

# CFMS



## Officer & Committee Manual

*2014 Update*

*Prepared by the*  
**CALIFORNIA FEDERATION OF MINERALOGICAL SOCIETIES**

## FOREWORD

This Procedure Manual is intended as a guide for the individual officers and committee chairs and their committees.

Each officer or committee chair should maintain this manual to be passed on to his/her successor, with appropriate notes, corrections, additions, and deletions. Such notes should also be shared with the current Chair of the Long Range Planning Committee (the immediate CFMS Past President), whose responsibility it is to maintain and update this manual on an on-going basis, a responsibility that, unfortunately, has all-too-often been neglected. We ask everyone's help in ensuring the accuracy and currency of this manual.

Duties and responsibilities as spelled out in the Bylaws and Operating Regulations shall take precedence if there is any question.

This manual is the result of the thinking, first-hand experience, information, and cooperation of a great many CFMS officers and committees. Grateful thanks go to each and every one who had a part in this manual and in its latest update that took place during 2012/2013.

*Last updated: April 5, 2014, by CFMS Past-President, Jim Brace-Thompson. (Page 4-53 added)*

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## **Section 1. Introduction**

### **THE CALIFORNIA FEDERATION**

The California Federation of Mineralogical Societies includes all of California, Nevada and Hawaii, with two societies in Arizona.

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

The Board of Directors consists of one Federation Director from each member Society, selected by the membership at the local level, the President, two Vice Presidents, Secretary and Treasurer. The Board of Directors meets twice a year: the Fall meeting in November and the Convention meeting held in conjunction with the Federation Show. The Board conducts the regular business of the Federation, such as the election of officers and the designation of the Host Society for any subsequent show and convention. Special meetings may be called by the President.

The Executive Committee consists of the President, First Vice President, Second Vice President, Secretary, and Treasurer. The Executive Committee conducts the necessary business of the Federation between the Board of Directors meetings. Actions taken by the Executive Committee are subject to the approval of the Board of Directors at the next regular meeting. This committee meets on call of the President.

The progress of the Federation is assured through the service and assistance of many committees. Committee chairs and members are appointed by the President with the approval of the Executive Committee. These committee people are a very important part of the Federation. They are dedicated members working diligently on projects and administration of the Federation and the results of their work measure the progress and accomplishments of the Federation.

An Executive Secretary and an Executive Treasurer are employed to maintain a headquarters for the business of the Federation. This person or persons is under the direct supervision of the Executive Committee.

This Federation operates on a budget prepared by the Treasurer and Executive Treasurer with the assistance of the Financial Advisory Committee and approved by the Board of Directors at the Fall meeting.

The voice of the Federation is the Newsletter which is published each month, except the month following the convention. Each society receives three printed copies. It is also available electronically on the Federation web site, and may be distributed electronically, as well.

The purpose of the Federation is to do together what we cannot do in small groups. The clubs and members ARE the Federation and its progress depends upon their efforts and mutual assistance.

## GENERAL INSTRUCTIONS TO COMMITTEE CHAIRS

### General Responsibilities

1. Read the Bylaws, Operating Regulations and Job Description
2. Check your budget for the year and stay within it.
3. Instruct the members of your committee on their responsibilities and supply new committee members with an Officers & Committee Manual.
4. Supply Expense and Travel Vouchers to members of your committee, and collect and approve vouchers and send them to the Executive Treasurer.

### Procedure Book

Your procedure Book should contain the following:

1. Bylaws, Operating Regulations, Officer & Committee Manual, and a manual for your committee if one has been published (if there is none, you should create one).
2. Copies of pertinent correspondence.
3. A calendar of committee activities.
4. Recommendations.

Maintain the Procedure Book during your term. Keep copies of all pertinent correspondence you receive or send, and make them a part of your Procedure Book. At the end of your term of office, attend the change-over meeting called by the incoming President at the November Directors Meeting and turn over your Book to the new chair. In the event it is impossible for you to be present at this meeting, make sure the new chair receives the Procedure Book **as soon as possible**. Then notify the Executive Secretary of this occurrence for recording.

### Travel Expenses (Use Travel Voucher for reimbursement)

All **approved** travel will be reimbursed at the current rate per mile, or tourist air fare when approved. Keep an accurate record of your mileage. Obtain prior approval from the President before proceeding if there is any doubt about reimbursement. The Federation does not pay bridge tolls, traffic or parking fees, or car repairs.

### General Expenses (Use Expense Voucher for reimbursement)

1. **Telephone:** Use for urgent business only, and keep the call to business at hand. Make a copy of your phone bill and indicate the Federation calls. Include this copy with your expense voucher. If you have a very long call, please give an explanation.
2. **Supplies:** Include a receipt for each item. This includes any photocopying.
3. **Postage:** Buy 50 or 100 stamps at a time and get a receipt. Any unused stamps can be turned over to the next chair.

## GENERAL INSTRUCTIONS TO COMMITTEE CHAIRS (continued)

### Vouchers

Submit vouchers within sixty (60) days of expenditures. If possible, submit all bills by the November meeting. Let the Treasurer know of anticipated bills for the remainder of the year. Final bills must be submitted not later than thirty (30) days after December 31.

Expenses over \$100 which have not been authorized should be approved by the Executive Committee before the expense is incurred.

### Newsletter

Use the Newsletter to inform member societies of your committee activities. Check with the CFMS Newsletter Editor for the deadline and send all articles to the Editor.

### CFMS Email List and Other Electronic Communication

Selectively use the CFMS email list to inform Member Societies of especially time-sensitive announcements, events, or actions. Do not overuse this (for instance, *do not* announce club shows or other local events with it) because we do not want it to become considered “spam.”

### Workshops

Clear dates for workshops with the First Vice President-President Elect.

### Official Federation Meetings

Committee chairs are expected to be present at the Directors Meetings.

Chairs should also be present at the November Friday night Open House (*Cracker Barrel*).

### Federation Booth at the Convention

The Federation booth is available for your use. If you have a message you would like to bring to the members, use the booth; make posters, signs, arrange to meet members there. Plan to spend time in the booth. It helps if you will indicate the hours you will be in the booth.

### Reports

You are required to submit a report sixty (60) days prior to each Directors Meeting. These should be submitted to the Executive Secretary. If you need to expand your report at the meeting, please make arrangements with the President.

YOU are a representative of the Federation. Please conduct your Federation activities in a manner that will further the best interest of the Federation.

The Board of Directors makes the policy. If you have ideas for change of procedure, talk it over with the Executive Committee. They are always available for consultation and assistance, and they invite suggestions.

## **Section 2. Officers' Duties**

### **EXECUTIVE COMMITTEE**

#### **Members**

President, First and Second Vice Presidents, Secretary, and Treasurer.

#### **General Responsibilities**

1. Plan business of the CFMS.
2. Employ the Executive Secretary and Executive Treasurer.
  - a. Shall have the power to discharge the Executive Secretary and Executive Treasurer, if necessary.
3. Approve committee chairs.
4. Approve CFMS appointments to AFMS Committees.
5. Answer questions from committee chairs.
6. Follow the procedures in the Operating Regulations and Bylaws when complaints of acts of conduct detrimental to the Federation are filed.

#### **Meetings**

1. Hold change-over meeting as soon after election as possible with old and new Executive Committee.
  - a. Conduct final business of retiring Committee.
  - b. Review Committee responsibilities
  - c. Set up goals for year.
  - d. Set up tentative calendar of meetings.
  - e. Appoint any committee chairs necessary.
2. Hold one meeting with Host Society and Coordinator at the Convention site for the next year's show.
  - a. Review plans for show and view facility with Host Society.
  - b. Answer questions from Show Committee.
3. At Convention Meeting, make plans for Fall Business Meeting.
4. Other meetings may be called as necessary or when officers are together for other meetings.
5. Invite Executive Secretary/Treasurer to the meetings.



## **PRESIDENT**

Act as the presiding officer of the California Federation of Mineralogical Societies.

### **General Responsibilities**

1. Represent the Federation before the general public and conduct all procedures in a manner which will further the purposes of the Federation.
2. Be available for consultation on problems faced by societies.
3. Visit clubs and shows in the area as time permits.
4. Assist new clubs in joining the Federation.
5. Provide as much information as possible to societies and interested persons about the CFMS and the AFMS.

### **Meetings of the Board of Directors**

1. Preside at all meetings of the Board of Directors. (Special meetings of the Board of Directors may be called if necessary. See Operating Regulations.)
2. Arrange for the meeting place for each meeting.
3. Prepare an agenda and send it to the Executive Secretary to be printed and mailed out in time to reach the Directors 31 days prior to each meeting.
4. Make sure set-up plans and seating arrangements are understood by host society and/or coordinator at both Convention and Fall Business Meetings.
5. Installation Banquet is held at the Fall Business Meeting.
  - a. Work with the First Vice President on the plans.
  - b. Present Officers' pins or bars to each officer for current year of service.
6. Awards Banquet. (See Convention and Show.)

### **Committees**

1. Appoint committee chairs, with the approval of the Executive Committee. Special committees may be appointed when necessary.
  - a. Arrange for Chair's meeting on Sunday morning following the Installation Banquet.
  - b. Committee badges may be handed out at the Directors' Meeting or at the Sunday morning meeting.
2. Supervise committee operations and observe that all committees are functioning properly.
3. Serve as a member of the Long Range Planning Committee.
4. Serve as a member of the Golden Bear Committee.
5. Serve as a member of the CFMS Jury of Awards Committee for the AFMS Scholarship Foundation.
6. Serve as a member of the Endowment Fund Committee.

**PRESIDENT** (continued)**Executive Committee**

1. Preside at all meetings.
2. Call for a meeting in the area where the Convention and Show is to be held so show plans may be reviewed.
3. Plan for a change-over meeting of both old and new Executive Committees as soon as possible after the November meeting.
4. Other meetings may be called as necessary.
5. Keep the Executive Committee informed of all happenings and work closely with them.

**Treasurer & Financial Advisory Committee**

1. Check with the Treasurer concerning the filing of tax returns.
2. Visually check Treasurer's report at meetings.
3. Check with Chairman of the Financial Advisory Committee (FAC) to be sure a Budget meeting is called in the Fall and an Audit of the books of the Federation is performed in the Spring.

**Newsletter**

1. Furnish a monthly President's Message for the CFMS Newsletter. Check the deadline of the Newsletter.

**Convention and Show**

1. Proposed shows:
  - a. When a Society expresses a desire to host a show, appoint a consultant, if requested. Ideally, such a consultant should have had first-hand experience serving on a CFMS Show Committee in a prior Federation Show/s.
  - b. When a bid is received, appoint a screening committee and review the report of the screening committee.
  - c. If the report is affirmative, have the bid presented to the Board of Directors at the next meeting.
  - d. If the bid is accepted, appoint a Coordinator and Assistant Coordinator with the approval of the Executive Committee.
2. Confirmed shows:
  - a. Work closely with the Show Coordinator and the Host Society.
  - b. Check that Convention Contract forms are properly signed.
  - c. Write a letter to be included in Show Packet that is given to Directors at the Fall Business Meeting.
  - d. Write a brief message for the Official Show Program. If Program is being printed in *Rock & Gem* magazine, deadline is four months in advance of the event.

