeps records of Federation proceedings and is the information conduit between the Federation and its member societies, and between the Federation and other federations

## **II Enabling Authority**

Bylaws, Article IV: Membership  
Bylaws, Article VI: Officers  
Bylaws, Article VII: Board of Directors  
Bylaws, Article VIII: Executive Board  
Bylaws, Article IX: Meetings  
Bylaws, Article X: Elections  
Bylaws, Article XI: Duties of Officers  
Bylaws, Article XII: Committees  
Bylaws, Article XVI: Amendments

## **III Duties Functions**

1. Causes to be published, the withdrawal of a member society from the Federation (Article IV, Section 6)
2. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 & Article VII, Section 1)
3. Publishes the agendas for all meetings and distributes them to all officers, committee chairs and member societies (Article IX, Section 4)
4. Receives registration forms from directors and delegates, or their alternates, fifteen days prior to the annual meeting (Article IX, Section 5)
5. At the request of the President, polls the Board of Directors or the Executive Board by mail, stating the issue and the required date of the ballot return, and then notifies the President of the results (Article IX, Section 7)
6. Serves in office for a two year term and may serve any number of succeeding terms, each term to begin on November 1 following election and end on October 31 of the appropriate year (Article X, Section 7 except when the Annual Meeting is in November or December and then the term of office starts immediately after election)
7. Writes minutes and keeps accurate records of all proceedings of the Federation, the Board of Directors, and the Executive Board (Article XI, Section 4)
8. Communicates and cooperates with secretaries of the AFMS and other regional federations (Article X, Section 7)
9. Informs, through and with the editor, the Board of Directors and member societies of Federation activities (Article X, Section 7)
10. Notifies members of the Board of Directors of proposed Bylaw amendments at least 60 days prior to a properly called meeting (Article XVI, Section 1)
11. Prepares and distributes Call to Convention, tentative agenda and club delegate registration form so as to be received by member societies it least 60 days prior to convention.
12. Sends additional copy of registration form to General Show Chairman
13. Duplicates necessary number of copies of all officer reports, committee reports, agenda, convention procedures and standing rules, and assembles packets for distribution to each delegate, board member, committee chair and past-president at convention
14. E-mails copies of report packets to all current officers, past presidents, committee chairs and registered directors, delegates and alternates having e-mails at least 10 days prior to the annual meeting.
15. Prepares a list of registered club delegates and alternates, EFMLS officers, area representatives, committee chairs, past presidents, AFMS officers and guests for verification and sign-in at registration table

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*Secretary*  
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15. Distributes voting ID slip to qualified voters at registration
16. Supplies various colored ribbons for voting delegates, officers, committee chairs and area representatives
17. Prepares and distributes packets to directors, delegates, officers and committee chairs
18. Ascertains a quorum (Article IX, Section 8)
19. Sends copies of minutes to the editor for publication and the President for review
20. Retains custody of the Official Seal, federation banner, officer and committee placards, written records from 1970 to the present, and two 2 drawer filing cabinets
21. Retains member society information sheet (which accompanies dues payment) from Treasurer
22. Organizes and files copies of all duplicate correspondence sent by officers and committee chairs
23. Organizes and files copies of minutes, digests and newsletters
24. Researches answers from officers, committee chairs, member societies, other federations, and others as requested
25. Copies all significant correspondence to the President
26. Sends AFMS President, AFMS Editor and AFMS Central Office a complete list of all new Federation committee chairs and officers, their names and addresses at the beginning of the Federation year. Also notifies who has been deleted, and sends other changes as they occur
27. Informs AFMS Central Office of all new clubs, their presidents and editors, with names and addresses. Also notifies of disaffiliating clubs
28. Submits an annual report to the President to be received at least 30 days prior to the Annual Meeting and Convention.
29. Submits to the First Vice President no later than 60 days prior to the -Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
30. Submits to the First Vice-President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
31. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
- 32 Performs other usual and customary duties as may be assigned or prescribed

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*Treasurer  
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**I Purpose, Objective or Goal**

The Treasurer is the elected officer who receives and disburses funds of the Federation and who maintains records of transactions, accounts and bank records.

**II Enabling Authority**

- Bylaws, Article VI: Officers
- Bylaws, Article VII: Board of Directors
- Bylaws, Article VIII: Executive Board
- Bylaws, Article X: Elections
- Bylaws, Article XI: Duties of Officers
- Bylaws, Article XII: Committees
- Bylaws, Article XIII: Operating Procedures

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2)
2. Receives all dues and other Federation funds except as provided for in the Bylaws, Article XIII, Section 2. (Article XI, Section 5)
3. Disburses funds when authorized by the President (Article XI, Section 5)
4.
  - a. Keeps a full and accurate account of transactions (Article XI, Section 5)
  - b. Keeps a full and accurate transaction summary from all committees which receive and/or expend funds
5. Renders a yearly written itemized report at the Annual Meeting (Article XI, Section 5)
6. Serves in office for a two year term and may serve any number of succeeding terms, each term to begin on November 1 following election and end on October 31 of the appropriate year (Article X, Section 8) except when the Annual Meeting is in November or December and then the term of office starts immediately after election
7. Presents accounts and bank records for audit at least 30 days prior to the Annual- Meeting (Article XI, Section 5)
8. Reimburses officers and committee persons for expenses in carrying out their assigned duties provided receipts for expenditures are submitted when reimbursement is requested and such expenses are within the budgeted amount for that office. The only travel reimbursement authorized is for the President, 1st V.P. and Uniform Rules committee Chairperson to attend the annual AFMS meeting when it is not hosted by an EFMLS member club (or the Federation itself). Travel reimbursement is limited to R/T airfare at the lowest coach fare when it is substantiated by the airline or travel agency. There is no reimbursement for hotel, food or local mileage.
9. Serves on the Eastern Foundation Fund Committee (Article XII, Section 4)
10. Arranges for the transfer with prior or succeeding officer of checking and savings accounts and the transfer of the "Honesty Bond"
11. Prepares federal and applicable state income tax returns
12. Copies all material to the Assistant Treasurer, including copies of vouchers, to assure the continuity of office should he become incapacitated

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*Treasurer  
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13. Notifies member societies by mail of:
  - a. EFMLS dues and Club Information- Form (see section VI)
  - b. reminds them that, for EFMLS purposes, their membership roster is as of December 31. And that, for EFMLS purposes, a club member is anyone who may vote and/or hold office and may be an individual or part of a family membership, including juniors.
  - c. current EFMLS dues rate.
  - d. need to send completed Club Information Form for listing in the EFMLS Directory.
  - e. reminder to send names of latest election, even though another election may be held during the year
  - f. need for promptness because of Directory deadline
  - g. changes & corrections will be published in the Digest or Newsletter during the year
14. Prepares and sends, with the dues notification, two (2) copies of the Club Information Form to each affiliated society and instructs them to return one copy to the EFMLS Treasurer with their dues payment and one copy to the Directory Editor.
15. Sends follow-up reminders to non-paying societies in February.
16. Sends original Club Information Forms to the Secretary and a copy to the Supplies Chair (Article VII, Section 1)
17. Sends list of delinquent clubs to all members of the Executive Board and chairpersons of the following committees: Slide Program, All American Federation Club, Bulletin Editors' Advisory, Show Coordinator, Wildacres Registrar, Supplies, Geology Tour, Insurance, Each One Teach One and any other committee so requesting.
18. Receives and records donations and forwards to appropriate account (e.g. Eastern Foundation Fund).
19. Compiles data on EFMLS membership and prepares check for EFMLS dues to AFMS as soon as possible after January 1
20. Keeps accounts (EFF, CD, savings, etc) updated and ensures that CD is renewed at most favorable and secure rate
21. Keeps Assistant Treasurer informed about all accounts (where, signatures required, etc) and status of all important records in the event the Assistant Treasurer has to assume the responsibilities of the Treasurer.
22. Serves as member of the Budget and Finance Committee
23. Assures payment of premium for "Honesty Bond"
24. Possesses knowledge and skills relating to financial records
25. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all Treasurer's expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
26. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
27. Submits to the First Vice-President no later than 60 days prior to the Annual Meeting, a budget for this office for the following fiscal year.
28. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
29. Performs other usual and customary duties as may be assigned or prescribed

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*Assistant Treasurer  
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**I Purpose, Objective or Goal**

The Assistant Treasurer is the elected officer who assists the Treasurer and, if necessary, succeeds to the office of Treasurer.

**II Enabling Authority**

Bylaws, Article VI: Officers  
Bylaws, Article VII: Board of Directors  
Bylaws, Article VIII: Executive Board  
Bylaws, Article X: Elections  
Bylaws, Article XI: Duties of Officers  
Bylaws, Article XII: Committees  
Bylaws, Article XIII: Operating Procedures

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 & Article VII, Section 1)
2. Assists the Treasurer in the preparation of bills and accounts. (Article XI, Section 6)
3. Performs duties as assigned by the Treasurer (Article XI, Section 6)
4. Succeeds to the office of Treasurer if that office becomes vacant (Article XI, Section 5)
5. Serves in office for a two year term and may be elected to one (1) succeeding term, each term to begin on November 1 following election and end on October 31 of the appropriate year (Article X, Section 9) except when the Annual Meeting is in November or December and then the term of office starts immediately after election
6. Checks math, co-signs all checks and forwards to recipients
7. Maintains back-up files of all records sent by Treasurer including vouchers, checks, letters and memoranda
8. Serves on the Budget and Finance Committee
9. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
10. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
12. Performs other usual and customary duties as may be assigned or prescribed

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*Eastern Federation of Mineralogical  
& Lapidary Societies  
Operating Procedure Manual*

*Editor*  
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**I Purpose, Objective or Goal**

The Editor is the elected officer who gathers and then disseminates Federation news and information via the EFMLS Newsletter and the EFMLS Digest. The editor also performs related activities.

