

*Eastern  
Federation of  
Mineralogical & Lapidary Societies*



*Operating  
Procedures  
Manual*

UPDATED: July 1, 2020

## 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 Operating Procedures 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 pertaining to offices, committees and appointments are considered the property of the Eastern Federation of Mineralogical Societies. They should be kept current and passed to successors.

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.

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***Foreword  
Reference 1***

Foreword (*Continued*)

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 Directors 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 Website.

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,  
Steve Weinberger, Chairman  
Committee Members: Mary Bateman  
Ellery Borow  
Matt Charsky

Revised: May 30, 2020

Approved: July 1, 2020

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Revised: May 30, 2020

Approved: July 1, 2020

## **EFMLS BYLAWS**

Adopted August, 1993. Revised, October 21, 2016

### **Article I: Name**

The name of this organization shall be the Eastern Federation of Mineralogical and Lapidary Societies, Inc., hereinafter referred to as the "Federation."

### **Article II: Objectives**

**Section 1.** To bring about a closer association of the Earth Sciences Societies in the Eastern part of the United States, and such other areas, domestic or foreign which in the future may desire to affiliate.

**Section 2.** To cooperate with educational and scientific institutions or other groups engaged in increasing the knowledge and popular interest in Geology, Mineralogy, Paleontology the Lapidary arts, and related subjects.

**Section 3.** To foster the cultural aspects of, and the comradeship engendered by, the study of subjects listed above.

**Section 4.** To hold annual conventions, unless otherwise agreed, with suitable programs and exhibits.

**Section 5.** To cooperate or affiliate with similar Federations.

**Section 6.** To provide means and make arrangements for the exhibition of collections at expositions, fairs, and other public gatherings.

**Section 7.** To assist in the formation of Earth Science Societies in localities where public interest justifies their formation.

**Section 8.** To establish and maintain a Federation which shall be nonpolitical and noncommercial.

**Section 9.** To conduct its affairs without profit and to refrain from using its assets for pecuniary benefit of any individual, organization, or group.

**Section 10.** To devote all the assets, property, and funds of the corporation to the furtherance of the primary objects and purposes of the corporation. Its works, purposes, and objects are primarily educational, recreational, and social and are solely in the interests of the advancement of its Member Societies, of their members, and of the public along scientific and educational lines.

**Section 11.** To encourage and assist in the development of junior members of member societies in the Federation's plans, programs and organizations. To initiate and promote projects whose goals are to promote participation by younger people in the activities of member societies.

### **Article III: Restrictions on Activities**

**Section 1.** The Federation shall not attempt to influence legislation by propaganda or otherwise.

**Section 2.** In the event of dissolution of the Federation, all its assets, properties, and funds shall be turned over to one or more nonprofit organizations created for like purpose.

### **Article IV: Membership**

**Section 1.** The organizations which joined the Federation on or before January 1, 1951 shall constitute the Charter Memberships.

**Section 2.** The Founding Societies and Charter Member Societies are as follows:

#### **Founding Societies:**

Mineralogical Society of the District of Columbia, Inc.

Gem Cutters Guild of Baltimore, Inc.

The Lapidary Club of Washington, D.C., Inc. (now the Gem, Lapidary, and Mineral Society of Washington, D.C.)

#### **Charter Societies:**

Miami Mineral and Gem Society

Oxford County Mineral and Gem Association, Inc.

Rochester Academy of Sciences, Mineral Section

Newark Mineralogical Society, Inc.

North Jersey Mineralogical Society, Inc.

New Jersey Lapidary Society, Inc. (formerly Newark Lapidary Society)

**Section 3.** Membership in this Federation shall be open to all duly organized societies of amateurs which are intended to foster interest in the earth sciences, lapidary, and related arts in Connecticut, Delaware, District of Columbia, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia and West Virginia. Former member societies in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina and Tennessee that elected to remain in the Federation when these states were ceded to the Southeast Federation may remain members as long as active membership is maintained.

**Section 4.** Any Earth Science, Lapidary, or Gem Society desiring admission to the Federation shall apply to its Regional Vice-President who will assist in preparing the formal application. The application shall then be submitted to the Regional Vice-President with applicable fees, and dues. The Regional Vice President then forwards it with appropriate recommendations to the Second Vice President for final approval or disapproval. If the application is not approved, all submitted fees and dues shall be returned.

**Section 5.** Each member society shall, when requested, furnish the Federation with the names of its officers, the mailing address to which all Federation mail is to be sent, meeting place and meeting time, and shall correct this information within thirty days of any change.

**Section 6.** Any member society wishing to withdraw from the Federation shall notify the Federation Secretary with a written notice signed by an officer of the withdrawing society. The Federation Secretary shall then publish a notification of the withdrawal.

**Section 7:** A member society whose attitude or conduct is considered detrimental to the welfare of the Federation may be expelled by a majority vote of the Board of Directors. Thirty days prior

to final action, the offending society shall be notified that expulsion is being considered and shall be permitted to present its case to the Board or to withdraw.

#### **Article V: Regions**

**Section 1.** In order to provide better services to the member societies, the Federation shall be divided into numbered regions, the number, size and boundaries to be determined by the Board of Directors. Each region shall have a Regional Vice President and the Regional Vice President shall appoint as many Area Representatives as are needed.

#### **Article VI: Officers**

**Section 1.** The General Officers of the Federation shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, an Assistant Treasurer, and an Editor.

**Section 2.** The Regional Officers shall be the Regional Vice Presidents of each region.

**Section 3.** The Special Officers shall be the General Show Chairman, the Immediate Past President, and the chairman or representative of the Past Presidents' Advisory Council.

#### **Article VII: Board of Directors**

**Section 1.** The Chief Executive of each member society shall, ex -officio, be a Director of the Federation.

**Section 2.** The Board of Directors of the Federation shall consist of the Directors, the General Officers, the Regional Officers and the Special Officers.

**Section 3.** The Board of Directors shall have the power to take any action that is in accord with the Bylaws.

#### **Article VIII: Executive Board**

**Section 1.** The Executive Board of the Federation shall consist of the General Officers, the Regional Officers, and the Special Officers.

**Section 2.** The Executive Board shall have all the powers of the Board of Directors to handle routine matters of the Federation and to handle non-routine matters that cannot be delayed until the next Board of Directors meeting.

**Section 3.** The Executive Board shall not have the power to elect officers, amend the Bylaws, nor to incur any liability or authorize any expenditure in excess of 33 1/3 per cent above the approved budget.

**Section 4.** The Executive Board shall have the authority to fill any vacancy that might occur in any General Office until the vacancy for the unexpired term can be filled by election at the next annual meeting.

#### **Article IX: Meetings**

**Section 1.** A meeting in this article will mean the annual meeting, a Board of Directors meeting, or an Executive Board meeting.

**Section 2.** Robert's Rules of Order, Latest Edition, shall govern all meetings.

**Section 3.** The presiding officers shall appoint a parliamentarian to assist in the conduct of the meeting. The parliamentarian is not entitled to a vote, but the person serving may vote if otherwise entitled to.

**Section 4.** All meetings shall be conducted in accordance with a written agenda prepared by the President and published by the Secretary.