**PRESIDENT (cont.)**

- e. Arrange for the Golden Bear Nugget and Benitoite specimens to be displayed. A letter releasing the Golden Bear Nugget and Benitoite specimens must be sent to the curator of Los Angeles Museum of Natural History well before the show date.
- f. Participate in the opening ceremonies.
- g. Choose an exhibit of your choice for the President's Award.
- h. Work with the Banquet Chair on:
  - Banquet Program
  - Seating at head table and for other special guests
  - Room set-up
- i. Check that all persons making awards have their trophies and are aware of their responsibilities:
  - Federation Competition Trophies
  - All American
  - Bulletin Editors
  - Website Contest
  - Education Thru Sharing
  - Golden Bear
  - AFMS Scholarship
  - CFMS Scholarship
  - President's Trophy
- j. After Convention Meeting, appoint a committee to audit the financial statements of the CFMS Show Committee. This committee shall be composed of the elected CFMS Treasurer, two members of the F.A.C. Committee, and the local Show Treasurer.

**American Federation of Mineralogical Societies Duties**

1. Serve as CFMS Director on the AFMS Board of Directors.
2. Write CFMS report 60 days prior to the AFMS meeting and mail or email to the AFMS Secretary. Send a file copy to the CFMS Historian.
3. Attend the annual AFMS Meeting. (For travel reimbursement policy, see Operating Regulations Z.)
4. Appoint, with the approval of the Executive Committee, CFMS members to serve on the AFMS Committees that require CFMS participation.
5. Serve as a CFMS Director to the AFMS Scholarship Foundation and participate in the AFMS Scholarship Foundation meeting, which is usually held after the annual AFMS Directors meeting.
6. Work closely with the CFMS Representative on the AFMS Executive Committee to see that the interests of the CFMS are presented to the AFMS

## **IMMEDIATE PAST PRESIDENT**

Is not a member of the Executive Committee but should serve in an advisory capacity when asked and continue to represent the Federation before the general public in a manner that will further the purposes of the Federation.

### **General Responsibilities**

1. Serve as Chair of the Long Range Planning Committee.
2. Serve on the Golden Bear Committee.
3. Serve on the Jury of Awards Committee for the AFMS Scholarship Foundation.
4. Prepare corrected and updated pages of the CFMS Officer & Committee Manual when any changes have been made during the previous year, and send to the Executive Secretary to be printed, and to the Internet Chair for posting to the CFMS web site. Any changes shall have been approved by the CFMS Executive Committee and, if applicable, by the By-Laws Committee. Copies of changes shall be given to the incoming President to distribute to CFMS officers and committee chairs at the Sunday morning meeting after the Fall Business Meeting, or as soon as possible thereafter.

## **FIRST VICE PRESIDENT**

Act as presiding officer in the absence of the President.

### **General Responsibilities**

1. Act as an aid to the President and perform duties as requested.
2. Encourage clubs to sponsor educational workshops and coordinate dates for any.
3. Provide as much Federation information as possible to clubs and interested persons.
4. Visit clubs and shows as time permits.
5. Help committee chairs when called upon.
6. Attend workshops in your area when possible.
7. Represent the Federation to the general public.

### **Directors' Meetings**

1. Assist the President in the plans for the Awards Banquet.
2. Along with the President, plan the Installation Banquet for the Fall Business Meeting.
  - a. Arrange for the installing officer and program.
  - b. Work on seating arrangements, decorations, and program.
  - c. Check that committee chair badges and bars are available. Give names of new chairs who will need a name badge to Trophy Coordinator before the Fall Meeting, or as soon as possible after the meeting.
  - d. Arrange for the President's Plaque and President's Golden Bear Pin and present them to the out-going President at Installation Banquet.

### **Committees**

1. Serve as a member of the Executive Committee.
2. Serve as a member of the Long Range Planning Committee.
3. Serve as a member of the Financial Advisory Committee.
4. Serve as a member of the CFMS Endowment Fund Committee.
5. Serve as Chair of the Custodian Committee.
6. Serve as a co-equal working member of the Rules Committee and its liaison to the EC.
  - a. The 1st VP and appointed Rules Committee members work together on all matters pertaining to judges and judging, including helping to set up exhibitor and judges workshops.
  - b. Assist Rules Chair in the Rules Room during the Convention Show, as requested, and aid other committee members as needed.
7. Recruit personnel for Committee Chairs who are retiring at the end of the current year and members of rotating committees (FAC, Golden Bear, Rules, CFMS Scholarship), to serve during the following year. Check with other Chairs to see if they will continue.

### **American Federation of Mineralogical Societies**

1. Serve as a CFMS Director on the AFMS Board of Directors.
2. Attend the AFMS Annual Meeting and the associated AFMS Scholarship meeting. (For travel reimbursement policy, see Operating Regulation Z.)
3. Serve as a CFMS Director to the AFMS Scholarship Foundation, meeting in conjunction with the annual AFMS Directors meeting.

## SECOND VICE PRESIDENT

Act as presiding officer in the absence of the President and the First Vice President.

### General Responsibilities

1. Act as an aid to the President and perform duties as requested by the President.
2. Edit and assume responsibility for soliciting and preparing content for the CFMS Newsletter, which is then published and distributed by the Executive Secretary.
3. Visit clubs and shows as time permits.
4. Provide Federation information to clubs and interested persons.
5. Represent the Federation before the general public.
6. Help committee members when called upon.
7. Attend workshops in your area when possible.

### Committees

1. Serve as a member of the Executive Committee.
2. Serve on the Earth Science Seminars Committee.
3. Serve as a member of the Long Range Planning Committee.
4. Serve as Chair of the CFMS Jury of Awards for CFMS Scholarship Foundation Honoree.
  - a. Solicit nominations for AFMS Scholarship Foundation Honoree through articles in the CFMS Newsletter.
  - b. Hold a meeting of the Awards Committee to make the selection. This is usually done just prior to the election at the Fall Directors Meeting when all committee members are usually present.
  - c. Notify the AFMS Scholarship President of the selection and make plans for the Honoree (and, if possible, the graduate student recipients of the scholarships) to attend the Awards Banquet at the Convention and Show.
  - d. Prepare an article about the Honoree and his or her student recipients for the CFMS and AFMS Newsletters.

## **SECRETARY**

Keep records of all events and business of the CFMS.

### **General Responsibilities**

1. Conduct correspondence as needed.
2. Work with Executive Secretary.
3. Act as Executive Secretary in case of incapacitation or a vacated office.
4. Each year, in coordination with the Bylaws Committee, prepare corrected and dated pages of the Bylaws and/or Operating Regulations when any changes have been made during the previous year, and have them sent to the Executive Secretary to be printed and to the Internet Chair for posting to the members-only section of the CFMS web site. Copies of changes shall be given to member societies, CFMS officers and committee chairs at the Fall Business Meeting.
5. Maintain a list of Honorary Members.
6. Maintain a file on activities of the AFMS and other Federations.
7. Attend shows, club meetings and workshops as time permits.

### **Board of Directors' Meetings**

1. Prior to meeting:
  - a. Prepare new member certificates. Have certificates signed by the President and affix the CFMS seal. The CFMS seal is the responsibility of the Secretary and is to accompany him/her to all CFMS meetings.
  - b. Notify proposed new societies of the meeting so they can have a Director present at the meeting to receive the Certificate.
  - c. Check recorder and supply of tapes to make sure there are enough for Executive meeting and Directors' meeting.
2. At the meeting:
  - a. Report actions of the Executive Committee Meeting(s).
  - b. Record the Minutes and include the following:
    - (1) Type and purpose of the meeting.
    - (2) Place, date and hour of the meeting.
    - (3) Officers present.
    - (4) Quorum established.
    - (5) Statement concerning Minutes of previous meeting (read and approved or reading dispensed with by motion and approved as mailed).
    - (6) All business transacted including motions, points of order and announcements.
  - c. Present names of new societies applying for membership.
  - d. After approval by Directors, present Certificates of Membership.
3. After the meeting:
  - a. Prepare Minutes of the meeting and send to the Executive Secretary for printing and mailing with the meeting agenda, 31 days prior to the next meeting.
  - b. Write letters as requested by the President, as a follow-up of the meeting.

**SECRETARY** (continued)**Executive Committee Meetings**

1. Record Minutes.
2. Prepare Minutes of the meeting within 60 days and mail copies to the Executive Committee, Executive Secretary, Parliamentarian, and the CFMS Representative to the AFMS.
3. Report actions taken by the Executive Committee for ratification at the next Directors' Meeting. These must be prepared in time to be placed in Directors' packets.

**Membership**

1. Receive applications for membership and present to Board of Directors for approval.
2. Inform Society of result of vote and if affirmative, present Certificate of Membership to the society.

**Convention and Show**

1. Prepare, and forward to the Host Society or Societies for signature, adequate copies of the current Convention Agreement within 30 days of the election of the Host Society.
2. Keep a file of signed Convention Agreements from previous years, as well as current and future years.

**Committees**

1. Serve as a member of the Executive Committee.
2. Serve as Secretary to the CFMS Scholarship Committee.
  - a. Record and maintain all Minutes and required reports.
3. Serve as a member of the Long Range Planning Committee.
  - a. Working with the Chair of the Long Range Planning Committee, receive and count the ballots for election of the CFMS Representative to the AFMS Executive Board.
    1. Report results in writing to the Chair of the Long Range Planning Committee.
    2. Retain ballots in Secretary's files for one year, or until the next election of the CFMS Representative to the AFMS Executive Board takes place.



## **TREASURER**

Maintain separate books and accounts for all CFMS funds (e.g., CFMS Endowment Fund, Liability Insurance Committee, CFMS Scholarship Committee, and Museum Committee).

### **General Responsibilities**

1. Account for all dues and monies of the Federation.
2. Distribute funds of the Federation as authorized by the Board of Directors.
3. Maintain an accurate account of all receipts and disbursements.
4. Prepare and present a written financial report at regular and special meetings.
5. Work with the Executive Treasurer and the Financial Advisory Committee (FAC) on planning the annual budget and written reports to be presented to the Executive Committee and at Directors/Business Meetings.
  - a. Present budget for discussion and approval at the Fall Business Meeting.
6. Act as Executive Treasurer in case of incapacitation or a vacated office.
7. Perform other duties as assigned by the President.

### **Taxes**

1. Comply with all requirements of all tax agencies.
  - a. A Federal Income Tax return must be made on form 990 or 990-A on the size of the CFMS income.
  - b. A State Income Tax report must be filed each calendar year with the Franchise Tax Board.
  - c. Even though the CFMS does not have a Charitable Trust, a report must be made each year on forms mailed by the California Attorney General.
  - d. File all other returns that may be required.

### **Committees**

1. Serve as a member of the Executive Committee.
2. Serve as a member of the Long Range Planning Committee.
3. Serve as Treasurer of the CFMS Scholarship Committee.

### **Convention and Show**

1. Work with the Treasurer of the Show Committee to set up proper books.
2. Work with the Show Committee to see that a preliminary and a final budget are prepared.
3. Serve as a member of the committee that audits the final financial report of the show.