**II Enabling Authority**

Bylaws, Article VI: Officers  
Bylaws, Article VII: Board of Directors  
Bylaws, Article VIII: Executive Board  
Bylaws, Article X: Elections  
Bylaws, Article XI: Duties of Officers  
Bylaws, Article XII: Committees

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2)
2. Serves in office for a two year term and may serve any number of succeeding terms, each term to begin on November 1 of the year following election and end on October 31 of the appropriate year (Article X, Section 10) except when the Annual Meeting is in November or December and then the term of office starts immediately after election
3. Publishes a periodical called *The EFMLS News* and whose associated duties include, but are not limited to: gather information, edit, print and distribute *The News*. It shall include the minutes of all EFMLS meetings, and news of programs, committees, accomplishments, and other items of importance and interest to member societies. Publication should contain a President's message or message from a member of the Executive Board, show announcements, Wildacres and Geology Tour announcements, committee reports, other items at the discretion of the Editor
4. Disseminates EFMLS information in other periodicals and media as appropriate.
5. Maintains a mailing list to facilitate timely distribution of information
6. Mails publications in a cost efficient manner (such as maintaining a post office bulk mailing permit)
7. Mails EFMLS News to:
  - Two copies to each member society - President and Editor (or Secretary)
  - All EFMLS officers and committee chairpersons
  - All area representatives
  - All EFMLS past Presidents
  - President, Secretary, Executive Office and Editor of AFMS
  - Club Liaison if that person is different from any of the above
  - President, Vice President and Editor of all regional federations affiliated with AFMS
8. Submits an annual report to the President, and a copy to the secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
9. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
10. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following year
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
12. Performs other usual and customary duties as may be assigned or prescribed

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*Regional Officers  
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**I Purpose, Objective or Goal**

The Regional Officers are regionally elected vice-presidents who represent areas within the Federation. They provide a link between the Federation and the member societies within the region

**II Enabling Authority**

Bylaws, Article IV: Membership  
Bylaws, Article V: Regions  
Bylaws, Article VI: Officers  
Bylaws, Article VII: Board of Directors  
Bylaws, Article VIII: Executive Board  
Bylaws, Article IX: Meetings  
Bylaws, Article X: Elections

**III Duties and Functions**

1. Receives applications, fees and dues from and assists local societies in the admission process to the EFMLS (Article IV, Section 4). Ensures that all requested information is complete
2. Forwards applications, fees, dues and recommendation for admission to the EFMLS to the Second Vice President (Article IV, Section 4)
3. Represents and is elected from one of the following regions (Article V, Section 1)  
Region I: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont  
Region II: New York City, Long Island, Westchester, Rockland & Dutchess Counties (NY) and New Jersey  
Region III: New York (except areas listed for Region II), Pennsylvania  
Region IV: Delaware, District of Columbia, Maryland, Virginia  
Region V: Kentucky, Tennessee, West Virginia  
Region VI: North Carolina, South Carolina  
Region VII: Alabama, Georgia, Mississippi  
Region VIII: Florida
4. Appoints and supervises Area Representatives as needed (Article V, Section 1). Preferably, each should be responsible for one to six local societies, depending upon the geographic spread
5. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 & Article VII, Section 1)
6. Serves in office for a two year term and may be elected for any number of succeeding terms. Elections for odd numbered regions shall be held in odd numbered years; elections for even numbered regions shall be held in even numbered years, and whose term begins on November 1 following election and ends on October 31 of the appropriate year (Article X, Section 1)
7. Engages in public relations activities within the region  
Reports periodically and copies all correspondence to the Second Vice President
9. Requests the advice of and keeps the Regional Past-President Advisor informed of developments
10. Provides new member Membership Application Packet to prospective societies
11. Recommended to visit prospective societies, explains EFMLS benefits, shows pamphlets and documents they will receive upon approval of application, and answers questions. Ensures that society understands responsibilities and benefits.

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12. Recommended to visit each member society at least annually (at a meeting, show, swap, picnic, etc).  
Suggestions
  - A. Offer to present a program
  - B. Leave specimens for give-away, raffle or door prize
  - C. Present mini-rundown of EFMLS activities (Wildacres, Geology Tour, Slide Programs, Directory, Newsletter, junior Activities, Annual Meeting, Insurance, etc)
  - D.. Mix with members, introduce yourself and listen for concerns and desires
13. Encourages societies to send their newsletters to Regional VP, EFMLS Pres and Editor, AFMS Pres and Editor, exchange with other clubs
14. Develops regional activities and projects such as swap, regional contest, cracker barrel, and a encouraged to develop a quarterly, regional newsletter featuring club information
15. Assists new society officers as needed
16. Writes annual report for Executive Board meetings
17. If budgeted, requests reimbursement for pre-approved expenses relating to regional program
18. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
19. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs in the region
20. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
21. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
22. Performs other usual and customary duties as may be assigned or prescribed

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*General Show Chairman  
Index I:C: 1*

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**I Purpose, Objective or Goal**

The General Show Chairman is the officer who organizes and arranges the show at which the annual convention is to be held. S/he is responsible for all aspects of the show and the requirements of the federation as pertains to the annual meeting.

**II Enabling Authority**

Bylaws, Article VI: Officers Bylaws, Article VII: Board of Directors

Bylaws, Article VIII: Executive Board Bylaws, Article X: Elections

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 - Article VII, Section 1)
2. Serves a term of office which coincides with that of the president who will chair the annual meeting at the convention for which he (General Show Chairman) is responsible (Article XII)
3. Organizes and assumes responsibility for the conduct of the Annual Convention and Show with the guidance of the Convention Advisory Committee and the EFMLS Convention Code and:
  - A Serves as liaison between the President and the show committee
  - B. Handles all the necessary contracts and arrangements for the show and convention
  - C. Arranges for a packet of registration materials advertising the show, meal functions, exhibiting arrangements, etc. Mails these to all EFMLS officers, club presidents, editors, liaisons, committee chairs, past presidents, AFMS officers, AFMS Central Office, and other interested parties
  - D. Arranges for EFMLS annual meeting space - meeting to be held on the Saturday morning of a 3 day convention or the Friday afternoon or evening of a 2 day convention
  - E. Arranges for a cracker barrel session on the evening before the annual meeting
  - F. Arranges for the Awards Banquet
  - G. Arranges for the Editors' Breakfast
  - H. Arranges for the engraving of trophies
  - I. Forwards competitive display entry applications to EFMLS Rules Chair
  - J. Consults with EFMLS President (and AFMS President if joint convention) for special arrangements such as seating at banquet, desirability of speaker, etc
  - K. Reserves complimentary room for EFMLS President
  - L. Consults with members of EFMLS Convention Advisory Committee when necessary
  - M. Arranges for site for Annual Auction if one is to be held
4. Administers the budget for the Annual Convention and Show
5. Develops convention plans with appropriate officers and committee chairs including, but not limited to, President, Secretary, Bulletin Editors Advisory Chair, Auction Chair, Convention Advisory Chair, and Uniform Rules Chair
6. Presents a preliminary, convention financial report at the Annual meeting
7. Submits a final, itemized financial report within 60 days after the close of the convention
8. Responsibilities may begin prior to and extend beyond the term of Federation office
9. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
10. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
11. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
12. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
13. Performs other usual and customary duties as may be assigned or prescribed

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*Immediate Past President  
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**I Purpose, Objective or Goal**

The Immediate Past President is the non-elected officer who temporarily chairs the Nominating Committee and provides organization continuity to the new administration

**II Enabling Authority**

Bylaws, Article VI: Officers Bylaws, Article VII: Board of Directors  
Bylaws, Article VIII: Executive Board Bylaws, Article X: Elections

**III Duties and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 - Article VII, Section 2)
2. Serves as Temporary Chairman of the Nominating Committee until a Chairman is elected (Article XII, Section 2)
3. Serves as immediate advisor to the new president and new administration
4. Conducts an election for Chairman of the Nominating Committee no later than 30 days after the election of the Nominating Committee.
5. Serves in office for a one year term to begin on November 1 after the term of presidency expires and end on the following October 31 except when the Annual Meeting is in November or December and then the term of office starts immediately after election.
6. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
7. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
8. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
9. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
10. Performs other usual and customary duties as may be assigned or prescribed

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*Eastern Federation of Mineralogical  
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*Past Presidents' Advisory Council Chair  
Index I:C:3*

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**I Purpose, Objective or Goal**

The Chairman & Co-Chairman of the Past Presidents Advisory Council represent the Council to the Federation

**II Enabling Authority**

Bylaws, Article VI: Officers

Bylaws, Article VII, Board of Directors

Bylaws, Article VIII, Executive Board

Bylaws, Article X, Elections

Bylaws, Article XII: Committees

Bylaws, Article XVI, Amendments

**III Duties and Functions**

Chair

1. Serves on the Board of Directors and the Executive Board (Article VII, Section 2 & Article VII, Section 1)
2. Serves a term of office which begins on November 1 and ends on October 31 of the following year
3. Acts as liaison between the Federation and the Council
4. Provides assistance, when requested, to the Board of Directors and the Executive Committee
5. Polls members for views on major issues and proposals
6. Requests members to provide items for discussion at board or executive meetings
7. Casts a vote at the annual meeting which reflects a consensus and considers past presidents' opinions
8. Calls a meeting of the advisory council after the annual meeting, conducts the election of chairman and co-chairman for the following year, and conducts elections for advisor(s) to fill existing vacancies in any region
9. Informs absent PPAC members of news
10. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
11. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
12. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
13. Requests, when necessary, a list of delinquent societies from the Treasurer
14. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
15. Performs other usual and customary duties as may be assigned or prescribed

Co-chair

1. Assumes all of the above duties in the absence of the Chairman
2. Chairs the PPAC jury of Awards Committee

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# Procedure Manual

## Section II: Non-Officers

*Eastern Federation of Mineralogical  
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*Parliamentarian  
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**I Purpose, Objective or Goal**

The Parliamentarian is appointed to assist the presiding officer in the conduct of meetings

**II Enabling Authority**

Bylaws, Article IX: Meetings

**III Duties and Functions**

1. Assists the chair, both before and during the meeting, by advising of the requirements of Robert's Rules of Order
2. Advises chair privately when asked or when necessary to ensure proper conduct of the meeting
3. May give a public opinion of proper procedure when requested by the chair
4. May speak, vote, or make motions only if otherwise qualified to do so. The office of Parliamentarian does not qualify the holder of the office as a member of the meeting
5. Must be familiar with Robert's Rules of Order, the Bylaws of the EFMLS and Operating Procedures
6. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
7. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
8. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
9. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

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# *Eastern Federation of Mineralogical & Lapidary Societies Operating Procedure Manual*

*Area Representative*  
Index: II:B

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## **I Purpose, Objective or Goal**

The Area Representatives are appointed to represent groups of societies within a region. They provide a link between the Federation and member societies.