**Section 5.** The Federation shall hold one meeting each calendar year, said meeting to be called the annual meeting. The annual meeting should be held the evening before the show opens, if practical, or as scheduled by the host society and approved by the Executive Board. Any action that is permitted under these bylaws, including any action that is permitted for any Board or Officers, may be taken at the annual meeting. Each member society may send its President, who is a Director, one Delegate, or an alternate for either or both, to the annual meeting. Directors and Delegates or their alternates are entitled to one vote each. Alternates may be a member of the member society or a member of another member society. Any individual may serve as an Alternate for more than one society, but no individual shall have more than one vote. Each member society must provide written notification to the Secretary of the names of its director, Delegate, and/or alternates who expect to attend the annual meeting at least fifteen days prior to the convening date.

**Section 6.** The President may call a meeting of the Board of Directors or the Executive Board, when necessary, by notifying the members of the date, time, and place at least fifteen days prior to the meeting.

**Section 7.** The President may elect to poll the Board of Directors or the Executive Board by mail or electronically (except for Bylaws amendments which must be done at a properly called meeting) instead of calling a special meeting. The Secretary shall conduct the poll, stating clearly the issue to be voted on and the required date for returning the vote, and shall notify the President of the result.

**Section 8.** A quorum for the annual meeting shall be ten member societies that are represented by a director, a delegate or an alternate. A quorum for a meeting of the board of Directors shall be ten member societies represented by a Director. A quorum for the Executive Board shall be nine members of which at least three shall be General Officers. A quorum for a mail poll shall be the ballots returned by the required date.

**Section 9.** Any member of a member society may attend any meeting and, at the discretion of the presiding Officer, may be allowed to speak to issues, but may not be allowed to make motions or to vote.

## **Article X: Elections, Terms, & Term Limits**

**Section 1.** The General Officers shall be elected at the annual meeting. At the close of nominations for each office, if there is only one nominee, the President shall declare that person elected and if there is more than one nominee, voting shall be by secret ballot.

**Section 2.** The Regional Officers shall be elected by the member societies in the region in a mail election conducted by the First Vice President.

**Section 3.** The General Show Chairman shall be elected or appointed by the society hosting the convention.

**Section 4.** The term of office of all officers, except the General Show Chairman, shall begin on the first day of November following their election and end on the last day of October of the appropriate year. In the event an annual meeting or other election occurs later than the last day of October of any year, the incumbent officers shall continue to serve until their successors assume office. New officers shall begin their terms immediately following the annual meeting. The term of the General show Chairman as an officer will coincide with that of the president who will chair the annual meeting at the convention for which the General Show Chairman is responsible.

**Section 5.** The President shall be elected for a term of one year and may be elected to one succeeding term.

**Section 6.** The First Vice President and the Second Vice President shall be elected for a term of one year and may be elected to a succeeding term, but may not be elected to more than two consecutive terms.

**Section 7.** The Secretary shall be elected for a two-year term and may be elected for any number of successive terms. The election shall be held in even years.

**Section 8.** The Treasurer shall be elected for a two-year term and may be elected for any number of successive terms. The election shall be held in odd years.

**Section 9.** The Assistant Treasurer shall be elected for a two-year term and may be elected for one succeeding term.

**Section 10.** The Editor shall be elected for a two-year term and may be elected for any number of successive terms. The election shall be held in odd years.

**Section 11.** The Regional Vice Presidents shall be elected for a two-year term and may be elected for any number of successive terms. The elections for odd numbered regions shall be held in odd years, and for even numbered regions in even years.

**Section 12.** Service in an office to fill an unexpired term shall not be considered as having served a term in that office in determining eligibility for election to that office.

## **Article XI: Duties of Officers**

**Section 1.** The President shall preside at all meetings of the Federation; appoint the chairmen and be ex-officio member of all committees except the Nominating Committee, the Past Presidents Advisory Council, and those committees whose Operating Procedures make other provisions; administer the budget for operational expenses; coordinate the duties of other Officers and Committee Chairmen; and perform such other duties as are customary to the office.

**Section 2.** The First Vice President shall perform all duties of the President when the President is absent or unable to carry out his duties. The First Vice President shall succeed to the office of President if that office becomes vacant.

**Section 3.** The Second Vice President shall succeed to the office of First Vice President if that office becomes vacant.

**Section 4.** The Secretary shall keep an accurate record of all proceedings of the meetings of the Federation and its Boards, cooperate with Secretaries of other like Regional Federations and the American Federation when called upon, and, in cooperation with the Editor, keep the Board of Directors and member societies informed of all activities of the Federation.

**Section 5.** The Treasurer shall receive all dues or other funds of the Federation, except as provided in Article XIII, Section 2, and disburse them when authorized by the President, keep a

full and accurate account of such transactions, render a yearly written itemized report and present all accounts and bank records to the Federation at its annual meeting for audit or review following the conclusion of the fiscal year.

**Section 6.** The Assistant Treasurer shall assist the Treasurer in the preparation of bills, accounts, and whatever duties the treasurer may assign. The Assistant Treasurer shall succeed to the office of Treasurer if that office becomes vacant.

**Section 7.** The Editor shall publish, in Federation publications and other media, news of Federation activities, programs, committees, accomplishments, meetings, and other items of importance and interest to member societies and shall establish and maintain a mailing list to facilitate distribution of federation data in a timely manner.

**Section 8.** Any Officer derelict in his duties, or whose conduct is such that it is considered detrimental to the welfare or reputation of the Federation may be removed from office by the two-thirds affirmative vote of the Board of Directors. Action shall be initiated by the Executive Board by notifying the Officer of the charges, allowing sufficient time for the officer to respond, and recommending action by the Board of Directors. The vote shall be taken by mail ballot.

## **Article XII: Committees**

**Section 1.** With the exception of the committees required in this Article, the President may establish or eliminate committees as required by the needs of the Federation.

**Section 2.** A nominating committee shall consist of six elected members serving staggered three-year terms with two members elected by the delegates to the annual meeting each year. Members serve one three-year term and may not be reelected to a succeeding term. The Immediate Past President shall be a full voting member of the committee and shall serve as temporary Chairman until the committee selects a Chairman. The Nominating Committee, shall prepare a slate of at least one candidate for each elective office to be filled, including the nominating committee members to be elected, and shall notify the Board of Directors of the slate when it is completed via timely publication in the EFMLS Newsletter. The slate should provide as extensive a geographical representation as is practical. The slate shall be sent to the editor so that it is published at least two months prior to the annual meeting. The nominating committee's term begins at the conclusion of the annual meeting and ends at the conclusion of the following year's meeting.

**Section 3.** The Past Presidents of the Federation shall constitute the Past Presidents Advisory Council. The Council shall prescribe its own rules, select its own Chairman, and act in an advisory capacity in the role of elder statesman where it may be of service to the Federation when requested. Membership on the Advisory Council shall be for life or until resignation of the individual member.