## **Section 3. Administrative**

### **EXECUTIVE SECRETARY**

Is hired by the Executive Committee and works as an independent contractor under terms of a contract agreed upon and signed by a representative of the Executive Committee.

#### **General Responsibilities**

1. Maintain current file of Federation activities.
2. Maintain a file of the Yearly Show Chairman's Reports, the proposed budget, and the financial statements of each CFMS Show for the previous seven years.
3. Maintain a current list of all officers and committee chairs of the CFMS, AFMS, and other Regional Federations, when available.
4. Have printed all Federation forms, manuals, reports, minutes, stationery, etc., as directed.
5. Receive all Federation mail and redirect to proper persons.
  - a. Maintain a post office box that can be used as a general address for anyone wishing to contact the Federation.
  - b. Manuals from other Federations should be brought to the attention of the Executive Committee for review.
6. Provide general assistance and secretarial help to the Executive Committee as requested.
7. Maintain a file of each club with current address, officers, and chairs, meeting time and place, time of election, and persons who receive the Newsletter.
  - a. Once a year, prior to the Convention Meeting, publish a roster of all member societies and provide a copy to each member society, in care of the CFMS Director, and to each of the officers and chairs of the CFMS at the Convention Meeting. The Roster is also given to the AFMS President, AFMS Scholarship Foundation President, AFMS Secretary/Central Office, and governmental agencies upon request.
  - b. Prepare a list of clubs/addresses to be made available to visitors at CFMS shows.
8. Arrange for printing and mail the CFMS Newsletter each month except the month following the Convention Meeting. (See Publisher under Newsletter heading.)
9. Be responsible for all CFMS Manuals. Make additional copies available for sale.
10. Make AFMS Rules Book available to CFMS Rules Committee and member societies. Make additional copies for sale.

#### **Directors' Meetings**

##### ***Before the Meeting:***

1. Publish and mail to CFMS Directors, Officers and Chairs, notices of the Directors' Meeting which are to include a registration form, hotel and banquet information, agenda, minutes of the previous meeting, financial reports, (Budget of the Fall Meeting, Year-end Report for the Convention Meeting), and proposed OR changes so that they will be

**EXECUTIVE SECRETARY** (continued)

received at least 31 days prior to the meeting, If proposed changes of the By-laws are to be included, the mailing will have to be received at least 45 days prior to the meeting.

2. Prepare envelopes/packets for CFMS Officers, Directors and Chairs to include:
  - a. Reports from officers and committee chairs which are coded to correspond with the number given on the agenda.
  - b. Change-of-Officer form for societies, subscription blanks, dues and insurance form (Fall Meeting only), an updated price list, ballots and other material that might be of interest and benefit to clubs.
  - c. Any new or updated CFMS/AFMS manuals.
  - d. Prepare a package (envelope) for new clubs to include a copy of ALL manuals.
3. Prepare a list of societies/clubs, giving their number. Send a copy to the CFMS Secretary and other officers who may request it.

***At the Meeting:***

1. Set up registration table at least one hour prior to the meeting. Arrange for helpers.
  - a. Check in Directors, Officers and Chairs. Be prepared to give a count and establish a quorum.
  - b. Have extra registration forms and copies of items mailed before the meeting for those who forgot to bring theirs.
  - c. Distribute Meeting Packets.
  - d. Make copies of check-in list (those Directors who actually attended) and give to President and Secretary.

***Fall Business Meeting Only:***

1. Print, or have printed, updated pages of the Bylaws and Operating Regulations, when any changes have been made during the previous year, and distribute to each Society Federation Director, CFMS Officer, and CFMS Committee Chair along with other agenda items in the Packets.
2. See that ballots and officers change forms are included in each Director's Packet (not Chairs).
3. Prepare materials for the Committee Chair's meeting on Sunday morning as instructed by the President.
  - a. Officer and Committee Manuals.
  - b. Bylaws and Operating Regulations.
  - c. Stationery and envelopes.
  - d. Travel and expense vouchers.

***After the Meeting:***

1. Send information and reports to all societies that did not attend the meeting.

**Federation Booth at the Convention Show**

1. Set up the Federation booth and coordinate with CFMS Chairs or others to have the booth manned at all times during the show.

## **EXECUTIVE TREASURER**

Is hired by the Executive Committee and works under the supervision of this Committee.

### **General Responsibilities**

1. Receive all monies of the Federation: dues, insurance money, special funds, money from sales, etc.
2. Receive all donations to the CFMS Scholarship Fund and send receipts to the Senior Member of the Scholarship Committee (not Chair) for acknowledgement to donors.
3. Prepare all checks for disbursement of funds and send to Treasurer for second signature.
4. Maintain an accurate account of all receipts and disbursements.
5. Work with the Treasurer and FAC Chair on proper procedures.
6. Work with the Treasurer on tax preparation and arrange for preparation of tax returns.
7. Work with the Insurance Chair on insurance.
8. Have financial statements prepared for printing prior to meetings.
9. Maintain bank accounts and update bank signature cards, once a year, for the incoming Executive Committee.
10. Furnish an official count of society memberships, once a year, to the AFMS Scholarship Foundation President.
11. Make investments as directed by the Financial Advisory Committee.

### **Membership**

1. Receive dues/insurance from societies.
2. Keep records of dues/insurance.
3. Keep track of societies that have not paid dues/insurance by March 1 and send reminder letters.
4. Prepare a list of delinquent and disbanded societies and make a report at the Directors Meeting.

### **Insurance**

1. Maintain a master General Liability Insurance Policy, purchased by the CFMS to cover:
  - a. All Member Societies in their activities.
  - b. Members of the Executive Committee, Executive Secretary/Treasurer, Federation Directors, Federation Chairs and Committee Members when on CFMS business.
  - c. Local society members and officers when on society business.
2. Transmit insurance funds to the insurance carrier when premium is due.
3. Maintain a deferred income account for insurance purposes only.
4. Refer all technical insurance questions to the Insurance Chair.

**EXECUTIVE TREASURER** (continued)**Budget and Audit**

1. Work with the Treasurer and Financial Advisory Committee to furnish necessary information for a budget review and annual audit.
2. Proposed budget should be mailed with the agenda of the Fall Business Meeting.

**Directors' Meetings**

1. Be sure that a reservation form for the meeting hotel goes out with the agenda for the Fall Business Meeting. Set deadline for banquet reservations.
2. Work with the Vice Presidents and Meeting Coordinator on arrangements.
3. Work with the First Vice President, Treasurer or Meeting Coordinator on ticket collection and settling the banquet bill.

**Sale of Products**

1. Maintain a stock of all manuals, pins and emblems.
2. Publish an up-to-date price list (use Newsletter or hand out in packet at Directors' Meetings).
3. Maintain complete records.
4. Process orders as soon as received.
5. Set up an exhibit of items available at the Federation Booth during the Convention Show and take orders.

**Inventory**

1. Work in conjunction with the Custodian (i.e., First Vice President) to ensure that he/she is maintaining a list of all items owned by the Federation, stating where these items are located and values.

## **Section 4. Chair & Committee Duties**

### **ALL AMERICAN CLUB**

Chair of this committee shall solicit and process entries for All American Club awards submitted by CFMS Societies.

#### **General Responsibilities**

1. Serve as a member of the AFMS All American Club Committee.
2. Follow the outline of procedures furnished by the AFMS.
3. Publicize the All American Club Awards, with rules and applications, in the CFMS Newsletter and at the Board of Directors' Meeting.
4. Choose and announce in CFMS Newsletter the deadline for entries to be submitted.
5. Receive and record all applications for All American awards.
6. Select judges and after the deadline, have all applications judged.
7. Send the top applications to the AFMS Chairman for national judging.
8. Receive trophies and certificates provided by the AFMS.
9. Present awards at the CFMS Awards Banquet, or at the following Directors Meeting should the AFMS Convention & Awards Ceremony take place after the CFMS Convention.
10. Maintain a procedure book and at the end of your term of office, attend the Chairs' meeting and turn over your book to the new Chair.
  - a. In addition to items listed under "General Instructions" in the front of this manual, your procedure book should contain:
    - i. AFMS Instructions
    - ii. List of competent judges
    - iii. A complete list of winning societies from previous years
    - iv. Any other pertinent information you wish to pass on

## **BULLETIN AIDS**

Assist local editors with information that will aid in the publication of their society bulletins and serve as a member of the American Federation Bulletin Editors Advisory Committee.

### **General Responsibilities**

1. Act as a clearing house for bulletin aids information.
2. Answer questions from Bulletin Editors.
3. Present the latest information to the Bulletin Editors through the CFMS Newsletter. This information should be included in the Bulletin Aids Manual.
4. Keep the Bulletin Aids Manual up-to-date.
5. Check manuals from other Federations for ideas.
6. Work closely with a Bulletin Aids Assistant so that the Assistant will be prepared to step in as Chair when your term is over.
7. Maintain a procedure book and pass it on to incoming Chair when your term is over. This should include:
  - a. CFMS Contest Rules and records for at least the three previous years (longer, if possible).
  - b. AFMS entries for previous years.
  - c. List of competent judges, updated as necessary.
  - d. Previous CFMS Newsletter articles.
  - e. Past Editors' Breakfast Programs.
  - f. Copy of "Check Lists for Bulletin Aids Chair."

### **Bulletin Editors' Contest**

Conduct a Bulletin Editors Contest in conjunction with the AFMS, as follows:

1. Announce contest rules in the CFMS Newsletter and on the CFMS website.
  - a. Make sure the rules are updated and accurate each year, reflecting any changes made since the prior year.
  - b. Give instructions for sending in entries and set deadline.
2. Arrange for competent judges, contact them in advance, then at the proper time, send contest entries to judges, along with a copy of CFMS Contest Rules.
3. Order, in writing, trophies for all First Place winners from the Trophy Coordinator, including exact words to be engraved on each trophy.
4. After CFMS judging, send top 5 entries in each category to AFMS Club Publications Chair for National judging, or the current number of entries mandated by AFMS rules.
5. Order any Judges' Pins, "Top Ten" Pins and Certificates of Appreciation from CFMS Executive Secretary as soon as you know how many you need.
6. Present trophies at the Awards Banquet.
7. Keep a file with results of competition, including final scores, for the past three years (longer, if possible) and a list of competent judges.

**BULLETIN AIDS CHAIR** (continued)

8. Prepare a list of winners and all other entrants in each category to be included, separately, in Editors' Breakfast Program.

**Editors' Breakfast at Show/Convention Meeting**

1. Arrange for a Bulletin Editors' Breakfast at the annual Show Meeting.
  - a. Work with host society for a convenient time and place for the breakfast.
  - b. Arrange for decorations, speaker, seating at head table.
  - c. Prepare a printed program to be given to each person attending. Keep list of winners separate and hand out after awards are presented.
  - d. Present awards and certificates. (Request trophy winners to bring trophies to the Breakfast, if possible.)

**Bulletin Aids Booth at Show/Convention Meeting**

1. Set up and maintain a Bulletin Aids Booth at the annual Convention show.
2. Arrange for people to attend the booth at all times during the show.
3. Publicize the presence of the booth in the CFMS Newsletter and ask editors to stop by for exchange bulletins, ideas, and information.