## **II Enabling Authority**

Bylaws, Article V: Regions

## **III Duties and Functions**

1. Serves for a two year term, coincident with that of its Regional Vice-President and may be appointed for any number of succeeding terms, each term to begin no earlier than the November 1 following elections and to end on the following October 31, except when the Annual Meeting is in November or December, and then the term of office starts immediately after election.
2. Performs all of the functions of the Regional Vice-President when directed to do so, except does not serve on the Board of Directors or the Executive Board, does not vote at meetings unless authorized to do so as a Director or Alternate, and does not supervise other Area Representatives.
3. Assists the Regional Vice-President in public relations activities within the area.
4. Reports periodically and copies all correspondence to the Regional Vice-President
5. Assists the Regional Vice-President with visits to prospective societies, explaining EFMLS benefits and showing pamphlets and documents they will receive upon approval of application, and answering questions. Ensures that society understands responsibilities and benefits.
6. Assists the Regional Vice-President with visits to each member society at least annually (at a meeting, show, swap, picnic, etc.) Suggestions:
  - a. Offer to present a program
  - b. Leave specimens for give-away, raffle or door prize
  - c. Present mini-rundown of EFMLS activities (Wildacres, Geology Tour, Slide Programs, Directory, Newsletter, Junior Activities, Annual Meeting, Insurance, etc.)
  - d. Mix with members, introduce yourself and listen for concerns and desires
7. Assists the Regional Vice-President by encouraging societies to send their newsletters to Regional VP, EFMLS President and Editor, AFMS President and Editor, exchange with other clubs.
8. Assists the Regional Vice-President to develop area activities and projects such as swap, regional contests, cracker barrel, etc.
9. If budgeted, requests reimbursement for preapproved expenses relating to regional program.
10. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
11. Transfers files and information to new Regional VP at the end of term of office.
12. Submits to the First Vice-President no later than 60 days prior to the Annual Meeting, a record of all budgeted expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs in the area
13. Submits to the First Vice-President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following year
14. Performs other usual and customary duties as may be assigned or prescribed

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*Regional Past President Advisor  
Indes II:C*

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**I Purpose, Objective or Goal**

The Regional Past President Advisors are appointed by the Past Presidents Advisory Council (PPAC) to assist Regional Vice-Presidents in any way requested by the Regional Vice President.

**II Enabling Authority**

Bylaws Article XII, Section III: Committees

**III Duties and Functions**

1. Each Regional Past President Advisor is appointed by the PPAC.
2. Offers assistance to Regional Vice President when called upon to do so.
3. Performs, in the absence or incapacity of the Regional Vice President, all the duties of the Regional Vice President.
4. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

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# Procedure Manual

## Section III: EFMLS Committees

*Eastern Federation of Mineralogical  
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*Nominating Committee  
Index III:A:1*

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**I Purpose, Objective, Goal**

The Nominating Committee prepares a slate of candidates for office for the following year

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

6 people, each of whom serve a 3-year term. Two new members are elected at each year's annual convention to replace the two whose terms will expire. The Immediate Past President shall serve on the committee as its seventh member.

**IV Duties and Functions**

1. Writes regular and timely articles for the EFMLS News to include, but not be limited to:
  - a. the names, addresses and phone numbers of all committee members
  - b. list of offices to be filled
  - c. request member societies to send names and biographies of possible candidates
  - d. request nominee input from area reps and regional vice-presidents
  - e. publishing the proposed slate at least 2 months prior to the annual meeting
2. The Immediate Past President shall serve as temporary chairman (Article. XII, Section 2)
3. Prepares and submits, no later than 6 months prior to the Annual Meeting, a slate of at least one candidate for each elective office to be filled, such slate to provide as extensive geographical representation as is reasonably possible (Article XII, Section 2)
4. Conducts first meeting at convention (after election of new members) if a quorum is present
5. Conducts an election for permanent Chairman within 30 days after the annual meeting (may be at first meeting if a quorum is present)
6. Committee persons seek willing and qualified candidates for each office and submit the names to the chairman
7. Chairman:
  - a. compiles information submitted by committee members
  - b. notifies all committee members and requests a vote for each office
  - c. educates top-scoring candidates for each office concerning obligations including leadership skills, knowledge, interpersonal skills, time and money for travel
  - d. obtains consent from selected candidates
  - e. notifies all committee members of final vote
  - f. requests resumes from candidates
  - g. notifies President of proposed slate
  - h. notifies Editor of proposed slate and sends resumes so that distribution can be made at least 90 days prior to Annual Meeting keeping in mind that publications deadlines can be one or more months prior to actual newsletter dates
  - i. notifies Secretary of proposed slate at least 90 days prior to Annual Meeting for inclusion in packets for Directors and Delegates
  - j. present slate and conducts election at Annual Meeting
8. Members of the Nominating Committee cannot accept a nomination for office during the term they are serving on the Nominating Committee

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*Nominating Committee*  
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9. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
10. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
11. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
12. Requests, when necessary, a list of delinquent societies from the Treasurer
13. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
14. Performs other usual and customary duties as may be assigned or prescribed

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*Eastern Federation of Mineralogical  
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*Past Presidents' Advisory Council  
Index III: A:2*

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**I Purpose, Objective or Goal**

The Past Presidents Advisory Council shall act in an advisory capacity as elder statesmen to be of service to the Federation when requested

**II Enabling Authority**

Bylaws, Article VI: Officers  
Bylaws, Article VII, Board of Directors  
Bylaws, Article VIII, Executive Board  
Bylaws, Article XII: Committees

**III Composition**

All living past Presidents (Article XII, Section. 3) who volunteer each year and state they are willing to:  
review proposals  
answer correspondence  
actively participate in proceedings

**IV Duties and Functions**

1. Prescribes its own rules (Article XII, Section 3)
2. Selects its own chairman and vice-chairman each year at a meeting following the annual meeting or in a mail ballot conducted by the immediate Past President (Article XII, Section 3)
3. Volunteers to be of Federation service as requested (Article XII, Section 3)
4. Individuals serve a life term or until resignation (Article XII, Section 3)
3. Requests, as a first action of the newly elected chairman, each past-president to state their willingness to participate in the proceedings
6. Chairman or designee serves on the Executive Board and Board of Directors (Article VIII, Section I Article VII, Section 2 )
7. Term of office coincides with Federation officers
8. Notifies all Council members of voting results
9. Notifies President of voting results
10. Assigns a past President to each region as Advisor
11. Chairman or designee advises president-elect to
  - a. have all committee chair appointments in place for start of new administration
  - b. send all pertinent copies of Operating Procedures to all new EFMLS committee chairs; complete set to new EFMLS General Officers
  - c. notify Editor of all committee chairs prior to November 1
12. Oversees a "Jury of Awards" Committee
  - a. Chairman is Vice Chairman of Past Presidents Advisory Council
  - b. Composed of Chair and Vice Chairman of Past Presidents Advisory Council and immediate past Chairman
  - c. Vacancies to be named by Chairman of Jury of Awards Committee
  - d. Presents an annual citation and plaque to an outstanding individual within the EFMLS who has performed services beyond normal expectations
  - e. Award is secret until presentation at Annual Banquet
  - f. Copy of citation sent to Editor for subsequent publication
13. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.

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*Past Presidents' Advisory Council  
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14. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
15. Submits to the First Vice President, no later than 60 days prior to the annual- meeting, a budget for this office/committee- for the following fiscal year
16. Requests, when necessary, a list of delinquent societies from the Treasurer
17. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
18. Performs other usual and customary duties as may be assigned or prescribed

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*Eastern Foundation Fund Committee  
Index III:A:3*

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**I Purpose, Objective or Goal**

The Eastern Foundation Fund shall supplement the operating expenses of the Federation and permit special projects.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Chairman appointed by the President. In addition, the committee shall include the Treasurer, 1st Vice President, Financial Advisor and Chairman of Bylaws Committee. Other members may be appointed by the President. Other members may include a member-at-large and a member of the Auction Committee.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News
3. Promotes fund raising among member societies and other sources (Article XII, Section 4)
4. Limits expenditures to the current year's accumulated interest and these must be approved by the Executive Board (Article XII, Section 4)
5. Chairman:
  - a. Coordinates the operation of the Committee and receives contributions
  - b. Maintains accurate and up-to-date records, including a "running" account of all society and individual contributions
  - b. Acknowledges all donations, copies to Treasurer and President
  - c. Presents certificates and trophies for awards and honors when appropriate
  - d. Reports activities regularly to the President and Editor, listing societies and individuals who have contributed, but without listing the monetary amount
6. Treasurer:
  - a. Receives all monies from the Chairman
  - b. Deposits all monies in interest bearing, U.S. Government insured accounts in institutions designated by the Endowment Fund Committee (Article XII, Section 4)
  - c. Provides a complete financial statement to the Chairman when requested to
  - d. Submits the books for audit when directed
7. Financial advisor proposes ways in which to invest funds so as to achieve maximum, yet secure yield.
8. Awards and honors:
  - a. Societies contributing funds which reach a level of \$1.00 for each member (cumulative) shall receive a certificate for each 100% level of giving. (E.g., a society which has 50 members shall reach another 100% level each time its cumulative contribution totals another \$50. This club will reach the 300 % level when a total of \$150 has been sent. There is no time limit for contributions. A plaque shall be presented to a society when it has achieved the 500 % level. At each subsequent 500 % level, a plate will be sent to be attached to the plaque.
  - b. All individual and club contributions will be acknowledged with a letter. Individual contributions may also be credited to their societies.

*Revised: April 15, 2001  
Approved: October 25, 1994*



*Eastern Federation of Mineralogical  
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*Eastern Foundation Fund Committee  
Index III:A:3*

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- c. A "Board of Honor" plaque shall list honored societies.
9. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention which includes a list of societies and individuals who have contributed during the year and noting the total sum but without the monetary amount of separate contributions
  10. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
  11. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
  12. Requests, when necessary , a list of delinquent societies from the Treasurer
  13. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
  14. Performs other usual and customary, duties as may be assigned or prescribed

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*Eastern Federation of Mineralogical  
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*Annual Auction Committee  
Index III:B:1*

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**I Purpose, Objective or Goal**

The Annual Auction Committee prepares and conducts an annual auction.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people Minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News announcing the annual auction, requests for materials, recap of prior years' efforts, results of this year's auction, etc.
3. Collects material for the auction from members and dealers at the show
4. Catalogues all items prior to auction, including notations on items of gifts from dealers, by name
5. Arranges for auctioneers, clerks and money collection
6. Arranges for numbered bidding slips for each item with corresponding number on item. Slips should show specie (name), locality and name of donor
7. Arranges for bidding numbers
8. Submits to the Treasurer, and a copy to the President, a transaction summary statement of all monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (Oct. 31) and no later than Dec. 31.
9. Submits funds to Treasurer at the conclusion of the auction
10. Acknowledges contributions with a tax letter when requested
11. Requests, when necessary, a list of delinquent societies from the Treasurer
12. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
13. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
14. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
15. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
16. Performs other usual and customary duties as may be assigned or prescribed

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*Eastern Federation of Mineralogical  
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*Auditing Committee  
Index III:B:2*

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**I Purpose, Objective or Goal**

The Auditing Committee conducts an annual audit or review of all documents pertaining to the administration of monetary issues of all offices or committees responsible for the collection, maintaining, or disbursement of funds.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Neither Chair nor members of committee may have "signature rights" or be family members of those whose accounts are being audited.
3. Reviews the financial records held by the Treasurer prior to the Annual Meeting.
4. Prepares a written report which is presented during the Annual Meeting
  - a. written report given to Secretary for inclusion in minutes and official records of meeting.
  - b. should a more detailed report be needed it must be given, in writing, to the Secretary no later than 10 days following the annual meeting.
5. May be requested to review financial records of Supplies Committee
6. May be requested to review financial records of Geology Tour Committee
7. May be requested to review financial records of other committees which handle funds (such as Wildacres Workshop Committee)
8. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
9. Performs other usual and customary duties as may be assigned or prescribed