**Section 4.** The Federation shall establish and support an EASTERN FOUNDATION FUND to supplement the operating expenses of the Federation and permit special projects. The Fund shall be administered by the Eastern Foundation Fund Committee with all funds deposited by the EFMLS Treasurer in interest bearing, US Government insured accounts. The President shall appoint the Chairman and other members. Members shall include, but are not limited to, the EFMLS Treasurer, the First Vice-President, and the Chairman of the Bylaws Committee. The

committee shall promote fund raising among member societies and other sources. Expenditures from the fund shall be limited to the previous year's accumulated interest and must be approved by the Executive Board.

**Section 5.** All committees, unless otherwise specified in the Operating Procedures, should have at least three members including the chairman.

### **Article XIII: Operating Procedures**

**Section 1.** 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.

**Section 2.** The procedures may allow certain committees or appointed persons that collect fees for specific supplies or program to keep temporary control of funds, an exception to Article XI, Section 5. Adequate controls, commensurate with the amount of money involved shall be provided.

### **Article XIV: Dues and Fees**

**Section 1.** The initiation fee for new member societies shall be \$25.00.

**Section 2.** Annual dues of a member society shall be one dollar seventy-five cents (\$1.75) for each individual voting member on the rolls of the member society as of December 31 of the preceding year and shall be due and payable on or before January 1. New member society dues shall be based on the number of individual voting members in the society at the time of application for membership. If dues are not paid by March 1, the member society will forfeit its right to all services provided by the Federation to member societies. Any suspended society may be reinstated by paying the dues for the current year and a renewal fee of ten dollars.

**Section 3.** Only in the emergency of maintaining Federation solvency may the Board of Directors, by a two-thirds affirmative vote, pass an assessment on the member societies. Such an assessment must be a per capita assessment and shall never exceed fifty cents (\$0.50) per capita in any one fiscal year.

### **Article XV: Affiliations**

**Section 1.** This Federation is a member of the American Federation of Mineralogical Societies, Inc. (AFMS).

**Section 2.** Annual dues to the AFMS shall be paid by this Federation as required by the AFMS.

**Section 3.** The President and First Vice President of EFMLS will serve as representatives to and become Directors of the AFMS. If the President and/or First Vice President are unable to attend an AFMS annual meeting, the President shall appoint an alternate voting delegate(s) for that annual meeting and so notify the AFMS Secretary. The alternate shall be, or have been, a General Officer of the EFMLS.

**Section 4.** When it is time for an EFMLS member to be elected as an officer of the AFMS, the EFMLS Executive Board, with the advice of the Past Presidents' Advisory Council, shall submit the name of one candidate for each office that is open to a nominee from EFMLS. The candidate shall have served as a General Officer and meet the eligibility requirements specified by AFMS and shall have agreed to serve.

**Section 5.** The Federation may affiliate with other similar organizations upon a two-thirds vote of the Board of Directors at any annual meeting, provided that written notice has been given each member society at least four (4) months in advance.

#### **Article XVI: Amendments**

**Section 1.** Any Article or provision hereof must be amended by a two-thirds affirmative vote at any properly called meeting of the Board of Directors, provided that each member of the Board of directors shall have been notified, by the Secretary, of the proposed change at least sixty days prior to such meeting.

**Section 2.** Proposals for changes in the Bylaws may be originated by any interested individual, but may be formally proposed only by member societies, the Executive Board, the Past Presidents Advisory Council, and/or by the Bylaws Committee of the Federation. All proposals must be presented in writing to the Bylaws committee at least 120 days prior to any meeting at which such changes may appropriately be considered. All proposals will be reviewed by the Bylaws Committee for clarity and compatibility with the rest of the Bylaws. If problems are found, the committee shall notify those submitting the proposal of the problem and suggest changes to correct the problem. If the committee and the originators cannot agree on a final proposal, the originators' proposal shall be submitted to the directors along with the Bylaws Committee's objection.

# **OPERATING PROCEDURES MANUAL**

## **SECTION I**

### **OFFICERS**

# **OPERATING PROCEDURES MANUAL**

## **SECTION I:A**

### **GENERAL OFFICERS**

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 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  
Bylaw, 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 and 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 regular mail or electronic communication instead of calling special meeting (Article IX: Section 7)
8. The President shall be elected for a term of one year and may be elected to one succeeding term. The term of office begins on November 1 following election and ends on October 31 of the following year (Article X: Sections 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 the Nominating Committee and those committees whose operating procedures make other provisions (Article XI: Section 1)
10. As President or President-elect appoints all committee chairs except the Nominating Committee, Long-Range Planning Committee, and those committees whose operating procedures make other provisions (Article XI: Section 1)
11. Oversees the administration and execution of 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, the President and Vice President of EFMLS)
  - 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)
  - e. The name of the elected person shall be forwarded to the AFMS no later than February 1 of each year. Since the EFMLS Directors vote at the annual meeting and the members serve from November to October, the AFMS requires the name of the voted individual by February—the reason for this is because some of the AFMS conventions are held as early as March where the elected AFMS Vice President is technically inducted to serve the following year (November to October)
15. Appoints chairman and other members of the Eastern Foundation Fund Committee (Article XII: Section 4)
16. Serves as an AFMS Director (Article V: Section 3) Transportation expenses and travel to the AFMS annual meeting will be reimbursed except when EFMLS is the host federation for the meeting. Best efforts will be made to obtain reasonable transportation expenses
17. Selects a recipient for the Wildacres Appreciation Award from among the cadre of staff members and ancillary workers who have ever worked at the EFMLS Wildacres Workshops. Staff members are defined as persons that represent the EFMLS Wildacres Board as listed in the EFMLS newsletter, session teachers and resident speakers.
  - a. Prepares a plaque and citation and presents these to the recipient at the EFMLS Annual Convention
18. Writes a President's Message for each issue of Federation publications
19. Writes a Message for the show program
20. Makes arrangements for Executive Board meetings
21. Initiates actions, outlined in the Bylaws, to fill officer and committee chair vacancies
22. Works with the Treasurer to assure that tax returns are filed
23. Appoints committee to audit or review Federation books
24. Appoints two (2) members to serve three-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. Publishes in the EFMLS News the history of the gavel and flag a month or two before the convention
32. 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
33. Writes AFMS report and sends via regular mail or electronic communication to AFMS Executive Secretary 45 days prior to AFMS meeting
34. Sends copies of documents and reports to historian
35. Appoints, with approval of the Executive Committee, EFMLS members to serve on AFMS committees
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 for the following fiscal year
41. Regularly writes articles for the EFMLS newsletter
42. Performs other usual and customary duties (Article XI: Section 1)

Amended: July 1, 2020  
Approved: July 8, 1994

**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 Officer (Article VI: Section 1)
2. Serves on the Board of Directors and the Executive Board (Article VII: Section 2 and Article VII: Section I)
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: Sections 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 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. Best efforts will be made to obtain reasonable transportation expenses.
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, timetable for entire process
  - b. Notifies each club in the region to invite nominations, includes close date
  - c. Contacts nominees to see if they are willing to run
  - d. If no nominations are made, contact clubs again, with new timetable
  - e. When more than one (1) person is nominated, prepares a letter ballot requesting the regional clubs 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 (2) candidates a new election shall be held with only the tied candidates on the ballot
    - 2) If not all societies have voted, the Vice President shall notify all clubs 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 regular mail or electronic communication, of the newly elected Regional Vice President, 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 Vice President
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 and 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. Writes articles for the EFMLS newsletter
  17. Performs other usual and customary duties (Article XI: Section 1)