**Bulletin Editors' Workshops and Seminars**

1. Look for a society willing to sponsor or host a workshop.
2. Clear dates with the CFMS First Vice President before making definite plans.
3. Work with host society to provide:
  - a. Sufficient space and equipment.
  - b. Eating arrangements.
  - c. Program (kinds of equipment used, tips for printing, pasting up a page, content of bulletin, etc.)
  - d. Fee to cover cost of rent, food, speakers' fees, etc.
4. Review the workshop when it is over and make recommendations for future workshops.
5. Keep a file of workshop ideas and speakers.
6. As an alternative to an in-person workshop, consider hosting "virtual workshops" online with bulletin editors who have the appropriate technology and ability.



## BY-LAWS COMMITTEE

Assist member societies with Bylaws and Operating Regulations. Review CFMS Bylaws and Operating Regulations for proposed changes and prepare them for presentation to the Board of Directors.

### Bylaws

1. Receive proposed changes from member societies or officers of the CFMS.
2. Check for conflicts with current Bylaws and Operating Regulations.
3. Work with the society or officer if any change in wording is needed and write proposed Bylaw in proper form to be presented to the Board of Directors.
4. Submit proposed changes to the Executive Committee for review.
5. Provide a copy of the proposed Bylaw change with the exact wording and format to the Executive Secretary and all members of the Executive Committee at least 60 days prior to the next Directors' Meeting.
6. Make sure that copies of proposed Bylaw change(s) are mailed in time to **reach** member societies 45 days prior to meeting. Include an explanation for the change. If time permits, the proposed change may be printed in the CFMS Newsletter.
7. Include date of change when a new Bylaw is added or current Bylaws are revised.

### Operating Regulations

1. Changes proposed prior to the meeting:
  - a. Receive proposed changes from member societies, Federation Directors or the CFMS Executive Committee.
  - b. Check for conflicts and legality.
  - c. Submit proposed changes to the Executive Committee for review.
  - d. Provide a copy of the proposed Operating Regulation change to the Executive Secretary in time to be mailed with the agenda, 31 days prior to the scheduled meeting.
2. Changes proposed at the Directors' Meeting:
  - a. Review for conflict with Bylaws.
  - b. If the Legal Advisor is present, check for legality.
  - c. Clarify wording, if necessary.
3. Include date of change when a new Operating Regulation is added or revised.

### Model Bylaws

Copies of model bylaws can be obtained from the Executive Secretary if a member society requests them.

## CABOCHON CASES CHAIRS

Provide availability of the cabochon cases to the CFMS societies for display at their shows. The three sets of cases are in the care of three chairs designated as Cab Cases - North, Cab Cases - Central, and Cab Cases - South.

### General Responsibilities

1. Keep a schedule of the societies requesting use of cases at their show.
2. Make arrangements for pick-up and return of cases.
3. Maintain cases so they are always an asset to any show.
4. Maintain a procedure book and pass it on to the incoming Chair when your term is over.  
This should include:
  - a. List of clubs who have displayed the cases at their show.
  - b. Adequate supply of Receipt Forms for borrowing the cases.

### Procedure

1. Upon receipt of request from a society, the Chair will inform society when and where cases may be picked up, or the Chair might bring the cases to the show, if convenient.
2. Inspect cases before they are picked up to see that everything is as it should be (i.e., all lights work, cases are clean, cabs are in place, etc.).
3. When cases are delivered to representative of society who is borrowing them, have Receipt Form filled out using appropriate number (No. 1 through No. 4) and keep in record file. If cases are passed on to another society before being returned to lender, be sure the Receipt Form indicates this. When cases are returned to lender (Cabochon Case Chair), Receipt Form should be signed by lender and retained in record file.
4. Inspect cases on their return and make any necessary repairs.

### Federation Show

1. If the Chair of the Federation Show has not contacted the Cabochon Case Chair to schedule the display of the cases at the show, the Cabochon Chair should write or call the Show Chair to remind him/her the cases are available for use.
2. It is the Cabochon Chair's responsibility to bring the cabochon cases to the Federation Show. If the Chair is unable to attend, arrangements should be made to transport the cases to and from the Convention Show.

## RECEIPT FOR CALIFORNIA FEDERATION CABOCHON CASES

The signing of this Receipt Form is an acknowledgement that the person signing inspected the cases and finds them in good condition. Choose the appropriate number, fill out the blanks, and give to the Cab Case Chair.

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### No. 1

Dated: \_\_\_\_\_

I will return the CFMS Cabochon cases to point of origin on \_\_\_\_\_

Signed: \_\_\_\_\_

Society: \_\_\_\_\_

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### No. 2

Dated: \_\_\_\_\_

By authority of \_\_\_\_\_, I am picking up the Cabochon cases  
from \_\_\_\_\_, and will deliver them to

(Name of society)

\_\_\_\_\_ on \_\_\_\_\_

(Lender or name of society)

Signed: \_\_\_\_\_

Society: \_\_\_\_\_

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### No. 3

Dated: \_\_\_\_\_

I hereby release \_\_\_\_\_ on \_\_\_\_\_

(Name of society)

Signed: \_\_\_\_\_

Society: \_\_\_\_\_

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### No. 4

Dated: \_\_\_\_\_

I will release the Cabochon cases to \_\_\_\_\_

(Name of society)

on \_\_\_\_\_ upon authorization of \_\_\_\_\_

(Date)

(Lender)

I have picked them up \_\_\_\_\_

(Date)

Signed: \_\_\_\_\_

## **CUSTODIAN COMMITTEE**

Primary duties are to provide maintain and update a record of all CFMS physical property.

### **Committee**

This is a permanent committee of one, namely, the First Vice President/President-Elect.

### **General Responsibilities**

1. List all CFMS physical assets, including museum specimen collections.
2. Coordinate with all officers, committee chairs, and others having assets belonging to the CFMS to forward a list of those assets each year to the First Vice President upon his or her request.
3. All officers, committee chairs, or others shall prepare a complete inventory each year of assets in their possession or under their control, noting what it is and where it is located.
4. Members having CFMS assets in their possession are responsible for upkeep, repair, and maintenance.
5. The Secretary and Historian shall be provided with copies of the inventory lists of all CFMS assets.

## **EARTH SCIENCE STUDIES COMMITTEE**

Consisting of a Chair appointed by the CFMS President, an Assistant, the current CFMS Second Vice President, and Committee Members as appointed by the Chair, the primary duties of this committee are to provide an educational experience at least once a year.

### **General Responsibilities**

1. Select sites that include facilities for classes, lodging, meals, camping and meetings, and maintain a list of these sites (as well as potential sites to consider).
2. Arrange for—and keep a permanent list of—instructors, speakers, programs, field trips, and food preparation. The speakers and instructors may be professionals or hobbyists.
3. The Chair shall select an assistant and committee as needed. Suggested sub-chairs are:
  - a. Registration
  - b. Corresponding Secretary (including facility reservations)
  - c. Publicity
  - d. Instructional Programs
  - e. Physical Arrangement
  - f. Field Trips
  - g. Food Advisor
  - h. First Aid
  - i. Treasurer

All moneys received shall be sent to the Executive Treasurer for deposit, and all bills shall be paid by the Executive Treasurer. (The maximum amount the ESSC shall have in reserve is \$5,000 plus whatever funds are available via the Bill & Izzie Burns donation fund and similar funds already established.)

1. Prepare an annual budget based on an estimate of paying guests. The budget shall be planned to include cost of site, food, supplies, honorariums, special donations, printing, postage, miscellaneous expenses and charges per guest. The budget should be furnished to the Executive Committee prior to committing the CFMS to any expenditure.
2. Inform the membership of places and dates of the seminars through the CFMS Newsletter and other methods, such as the CFMS email list, as soon as the facilities are booked.
3. Notify the Executive Committee of the addition of a new Seminar, the cancellation of a Seminar, or the change in location of any Seminar. (Revised 11/01)
4. Have a complete report on the Earth Science Seminars at the Fall Business Meeting.

## EDUCATION THROUGH SHARING COMMITTEE

Encourage individual sharing of the knowledge of earth sciences, and honor those who put forth this extra effort. There are no trophies given at the CFMS level. Only a very brief statement about the honoree is wanted. Any long letters will have to be edited for brevity (about 500 words or less) before sending on to AFMS.

### General Responsibilities

1. Receive, record, and acknowledge all entries for recognition.
2. Each club is restricted to one entry per year.
3. Nominees may be a single member or a couple. To avoid duplication of effort, all nominees shall have the concurrence of the club President, Vice President, Federation Director, and must be signed by one of the three. Any other signatures are optional.
4. Send all nominations received to AFMS for recognition in their "Club Rockhound of the Year" program and for publication in the AFMS Newsletter. Have material copy ready for Newsletter. Include a note indicating these entries are from the CFMS.
5. Send all names received to CFMS Newsletter Editor to be included in the CFMS Newsletter.
6. The Editors of both AFMS and CFMS Newsletters want only name of Club, Federation Affiliation (for AFMS), Name(s) of member(s) honored and a brief statement about the member(s). DO NOT send letters as received. Keep the letters until end of year so any questions can be settled by original letter. Keep an edited copy of all nominations for committee files.
7. Prepare a certificate for the nominated person(s) and send to the club's Director for presentation at a club meeting, or pass along certificates to the club's Director at the Convention or Fall CFMS Directors Meeting.
8. Encourage the individual sharing of knowledge of the earth sciences by writing articles for the CFMS Newsletter.
9. Prepare an Education Through Sharing Report for the Director's packet for both the CFMS Show Meeting and the CFMS Business Meeting in the Fall. Report should include the name of each participating club and the name(s) of their nominated member(s).
10. Serve as a member of the American Federation "Club Rockhound of the Year" Committee.
11. Keep the Education Through Sharing notebook and files current, to pass on to the next Education Through Sharing Chair when you leave.

## ENDOWMENT FUND COMMITTEE

Receive and invest donations and promote the growth of the Fund. The Fund is to produce additional income for the CFMS but only the income earned by this Fund can be used.

### Committee

This committee consists of five members which are a Chair, an Endowment Fund Assistant, CFMS President, the CFMS President-Elect, and the Chair of the Financial Advisory Committee. The Chair and the Endowment Fund Assistant shall serve for one year, at the appointment or reappointment of the CFMS President. The Chair should have previously served on the Committee.

### General Responsibilities

1. Solicit donations by means of articles in the CFMS Newsletter, contact with local societies, and appropriate fund raising projects.
2. Copies of all letters involving the Fund should be sent to each member of the Committee. All need to know of decisions and actions taken by any of the members.
3. Donations may be in the form of money or any other form acceptable to the Committee. If a donation other than money is made, it should be converted to money as soon as possible by any method determined by the Committee. A receipt should then be sent to the donor stating the amount of money received from the donation.
4. Funds received are sent to the CFMS Executive Secretary/Treasurer, who will deposit them in accounts as directed by the Chair of the Financial Advisory Committee. Only earnings from the accounts may be used to supplement other CFMS income.
5. Periodically review procedures to be sure they conform to the established CFMS Bylaws and Operating Regulations.