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*Budget & Finance Committee  
Index III:B:3*

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**I Purpose, Objective or Goal**

The Budget & Finance Committee prepares a proposed EFMLS annual budget for the following year.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum and whose chairman is the 1st Vice President (Article XII, Section 1 ) and whose other members are the Treasurer and Assistant Treasurer. Any other members are appointed by the President.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News
3. Prepares the annual budget for presentation at the Annual Meeting
4. Solicits input from present officers and committee chairs to estimate financial needs for following year
5. Requests, when necessary, a list of delinquent societies from the Treasurer
6. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
7. Prepares, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following fiscal year
8. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
9. Performs other usual and customary duties as may be assigned or prescribed

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*Bulletin Editors' Advisory Committee  
Index III:B:4*

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**I Purpose, Objective or Goal**

The Bulletin Editors' Advisory Committee assists editors and fosters the publication of local newsletters by way of multiple activities, the most visible of which is the annual Bulletin Editors' Contest.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News.
3. Encourages local societies to publish bulletins.
4. Helps present editors to produce better bulletins.
5. Encourages editors to use *AFMS Guidelines for Bulletin Editors*.
6. Encourages editors to exchange bulletins and place BEAC Chair on mailing list.
7. Conducts annual Bulletin Editors' Contest (which includes developing a timetable, preparing entry and judges' packets, duplicating, developing a filing system for entries and correspondence, recruiting and instructing judges, preparing publicity, reviewing and modifying rules, forwarding entries for AFMS competition, preparation of awards and certificates, etc.) *see attached write-ups and how-to's by former chairpersons*.
8. Coordinates regional contest with AFMS contest.
9. Assists General Show Chairman in developing plan for trophy awards and an Editors' Breakfast.
10. Emcees Editors Breakfast and Symposium.
11. Maintains accurate financial records and submits expenses (with receipts) to Treasurer for reimbursement.
12. Serves on AFMS Club Publications Committee
13. Requests, when necessary, a list of delinquent societies from the Treasurer.
14. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention. This report should include a record of all expenses incurred in the performance of duties during the year.
15. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
16. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office for the following fiscal year.
17. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.).
18. Performs other usual and customary duties as may be assigned or prescribed.

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*Bylaws Committee  
Index III: B: 5*

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**I Purpose, Objective or Goal**

The Bylaws Committee reviews proposed amendments for clarity and compatibility.

**II Enabling Authority**

Bylaws, Article XII: Committees

Bylaws, Article XVI: Amendments

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News.
3. Introduces motions to amend the Bylaws (Article XVI, Section 2).
4. Reviews all amendments proposed by member societies, the Executive Board, Past Presidents' Advisory Council or the Bylaws Committee (Article XVI, Section 2)
5. Suggests changes, when appropriate, to proposed amendments (Article, XVI, Section 2)
6. Assures that financial implications of proposed amendments are clear and complete and accompany proposed amendment.
7. Requests when necessary, a list of delinquent societies from the Treasurer.
8. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the annual Meeting and Convention.
9. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
10. Submits to the First Vice President, no later than 60 days prior to the annual meeting, a budget for this office/committee for the following year.
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
12. Performs other usual and customary duties as may be assigned or prescribed.

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*Convention Advisory  
Indes III: B: 6*

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**I Purpose, Objective or Goal**

The Convention Advisory Committee processes invitations from local societies wishing to host a Federation Show.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/ her.
2. Writes regular and timely articles for the EFMLS News
3. Contacts societies that have known adequate facilities to encourage them to host shows.
4. Receives invitations containing relevant data from local societies desiring to host a Federation Show.
5. Reviews invitation.
6. Determines if the prospective host has adequate knowledge of necessary activities and expectations:
  - meeting places
  - show site
  - dealers
  - exhibit space
  - parking
  - motels and camping
  - finances
7. Visits site and meets with society members to assure adequacy.
8. Balances sites for geographical distribution from year to year.
9. (Ideally) works with a 3 year lead time
10. Assures that local society receives a copy of *Manual for Federation Shows and Conventions* and *EFMLS Convention Code*
11. Provides information and assistance to local society on request.
12. Meets as necessary with General Show Chairman and committee.
13. Requests when necessary, a list of delinquent societies from the Treasurer.
14. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
15. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
16. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
17. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
18. Performs other usual and customary duties as may be assigned or prescribed.

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*Directory Committee  
Index III: B: 7*

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**I Purpose, Objective or Goal**

The Directory Committee develops and distributes an annual booklet containing comprehensive reference information about the Federation, its officers, committees and functions, and its constituent societies.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Gathers and organizes information from each member society.
4. Gathers and organizes information from each officer and committee chair.
5. Gathers and organizes information about specific programs, such as slide & video programs, supplies, insurance, Wildacres, AFMS activities, etc.
6. Prints an annual EFMLS Directory in the most cost effective manner.
7. Distributes in the most cost effective manner.
  - 2 copies to each member society - President & Editor (or Secretary if no Editor)
  - 3 copies to each member society with over 300 members
  - 1 copy to society liaison officer (if that person is different from President or Editor (or Secretary if no Editor)
  - 1 copy to each EFMLS officer and committee chair
  - 1 copy to AFMS Secretary, Scholarship Foundation President and Secretary, AFMS President, AFMS President-elect other Regional Federation Presidents, Vice Presidents and Editors.
  - 1 copy to EFMLS Insurance Agent
  - 1 copy to EFMLS Past Presidents
  - 1 copy to each EFMLS Area Representatives
8. Requests when necessary, a list of delinquent societies from the Treasurer.
9. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
10. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
11. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
12. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
13. Performs other usual and customary duties as may be assigned or prescribed.

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*Each One / Teach One Committee  
Index III: B:8*

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**I Purpose, Objective or Goal**

The Each One/Teach One Committee encourages the enhancement of the hobby by annually honoring members who have taught the hobby to others, principally without remuneration.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News to encourage participation. Advises where, when, and how candidate can be submitted.
3. Receives and reviews applications
4. Requests when necessary, a list of delinquent societies from the Treasurer.
5. Calls meeting of selection committee to determine winners
6. Has appropriate plaque prepared for presentation to winner
7. Surreptitiously (if possible) assures that candidate attends awards banquet.
8. Presents plaque to winner at awards banquet.
9. Presents certificates of accomplishment to other candidates.
10. Writes article announcing results for publication in EFMLS News.
11. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
12. Submits to the First Vice President with a copy to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
13. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
14. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
15. Performs other usual and customary duties as may be assigned or prescribed.

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*Geology Tour Committee  
Indes III: B: 9*

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**I Purpose, Objective or Goal**

The Geology Tour Committee develops and executes a pre-planned outing including travel arrangements, field trips to meet a variety of interests, lectures, and activities with local societies.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/ her.
2. Writes regular and timely articles for the EFMLS News.
3. Develops and executes a program which is financially self-sufficient and overall, not for profit.
4. Selects an area to visit.
5. Develops a timetable for all related activity (planning, arrangements, registration, tour proper, publicity, travel, etc.)
6. Submits appropriate and timely publicity to Editor.
7. Arranges for campground and motel accommodations.
8. Arranges for site visits and programs, noting fees.
9. Contacts other regional federations, local societies and individuals for coordination and assistance.
10. Develops registration fees and maintains financial records for Federation audit.
11. Submits all funds collected to the Treasurer
12. Develops and distributes pre-tour and during-tour handouts, reading lists, references etc.
13. Develops and executes registration procedures including medical histories of participants.
14. Ties up loose ends for incidentals such as convoy / CB procedures, shopping and laundry time, locations of hospitals, aid stations, and ranger stations etc.
15. Reference prior geology tour "How To's".
16. Requests when necessary, a list of delinquent societies from the Treasurer.
17. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention. This report should include a record of all income and expenses of this committee during the year.
18. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
19. Submits to the Treasurer, and a copy to the President and First Vice-President, a transaction summary statement of all monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (Oct. 31) and no later than Dec. 31.
20. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
21. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
22. Performs other usual and customary duties as may be assigned or prescribed.

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*History Committee  
Index III: B: 10*

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**I Purpose, Objective or Goal**

The History Committee maintains a chronological history of the EFMLS.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Maintains a chronological file of minutes of all EFMLS Meetings.
4. Maintains a file of all newsletters and publications.
5. Maintains a written and pictorial record of Federation shows, including awards.
6. Maintains a file of EFMLS publicity extracted from magazines, other federations' newsletters and bulletins, newspapers and other sources.
7. Provides an exhibit at the EFMLS Annual Show.
8. Writes historical articles and submits to Editor.
9. Encourages member societies to compile their own histories and forward copy to Historian.
10. Transfers older files to microfilm with dates of transfer to be determined by the Executive Board.
11. Requests when necessary, a list of delinquent societies from the Treasurer.
12. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
13. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
14. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
15. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
16. Performs other usual and customary duties as may be assigned or prescribed.

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*Insurance Coordination Committee  
Index III: B: 11*

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**I Purpose, Objective or Goal**

The Insurance Coordination Committee represents the EFMLS and its member societies in insurance matters.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Acts as liaison between the Federation and its members and the insurance company.
4. Answers questions that may arise.
5. Contacts insurance company regarding annual premiums.
6. Submits timely information to the Editor for publication.
7. Negotiates an insurance policy for all EFMLS societies and their members to include at least the following provisions:
  - Liability insurance limit \$1,000,000 bodily injury & property damage - single limit
  - Coverage premises/operations, incidental product liability, blanket contractual, broad form property damage, personal injury, club members as additional insureds, premises medical payments, limited world wide liability, host liquor legal liability, automatic coverage at newly acquired locations, non-owned watercraft.
  - Accident insurance policy with accidental death, specific loss and medical expense benefits
  - Insured: Eastern Federation of Mineralogical & Lapidary Societies, Inc.
    - Each member society
    - Each individual member
  - Each society will be provided proof of coverage at policy inception. Also, if additional proofs are needed, write or call - Robert J. Rowe, CPCU, Ladd's Agency, Inc.  
401 South Main Street, North Syracuse, NY 13212. Phone (315) 458-0300.
  - Per member annual premium will be published in the EFMLS News
8. Requests when necessary, a list of delinquent societies from the Treasurer.
9. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
10. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
11. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
12. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
13. Performs other usual and customary duties as may be assigned or prescribed

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*Junior Activities Committee  
Index III: B: 12*

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**I Purpose, Objective or Goal**

The Junior Activities Committee encourages local societies to interest young people in the hobby through the sponsorship of junior groups and clubs.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Serves as resources to local societies and the EFMLS to promote its object.
4. Serves on the AFMS Juniors Program Committee.
5. Conducts the annual AFMS Earth Science Junior of the Year contest (when applicable)
  - prepares timetable and sets dates.
  - selects judges and oversees judging process
  - prepares publicity and sends to EFMLS Editor
  - prepares trophy and 2 runner-up certificates
  - presents award at Annual Banquet
6. Encourages local societies to use Working With Young People (Jr. Membership Manual)
7. Requests when necessary, a list of delinquent societies from the Treasurer.
8. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
9. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
10. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
12. Performs other usual and customary duties as may be assigned or prescribed.