Amended: July 1, 2020  
 Approved: July 8, 1994

**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 either electronic or paper of approved new society applications to EFMLS President, Secretary, Editor, Supplies Chair, and Insurance Coordination Committee and notifies AFMS Central Office
4. 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
5. Notifies the new member society, all General Officers, the appropriate Regional Vice President, the appropriate Area Representative, and all committee chairs of the new society's acceptance into the Federation. The Second Vice President notifies all clubs of the new club's acceptance in the EFMLS newsletter.
6. Causes to be published, the withdrawal of a member society from the Federation (Article IV: Section 6)
7. Succeeds to the office of First Vice President if that office becomes vacant (Article IX: Section 3)
8. Supervises the Regional Program, providing guidance and counsel to the Regional Vice Presidents. The following documents should be given to incoming Regional Vice Presidents:
  - a. The EFMLS Directory --- which contains the Bylaws, the committee chairs, the Program Library, a listing of all the clubs that belong to EFMLS, as well as other information valuable to a Regional Vice President
  - b. The EFMLS Operating Procedures
  - c. An article by Fred Schaefermeyer on what the Federation can do for your club

- d. A list of EFMLS programs in which a club may participate
  - e. An application form for a club to join the EFMLS
  - f. Instructions on how to access the EFMLS newsletter
9. Determines which two (2) clubs are to receive the "M" Award. The large club (50+ members) and the small club (less than 50 members) which have the greatest increase in their number of adult members over the last year shall be selected. Membership numbers are to be determined from the current and previous year's EFMLS Treasurer's paid dues membership list. 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 telephone 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 the end of term of office (including files, correspondence, etc.)
  14. Writes at least one or two articles for the newsletter each year in addition to an article on each new club
  15. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
Approved: July 8, 1994

**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 and Functions**

1. Serves on the Board of Directors and the Executive Board (Article VII: Section 2 and Article VII: Section 1)
2. Publishes the agendas for all meetings and distributes them to all officers, committee chairs and member societies (Article IX: Section 4)
3. Receives registration forms from Directors and Delegates, or their alternates, fifteen (15) days prior to the Annual Meeting (Article IX: Section 5)
4. At the request of the President, polls the Board of Directors or Executive Board by regular mail or electronic communication, stating the issue and the required date of the ballot return, and then notifies the President of the results (Article IX: Section 7)
5. Serves in office for a two (2) 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: Sections 7) except when the Annual Meeting is in November or December and then the term of office starts immediately after election. Election for the Secretary is held in even numbered years
6. Writes minutes and keeps accurate records of all proceedings of the Federation, the Board of Directors, and the Executive Board (Article XI: Section 4)
7. Communicates and cooperates with secretaries of the AFMS and other regional federations (Article X: Section 7)
8. Informs, through and with the Editor, the Board of Directors and member societies of Federation activities (Article X: Section 7)
9. 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)
10. Prepares and distributes Call to Convention, tentative agenda, and club delegate registration form to be received by member societies at least 60 days prior to the convention
11. Sends additional copy of registration forms to General Show Chairman

12. 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 the convention
13. Sends via regular mail or electronic communication copies of report packets to all current officers, past presidents, committee chairs and registered directors, delegates and alternates at least ten (10) days prior to the Annual Meeting
14. 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 the registration table
15. Supplies, at registration, a colored voting ID slip for voting delegates, officers, committee chairs and area representatives. The color to be changed each year
16. Prepares and distributes Annual Meeting packets to directors, delegates, officers, and committee chairs
17. Ascertains a quorum (Article IX: Section 8)
18. Sends copies of minutes from the most recent Annual Meeting to the Editor for publication and the President for review
19. Retains custody of the Official Seal, Federation banner, placards, written records from 1970 to the present
20. Retains member society information sheet (which accompanies dues payment) from the Treasurer
21. Maintains files of correspondence sent by officers, minutes, and newsletter. Organizes and files copies of all duplicate correspondence sent by officers and committee chairs
22. Organizes and files copies of minutes, newsletter, and website
23. Researches answers for officers, committee chairs, member societies, other federations and others as required
24. Copies all significant correspondence to the President
25. 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
26. Informs AFMS Central Office of all new clubs, their presidents, and editors, with names and addresses. Also notifies of disaffiliating clubs
27. Submits an annual report to the President to be received at least 30 days prior to the Annual Meeting and Convention
28. 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
29. Submits to the First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office for the following year
30. Passes all pertinent and appropriate material to successor at the end of term of office (including files, correspondence, etc.)
31. Writes pertinent articles for the EFMLS newsletter
32. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
Approved: July 8, 1994

**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 in the approved budget and any other disbursement must be authorized by the President
  - 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
4. Renders a yearly written itemized report at the Annual Meeting (Article XI: Section 5)
5. Serves in office for a two (2) 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. Election for the Treasurer is held in even numbered years.
6. Presents accounts and bank records for audit or review at least 30 days prior to the Annual Meeting (Article XI: Section 5)
7. 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, First Vice President and Uniform Rules for Competitive Exhibiting Committee Chairperson to attend the annual AFMS meeting when it is not hosted by an EFMLS member club (or the Federation itself). Best efforts will be made to obtain reasonable transportation expenses
8. Reimburse Supply Chairperson for travel expenses to Wildacres and the Annual Meeting
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 Bond Insurance
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 the Treasurer become incapacitated
13. Notifies member societies by regular mail or electronic communication of:
  - a. EFMLS dues and Club Information Form
  - 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 and corrections will be published in the newsletter or on the website during the year
14. Prepares and sends via regular mail or electronic communication to the Regional Vice Presidents the dues notification. The Regional Vice Presidents will send, via mail or electronic communication, dues notification to the clubs in their region instructing them to fill out two (2) copies of the Club Information and return one copy to the EFMLS Treasurer with their dues payment and one (1) copy electronically 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: Program Library, All American Federation Club, Bulletin Editors' Advisory, Show Coordinator, Wildacres Registrar, Supplies, EFMLS Field Trip Program, 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 a member of the Budget and Finance Committee
23. Assures payment of premium for Bond Insurance
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. Writes one or more articles for the EFMLS newsletter a year
30. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020

Approved July 8, 1994

**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 and 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. Election for the Assistant Treasurer is held in even numbered years
6. Checks math, co-signs all checks and forwards to recipients
7. Maintains back-up files of all records sent by the 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 his office 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. Writes one or more articles for the EFMLS newsletter a year
13. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
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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 News and the Website. 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. Election for the Editor is held in even numbered years
3. Publishes a periodical called the *EFMLS News* and whose associated duties include, but are not limited to: gathering information, edit, print, and distribute the *EFLMS 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 EFMLS Field Trip Program 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 regular and electronic mailing list to facilitate timely distribution of information
6. Sends via regular mail or electronic communication publications in a cost-efficient manner (such as maintaining an electronic mailing list and/or post office bulk mailing permit)
7. Sends via regular mail or electronic communication to:
  - a. Two copies to each member society – President and Editor (or Secretary)
  - b. All EFMLS officers and committee chairpersons
  - c. All Area Representatives
  - d. All EFMLS Past Presidents
  - e. President, Secretary, Executive Office, and Editor of AFMS
  - f. Club Liaison if that person is different from any of the above
  - g. 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 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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Approved: July 8, 1994