### Donation Recognition

1. A system of recognition for donors is established as follows:
  - a. Patrons
    1. Individual Patrons give \$100 donations and are entitled to receive the Patron (Booster) pin. If Patron is a couple, two pins are given.
    2. A plate engraved with the name(s) of the individual Patron is placed on the Endowment Fund plaque.
    3. It is acceptable to make a deceased person a Patron by making a \$100 donation in that person's name. This can be a single donation or a cumulative donation, provided the total is \$100. A plate with that person's name will be placed on the plaque.
  - b. Patron Club
    1. A club may become a Patron Club upon receipt of a minimum donation of \$100 plus \$1 per member.

**ENDOWMENT FUND (continued)**

2. A plate engraved with the name of the Patron Club is placed on the Endowment fund plaque.
- c. Booster
  1. Boosters give a \$25 donation and receive the Booster pin. A Booster may become a Patron by donating additional amounts to total \$100.
  2. Booster pins are kept in the possession of the Chair.
- d. The CFMS Trophy Coordinator will provide engraving service upon written request. Sufficient time should be allowed for engraving and receipt of needed plates prior to time plaque is displayed.
- e. Storage of the Endowment Fund plaque is the responsibility of the Chair.
2. A donation cannot serve two purposes. If a donation is made in memory of someone or the donor receives something in return, the amount cannot be used to qualify for Patron status. Only donations made for no other purpose qualify.

**Duties of the Committee Members**

1. Chair
  - a. Call and preside over any required meeting of the Committee.
  - b. Write articles for the CFMS Newsletter describing the purpose of the Fund and promoting contributions.
    1. Periodically submit an article listing names of new Patrons, Patron Clubs, Boosters, and persons donating items for sale or special drawings.
  - c. Arrange for a table at the annual Convention and Show for the display of the Endowment Fund plaque and other Fund materials.
    1. Arrange for any needed volunteers to “man” the table. Keep a list of willing volunteers for future reference.
  - d. If a drawing is proposed for the annual Show, be sure to have tickets and plan in advance how long ticket sales will last.
    1. Determine who is responsible for mailing prize(s) to any winner not present.
    2. Cost of any shipping should come from ticket sales before reporting the receipts to the Executive Secretary/Treasurer. A record of these expenses must be retained.
  - e. Review older files periodically and discard those which are not of historical value. Files of historical value should be kept in a folder and at some time be given to the CFMS Historian.
  - f. Attend all CFMS meetings and present the required reports. The report shall include:
    1. The amount of funds deposited since last report.
    2. The income received since the last report.
    3. The amount and purpose of any funds used since the last report.
    4. The total principal and interest at the time the report is prepared.



**ENDOWMENT FUND** (continued)

- g. Maintain a record of all postage, cost of copies, etc. and submit on the proper form to Executive Secretary/Treasurer for reimbursement.
- 2. Endowment Fund Assistant
  - a. Serve as Secretary and Treasurer to the Committee.
  - b. Keep a record of all contributions and memorial donations.
    - 1. Write an acknowledgement to donors and make two copies of each, one for assistant's records with receipt and other information attached and one for the Chair. Copies should be mailed to the Chair on at least a quarterly basis, or more often if requested.
    - 2. Send a memorial card to the family of a member honored by a donation and an acknowledgement of the donation with receipt to the donor. Since many families wish to make a personal acknowledgement, include the name(s) of the person(s) or club(s) on the card.
  - c. Keep a record of all Patrons, Boosters, and Donors, including a cumulative total of how much each one has given.
  - d. Record and maintain minutes of Committee meetings, as requested.
  - e. Maintain a record of all postage, cost of copies, etc., and submit on proper form to Executive Secretary/Treasurer for reimbursement.
- 3. CFMS President
  - a. Serve as a voting member of the Committee.
- 4. CFMS President-Elect (First Vice President)
  - a. Serve as a voting member of the Committee.
- 5. Financial Advisory Committee Chair
  - a. Serve as a voting member of the Committee.
  - b. Advise Executive Secretary/Treasurer for deposit of funds received in appropriate accounts.

## **FIELD TRIPS COMMITTEE**

There is a Field Trip Chair-North and a Field Trip Chair-South who are to serve as liaisons between the CFMS and Field Trip Chairs of member societies, assist society Field Trip Chairs in preparing field trips for their societies, set up Field Trip seminars in the various areas of the CFMS, and act as a clearing house for field trip information.

### **General Responsibilities**

1. Answer questions from society Field Trip Chairs and work with them to sponsor field trip opportunities throughout the year.
2. Compile and keep a Field Trip Manual up-to-date with locations, maps, restrictions, etc.
3. Work with the Safety Chair to provide information relevant to field trips for the Safety Manual.
4. Check manuals from other federations for ideas.
5. Use the CFMS Newsletter and/or CFMS email list and website to announce trips, offer suggestions, and help to society Field Trip Chairs. Write a brief article each month, if possible, or as often as you can.

### **Field Trip Seminars or Conferences**

1. Solicit a host society through the Newsletter or in person.
2. Clear dates with First Vice President before making definite plans.
3. Work with host society to provide:
  - a. Camp area for approximately 100, with sanitary facilities.
  - b. Speakers on safety, BLM regulations, forestry regulations, geology and mineralogy of the area, and other topics of interest to Field Trip Chairs.
  - c. Fee, if necessary, to cover costs.
  - d. Eating arrangements (i.e., pancake breakfast, potluck dinner).
4. Publicize the event in the CFMS Newsletter.
5. Items to consider:
  - a. Plan the program. This can include: how to lead a field trip, how to register, how to contact and secure permission for field trips, all facets of liability, safety on the way and in the field, conduct of the field trip chair at the trip site, handling of a group for mass entertainment in the evening with a campfire, etc., experiences of field trip chairs, signs, how to get attendance, question and answers.
  - b. Map exchange. This could be a part of the program with time for discussion.
  - c. Make sure everyone has a good time!
6. When the seminar is over, evaluate activities of the conference and make recommendations for future conferences.

### **Procedure Book for Seminars & Conferences**

1. Maintain a Procedure Book with:
  - a. Possible speakers and topics.
  - b. Possible areas for holding conferences.
  - c. Records of past Field Trip conferences.
  - d. Recommendations for future conferences.

## **FINANCIAL ADVISORY COMMITTEE**

Advise the President and the Treasurer in all matters of finance for the Federation.

### **Committee**

The Financial Advisory Committee shall be composed of four (4) members, three of whom shall be appointed by the President. The fourth member shall be the First Vice President of the CFMS. Each appointed member shall serve three (3) years and each incoming President shall appoint a new member to replace the retiring one. The Committee member serving his/her third year shall be the Financial Advisory Committee Chair.

### **General Responsibilities**

1. Review the finances and books of the Federation at reasonable intervals.
2. Perform an audit on all of the CFMS books as directed by the President. This audit to include books of the Museum Committee, CFMS Scholarship Fund, Diedrick Scholarship Fund, Endowment Fund, and all other CFMS Funds.
3. Provide 2 members to serve on a committee (with the CFMS Treasurer and local Show Treasurer) to audit the financial statements of each annual CFMS Show Committee.
4. Study ways and means of meeting emergencies and stabilizing or increasing the efficiency of the financial administration of all phases of CFMS activities.
5. Consider future financial needs of the CFMS and report its findings to the Board of Directors.
6. Direct the investments of all CFMS funds and report same for ratification at the next Directors' Meeting.

### **Chair's Responsibilities**

1. Present the annual audit report for the previous calendar year to the Board of Directors at the Convention meeting.
2. Coordinate a meeting to assist the Treasurer and Executive Treasurer in planning the annual budget for presentation at the Fall Business Meeting.
3. Assist the Treasurer and Executive Treasurer in planning the annual budget and work with them in preparing written reports for the Executive Committee and the Board of Directors at all regular meetings of the CFMS.
4. Attend all meetings of the Endowment Fund Committee as a regular member of that committee.
5. Review all Executive Committee Meeting Minutes for Financial impact.
6. Assume responsibility of carrying on the Treasurer's duties in the event of an unexpected vacancy or disability of the Treasurer until such time as the vacancy is properly filled or the Treasurer is able to resume the task.

## GENERAL AUDIT PROGRAM GUIDELINES

1. For benefit of new FAC member briefly explain co-ordination between Executive Secretary/Treasurer and Treasurer.
2. Review action taken on prior year's FAC audit comments.
3. Ask if any unusual items.
4. Receive from Executive Secretary/Treasurer the following:
  - a. Balance Sheet
  - b. Revenue and Expense Budget to actual comparison
  - c. General Savings Interest analysis by type of certificate and savings account.
  - d. CFMS Scholarship analysis and interest analysis.
  - e. Museum account analysis and interest information.
  - f. Endowment Fund analysis and interest information.
5. Reconcile Asset-Cash Accounts to supporting detail.
6. Review all Journal Entries.
7. Determine number of checks and cash receipts issued and sample supporting documentation.
8. Review changes in all Balance Sheet account balances.
9. Obtain explanation of all major differences between the final budget and actual data.
10. Determine status of mineral appraisals and confirmations.
11. Review Executive Committee Minutes for financial actions.
12. Prepare audit report for Executive Committee and Directors' Packets.

## **GOLDEN BEAR COMMITTEE**

Select recipients for the Golden Bear Award. The award shall consist of a Golden Bear Lapel Pin, and an appropriate certificate, plaque or other award form.

### **Committee**

1. This committee shall be composed of five (5) members: the current CFMS President, the immediate Past President and three other members, one to be appointed in rotation each year by the incoming CFMS President for a three year term.
2. The appointed member serving the third year shall be the Chair.

### **Eligibility**

1. The award shall be presented only for recognition of outstanding services to the CFMS. The person must be or have been a member of a CFMS member society.
2. Nominations for this award may be made by the Executive Committee, a Federation Director, or by a CFMS Committee Chair and shall be sent to the Chair of this Committee.

### **Procedure**

1. In the January Newsletter (check with Editor for deadline), insert a notice requesting nominations with supporting qualifications for the Golden Bear Award. Set a definite closing date. Nominees must not be aware of the nomination. If the Convention is early in the year, it may be necessary to put a notice in the November Newsletter and make an announcement at the Fall Directors' Meeting.
2. At the close of the nomination period the Chair shall prepare a copy of the resumes of nominee(s) with a ballot and submit to the members of the committee for a vote. If a member of the committee is nominated, he/she should not receive his or her own name.
3. The Chair shall acknowledge the receipt of the nomination to the proposer.
4. The committee shall review resumes and return the ballot. They shall consider each nominee to decide if the person has contributed long and outstanding service to the CFMS; service beyond that expected in the usual course of CFMS activities. Service rendered within member societies should not qualify a person for the award.
5. When the ballots have been counted, the Chair shall advise the President and other members of the committee, in writing, of the results. (If any member of the committee is being considered, that person shall not be advised.)

### **Golden Bear Awards**

1. Make arrangements for the pins with the Executive Secretary.
2. Make arrangements for the plaques with the Trophy Coordinator.
3. At the Convention Directors' Meeting, announce that award(s) will be made at the banquet or that no awards are to be presented.