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*Legal Advisory Committee  
Index III: B: 13*

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**I Purpose, Objective or Goal**

The Legal Advisory Committee assists the President and Executive Board with legal matters.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum with preference to at least one lawyer and others to have experience with government, business or finance, lobbying and/or parliamentary procedure. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Advises the President and Executive Board about rights, obligations and duties.
4. Is familiar with EFMLS Bylaws and their relation to the New York State Charter (where EFMLS is incorporated)
5. Interprets rules, regulations, waivers, contracts, court actions etc.
6. Acts only in an advisory capacity, not in an enforcement capacity.
7. Requests when necessary, a list of delinquent societies from the Treasurer.
8. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
9. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
10. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
12. Performs other usual and customary duties as may be assigned or prescribed.

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*Long Range Planning Committee  
Index III: B: 14*

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**I Purpose, Objective or Goal**

The Long Range Planning Committee studies matters which may impact the future of the Federation.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

6 people with 2 appointments each year for a 3 year term. Members should have worked or held office for several years to provide experience and background. The Chair is elected by the committee at large.

**IV Duties and Functions**

1. Writes regular and timely articles for the EFMLS News
2. Researches, studies and evaluates matters referred by an officer, the Executive Board, the Board of Directors, or committee chair.
3. Initiates studies, evaluates and recommends action about matters which may impact the future of the Federation.
4. Reports all findings back to the referral source, the President and the Secretary.
5. Chair continues as Acting Chair until a new Chair is elected as soon after the new year as possible.
6. If Chair is not reappointed, senior most member will be Acting Chair until Chair is elected.
7. Requests when necessary, a list of delinquent societies from the Treasurer.
8. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
9. Submits to the Treasurer with a copy to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
10. Submits to the Treasurer, no later than 60 days prior to the Annual Meeting, a budget for this office/ committee for the following fiscal year.
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
12. Performs other usual and customary duties as may be assigned or prescribed.

**At present there is no long range planning committee.**

**The OP is being left here so that should the committee be reinstated  
in future years, all guidelines remain in place.**

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*Operating Procedures Committee  
Index III: B: 15*

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**I Purpose, Objective or Goal**

The Operating Procedures Committee reviews and prepares guidelines and revisions of objectives and duties for all persons, committees and functions of the EFMLS to resolve potential conflicts and to ensure consistency.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum with preference for prior Federation experience and knowledge of Bylaws. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News
3. Reviews, at least biennially, all current operating procedures
4. Reviews, in a timely manner, all items submitted for addition or revision to operating procedures
5. Consults with submitter and suggests changes when appropriate
6. Initiates OP revisions when EFMLS Bylaws or AFMS operating procedures are revised
7. Assures that all operating procedures are developed in a consistent format
8. Attempts to develop operating procedure items with "action verbs" to ensure a clear understanding of the job/objective and accountability
9. Submits new or revised OP's to the President who sends them to the Executive Board for approval
10. Requests, when necessary, a list of delinquent societies from the Treasurer
11. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention
12. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
13. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year
14. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
15. Performs other usual and customary duties as may be assigned or prescribed

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*Show Coordination Committee  
Index III: B: 16*

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**I Purpose, Objective or Goal**

The Show Coordination Committee attempts to reduce conflicting event dates among societies in the same general area.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Receives information about society shows and swaps.
4. Notifies societies within the same general area of conflicting dates.
5. Sends event calendar to Editor on a timely basis.
6. Requests when necessary, a list of delinquent societies from the Treasurer.
7. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
8. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
9. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
10. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
11. Performs other usual and customary duties as may be assigned or prescribed.

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*Program  
Slide & Video Library Committee  
Index III: B: 17*

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**I Purpose, Objective or Goal**

The Slide & Video Library Committee maintains the Federation's audio-visual lending library.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News noting current library, need for scheduling program, lead time of 30 days etc.
3. Acquires new slide and video programs by donations, trade or purchase from individuals, member societies, other federations and other appropriate sources.
4. Acknowledges all donations with copies to President.
5. Reviews new programs for quality and accuracy.
6. Prepares and sends a review of new programs to the Editor for inclusion in EFMLS publications.
7. Maintains accurate records including mailings (program number, society, address, date of mailing, meeting date) follow-up correspondence and/or phone calls, committee finances.
8. Duplicates all slide & video programs, keeping originals on file and only sending copies to member societies on request.
9. Duplicates an EFMLS title slide for each copy of each program.
10. Reminds member societies to:
  - request programs a minimum of 30 days in advance
  - plan, if possible, program requests 6 - 12 months in advance
  - give 1st, 2nd and 3rd choices
  - list a month and date needed
  - insure returned programs for \$100
11. Prepares an annual list of programs, sent to Directory Editor, for inclusion in Directory.
12. Duplicates extra copies of scripts for files and replaces worn scripts as necessary
13. Answers correspondence.
14. Submits periodic bills to Treasurer for reimbursement of postage and supplies.
15. Assists member societies in producing a slide or video program.
16. Mails programs via Library Rate, insured for \$100. Return postage cost paid by member society.
17. Requests when necessary, a list of delinquent societies from the Treasurer.
18. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention. This report should include a record of all expenses incurred in the performance of duties during the year.
19. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
20. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
21. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
22. Performs other usual and customary duties as may be assigned or prescribed.
23. Serves as member of AFMS Program Competition Committee.

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*Supplies Committee  
Index III: B: 18*

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**I Purpose, Objective or Goal**

The Supplies Committee keeps, maintains and sells EFMLS and AFMS supplies and materials.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her.
2. Writes regular and timely articles for the EFMLS News
3. Buys appropriate and necessary consumable and nonconsumable items such as stationery, patches, logos, pins, books, pamphlets and manuals, membership cards, etc.
4. Sells items at fair market price, to member societies and individuals ensuring no financial loss.
5. Stocks standard items
6. Attends shows and Federation events to sell over-the-counter.
7. Prepares an annual list of supplies, sent to Directory Editor, for inclusion in Directory.
8. Maintains a local bank account, available to the Treasurer and subject to EFMLS audit. All monies in excess of \$500 are to be transferred to the EFMLS Treasurer.
9. Orders AFMS supplies from the AFMS Central Office
10. Assures Wildacres items are sold only to prior Wildacres program participants.
11. Assures that local printing (stationery, certificates, judges certification cards and worksheets, membership cards ) are at the best price available.
12. Engages in public relations with local societies.
13. Serves on AFMS Supplies and Publications Committee
14. Requests when necessary, a list of delinquent societies from the Treasurer.
15. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention. This report should include a record of all income and expenses of the committee during the year.
16. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
17. Submits to the Treasurer, and a copy to the President and First Vice-President, a transaction summary statement of all monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (Oct. 31) and no later than Dec. 31.
18. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
19. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
20. Performs other usual and customary duties as may be assigned or prescribed.
21. Sends packets of information to all clubs newly admitted to the Federation.
22. Stocks copies of current Bylaws

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*Uniform Rules Committee  
Index III: B: 19*

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**I Purpose, Objective or Goal**

The Uniform Rules Committee develops and executes a plan for competitive exhibiting within the Federation.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum whose chairman, by custom, has at least two years of prior experience on the committee.

The chairman is appointed by the President, and committee persons are selected by the chair,

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/ her.

2. Writes regular and timely articles for the EFMLS News

3. Directs the training and certification of judges for competitive exhibiting.

4. Assists General Show Chairman in aspects of competitive exhibiting such as:

working facilities for show judges and clerks

breakfast arrangements and honoraria for judges and clerks

area and set-up for competitive exhibits

competitive exhibit registration forms and pre-show publicity

provides mailing labels of exhibitors from prior 3 years

5. Supervises competitive exhibit judging at all EFMLS shows

6. Selects and instructs judges

7. Confirms trophy awards

8. Presents trophies at Annual Banquet

9. Conducts symposium for exhibitors and judges after judging has been completed

10. Maintains exhibitor records (including division, class, score and trophy won)

11. Notifies AFMS Uniform Rules Committee of EFMLS Master category blue ribbon awards, making the exhibitor eligible for AFMS competition in that category.

12. Cooperates with member societies in securing qualified judges for local shows.

13. Encourages suggestions from exhibitors, judges and others.

14. Reviews and recommends changes to AFMS Uniform Rules Committee

15. Maintains inventory of appropriate materials such as:

AFMS approved reference books and lists

current judging forms

acknowledgment forms for competitive exhibitors

exhibitor identification and locator forms

blank trophy plaques

blank trophy engraving plates (for trophy name, trophy number, winner name and year.)

16. On AFMS specified rotation, the chairman serves on AFMS Uniform Rules Committee and attends annual URC meeting at the AFMS Annual Meeting . Transportation expenses for travel to the AFMS annual meeting will be reimbursed except when EFMLS is the host federation for the meeting, (Only R/T air fare for chairman at the lowest coach fare is reimbursable and must be substantiated by airline or travel agency. Travel arrangements must be made in a timely manner to insure the lowest possible air fares).

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*Uniform Rules Committee  
Index III: B: 19*

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17. Chairman selects a 2nd representative to attend AFMS URC meeting (expenses not reimbursable)
18. Requests when necessary, a list of delinquent societies from the Treasurer.
19. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
20. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
21. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office/committee for the following fiscal year.
22. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
23. Performs other usual and customary duties as may be assigned or prescribed

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*Wildacres Workshop Committee  
Indes III: B: 20*

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**I Purpose, Objective or Goal**

The Wildacres Workshop committee conducts the programs and administers the EFMLS workshops at the Wildacres Retreat near Little Switzerland, North Carolina. Specifically it:

- introduces attendees to as many facets of the hobby as is practical, intentionally offering instruction in mineralogy, lapidary and related subjects, the majority of which have no prerequisites for participation in any class or seminar
- actively supports all Federation programs with special emphasis on supporting exhibition and judging programs
- provides information about the workings of, and how to obtain help from, the Federation
- is self-supporting with a goal of making a small profit used for back-up in case a particular session loses money, scholarships to the workshop, supplies and machines in the craft house, and occasional donations to EFMLS or the Wildacres Foundation for special projects

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Chair is appointed by the EFMLS President and serves a term of office at the pleasure of and concurrent with that President.

It is strongly suggested that the Chair have had at least 2 years experience on the Functioning Committee. In addition, a self-perpetuating committee of 6 additional people, 2 of whom are elected by the committee each year to serve terms of three years each. Committee persons must be members in good standing in a member society, have attended at least 2 recent workshops, and have an interest in the objectives of the workshops. Committee persons may not serve more than two consecutive terms except that if elected to fill an unexpired term, that person may be elected to serve for an additional 2 full terms.