# **OPERATING PROCEDURES MANUAL**

## **SECTION I:B**

### **REGIONAL OFFICERS**

**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 and 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 and Article VIII, 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), except when the Annual Meeting is in November or December and then the term of office begins immediately after election.
7. Engages in public relations activities within the region
  8. 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 Application Packet to prospective societies
    - a. The EFMLS Bylaws and Operating Procedures, electronic or hard copy
    - b. An article by Fred Schaefermeyer on what the Federation can do for your club
    - c. A list of EFMLS programs in which a club may participate
    - d. An application form for a club to join the EFMLS
    - e. Instructions on how to access the EFMLS News
    - f. A listing and explanation of benefits to joining EFMLS
  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. Among the benefits are:
    - a. The insurance program (liability and/or accident)
    - b. A program lending library of slide, Power Point, and video/DVD presentations
    - c. Wildacres
    - d. Each One Teach One award program
    - e. Competitive exhibit awards
    - f. AFMS Club Rockhound of the Year recognition
    - g. All American award
    - h. "M" Awards
    - i. Bulletin Editors Advisory Committee competitions
    - j. Junior awards and activities
    - k. Website competition
    - l. Documents available to clubs through the Supplies Committee
  12. Recommended to visit each member society at least annually (at a meeting, show, swap, picnic, etc.)
    - a. Present mini rundown of EFMLS activities (Wildacres, EFMLS Field Trip Program, Slide Programs, Directory, newsletter, junior activities, Annual Meeting, insurance, etc.)
    - b. Keep in touch with the clubs in his/her respective region via mail, electronic communications, or social media
    - c. Leave specimens for give-away, raffle, or door prize
    - d. Offer to present a program
    - e. Mix with members, introduce yourself and listen for concerns and desires
    - f. Organize a regional event such as a field trip or picnic
  13. Encourages societies to send their newsletters to the Regional Vice President, EFMLS President and Editor, AFMS President and Editor, EFMLS Bulletin Editors Advisory Committee chair, exchange with other clubs

14. Develops regional activities and projects such as swaps, regional contest, cracker barrel and 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 the 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 for the following fiscal year
21. Writes periodic articles for the EFMLS News each year with updates on what is happening in their region
22. Passes all pertinent and appropriate material to successor at the end of term of office (including files, correspondence, etc.)
23. Performs other usual and customary duties as may be assigned or prescribed
24. Prepares and sends via regular mail or electronically dues notification to the clubs in their region instructing them to fill out two (2) copies of the club information and return one (1) copy to the EFMLS Treasurer with their dues payment and one (1) copy electronically to the Directory editor.

Amended: July 1, 2020  
Approved: July 8, 1994

# **OPERATING PROCEDURES MANUAL**

## **SECTION I: C SPECIAL OFFICERS**

**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. She/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 and 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/she (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 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. Sends via mail or electronic communication 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 three-day convention or the Friday afternoon or evening of a two-day convention
  - e. At the President's request, arranges for a "cracker barrel" session (informal discussion meeting) at the Annual Meeting
  - f. Arranges for the Awards Baquet
  - g. Arranges for the Editors and Webmasters Breakfast
  - h. Forwards competitive display entry applications to EFMLS Uniform Rules for Competitive Exhibiting chairman
  - i. Consults with EFMLS President (and AFMS President, if a joint convention) for special arrangement such as seating at the banquet, desirability of speaker, etc.
  - j. Reserves a complimentary room for the EFMLS President at the option of the host club

- k. Consults with members of EFMLS Convention Advisory Committee when necessary
- l. 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 for Competitive Exhibiting Chair
- 6. Responsibilities may begin prior to and extend beyond the term of Federation office
- 7. Writes one or more articles for the EFMLS News a year
- 8. Writes articles for the EFMLS News concerning the 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

Amended: July 1, 2020

Approved: July 8, 1994

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 and Article VII, Section 1)
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 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. Writes one or more articles for the EFMLS News a year while Immediate Past President
11. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
Approved: July 8, 1994

**I Purpose, Objective or Goal**

The Chairman and Co-chairman of the Past Presidents Advisory Council (PPAC) 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**

1. Serves on the Board of Directors and the Executive Board (Article VII: Section 2 and 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, 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 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
16. Writes at least one article for the EFMLS News during his/her term of office

**Co-chairman**

1. Assumes all of the above duties in the absence of the Chairman
2. Chairs the PPAC Citation Awards Committee
3. Writes one or more articles for the EFMLS News during his/her term of office. At a minimum, after presentation, an article on the Citation Award should be written and forwarded to the EFMLS News editor for publication

Amended: July 1, 2020  
Approved: July 8, 1994

# **OPERATING PROCEDURES MANUAL**

## **SECTION II NON-OFFICERS**

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 EFMLS, and the 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 for the following fiscal year
9. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

Revised: July 18, 2000  
Approved: October 25, 1994

**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. Area Representatives are appointed by their respective Regional Vice President. Serves for a two-year term, coinciding 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 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 nor 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 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. Presents mini rundown of EFMLS activities (Wildacres, EFMLS Field Trip Program, Slide Programs, Directory, newsletter, junior activities, Annual Meeting, insurance, Bulletin Editors Advisory Committee, Each One Teach One, etc.)
  - b. Mix with members, introduce yourself and listen for concerns and desires
  - c. Leave specimens for give-away, raffle, or door prize
  - d. Offer to present a program
7. Assists the Regional Vice President by encouraging societies to send their newsletters to the Regional Vice President, 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 swaps regional contests, cracker barrel, etc.
9. If budgeted, requests reimbursement for preapproved expenses relating to the 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 Vice President 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 Vice President, no later than 60 days prior to the Annual Meeting, a budget for this office for the following year
14. May submit one or more articles to the EFMLS News during his/her term of office
15. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
Approved: October 25, 1994

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 3: 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. Writes at least one article during his/her appointment for the EFMLS News
5. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

Amended: July 1, 2020  
Approved: April 15, 2001

# **OPERATING PROCEDURES MANUAL**

## **SECTION III**

### **EFMLS COMMITTEES**

# **OPERATING PROCEDURES MANUAL**

## **SECTION III: A EFMLS COMMITTEES Standing Committees**

**I Purpose, Objective or Goal**

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

**II Enabling Authority**

Bylaws, Article XII: Section 2: Committees

**III Composition**

Six (6) people, each of whom serve a three-year term. Two (2) 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 Representatives and Regional Vice Presidents
  - e. Publishing the proposed slate at least two (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 six (6) months prior to the Annual Meeting, a slate of at least one (1) 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. A quorum constitutes four (4) out of the six (6) members
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 60 days prior to Annual Meeting keeping in mind that publication deadlines can be one or more months prior to actual newsletter dates
  - i. Notifies Secretary of proposed slate, at least 60 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. If a member of the Nominating Committee is asked to run for office, they need to resign from the committee to be considered
  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 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