**GOLDEN BEAR COMMITTEE** (continued)

4. At the banquet make the presentation of the plaques and pins.
  - a. To assure the presence of the awardee(s), the Chair should make contact with the family or friends, making sure that the awardee is not informed of the award.
  - b. If the awardee is unable to be present, then actual presentation may be made at an appropriate occasion.
5. The names and qualifications of the awardee(s) shall be sent to the CFMS Newsletter Editor and the CFMS Historian.
6. The Chair shall keep a confidential file of nominees who were not selected and transmit this to the next chair.
  - a. Nonselection of a nominee in any year does not preclude reconsideration in any subsequent year. However, renomination is required for reconsideration.

## HISTORIAN

Provide a chronological history of the activities of the CFMS.

### General Responsibilities

1. Preserve and maintain a file of all copies of the Federation Newsletter.
2. Maintain a chronological file of the Minutes of all meetings of the CFMS Board of Directors and the Executive Committee.
3. Maintain a written and pictorial record of annual shows, including pictures, awards, and a copy of the Show Program.
4. Provide an exhibit at the CFMS Convention and Show when requested, or for special anniversary years.
5. Extract articles and pictures pertinent to CFMS from newsletters of other Federations, *Rock & Gem* magazine, *Jewelry Artist/Lapidary Journal*, and any other Earth Science magazines that publish such information.
6. Inform members of interesting events from the past by writing articles for the Federation Newsletter.
7. Encourage member societies to compile histories and send a copy to the CFMS Historian for inclusion in the Historian's files.
8. Make archival materials available to any Federation Officer or Chair requesting them. Provide photocopies when possible. A signed receipt should accompany all loaned materials.
9. Encourage local clubs and societies to help CFMS build and maintain a Historical Cab Collection from materials within the local region of each CFMS society.

## INSURANCE

Liability insurance is a service the Federation offers its member clubs. The Insurance Chair shall act as liaison with the CFMS insurance supplier.

### General Responsibilities

1. Maintain contact with the Federation's insurance supplier.
2. Report to the Directors at the Fall Business Meeting the premium per member, as established by the Executive Committee and the insurance company contact person.
3. Be prepared to assist the member societies with all matters of insurance.
4. Annually review and update insurance coverage with assistance from the Executive Treasurer and approval of the Executive Committee.
  - a. Be sure that equipment, mineral specimens and other valuable items are adequately insured.
  - b. Review coverage offered to member societies.



## **INTERNET COMMITTEE**

This is a permanent committee authorized to produce and maintain the CFMS website.

### **Composition**

This committee shall consist of five (5) members, who shall be a Chair, the CFMS President, and three members-at-large. The Chair shall serve as the Webmaster. The Chair is expected to have the skills necessary to build and update the information contained in the website. The at-large members shall be members in good standing of a member society. They need not be CFMS Directors.

### **Responsibilities**

1. Receiving inputs from, and passing information to, member clubs and/or societies and the public at large.
2. Establishing the content of material to place on the website.
3. Establishing the policies of privacy and disclosure for website contents.
4. Activities of the Committee shall be reported at all CFMS Directors' meetings. The report shall include:
  - a. The activities since the last report.
  - b. The comments and suggestions received since the last report.
  - c. The disposition of comments and suggestions since the last report.
  - d. Summary of new or updated services being provided.

### **Duties of the Committee Members**

1. The Chair shall call and preside over any required meeting of the Committee; insure that all inputs are properly acknowledged; attend CFMS meetings and present the required reports.
2. The Committee shall insure that privacy policies are established and adhered to for information placed upon the website.

## JUNIOR ACTIVITIES

Foster and promote the formation of junior groups within the CFMS and act as a resource person for other Junior Leaders.

### General Responsibilities

1. Provide information and ideas for forming Junior groups.
  - a. Create information packets to be available to mail to any club interested in starting a Junior program.
  - b. Use the CFMS Newsletter to tell clubs this is available for the asking.
2. Submit articles to the CFMS Newsletter on ideas of interest to other Junior Leaders.
3. Act as a resource person for any club Junior Leader who has a problem or question.
4. If a host society of the CFMS Annual Show is not planning its own Junior Booth, explore possibilities with them of the Junior Advisor sponsoring such a booth. In such an event:
  - a. Solicit grab bags, rocks, fossils, etc., from other clubs to sell at this booth.
  - b. Arrange to have the booth manned by volunteers from other clubs and by juniors.
  - c. Organize activities such as games (“Name that Rock,” for example) or a hands-on touch exhibit.
5. Keep a file on clubs with Junior Programs.
  - a. Update yearly the list of CFMS clubs with Junior groups.
  - b. Keep a record book with the name, address, and phone number of each Junior Leader.
6. Review any Junior Activities Manuals of the AFMS and of other regional Federations for ideas.
7. Prepare a Junior Activities report for the Directors’ packet for both the CFMS Show Meeting and the CFMS Business Meeting in the Fall. Plan to attend both meetings.
8. Serve as a member of the American Federation Junior Program Committee.

### Suggested Additional Activities

1. Consider sponsoring a roundtable at the CFMS Show for Junior Leaders to exchange ideas.
2. Consider presenting a program for kids who attend the show, so long as it does not interfere with programs and presentations already planned by the host society.
3. Monitor and publicize information on competition and awards specifically for juniors.

## **JURY OF AWARDS OF THE AFMS SCHOLARSHIP FOUNDATION**

Select the CFMS Honoree for the AFMS Scholarship Award.

### **Committee**

The Committee is composed of the President, Immediate Past President and the Second Vice President who serves as the Chair.

### **Procedure**

1. During May or June, an item should be placed in the CFMS Newsletter to ask for nominees for this honor.
2. Keep a file on nominees.
3. Hold a Jury of Awards meeting as soon as possible after the election of officers at the Fall Business Meeting in November and choose an honoree for the following year. This is usually done immediately after the meeting when all committee members are usually present. All files of the committee must be turned over to the newly elected Second Vice President at this time.
4. Notify the AFMS Scholarship President of the committee's choice before January 15. Send a resume and a picture if one is available.
5. After the Honoree has been notified by the AFMS, contact the Honoree and work with him/her in the procedure for selecting a school that will select the student.
6. An article with information concerning the Honoree should be sent by the AFMS Scholarship Foundation President to the CFMS Newsletter Editor for publication in the CFMS Newsletter. If a picture is available, include it with the article.
7. Invite the Honoree to attend the Convention Awards banquet. If the selection has been made, the student(s) should also be invited to attend the banquet.
8. Make banquet reservations and arrange for seating at the banquet.
9. Receive the plaque from the AFMS and present it to the Honoree at the banquet.
10. Although not required, may attend the AFMS Scholarship Foundation Meeting at the AFMS Meeting.
11. Make an effort to follow up on students who receive the grant.

## **LEGAL ADVISOR**

Provide legal advice to the California Federation.

### **General Responsibilities**

1. Interpret laws and regulations as they apply to the Federation.
2. Attend Directors' Meetings, if possible.
  - a. Be available to answer questions of the President and Executive Committee.
3. Check official contracts used by the Federation, upon request of Executive Committee.
4. Give opinions regarding tax status, if needed.
5. Determine legality of proposed Bylaws and Operating Regulations.

## LONG RANGE PLANNING COMMITTEE

Study and make recommendations for projects which will further the programs of the CFMS and report the results of such studies to the Board of Directors.

### Committee

All living Past Presidents of the CFMS and the current Executive Committee. The immediate Past President shall serve as Chair; if he/she is unable to serve, the most recent Past President who can shall serve.

### General Responsibilities

1. This Committee shall select the CFMS Representative to the AFMS Executive Board:
  - a. **Eligibility**  
The current CFMS President and all CFMS Past Presidents who live within the boundaries of the CFMS and are members of a CFMS society are eligible.
  - b. **Nominations**  
The Chair shall determine, by mail, the willingness of each potential candidate to serve.
  - c. **Election**
    - (1) The Chair shall prepare and mail a written ballot, naming each candidate who has indicated his/her willingness to serve, to each member of the Committee.
    - (2) A majority vote is necessary for election.
    - (3) The voted ballots are returned to the Chair, who then sends them on to the CFMS Secretary to be counted.
    - (4) The Secretary reports the results in writing to the Chair but keeps the ballots in the Secretary's files.
    - (5) A meeting of the Committee is usually held at the Directors Meeting, where the results of the election are announced.
    - (6) The Chair shall mail or email the name of the winning candidate to the AFMS Nominating Committee Chair.
    - (7) An election is held each year except the year that the CFMS Representative to the AFMS serves as AFMS President-Elect. For more detailed instructions, see Operating Regulation G.6.e. for Long Range Planning Committee.
2. Receive recommendations from the Executive Committee, Committee Chairs, or member societies on suggestions for projects that would further progress of the Federation
  - a. Research these recommendations.
  - b. Report to the Executive Committee.
3. Be alert to the problems of the Federation. Study them and work toward a program to solve them.
4. Committee meetings may be held in conjunction with regular Directors Meetings, with one-third of the committee members constituting a quorum.

## **MEMBERSHIP COMMITTEE**

This committee is intended to encourage nonmember societies to join the Federation and to assist existing Federation societies in efforts to increase membership as well as to provide ideas and guidance to stimulate more member participation and involvement.

### **Committee**

This committee shall consist of a Chair appointed by the President and any number of other individuals appointed by the Chair.

### **General Responsibilities**

#### **The Chair**

1. Attend each Directors meeting and provide a report as to the committee's activities.
2. Report to the Executive Committee any problems, issues, or recommendations for improvement.
3. Suggested additional activities include:
  - a. Submit articles to the CFMS Newsletter on issues pertaining to attracting and retaining members in local societies.
  - b. Review the application process for membership in accordance with Article III, Section 2, of the CFMS Bylaws.
  - c. Assist local societies with suggestions of membership services that have proven effective for other local societies; in other words, serve as a clearinghouse gathering and disseminating best practices.

#### **Committee Members**

1. Assist the Chair as needed.
2. Perform the duties of the Chair in his/her absence.

## MUSEUM COMMITTEE

Maintain all specimens owned by the Federation and make arrangements for their display.

### General Responsibilities

1. Chair shall appoint at least two other members as he/she deems necessary to carry out the mission of the committee, with the consent of the Executive Committee.
2. The mission of the committee shall be:
  - a. To accept as loan or gift, in the name of the CFMS, specimens and other materials suitable for museums and/or educational exhibits.
  - b. Catalog, preserve and arrange for display of such material in available locations.
  - c. Acquire, build or otherwise arrange for physical facilities to display exhibits.
3. Arrange for display of specimens:
  - a. Contact museums and other institutions regarding possible display. Set up formal loan agreements in writing with the institution for:
    1. Specimens to be exhibited.
    2. Length of time for exhibit.
    3. Release of specimens, if needed for exhibit at CFMS Show.
  - b. Make arrangements for the display of the Golden Bear Nugget, the Benitoite specimen and cut stones for the Convention Show.
    1. Ask the CFMS President for a letter of authorization for the removal of these items from the Los Angeles County Museum.
    2. Arrange for transportation of specimens to the show and set up exhibit.
    3. Return specimens to the Museum after the show.
  - c. Arrange for exhibits of CFMS museum material at local club shows, if requested and if feasible.
4. Gifts of money for Museum fund:
  - a. Accept donations from societies and individuals.
  - b. Acknowledge gifts. If a gift is made *in memoriam*, send a letter to the family of the deceased but use no monetary figures.
  - c. All funds received should be reported to the Treasurer and sent to the Executive Treasurer for deposit in the Museum Fund.
5. Gifts of Specimens:
  - a. Accept gifts of top quality minerals, gems, or fossils.
    1. Establish a reasonable value for such gifts.
    2. Prepare a letter of acceptance and thanks.
  - b. Prepare item for display.
    1. Mount minerals or fossils on display base.
    2. Have label made.
6. Purchase of Specimens:
  - a. Watch for fine specimens.
  - b. If suitable specimen is available, advise the Executive Committee for approval of purchase.
  - c. Money for such purchases must come from the Museum Fund.