**IV Duties and Functions**

**A. Committee**

- 1 Meets at least annually at Wildacres,. Meetings are called by the Chair or a designated alternate or any 3 members at any session, when needed; a quorum being 4 members
2. Sets overall policy for the workshop operation
3. Supervises the Chair, workshop director(s) and the registrar
4. Elects new members, trying to obtain some new people and maintaining reasonable geographic balance
5. Elects a director(s) for the following year, who may or may not be on the committee
6. Elects a registrar for the following year, who may or may not be on the committee
7. Supervises the financial affairs of the workshop
8. Develops and maintains a set of "Standing Rules" which include:
  - guidelines for setting registration fees
  - expense payments to instructors
  - fees and expense payments to speakers
  - scholarships, including administration and eligibility
  - other such rules as may be agreed to by the committee
- 9 May offer full or partial scholarships and may support and administer scholarships offered by others

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*Wildacres Workshop Committee  
Indes III: B: 20*

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B. Chair:

1. Provides the President, on request, a list of persons who meet the qualifications for Chair
2. Represents the committee to the Federation and third parties (such as the Wildacres Foundation)
3. Consults with director(s) particularly in the areas of costs and fees
4. Calls the annual meeting of the committee
5. Presides over all committee meetings or designates an alternate "acting chairman"
6. Provides all members with a written report of actions taken at all meetings
7. Executes contracts with the Wildacres Foundation
8. Sets dates for workshops with the director(s) and the Wildacres manager
9. Sets registration fees for workshops after receiving contracts from the Wildacres Foundation
10. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention. This report should include a record of all income and expenses of the committee during the year.
11. Submits to the Treasurer, and a copy to the President, a transaction summary statement of all monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (Oct. 31) and no later than Dec. 31.
12. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
13. Performs other usual and customary duties as may be assigned or prescribed.

C Director(s)

1. Be designated co-directors when different directors are named for each session
2. Plan and conduct workshops
3. Assign jobs to others
4. Develop programs for the session, following committee guidelines
5. Secure the services of speakers, instructors and other staff, as necessary. The auction, field trip and fun night are considered part of the program
6. Set rules for payment of expenses and honoraria after consultation with Chair
7. Administer and preside over workshop
8. Prepare and submit publicity to Editor
9. Compose and submit to registrar, a letter of introduction to enrollees, telling what to bring, courses, instructors, house rules and other relevant information
10. Prepare a printed program for registrants
11. Distribute, collect and evaluate an evaluation sheet for use by registrants and provide the committee with a general report of the comments
12. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

D Registrar

1. Opens and maintains a bank account for the Wildacres Workshops subject to the general supervision and control of the Federation
2. Is the primary custodian and check-signer. However, the Chair and EFMLS Treasurer shall also have authority to sign checks. Only one signature is needed.
3. Notifies EFMLS Treasurer of the name and position of person handling funds so he/she may be included in Federation purchased "Honesty Bond"



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*Wildacres Workshop Committee  
Indes III: B: 20*

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- 4 Handles all aspects of registration, including correspondence, applications, collection of deposits and fees, refunds and room assignments
- 5 Provides and distributes at the workshop a list of attendees and room assignments
- 6 Supervises the registration and room assignments on opening day, providing a corrected list of assignments to the Wildacres manager
- 7 Acts as liaison with Wildacres management in all areas affecting costs, such as guests for meals or lodging, attendees missing meals or leaving the workshop early, etc.
- 8 Pays Wildacres fees, gratuities for dining room staff, and workshop expenses such as printing, postage, materials, etc. Normal payments are made without other approval. Staff expense accounts must be approved by the director(s) and unusual expenses must be approved by the Chair.
- 9 Provides a financial report after each session to the director(s) and Chair, and when required by the Chair for reports to the Federation
- 10 Requests when necessary, a list of delinquent societies from the Treasurer
11. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)



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*EFMLS Canceled Stamps Committee  
Index III: B: 21*

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**I Purpose, Objective or Goal**

The canceled stamps program committee provides income for the EFMLS from the sale of canceled stamps

**II Enabling Authority**

Bylaws, Article XII, Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News
3. Receives canceled stamps from individuals and societies
4. Acknowledges donors by letter
5. Determines the best method for sale of stamps so as to yield the maximum return and prepares stamps for sale
6. Submits all monies to EFMLS Treasurer for deposit in EFF account
7. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention
8. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in visiting, writing, or telephoning clubs
9. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following year
10. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
11. Performs other usual and customary duties as may be assigned or prescribed

**At present there is no Cancelled Stamp Committee**

**The OP is being left here so that should the committee be reinstated in future years, all guidelines remain in place.**

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*EFMLS Ways & Means Committee  
Index III: B: 22*

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**I Purpose, Objective, or Goal**

The Ways & Means Committee develops and executes a plan to raise funds for the EFMLS.

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

3 people minimum. The chairman is appointed by the President, and committee persons are selected by the chair.

**IV Duties & Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News announcing all activities
3. Plans and may administer fund-raising activities for the EFMLS including, but not limited to, silent and voice auctions, raffles, memorial contributions, promotions, etc. These activities may take place at the annual convention or be ongoing throughout the year.
4. Submits all monies received to the Treasurer
5. Develops a plan to recognize contributions to the EFMLS
6. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention
7. Submits to the First Vice President no later than 60 days prior to the Annual Meeting, a record of all expenses, whether reimbursed or not
8. Submits to the First Vice-President, no later than 60 days prior to the annual meeting, a budget for this committee for the following fiscal year
9. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
10. Performs other usual and customary duties as may be assigned or prescribed

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*EFMLS Webmaster Committee  
Index III: B: 23*

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**I. Purpose, Objective or Goal**

The Webmaster committee develops and administers the internet site allocated for EFMLS information.

**II. Enabling Authority**

Bylaws, Article XII: Committees

**III. Composition**

3 people minimum. The chair is appointed by the President, and committee persons are selected by the chair.

**IV. Duties and Functions**

1. Chair serves a term of office at the pleasure of and concurrent with the President who appointed him/her
2. Writes regular and timely articles for the EFMLS News
3. Develops and maintains an active website which promotes EFMLS activities and which
  - lists all EFMLS officers and committee chairs
  - provides information concerning annual meetings and Wildacres
  - provides access links to AFMS
  - provides access links to regional and club events
  - posts articles selected and submitted by the EFMLS Newsletter Editor
4. Chair shall poll each EFMLS officer and committee chair yearly to determine the information which they wish included on the website. Ideally, name, address, telephone number, and e-mail addresses shall be listed, but name and state will be the minimum posted. Failure of an individual to respond to the poll within thirty (30) days shall be construed as approval for use of all information.
5. Updates website periodically to ensure that all information is current and accurate
6. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention
7. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year
8. Submits to the First Vice-President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year
9. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
10. Performs other usual and customary duties as may be assigned or prescribed

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# Procedure Manual

## Section IV: AFMS Committees

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*AFMS Board of Directors  
Index IV: A*

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**I AFMS By-Laws**

Article IV - Government

**Section 1. Board of Directors**

The governing body of this Federation shall be known as the Board of Directors, hereinafter referred to as the "Board". It shall consist of the Executive Officers of the Federation, other than the Secretary and Treasurer, hereinafter called Officers and Presidents and Executive Vice Presidents of member Regional Federations hereinafter called Directors.

A. Term of Office - The duly elected incumbent President and Executive Vice-President of each affiliated member Federation shall become Directors of this Federation at the beginning of the AFMS fiscal year on November 1st and shall hold office until October 31st at the end of the fiscal year, excepting, when the Officers of any Regional Federation take office after November 1st the Regional President and Executive Vice-President will become directors of the Federation as soon as they take office and shall continue to serve until the new Officers of that Regional Federation take office the following year.

In the event the term of office of any Regional President or Executive Vice-President should for any unforeseen reason be terminated, this position as Federation Board member shall automatically be filled by the person duly elected or appointed by the Regional Federation to fill the vacancy created within that Regional Federation.

B. Absentee Directors - In the event that a Director may, for any reason, be unable to attend a meeting of the Board, such member Regional Federation concerned may select another individual to serve as a pro-tem representative; such representative to be selected in any manner the Regional Federation may see fit. The AFMS Secretary must be notified of the replacement. In the event that a Regional Federation is unrepresented at a regular meeting of the Board, the Federation Officer from that unrepresented Regional Federation may, to the extent necessary, represent such member, except for voting, see Article IV, Section 3.

C. Officers with Director's Duties - In the event that a Director of this Federation is also an Executive Officer of the Federation, such member Regional Federation concerned shall select another individual to serve as a Director for the entire fiscal term.

**Section 3. Voting Powers**

Each member Regional Federation shall be entitled to one vote per each of its represented Directors upon any matter coming before the Board. Officers of the Federation are also entitled to one vote each. No Board member shall be entitled to more than one vote.

**Section 4. Proxy and Absentee Votes**

No proxy or absentee votes shall be accepted at the annual Board meeting

Adopted August 9, 1961

Amended January 9, 1993

**II EFMLS Representative's Duties and Functions**

Reference EFMLS Operating Procedures President (I:A:1) and First Vice President (I:A:2)

A. Submits an annual report to the AFMS President, and a copy to the AFMS Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.

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*AFMS Boundaries Committee  
Index IV: B*

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**I AFMS Operating Procedure #20**

**A. Composition**

AFMS Chairperson and a representative from each regional federation

**B. Responsibility**

1. To minimize "boundary disputes" among the Regional Federations
2. Such efforts are to be persuasive as no authority exists to impose a decision
3. To be aware of the requirements of Article XII of the AFMS By-Laws and the "moral obligation" relative to the acceptance of out-of-boundary clubs
4. Each Regional Federation's representative on the Committee shall advise his Federation's current officers as to such requirements
5. In the event of a potential "boundary dispute" between two Regional Federations, the respective federation representatives on this Committee, with the assistance of the chairperson, shall try to arrive at a reasonable resolution of the problem, then recommend such action to the officers of their respective federations.

Adopted July 7, 1982

Amended September 18, 1991

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, procedure manual, etc.)
- E. Performs other usual and customary duties as may be assigned or prescribed.
- F. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- G. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*AFMS Cancelled Stamp Program  
Index IV: C*

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**I AFMS Operating Procedure #16**

**A. Composition**

AFMS Chairperson and a representative from each regional federation

**B. Purpose**

To provide income from the sale of cancelled stamps, for the AFMS Endowment Fund. This program is not intended to interfere with or supersede any existing Regional program using cancelled stamps.