Amended: July 1, 2020  
Approved: October 25, 1994

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 co-chairman each year at a meeting following the annual meeting or in a regular mail or electronic communication ballot conducted by the immediate Past President (Article XII: Section 3). The chairperson, if so agreed, will be the past president who immediately follows the former chairperson of the PPAC. The co-chairman, if so agreed, will be the past president whose term immediately followed the newly appointed chairperson. If for some reason, the chairman or vice chairman are not able or willing to serve, then the successive past presidents will be asked
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)
5. 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 1 and 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 Officer
  - c. Notify Editor of all committee chairs prior to November 1
12. Oversees a "Citation Award" Committee
  - a. Chairman is Co-chairman of Past Presidents' Advisory Council
  - b. Composed of Chair and Vice Co-chairman of Past Presidents' Advisory Council and immediate past Chairman
  - c. Vacancies to be named by Chairman of Citation Awards Committee
  - d. Presents an annual citation and plaque to the 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
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 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

Amended: July 1, 2020  
Approved: October 25, 1994

**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, First 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
  - c. Acknowledges all donations, copies to Treasurer and President
  - d. Reports activities regularly to the President and Editor, listing societies and their 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 or review when directed
7. Financial advisor proposes ways in which to invest funds 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 \$250 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 attach to the plaque

- b. All individual and club contributions will be acknowledged with a letter.  
Individual contributions may also be credited to their societies
- 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, and telephoning clubs
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

Amended: July 1, 2020  
Approved: October 25, 1994

# **OPERATING PROCEDURES MANUAL**

## **SECTION III: B EFMLS COMMITTEES Other Committees**

**I Purpose, Objective or Goal**

The Annual Auction Committee prepares and conducts an annual auction

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum. The chairman is appointed by the President, and committee members are selected by the chairman

**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 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 (October 31) and no later than December 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 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

Revised: July 18, 2000  
Approved: October 25, 1994

**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**

Three (3) people minimum. The chairman is appointed by the President, and committee members are selected by the chairman

**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 Chairman nor members of the committee may have "signature rights" nor 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 the 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 ten (10) days following the Annual Meeting
5. May be requested to review financial records of Supplies Committee
6. May be requested to review financial record of EFMLS Field Trip Program Committee
7. May be requested to review financial records of other committees which handle funds (such as Wildacres Workshop Committee, Eastern Foundation Committee, and Supplies Committee, etc.
8. Chair writes at least one article for the EFMLS News each 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

Amended: July 1, 2020  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

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

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum and whose chairman is the First 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, First Vice President, serves a term of office concurrent with his/her term of office
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 the 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 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

Amended: July 1, 2020  
Approved: October 25, 1994

I **Purpose, Objective or Goal**

The Bulletin Editors Advisory Committee (BEAC) assists editors and fosters the publication of local bulletins/newsletters by way of multiple activities, the most visible of which is the annual BEAC Contest

II **Enabling Authority**

Bylaws, Article XII: Committees

III **Composition**

Three (3) people minimum. The chairman is appointed by the President and committee members 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.
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 and Webmasters Breakfast
11. Maintains accurate financial records and submits expenses (with receipts) to Treasurer for reimbursement
12. Serves on the 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 committee for the following fiscal year
17. With the help of the EFMLS Webmaster uploads to the EFMLS website, at least 60 days prior to the deadline for submission of all entries to the annual BEAC Contest all instructions, guidelines, and forms for the BEAC contest, including deadline and where entries are to be sent
18. At least 90 days before the entry deadline of the contest, Chairman, by regular mail or electronic communication, sends each society editor the contest packet. In the event that a society does not have an editor, or the editor does not have a regular mailing or electronic address, sends the packet to the society president
19. The President or the BEAC Chair to appoint a co-chairman to serve a one (1) or more one-year term and (1) whose job would be to procure the judges for the contest and give such list along with their contact list to the Chairman not less than 90 days (or a date to be determined by the chairman) before the AFMS deadline or, if the EFMLS convention is before the AFMS convention, a date to be determined by the BEAC Chairman; (2) work as an assistant to the Chairman to learn the functions of the Committee; (3) in the event the chairman cannot perform his/her duties, would step up to chairman (the co-chairman would be a member of the BEAC Committee); (4) would keep the Chairman updated on his/her progress in obtaining judges; and (5) assist the chairman when necessary
20. Chairman works with the co-chairman to help him/her perform his/her duties and learn the workings of the Committee
21. Co-chairman passes all pertinent and appropriate material to successor at the end of term of office (including files, correspondence, etc.)
22. Performs other usual and customary duties as may be assigned or prescribed

Amended: July 1, 2020  
Approved: October 25, 1994

**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**

Three (3) people minimum. The chairman is appointed by the President and committee members are selected by the chairman

**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 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 and customary duties as may be assigned or prescribed

Revised: July 18, 2000  
Approved: October 25, 1994

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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

IV      **Duties and Functions**

1. Chairman serves a term of office at the pleasure of and concurrent with the President who appointed her/him
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
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 three-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 committee for the following 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
19. Responsible for keeping and maintain the EFMLS flag and its availability at the Annual Convention

Amended: July 1, 2020  
Approved: October 25, 1994

**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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**IV Duties and Functions**

1. Chairman 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 and video programs, supplies, Wildacres, AFMS activities, etc.
6. Prints annual EFMLS Directory in the most cost-effective manner
7. Distributes in the most cost-effective secure manner
  - 2 copies to each member society – President and 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 the 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 each to 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 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

Amended: July 1, 2020  
Approved: October 25, 1994

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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

IV **Duties and Functions**

1. Chairman 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 the 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, no later than 60 days prior to the Annual Meeting, a record of 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 committee for the following fiscal year
14. Passes all pertinent and appropriate material to successor at end of term of office (includes files, correspondence, etc.)
15. Performs other usual and customary duties as may be assigned or prescribed

Revised: July 18, 2000  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

The EFMLS Field Trip Program (FTP) 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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**IV Duties and Functions**

1. Chairman 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. The committee will consist of a coordinator responsible to provide potential associated members with the field trip policy of the Federation and date to host said field trip
  - a. Associated members are EFMLS clubs who carry liability insurance
  - b. Associated members will host one monthly field trip, the hosting interval to be based on the number of clubs in the program
  - c. A field trip can be comprised of either a collecting trip, a geology trip, or a museum trip
  - d. Only members of the FTP may attend the field trip on a first come basis
  - e. All field trips are required to be posted in the associated member's newsletter
  - f. Within a month of hosting a field trip, the associate member field trip leader is to submit a brief report to the FTP coordinator and sign-up for another month/year to host
4. Develops and executes a program which is financially self-sufficient and overall, not for profit
5. Selects an area to visit
6. Develops a timetable for all related activity (planning, arrangements, registration, tour proper, publicity, travel, etc.)
7. Submits appropriate and timely publicity to Editor
8. Arranges for campground and motel accommodations
9. Arranges for site visits and programs, noting fees
10. Contacts other regional federations, local societies and individuals for coordination and assistance
11. Develops registration fees and maintains financial records for Federation audit
12. Submits all funds collected to the Treasurer