**MUSEUM COMMITTEE** (continued)

7. For purposes of insurance, accounting, and other fiscal requirements, maintain a thorough written log of all gifts, loans and purchases with the following information:
  - a. Thorough description of the item.
  - b. Source.
  - c. Value.
  - d. Where specimen is displayed or stored.
  - e. Date when the log entry was last updated.
8. In addition to a written log of all CFMS Museum specimens, maintain a photographic log of each individual specimen to assist in resolving any potential ownership disputes with museums or other organizations or institutions in which CFMS specimens are on loan.
9. Use the CFMS Newsletter to explain the program and publicize exhibits.



## NEWSLETTER

### EDITOR

1. Second Vice President shall serve as Editor under the supervision and direction of the Executive Committee, but shall have editing privileges without need for Executive approval.
2. Newsletter shall be published each month except for the month following the Convention Meeting and should contain:
  - a. President's Message or a message from a member of the Executive Committee.
  - b. Committee reports and articles from CFMS Officers and Chairs which have been reviewed by the editor.
  - c. Announcements of CFMS conferences and workshops or other CFMS sponsored events.
  - d. Schedule of member society shows.
  - e. List of Officers and Committee Chairs and Committee Members.
  - f. Filler articles of interest to the readers, if room allows.
3. Check articles for clarity, wording and spelling.
4. Prepare all pages of newsletter for publication.
5. Forward pages to the Publisher by date agreed upon by the Editor and Publisher.

### PUBLISHER

1. The Executive Secretary shall arrange for printing the Newsletter—and having it posted to the CFMS web site—each month except the month following the Convention Meeting.
2. Maintain a file of the names of persons entitled to receive the Newsletter.
3. Mail copies to the following:
  - a. Three copies to each Society.
    1. CFMS Director.
    2. Bulletin Editor.
    3. Person designated by that society.
  - b. CFMS Executive Committee.
  - c. Committee Chairs.
  - d. Past Presidents.
  - e. President, First Vice President and Bulletin Editor of AFMS and each regional Federation.
  - f. Subscribers.

## NOMINATING COMMITTEE

Select the highest qualified person for each office.

### Committee

This committee consists of four regular members, one alternate and a Chair. The four members and an alternate shall be elected by the Directors at the Fall Business Meeting. The person receiving the fifth highest number of votes shall be the alternate member. The Chair shall be appointed by the newly elected President and introduced at that meeting, following the election of Committee Members.

Current Federation Officers are ineligible to serve on this committee.

### Procedure

1. Contact the Member Societies through the CFMS Newsletter and email list to request names of potential nominees, with their qualifications, experience and club affiliation.
  - a. An information form should be published for this purpose. Publish follow-up requests as often as necessary.
  - b. Member Societies may send names and qualifications of candidates any time prior to thirty (30) days before the Convention Meeting. The nominations must be approved by the Member Society and signed by a sitting elected officer.
2. Make direct contact to solicit qualified nominees for the jobs if there is a lack of response from the societies or the qualifications have not been met. Availability of time for the job and knowledge of the Federation should be considered when selecting nominees.
3. Contact nominees in regard to willingness to serve and provide information concerning the duties of the office for which nominee has been recommended.
4. The committee shall meet at the Convention Meeting to select a slate of candidates, but the names of the nominees selected shall be kept confidential until publicly announced.
5. A list of candidates, with qualifications, shall be provided to the Officers and Member Societies at least forty-five (45) days prior to the Fall meeting. This must be published in the CFMS Newsletter and/or announced via the CFMS email list (preferably both).
6. Nominations may be made from the floor at the Fall Business Meeting, with the consent of the person to be nominated and with the nominee's qualifications reported. A person cannot nominate him/herself.
7. The alternate member shall participate in all meetings and deliberations but shall vote only when a member is absent or when a member of the committee is being considered as a nominee.
8. Names of persons submitted should be retained in a file for future consideration and passed on to the next Chair.

## **OFFICER AND COMMITTEE MANUAL**

### **Committee:**

This is a committee of one, namely, the Immediate Past President.

### **Responsibilities**

The duty of the permanent committee is to insert changes and updates into the Officer and Committee Manual on an ongoing basis with the following provisos:

1. Such changes shall have been approved by the CFMS Executive Committee and, if applicable, by the By-laws Committee and Board of Directors.
2. Updated pages shall accompany the Chair's report at either the Show and Convention Directors' Meeting or the Fall Directors' Meeting.
3. In the event the Committee of one resigns or is terminated by the Executive Committee, the President shall appoint the successor.

## PARLIAMENTARIAN

Provide guidance in parliamentary procedure to the President, the Executive Committee, and Member Societies. Robert's Rules of Order, Revised, shall be the Parliamentary Authority for all proceedings of the Federation, insofar as they are not inconsistent with Federation Bylaws.

### General Responsibilities

1. Be completely familiar with the CFMS Bylaws and Operating Regulations and be versed in parliamentary procedure.
2. Be prepared to give an opinion when requested.
3. Does not decide a question for the organization or make rulings.
  - a. The President is not bound by the opinion of the Parliamentarian. The President makes the rulings.
  - b. Does not speak in the assembly unless asked to by the Chair.

## PROGRAM AIDS

Assist Member Societies in obtaining programs and demonstrations relevant to their interests.

### General Responsibilities

1. Maintain a combined Program Manual and Speakers Directory, including not just speakers but also demonstrators who might be available to provide lapidary and other demonstrations at club shows and other venues, for distribution to Member Societies (currently titled "Podium People"). Re-publish every two years, if approved by CFMS Executive Committee.
  - a. Program Manual (for Program Planners of Member Societies)
    1. Remain aware of possible needs for revision and include these when preparing to re-publish the manual/directory.
  - b. Speakers' and Demonstrators' Directory
    1. Use present format as a general guide for updates. The format covers program subjects, length of time programs last, fees, equipment required, notice required, distance the speaker or demonstrator will travel, and other useful information.
    2. Make new information on speakers and demonstrators available immediately to Member Societies through the CFMS Newsletter, between editions of the Directory.
    3. Every-other year, send each speaker and demonstrator a copy of his/her listing and ask whether any changes should be made. Ask for responses even if there are no changes, or even if speakers and demonstrators wish their listings withdrawn. Listings of speakers and demonstrators who have not responded after two queries should be automatically withdrawn.
2. Ask Member Societies to send annual reports listing their programs, recommendations of speakers and demonstrators and other suggestions and information.
  - a. Provide a form to be included in the Directors' Packet at the Fall Business Meeting. This form may also be published in the November or December CFMS Newsletter, along with a notice calling attention to it.
  - b. Contact speakers and demonstrators recommended by Member Societies, and invite them to be listed in the Directory.
3. Write frequent articles for the CFMS Newsletter to share information and program ideas gathered from Member Societies' reports, correspondence, telephone calls, and other sources.
4. Maintain good coordination with the Visual Programs Chair.

## PUBLIC LANDS ADVISORY COMMITTEE

Provide information to the Bureau of Land Management and other government agencies and attend meetings in an effort to keep public lands and forestry lands open for educational and recreational use.

### Committee

The committee is composed of a Chair appointed by the President and Executive Committee, and committee members located around the state, close to centers of BLM activity to assure attendance at meetings and minimize travel expenses.

### General Responsibilities

1. Become familiar with the BLM and other agency programs in the administration of public lands.
2. Become familiar with the aims and desires of other usage groups.
3. Assist in the development of public policy so that educational and recreational rock and mineral areas may be open to the public.
4. Collect data necessary to show CFMS usage of particular collecting areas and keep agencies advised.
5. Attend meetings scheduled by BLM and other Government agencies. Give information as needed and follow actions taken by the agencies.
6. Keep informed of pending legislation which may affect status of public lands.

### Chair's Duties

1. Appoint committee members as necessary, keeping in mind their location and nearness to BLM offices.
2. Assign committee members to attend meetings and approve travel vouchers.
  - a. Travel expenses incurred by committee members must be approved in advance by the Chair and will be reimbursed at the rate specified in the Operating Regulation Z.1.
  - b. Travel expenses approved should be in connection with hearings before the BLM or Public Land Law Review Commission, or other governmental agencies that are concerned with public land and forestry land policies.
  - c. Whenever possible, attendance at these meetings shall be restricted to the committee member nearest the location of the hearing.
  - d. Except with the prior approval of the Board of Directors or the Executive Committee, all travel shall be limited to the boundaries of the CFMS, excluding Hawaii.
3. Use the CFMS Newsletter to keep Member Societies informed of:
  - a. Meetings of importance.
  - b. Pending legislation that needs letter writing action by members.
  - c. Procedure to be followed in reporting information.

**PUBLIC LANDS ADVISORY COMMITTEE** (continued)

4. Work with Executive Committee on findings.
5. Carry on an informational and educational public relations program to improve the public image of the "Rockhound."
6. Serve as a member of the American Federation Conservation and Legislation Committee.

## **PUBLIC RELATIONS/MEDIA PUBLICITY COMMITTEE**

Add to the stature and public image of the CFMS and inform the Member Societies of the policies and programs of the CFMS and AFMS.

### **General Responsibilities**

1. Be familiar with the history, purpose, progress and projects of the CFMS and AFMS.
2. Maintain a file of material: manuals, gem and mineral magazines, club bulletins, emblems, CFMS and AFMS Newsletters.
3. Encourage interest in our hobby and club participation in community activity and service.
4. Assist clubs with articles for newspapers and magazines and with information for public broadcast.
5. Furnish clubs with publicity releases whenever possible.
6. Assist clubs in having their events listed and reported in all news media.
7. Submit articles to magazines and newspapers about Federation events.
8. Aid CFMS Committees in publicizing their work.
9. Assume responsibility for coordinating Media Publicity workshops.
10. Send a copy of the publicity forms for each Earth Science magazine to the Executive Secretary for inclusion in the Directors' Packets at the Fall business meeting.
11. Report to the Executive Committee any problems, new ideas for new programs, or other information that needs to have action taken.
12. Serve as a member of the AFMS Public Relations Committee.



## **RULES COMMITTEE**

Coordinate all activities pertaining to CFMS competitive exhibits and assist host societies to conduct workshops to explain and encourage competitive exhibiting.

### **Committee**

This committee consists of four members. Three of these members are appointed by a President, one each year, for a term of three years. The senior member of the three shall serve as Rules Chair, the second-most senior member shall serve as Registrar, and the third shall serve as New Member. The First Vice President shall serve as a co-equal working member.