**C. Responsibility**

1. The receipt of cancelled stamps from societies and individuals. These stamps will be forwarded to the chairperson for sale.
2. The proceeds from the sale of the cancelled stamps will be forwarded to the AFMS Treasurer and designated for the AFMS Endowment Fund
3. Reporting the activities of the committee at the convention meeting. The report shall include the amount of funds derived from the sale of cancelled stamps.
4. The solicitation of cancelled stamps by means of articles in the AFMS Newsletter and Regional Newsletter, or any other methods deemed appropriate by the committee

Adopted July 7, 1982

Amended September 18, 1991

**II EFMLS Representative's Duties and Functions**

No EFMLS Operating Procedure

- A. Requests, when necessary, a list of delinquent societies from the Treasurer
- B. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- C. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- E. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- F. Performs other usual and customary duties as may be assigned or prescribed.

**At present there is no AFMS Cancelled Stamp Program**

**The OP is being left here so that should the committee be reinstated in future years, all guidelines remain in place.**

*Revised: July 18, 2000  
Approved: July 8, 1994*

*Eastern Federation of Mineralogical  
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*AFMS Club Publications Committee  
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**I AFMS Operating Procedure #6**

**A. Composition**

AFMS Chairperson and Bulletin Aid Chairman from each regional federation

**B. Duties**

1. Contact each Federation for name of the Bulletin Aids Chairperson as each is a member of this committee. Time is important as the activities of the committee are continuous
2. Make certain Rules for Contest are in October or November issue of the AFMS Newsletter
3. Encourage each club to publish a newsletter or some similar permanent communication with the club members
4. Give aid and suggestions to Editors in editing a bulletin via the Newsletter, Chairpersons and direct correspondence.
5. Assist in promoting contest, seminars, workshops, award events and bulletin activities
6. Participate in Bulletin Editors Breakfast at Convention.
7. Maintain Club Publications Manual.
8. Submit report to AFMS Secretary before annual meeting and an accounting of budgeted funds to AFMS Treasurer.
9. Maintain file on all bulletins received.

**C. Contest**

1. Plan AFMS Bulletin Editors contest with Rules in first Newsletter after appointment
2. Furnish plans and rules to each Federation's Bulletin Aids Chairperson
3. Obtain judges, furnish copies of rules and regulations to each Bulletin Aid Chairperson along with instructions for judging AFMS contest, including forms, score sheets and control sheets
4. Send names of judges to each Bulletin Aids Chairperson
5. Obtain awards and certificates. Provide for presentation of Awards at AFMS Editors Breakfast or Convention
6. Furnish contest results to AFMS Newsletter Editor and hobby magazines
7. Preserve permanently, entries of top 3 winners in each class, forwarding records of contest winners and entries to Historian for storage.

Adopted July 7, 1982

Amended June 7, 1989

**II EFMLS Representative's Duties and Functions**

Reference EFMLS Operating Procedure Bulletin Editors' Advisory (III:B:3)

- A. As listed above.
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- E. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- F. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- G. Performs the usual and customary duties as may be assigned or prescribed.

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Approved: July 8, 1994*



*Eastern Federation of Mineralogical  
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*AFMS Conservation & Legislation  
Committee  
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**I AFMS Operating Procedure #5**

**A. Composition**

AFMS Chairperson and a member from each regional federation

**B. Purpose**

The purpose of this committee is to create an awareness among all Federation members of matters concerning conservation and the environment, and proposed legislation that will affect their interest and activities.

**C. Duties**

1. Write articles for the AFMS Newsletter to promote exhibits and lectures on conservation and the environment
2. Promote lectures at conventions, club events and schools
3. Encourage proper use of the land and resources as well as conservation of its beauty
4. Inform the membership of proposed Federal and state Legislation involving conservation
5. Work with other committees to create educational programs and assist in obtaining instructional materials
6. Attempt to create an awareness of environmental issues that affect an improved quality of life

Adopted July 7, 1982

Amended June 22, 1994

**II EFMLS Representative's Duties and Functions**

- A.. As listed above
- B. Keep informed about pending legislation which may affect the hobby.
- C. Relay such information to others in the EFMLS via articles and notices in the Newsletter or Digest
- D. Requests, when necessary, a list of delinquent societies from the Treasurer
- E. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- F. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
- G. Performs other usual and customary duties as may be assigned or prescribed.
- H. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- I. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*Eastern Federation of Mineralogical  
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*AFMS Education (All American  
Club) Committee  
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**I AFMS Operating Procedure #6**

**A. Composition**

AFMS Chairperson and a chairperson from each federation

**B. Purpose**

Promote interest and education in the various Earth Sciences, sponsoring and providing means of coordinating work and efforts of all persons and groups of like interest. One method is through the All American Federation Club Award, with an award for club service to members, visitors, other clubs, Federation, publicity, community, public agencies, etc. Details of Award regulations will be kept up to date, published in the AFMS Newsletter. Judges are to be obtained and top awards announced and given at the Convention meeting

Adopted July 7, 1982

Amended September 18, 1991

**II EFMLS All American Federation Club Award Committee**

**A. Purpose, Objective or Goal**

To give recognition to clubs for their activities and accomplishments which promote a healthy growth in interest, education and pleasure found in the hobby

**B. Enabling Authority**

Bylaws, Article XII: Committees

**C. Composition**

3 people minimum

**D. Duties and Functions**

1. In October or November, write article for the Federation Bulletin/Digest containing a description of the award, its purpose, an explanation of what to include with the application, the application blank, and the deadline for returning application. Includes notice that application will be in November AFMS Newsletter
2. Write articles for all subsequent Digests prior to deadline, stressing the purpose of the award and encouraging clubs to submit entries. Explain how to write up report and types of items necessary for back up. Remind that entries will be mailed at least 5 times for regional competition and another 6 times if submitted to AFMS. Remind not to submit scrapbooks. Explain scoring system
3. Selects 3 judges and alternates.
4. Set deadlines to allow judges to review, mail sent and meet AFMS schedule.
5. Insert forms and judges instructions into packets with entries. Sends all entries to first judge.
6. Forward list to AFMS Chairman when entries are shipped to first judge.
7. Tabulate results and send top 3 entries to AFMS Chair along with complete list of all results for the region
8. Judge to disqualify himself from judging an entry from a club of which he is a member
9. Announce results at EFMLS Convention Awards Dinner (winners and honorable mentions).  
National awards will be announced at the AFMS Convention

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*AFMS Education (All American Club)  
Committee  
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10. Mail or have delivered certificates, trophies and entries to those clubs not in attendance at AFMS or EFMLS Conventions
11. Requests, when necessary, a list of delinquent societies from the Treasurer
12. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
13. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, procedure manual, etc.)
14. Performs other usual and customary duties as may be assigned or prescribed
15. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
16. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*Eastern Federation of Mineralogical  
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*AFMS Club Rockhound of the Year  
Committee  
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**I AFMS Operating Procedure #25**

**A. Composition**

AFMS Chairperson and a representative from each regional federation

**B. Purpose**

To provide a method for recognizing outstanding rockhounds

**C. Responsibility**

1. Develop guidelines for the program and keep them current.
2. Make member clubs of the various Federations aware of the program.
3. Receive from Regional Federations representatives the names of outstanding rockhounds clubs have nominated to be honored.
4. Edit the submissions received.
5. Forward to the Editor of the AFMS Newsletter the names of the rockhounds to be honored with AFMS recognition by publishing them.

Adopted October 16, 1997

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- E. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- F. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- G. Performs other usual and customary duties as may be assigned or prescribed

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*AFMS Endowment Fund Committee  
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**I AFMS Operating Procedure #15**

**A. Composition**

AFMS Chairperson, Treasurer, Secretary, Regional Federation Chairpersons, Financial Advisor

**B. Purpose**

To develop and administer a special fund to provide additional funding for AFMS

**C. Responsibilities**

1. The receipt and acknowledgment of donations which may be in the form of money or in any other form acceptable to the committee. If a donation is made in a form other than money, conversion to money should be made as soon as practical, in most cases no later than the next AFMS Convention. The conversion may be handled by a special drawing, silent auction, or any other method determined by the committee. A receipt is to be sent to the donor stating the amount of money received from the donation. The committee will not state the actual value of the donation.
2. Funds received should be deposited in a financial institution in a separate interest earning account. Only the earnings from the account may be used for projects deemed appropriate by the Executive Officers.
3. Reporting the activities of the committee to the Board.
4. The solicitation of donations by means of articles in the AFMS Newsletter, contact with Regional Federations, or any other methods deemed appropriate by the committee.
5. When the Non-Restricted Account exceeds \$10,000.00, the Committee may vote to recommend to the Board of Directors that all or part of such excess which exceeds \$5,000.00 be placed in the Restricted Account.

Adopted September 29, 1982

Amended October 16, 1997

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- E. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- F. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- G. Performs other usual and customary duties as may be assigned or prescribed.

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*AFMS Junior Program Committee  
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**I AFMS Operating Procedure #18**

**A. Composition**

AFMS Chairperson and one member recommended from each regional federation and approved by the AFMS President.

**B. Purpose**

To promote and assist the Regional Federations with their junior program activities. Act as a coordinator between the Regional Federations pertaining to junior programs

**C. Responsibility**

1. Serve as the focal point of information exchange, pertaining to junior programs conducted by each of the Regional Federations
2. To promote the "Future Rockhounds of America" program among the Regional Federation junior members. The "Future Rockhounds of America" program is to encourage the participation in Federation activities by junior members of Regional Federations
3. It is envisioned that such activities will further the educational value of this avocation, be used by clubs in the Regional Federation to recruit and keep junior members, will serve to give leadership training, and encourage junior members to exhibit either competitively or non-competitively in local, regional and national shows.
4. Upon receipt of a recommended application from one of the Regional Federations, the Junior Program Chairperson will confirm the information in the application and forward to the AFMS President for issuance of the certificate.
5. Furnish the Newsletter Committee pertinent information for publication in the newsletter pertaining to junior activities
6. Perform such other duties as assigned by the President

Adopted June 10, 1987

Amended June 7, 1989

**II EFMLS Representative's Duties and Functions**

Reference EFMLS Operating Procedure Juniors Program (III:B:12)

- A. Requests, when necessary, a list of delinquent societies from the Treasurer
- B. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- C. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- E. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- F. Performs other usual and customary duties as may be assigned and prescribed.

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*AFMS Public Relations Committee  
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**I AFMS Operating Procedure #10**

**A. Composition**

(no specific listing)

**B. Purpose**

To add to the stature and public image of the AFMS

**C. Responsibility**

1. Encourage active participation in community activity and service
2. Encourage interest in our hobby
3. Assist clubs with articles in the Newsletter
4. Submit articles to magazines and newspapers about Federation events
5. Seek ways to interest independent clubs in becoming Federation members
6. Encourage feedback from Federations by Regional Chairpersons or contacts
7. Honor clubs which have achieved excellent results
8. Furnish clubs with publicity releases whenever possible
9. Aid AFMS Committees in publicizing their work
10. Assist clubs in having their events listed and reported regionally and nationally

Adopted July 7, 1982

Amended August 10, 1988

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- E. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- F. Passes all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- G. Performs the usual and customary duties as may be assigned or prescribed.