13. Develops and distributes pre-tour and during-tour handouts, reading lists, references, etc.
14. Develops and executes registration procedures including medical histories of participants
15. Ties up loose ends for incidentals such as convoy/cell phone procedures, shopping and laundry time, locations of hospitals, aid stations, and ranger stations, etc.
16. References prior geology tour "How To's"
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 income and expenses of this committee 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 Treasurer, and a copy to the President and First Vice President, a transaction summary statement of monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (October 31) and no later than December 31
21. 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
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

Amended: July 1, 2020  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

The History Committee maintains a chronological history of the EFMLS

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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 EFMLS 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. Can provide an exhibit at the EFMLS Annual Show
8. Writes historical articles and submits to the Editor
9. Encourages member societies to compile their own histories and forward copy to Historian
10. Transfers files to archival media to preserve the historical value of the files 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 committee for the following 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

Amended: July 1, 2020  
Approved: October 25, 1994

**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**

Three (3) people minimum . The chairman is appointed by the President and committee persons        are selected by the chairman

**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 the following provisions:
  - Liability insurance limit \$1,000,000 (one million dollars) bodily injury and 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 worldwide 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 and 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) 4458-0300
  - 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

Revised: July 18, 2000  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

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

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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 resource to local societies and the EFMLS to promote its objective
4. Serves on the AFMS Juniors Program Committee
5. Conducts the annual AFMS Earth Science Junior of the Year Contest (when applicable)
  - a. Prepares timetable and sets date
  - b. Selects judges and oversees judging process
  - c. Prepares publicity and sends to EFMLS Editor
  - d. Prepares trophy and two (2) runner-up certificates
  - e. Presents award at Annual Banquet
6. Encourages local societies to use Working with Young People (Junior 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 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

Revised: July 18, 2000  
Approved: October 25, 1994

**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**

Three (3) people minimum with preference to at least one (1) 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 chairman

**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. Write 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 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

Revised: July 18, 2000  
Approved: October 25, 1994

**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**

Six (6) people with two (2) appointments each year for a three-year term. Members should have worked or held office for several years to provide experience and background. The chairman is elected by the committee at large. The committee may appoint additional temporary members to provide assistance in a topic under consideration. The term of any temporary committee member will end at the conclusion of discussions of the topic they were appointed to add their expertise

**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 chairman
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. Chairman continues as Acting Chairman until a new Chairman is elected as soon after the new year as possible
6. If a chairman is not reappointed, senior most member will be acting Chairman until a chairman 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 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
13. Has the authority to appoint temporary additional members as needed for additional expertise on a particular topic under review by the committee

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**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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Amended: July 1, 2020  
Approved: October 25, 1994

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**

Three (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 chairman

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 operation 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 day 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 committee for the following 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

Revised: April 15, 2001  
Approved: July 7, 1994

**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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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 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
12. Maintains possession of and displays EFMLS' United States flag at Annual and Executive Board Meetings.

Amended: July 1, 2020  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

The Program Library Committee maintains the Federation's audio-visual lending library

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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, review of a program, 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 and video programs, keeping originals on file and only sending copies to member societies on request. Copyrighted material may not be duplicated by clubs without expressed written, signed permission of copyright holder
9. Duplicates an EFMLS title slide for each copy of each program. Add similar title image to each video tape, CD and DVD program, if possible, without copyright infringement
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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices
  - List a month and date needed
  - Insure return programs for \$100
11. Prepares an annual list of programs, sent to the Directory Editor, for inclusion in the Directory
12. Duplicates extra copies of scripts for files, slides, electronic versions of slide programs, and replaces word scripts as necessary
13. Answers correspondence
14. Submits periodic bills to Treasurer for reimbursement of postage and supplies

15. Mails programs via Library Rate, insured for \$100. Return postage cost paid by member society
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 expenses incurred in the performance of duties 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 First Vice President, no later than 60 days prior to the Annual Meeting, a budget for this committee for the following fiscal year
20. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
21. Performs other and usual and customary duties as may be assigned or prescribed
22. Serves as a member of the AFMS Program Competition Committee

Amended: July 1, 2020  
Approved: October 25, 1994

**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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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 non-consumable 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. At a minimum attends the EFMLS Annual Convention and Wildacres sessions
7. Prepares an annual list of supplies, sent to the Directory Editor, for inclusion in the Directory
8. Uses a debit card provided by the Treasurer and is subject to an annual EFMLS audit (including checking ledger, receipts, invoices, debits). Provides each month a report to the Treasurer containing income and a copy of all receipts for disbursements
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 card 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 (October 31) and no later than December 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 the current Bylaws and Operating Procedures Manual

Amended: July 1, 2020  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

The Uniform Rules for Competitive Exhibiting Committee develops and executes a plan for competition

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum. The chairman is appointed by the President and committee members 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 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 three (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
  - Acknowledgement 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 (URC) 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 roundtrip airfare for the 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.)
  17. Chairman selects a second 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 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

Amended: July 1, 2020  
Approved: October 25, 1994

**I Purpose, Objective or Goal**

The Wildacres Workshop Committee conducts the programs and administers the EFMLS Workshops at 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 backup 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 two (2) years' experience on the Functioning Committee. In addition, a self-perpetuating committee of six (6) additional people, two (2) of whom are elected by the committee each year to serve terms of three (3) years each. Committee persons must be members in good standing in a member society, have attended at least two (2) recent workshops, and have an interest in the objectives of the workshops. Committee persons may not serve more than two (2) consecutive terms except that if elected to fill an expired term, that person may be elected to serve an additional two (2) full terms.

**IV Duties and Functions**

1. Committee

- a. Meets at least annually at Wildacres. Meetings are called by the Chairman or a designated alternate of any three (3) members at any session, when needed. A quorum being four (4) members
- b. Sets overall policy for the workshop operation
- c. Supervises the Chairman, workshop director(s) and the registrar
- d. Elects new members, trying to obtain some new people and maintaining reasonable geographic balance
- e. Elects a director(s) for the following year, who may or may not be on the committee

- f. Elects a registrar for the following year, who may or may not be on the committee
  - g. Supervises the financial affairs of the workshop
  - h. 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 be by the committee
  - i. May offer full or partial scholarships and may support and administer scholarships offered by others
2. Chairman
- a. Provides the President, on request, a list of persons who meet the qualifications for chairman
  - b. Represents the committee to the Federation and third parties (such as the Wildacres Foundation)
  - c. Consults with director(s) particularly in the areas of costs and fees
  - d. Calls the annual meeting of the committee
  - e. Presides over all committee meetings or designates an alternate “acting chairman”
  - f. Provides all members with a written report of actions taken at all meetings
  - g. Executes contracts with the Wildacres Foundation
  - h. Prepares and submit publicity to Editor. Writes articles in a timely fashion for the EFMLS News, or designates someone to do so, that include, but not limited to information on each session, dates, deadlines for registration, speakers, classes, and instructors, etc.
  - i. Sets dates for workshops with the director(s) and the Wildacres manager
  - j. Sets registration fees for workshops after receiving contracts from the Wildacres Foundation
  - k. 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
  - l. Submits to the Treasurer, and a copy to the President, a transaction summary of all monies received and disbursed throughout the fiscal year. This report shall be sent after the close of the fiscal year (October 31) and no later than December 31
  - m. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
  - n. Performs other usual and customary duties as maybe assigned or prescribed
3. Director(s)
- a. Be designated co-directors when different directors are named for each session
  - b. Plan and conduct workshops
  - c. Assign jobs to others
  - d. Develop programs for the session, following committee guidelines
  - e. Secure the services of speakers, instructors, and other staff, as necessary. The auction, field trip and fun night are considered part of this program