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**I AFMS Operating Procedure - Officers #5**

**A. Responsibility**

1. The Regional Vice Presidents shall attend all meetings of the Board.
2. Perform all duties as may be prescribed by the President and furnish the Secretary with a report of activities sixty (60) days prior to the Convention Meeting.
3. Represent the Federation to the public, clubs and interested persons
4. Furnish President with suggestion from the regions as well as any suggestions for the betterment of the AFMS
5. Work closely with the secretary and editor of their Regional Federations to keep the Central Office of the AFMS advised of all changes in club officers and mailing addresses.
6. Keep up a search for good committee people and chairpersons within your Regional Federation. Advise the President of the availability of people to fill vacant positions.
7. Serve as an active contributing, but non-voting member of the AFMS committees you are appointed to by the AFMS President.

Adopted July 7, 1982

Amended June 22, 1994

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc)
- E. Performs other usual and customary duties as may be assigned or prescribed.
- F. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- G. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*AFMS Safety Committee  
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**I AFMS Operating Procedure #11**

**A. Composition**

AFMS Chairperson and one member, selected by the Chairperson, from each Regional Federation

**B. Duties**

To keep the AFMS Safety Manual up to date in its information, upgrading it whenever necessary. It shall also be the duty of this Committee to promote a safety program within the Regional Federations, and generally be of assistance in furthering better safety measures throughout the hobby

Adopted June 7, 1982

Amended August 10, 1988

**II EFMLS Representative's Duties and Functions**

A. As outlined above

B. Gather and maintain a "safety" file of articles, hints, suggestion, rules, etc.

C Write pertinent articles for Newsletter/Digest

D. Assist field trip chairmen when called upon

E. Answer questions from member societies

F. Urge member societies to have a Safety Chairman

G. Promote the sale of the AFMS Safety Manual

H. Present new ideas about safety awareness at regional and national level

I. Requests, when necessary, a list of delinquent societies from the Treasurer

J. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.

K. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

L. Performs other usual and customary duties as may be assigned or prescribed.

M. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.

N. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*AFMS Scholarship Foundation  
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**I AFMS Operating Procedure #2**

**A. Composition**

AFMS Board of Directors and where the AFMS President serves as the Vice President of the Foundation

**B. Responsibility**

1. Convenes a Convention Meeting of the Foundation and elects its own officers
2. The AFMS may make an annual contribution to the AFMS Scholarship Foundation
3. An appropriate plaque will be obtained and presented to the President of the AFMS Scholarship Foundation at the Annual Convention Banquet of the AFMS at the end of the last term served, stating years of service.

Adopted July 7, 1982

Amended August 10, 1988

**II EFMLS Scholarship Awards Committee Duties and Functions**

**A. Purpose, Objective or Goal**

The Committee performs, at the regional level, those functions which are reasonable and necessary to carry out the mandate of the AFMS Scholarship Foundation, including the selection of and presentation to the honorary awardee

**B. Enabling Authority**

Bylaws, Article XII: Committees

**C. Composition**

Chairman/Director, the current EFMLS President and the immediate Past President (or the next eligible Past President in the inability to serve of the immediate Past President) shall constitute an Awards Subcommittee.

There is also a Coordinator.

**D. Duties and Functions**

1. The Coordinator:

- Receives money from clubs and individuals
- Records transactions in the club and individual record book
- Maintains record of club percentage levels of achievement based upon the contribution of \$1.00 per club member requirement for a club to reach another 100% level of giving. (Example: a club which has 50 members will advance to another 100% level for each \$50 contributed. This amount is cumulative - it need not be sent all at one time)
- Transmits all monies received to the AFMS Scholarship Treasurer
- Writes letters of appreciation to each contributing club or individual, including percent changes for clubs attaining new levels. Individuals who contribute shall have that amount credited to their club or one of their choosing.
- Sends (snail or e-mail) copies of letters to the AFMS Scholarship President, Treasurer, and EFMLS President, with one copy retained for files
- Promotes the Scholarship Foundation within the Federation
- Chair of the EFMLS (AFMS) Scholarship Committee shall act as liaison between clubs and individuals in the Federation and the AFMS.

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2. The Awards Subcommittee:
  - Develops a method and selects an Honorary Award nominee by January 15th
  - Notifies the Scholarship Foundation President so that the nominee may be confirmed
  - Notify the nominee of the honor and the accompanying duties
  - Urges the nominee and the institution to select students quickly so that the necessary certification to the Foundation President will allow student confirmation prior to the end of the school year
3. The Honorary Awardee:
  - Resides in or be otherwise closely identified with the area served by the Eastern Federation
  - Is known for achievements and outstanding contributions to the understanding, acceptance, methods and knowledge of the earth sciences. Achievements and contributions are acceptable in such areas of federation interest and activity as geology, paleontology, mineralogy, geoscience, archeology, gem cutting, jewelry making and other aspects of the lapidary arts.
  - Selects an educational institution within the boundaries of the Eastern Federation
  - Cooperates with the institution to select the student(s)
  - Is honored with the presentation of a plaque for these achievements. Such plaque is provided by the AFMS Scholarship Foundation and usually presented at the Annual Convention banquet
4. Student Selection:
  - The Honorary Awardee and the educational institution select the student(s)
  - An AFMS Scholarship Grant will be made by the Foundation to the institution named by the Honorary Awardee to be used exclusively to help the post-graduate student
  - There shall be no discrimination based on sex, race, creed or national origin
  - The student must be matriculated and working towards a post-graduate Master's or Doctor's degree in any of the earth sciences
  - The student may not be related to any officer or official having anything to do with making the selection
5. Certification, in a form designated and provided by the Foundation, together with a letter of acknowledgment and acceptance from the student, should reach the Foundation as soon as possible, but no later than July 15th for grants covering the ensuing 2 years.
6. Upon receipt of such certification and letter, the Foundation will establish the grant, to be known as the AFMS Scholarship Foundation Grant, and will so notify the student. At the proper times the Foundation will remit, in the name of the Foundation, the determined sums to the named institution for the benefit and use of the student
7. Requests, when necessary, a list of delinquent societies from the Treasurer
8. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
9. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
10. Performs other usual and customary duties as may be assigned or prescribed.
11. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
12. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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*AFMS Uniform Rules Committee  
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**I AFMS Operating Procedure #13**

**A. Composition**

3 member rotating committee with member serving the final year acting as Chairperson. One new member appointed by the President as recommended by the member Regional Federation which is scheduled to host the Federation annual meeting 3 years hence as listed in Article V of the By-Laws

**B. Qualifications**

To serve, a person must have first served a minimum of 2 years as a member of a Regional Federation Rules Committee. No person shall, at the same time, be a member of the AFMS Uniform Rules Committee and also be a Chairperson of a Regional Federation Uniform Rules Committee or represent that person as an alternate

**C. Vacancy**

Any vacancy in the committee shall be filled by a qualified individual from the same member Regional Federation as that of the retiring member, selected by the President upon the recommendation of the member Regional Federation and shall serve the balance of the 3 year term

**D. Chairperson Duties**

1. Calls a meeting of the 3 members together with the Chairpersons of the 6 Regional Federation Rules Committees or their appointed alternates to be held 2 days, if needed, prior to the annual AFMS Board meeting
2. Prepare an annual estimate of materials and/or awards as specified below, present this estimate for approval of the Board and limit expenditures to the amount so authorized.

**E. Committee duties**

1. Formulate Uniform Rules adequate to the need of exhibitors competing at Regional and/or National Federation Shows. Maintain eligibility for National competition.
2. Act in close cooperation with the member Regional Federation Rules Committees in making such revisions and/or adjustments suggested by the members at the annual meeting. At this meeting all changes in the Rules proposed by members shall be discussed and voted on. A 2/3 majority vote of the AFMS URC and the Regional Federation Chairpersons, or eligible alternates, present shall be binding on all.
3. Formulate and maintain adequate rules to govern the eligibility and competition for any and all trophies listed in the Uniform Rules and to procure such awards together with all materials necessary for the conduct of competition for them.
4. Upon approval of the AFMS Board of Directors, cause to be printed and make available to each member of the AFMS and Regional Rules Committees, each member Regional Federation President and Central Office one copy of the Uniform Rules and any other supplementary publications of the Committee. Changes to the AFMS Uniform rules, Lapidary List, Mineral Classification List and Fossil Reference List shall become effective 4 months after they become available. Every effort should be made to have the publications named available 4 months prior to the first Regional Federation show scheduled for the calendar year following permission for publication.

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**F. Conduct with Regard to Trophies**

In the event that it is brought to the attention of the AFMS Uniform Rules committee that unsportsman like conduct has occurred on the part of an exhibitor in connection with the awarding of an AFMS Trophy, such information will be investigated immediately to determine if grounds for further action exist. If the matter appears to be of sufficient importance, or if specific charges have been presented, the AFMS Uniform Rules committee shall cause a formal investigation to be made. The accused shall be informed of the charges. Witnesses shall be heard both for and against the accused. The accused shall have the right to examine the testimony and to reply to it. Upon completion of the investigation, the AFMS Uniform Rules Committee shall make recommendations to the AFMS as to what punishment, if any, it deems proper. A complete record of the investigation, including the recommendation shall be forwarded to the President without delay.

Adopted August 17, 1982  
Amended June 22, 1994

**II EFMLS Representative's Duties and Functions**

Reference EFMLS Operating Procedure Uniform Rules (III:B:19)

- A. As outlined above.
- B. Requests, when necessary, a list of delinquent societies from the Treasurer
- C. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- D. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- E. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.
- F. Passes on all pertinent and appropriate material to successor at end of term (including files, correspondence, etc.)
- G. Performs other usual and customary duties as may be assigned or prescribed

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*AFMS Ways and Means*  
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**I AFMS Operating Procedure #14**

**A. Composition**

AFMS Chairperson, Executive Vice President and one member from each Regional Federation

**B. Duties**

1. Secure a copy of the latest financial statement of the AFMS from the Treasurer. Study financial needs of the AFMS presently and in the future. Encourage and initiate suggestions for the financial betterment of the Federation. Report to the President during the year and submit a report to the Board of Directors at the Convention Meeting

Adopted July 7, 1982

Amended August 7, 1996

**II EFMLS Representative's Duties and Functions**

- A. As outlined above
- B. Keep EFMLS President informed about AFMS plans and needs
- C. Requests, when necessary, a list of delinquent societies from the Treasurer
- D. Submits an annual report to the President, and a copy to the Secretary, to be received at least 30 days prior to the Annual Meeting and Convention.
- E. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
- F. Performs other usual and customary duties as may be assigned or prescribed.
- G. Submits to the First Vice President, no later than 60 days prior to the annual Meeting, a record of all expenses, reimbursed or not, incurred in the performance of duties during the year.
- H. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year.

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# Procedure Manual

## Section V: Enabling Documents

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## Section VI: Additional Procedures & Documents



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