- f. Set rules for payment of expenses and honoraria after consultation with the chairman
  - a. Administer and preside over workshop
  - b. Compose and submit to registrar, a letter of introduction to enrollees, telling what to bring, courses, instructors, house rules and other relevant information
  - c. Prepare a printed program for registrants
  - d. Distribute, collect, and evaluate an evaluation sheet for use by registrants and provide the committee with a general report of the comments
  - e. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)
4. Registrar
- a. Opens and maintains a local bank account for the Wildacres Workshops that is subject to an annual EFMLS audit (including checking ledger, receipts, invoices, debits, and bank statements. Reports any interest on the account to the EFMLS Treasurer by January 30 for IRS tax submission
  - b. Is the primary custodian and check-signer. However, the chairman and EFMLS Treasurer shall also have authority to sign checks. Only one signature is needed
  - c. Notifies EFMLS Treasurer of the name and position of person handling funds so he/she may be included in Federation purchased bond insurance
  - d. Handles all aspects of registration, including correspondence, applications of deposits and fees
  - e. Provides and distributes at the workshop a list of attendees and room assignments
  - f. Supervises the registration and room assignments on opening day, providing a corrected list of assignments to the Wildacres manager
  - g. 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.
  - h. Pays Wildacres fees, gratuities for dining room staff, and workshop expenses such as printing
  - i. Provides a financial report after each session to the director(s) and Chair, and when required by the Chair for reports to the Federation
  - j. Requests, when necessary, a list of delinquent societies from the Treasurer
  - k. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, etc.)

Amended: July 1, 2020  
Approved: October 25, 1994

**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**

Three (3) people minimum. The chairman is appointed by the President and committee members 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 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 to yield the maximum return and prepares stamps for sale
6. Submits all monies to EFMLS Treasurer to deposit in the EFMLS Foundation Fund (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

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**At present there is no EFMLS Canceled 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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Approved: July 18, 2000

**I Purpose, Objective or Goal**

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

**II Enabling Authority**

Bylaws, Article XII: Committees

**III Composition**

Three (3) people minimum. The chairman is appointed by the President and committee members 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 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

Revised:  
Approved: July 18, 2000

**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**

Three (3) people minimum . The chairman is appointed by the President and committee persons are selected by the chairman

**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 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 News Editor
4. Chairman shall poll each EFMLS officer and committee chairman 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 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
11. Oversees the Webmaster Contest Committee

- a.. Purpose, Objective, or Goal – The Webmasters’ Contest Committee assists webmasters and fosters clubs to maintain up-to-date websites, the most visible of which is the annual Webmaster’s Contest
- b. Composition of Webmasters’ Contest Committee – Three (3) people minimum. The Chairman is appointed by the President, and committee persons are selected by the Webmaster Contest Committee chairman
- c. Duties and Functions of the Webmasters’ Contest Committee
  - (1) Chairman serves a term of office at the pleasure of and concurrent with the President who appointed him/her
  - (2) Writes articles for the EFMLS News regarding the contest, one of which explains what the committee does
  - (3) Encourages local societies to have a website
  - (4) Helps present webmasters to produce better websites
  - (5) Conducts annual webmasters contest including preparing a timetable, entry packet, publicity, developing criteria and rules for the contest, preparing awards and certificates, and any other duties that are needed to carry out the contest
  - (6) Coordinates regional contest with AFMS contest and forwards entries from EFMLS contest to the AFMS competition
  - (7) Works with the Bulletin Editors Advisory Committee chairman in developing awards and presentation for the Webmasters’ Contest at the Editors’ and Webmasters’ Breakfast at the Annual Convention
  - (8) Maintains accurate financial records and submits expenses (with receipts) to the Treasurer for reimbursement
  - (9) Requests, when necessary, a list of delinquent societies from the Treasurer
  - (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 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 his office for the following 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

Amended: July 1, 2020  
Approved: July 18, 2000

# **OPERATING PROCEDURES MANUAL**

## **SECTION IV**

### **AFMS COMMITTEES**

**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 30 days prior to the Annual Meeting and Convention

Revised:

Approved: July 8, 1994

**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, Procedures 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.

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

**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 canceled 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 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

**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.

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

**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 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.

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

**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**

**B. 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

**C. Enabling Authority**

Bylaws, Article XII: Committees

**D. Composition**

3 people minimum

**E. Duties and Functions**

1. In October or November, write article for the Federation Bulletin 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 newsletters 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 Set deadlines to allow judges to review, mail sent and meet AFMS schedule.
4. Insert forms and judges' instructions into packets with entries. Sends all entries to first judge.

5. Forward list to AFMS Chairman when entries are shipped to first judge.
6. Tabulate results and send top 3 entries to AFMS Chair along with complete list of all results for the region
7. Judge to disqualify himself from judging an entry from a club of which he is a member
8. Announce results at EFMLS Convention Awards Dinner (winners and honorable mentions). National awards will be announced at the AFMS Convention
8. Announce results at EFMLS Convention Awards Dinner (winners and honorable mentions). National awards will be announced at the AFMS Convention Mail or have delivered certificates, trophies, and entries to those clubs not in attendance at AFMS or EFMLS Conventions
9. Mail or have delivered certificates, trophies, and entries to those clubs not in attendance at AFMS or EFMLS Conventions
  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. Passes all pertinent and appropriate material to successor at end of term of office (including files, correspondence, Procedures Manual, etc.)
12. Performs other usual and customary duties as may be assigned or prescribed
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.
15. 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.

Amended: July 1, 2020

Approved: July 8, 1994

**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

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

**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.

Revised: July 18, 2000

Approved: July 8, 1994

**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.

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

**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.

Revised: July 18, 2000

Approved: July 8, 1994

**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.

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

**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.

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

**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.
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 Doctorate 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
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.

Revised: July 18, 2000

Approved: July 8, 1994

**I AFMS Operating Procedure #13**

**A. Composition**

Three (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 three- 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.

**F. Conduct with Regard to Trophies**

In the event that it is brought to the attention of the AFMS Uniform Rules committee that un-sportsman 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

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

**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.

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

# **OPERATING PROCEDURES MANUAL**

## **SECTION V**

### **ENABLING DOCUMENTS**

# **OPERATING PROCEDURES MANUAL**

## **SECTION VI**

### **ADDITIONAL PROCEDURES AND DOCUMENTS**

# **OPERATING PROCEDURES MANUAL**

## **SECTION VII**

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