### **General Responsibilities**

1. Show Rules
  - a. Announce the AFMS Uniform Rules and CFMS Supplementary Rules that will be in effect at least 120 days prior to each Convention Show.
  - b. Make sure the Executive Secretary has an adequate supply of AFMS Uniform Rules books for sale and the most recent rules are available via the CFMS website.
  - c. CFMS Supplementary Rules should be printed in the January issue of the CFMS Newsletter and copies made available on request—or they should be posted to the CFMS website and included in packets at Directors Meetings.
2. Judges List
  - a. Maintain a current list of available qualified judges.
  - b. Select judges for current Convention Show, with the approval of the Chair.
  - c. When requested, aid Member Societies in obtaining qualified judges for competitions at club shows.
3. Trophies and Ribbons
  - a. Rules Chair is responsible for securing of trophies and ribbons as follows.
  - b. CFMS Trophies:
    1. All trophies as listed in the AFMS Uniform Rules Book are offered under CFMS awards.
    2. Trophies are supplied and engraved by the Trophy Coordinator.
  - c. Commercial and Supplementary Trophies:
    1. New commercially sponsored trophies must be approved by the CFMS Board of Directors.
    2. Judging Rules are to be suggested by the sponsor and approved by the Rules Committee.
    3. Size and general design of a new trophy must be approved by Rules Committee and Executive Committee.
    4. Approval for such trophies need not be obtained yearly unless major changes in rules and design are contemplated.
4. Rules Chair and his/her immediate successor represent the CFMS at the AFMS Rules Committee Meeting. (See Operating Regulation Z for travel reimbursement policy.)

**RULES COMMITTEE** (continued)**Rules Chair (third-year member of Rules Committee)**

1. Chairs all CFMS Rules Committee Meetings.
2. Participates in Exhibitors' Workshops and training of judges.
3. Prepares the competitive entry form and forwards it to the show committee for insertion in the show packet, including a clear deadline on the form for entries to be submitted.
4. Prepares CFMS Supplementary Rules, making any necessary changes prior to printing in the CFMS Newsletter and posting to the CFMS website.
  - a. Final format is currently retained in computer but changes need to be sent early to computer operator so final draft is ready for inclusion of January Newsletter.
  - b. Additional copies of Supplementary Rules should be available from the Chair and Registrar (and posted to the web site) for society members who request them.
5. Selects and approves all judges for CFMS shows.
  - a. Assembles judging teams when entries are closed and Registrar has sent list of competition Divisions and Classes entered by exhibitors.
  - b. In the event of an AFMS show, also provides judges for the AFMS competition, working with the AFMS Uniform Rules Committee Chair.
6. Constructs score sheets and determines the number of judging teams using information from the Registrar (2-person teams for CFMS shows; 3-person teams for AFMS; teams are not to consist of the same persons during a combined CFMS/AFMS show).
7. Instructs judges/clerks prior to judging and supervises scoring/awards at CFMS shows.
8. Has final word on interpretation of rules at CFMS shows.
9. Sets up a time for judges and competitors to meet prior to the Awards Banquet.
10. Along with Registrar and New Member, posts score cards and appropriate ribbons.
11. Advises Trophy Coordinator of trophy requirements and coordinates supplies:
  - a. When competitive entries are closed, notifies Coordinator how many Classes have been entered so he knows how many blank trophies to bring to the show.
  - b. Gives a written list of all trophy winners to the Coordinator as soon as judging is completed. Lists name of winner, trophy name and number.
12. Presents awards at the Awards Banquet.
13. Sends list of CFMS trophy winners, with names and addresses, to AFMS Eligibility Files Chair as soon as the show is over. Supplementary Trophy information is not sent.
14. Maintain and update Competition Record Books.
  - a. There are five Competition Record Books. These should be in the possession of the 3 appointed Rules Committee members and Historian. The extra one may be distributed at the discretion of the Rules Chair.
  - b. Records kept include names and addresses of all exhibitors and a separate list of trophy winners, including Supplemental trophies.
  - c. Make copies of all records and send to holders of each Record Book.
  - d. Make sure the incoming New Member of Rules Committee receives a book.
15. Attends the AFMS Uniform Rules Committee meeting as a voting member for CFMS. (For travel reimbursement policy, see Operating Regulation Z.)

**RULES COMMITTEE (continued)**

16. Receives proposed changes by clubs/individuals to the AFMS Rules and forwards to the URC Chair for inclusion in the URC meeting agenda.
17. Maintain all CFMS reference books, have them available in the Rules room at the show.
18. Submits articles on exhibiting and prepares requests for exhibit entries for Newsletter.

**Registrar (second-year member of Rules Committee)**

1. Assists the Rules Chairman at the annual show, at workshops, and at meetings.
2. Receives and processes entry applications prior to show and prepares all necessary paperwork at the show (e.g., identification, scorecards and location cards for each entry and, along with the Rules Chair and New Member, makes certain the score cards and appropriate ribbons are posted).
3. Coordinates with host society the number of cases entered in competition. (Floor plan designation to be coordinated between Registrar and show committee.)
4. Confirms how many cases will be needed for CFMS Supplementary Rules where more than one entry is displayed in a single case.
5. Manages the Rules Room during show.
6. Makes up Exhibitor ribbons from information on Exhibitor score cards.
7. Accompanies Rules Chair to AFMS Uniform Rules meeting as a nonvoting member. (For travel reimbursement policy, see Operating Regulation Z.)
8. Attends any special meetings called by the CFMS President or Rules Chair.
9. Assists the Rules Chair in updating the CFMS Competitive Record book.
10. Submits articles to the CFMS Newsletter on exhibiting, competitive and noncompetitive.

**New Member (first-year member of Rules Committee; a “learning position”)**

1. Attends workshops whenever possible.
2. Helps the Registrar in the Rules Room.
3. Assists the Registrar in making up Exhibitor ribbons and posting score sheets/ribbons.
4. Makes an inventory of ribbons after the show and reports it to the Rules Chair.
5. Makes an inventory of all supplies pertinent to the function of the Rules Room during a show and delivers it to the Rules Chair.

**CFMS First Vice President**

1. As a co-equal working member of the Rules Committee, serves primarily as a liaison between the Executive Committee and the Rules Committee.
2. Helps set up exhibitor and judging workshops.
3. Assists in the Rules Room as requested by the Rules Chair during a CFMS show.

## **SAFETY COMMITTEE**

Promote safe standards and practices in all facets of the hobby.

### **General Responsibilities**

1. Serve as a member of the AFMS Safety Committee.
  - a. Work with the AFMS Safety Chair to keep the Safety Manual up-to-date.
2. Gather and maintain a file on safety rules, tips, and articles.
3. Keep clubs informed of new information and safety developments by writing articles on safety for the CFMS Newsletter.
4. Work with the Field Trip Chairs to coordinate safety information with field trip assistance at Field Trip Seminars.
5. Answer questions from member societies.
6. Urge societies to have a Safety Chair or encourage their Field Trip Chair to include Safety as part of his duties.
7. Attempt to inform the public that clubs are safety conscious and try to improve public relations, especially with mine owners and owners of other collecting sites.
8. Investigate the availability of safety slide programs, commercial and Federal safety programs and kits, safety movies and other sources of safety material. Notify Federation members of any material discovered.

## SCHOLARSHIP COMMITTEE – AFMS

Accept donations and maintain the records of donations made by CFMS members and societies to the AFMS Scholarship Foundation.

### General Responsibilities & Procedures

1. Receive and record all monies contributed to the AFMS Scholarship Foundation. Checks should be made payable to “AFMS Scholarship Foundation.”
2. Acknowledge all contributions to the donors at the earliest possible time.
3. Forward all monies to the AFMS Foundation Treasurer.
4. Send copies of all letters to the Foundation President and Treasurer. Make four copies of letters written.
5. Maintain a file of correspondence with societies and the Scholarship Foundation.
6. Keep the CFMS informed regularly of all new contributions. A complete report shall be prepared for the Directors’ Meeting packet.
7. Inform societies and the Foundation Treasurer and the President of percentage changes.
8. Maintain a cumulative record of each participating society and submit these to the societies upon request.
9. Encourage continuing support of the program via articles in the CFMS Newsletter; for instance, offer suggestions of potential fund-raising projects to individual clubs seeking creative ways to earn monies toward donations to the AFMS Scholarship Foundation.
10. Answer all inquiries concerning the Scholarship program.
11. Once a year, post an official membership count, which is obtained from the CFMS Executive Treasurer. This is now being printed in the CFMS Society Roster. (Operating Regulation F.1.b.(3))

## SCHOLARSHIP COMMITTEE – CFMS

### Committee

The CFMS Scholarship Committee consists of five members. The Chair shall be a permanent appointment made by the President. Two appointed members (Junior and Senior) shall serve for four years, each being appointed on alternate years. The current CFMS Secretary and CFMS Treasurer complete the Committee and shall serve as Secretary and Treasurer of the Committee. In the event the Chair resigns or is terminated by the Executive Committee, The President shall appoint a successor.

### General Responsibilities

1. Receive official receipts of donations from the Executive Secretary/Treasurer. Acknowledge all donations on acknowledgement forms.
  - a. All donations are sent directly to the Executive Secretary/Treasurer, who will then notify the Senior Member of the amount received.
  - b. Interest shall remain in a passbook savings account or short term certificates of deposit in order to be available for timely payment of scholarships.
  - c. Only the interest accumulated in the Scholarship Fund may be spent for Scholarship Grants.
2. Determine the size and number of Grants to be awarded each year.
3. Select the honorees and advise them subject to the criteria set forth in Operating Regulations G.7.e, f, g.
4. Report the name(s) of the honoree(s) at the Convention Meeting and have plaque(s) ready for presentation.
5. Report the number and size of the next year's Grant(s) at the annual Fall Business Meeting.
6. Make an effort to follow up on the progress of the student(s) aided by the grants.
7. Administer the Robert O. Deidrick Memorial Fund.

### Chair

1. Call and preside over all required meetings of the Committee.
2. Make sure all donations are being properly acknowledged and recorded.
3. Attend Federation meetings and make reports.
4. Advise Junior Member of information needed to complete his/her job.
5. Write articles for CFMS Newsletter to publicize activities of the committee, honorees, awardees, etc. Include article announcing honorees following presentation of awards.
6. Follow procedures on donations, accounting, and disbursement of funds as set forth in Operating Regulation G.7.h.

### Senior Member

1. Receive notification of donations from the Executive Secretary/Treasurer.

### SCHOLARSHIP COMMITTEE – CFMS (continued)

2. Acknowledge donations on an official CFMS acknowledgement form or CFMS letterhead. If the donation is *in memoriam*, advise the family but do not quote a monetary figure.
3. Keep records and report donations at Directors Meetings.

#### **Junior Member**

1. Follow up on the student(s) who receive grants (if possible).
2. Invite the recipients to attend the next Show Convention and the Awards Banquet.
  - a. Each Honoree and Guest and each Student and Guest will be provided with banquet tickets paid for by the CFMS.
  - b. Arrange for payment of tickets by the Executive Secretary/Treasurer.
3. Set up an exhibit for the Scholarship Booth at the Show Convention.
4. Keep committee scrapbook(s).
5. Send copies of pertinent information regarding Honorees and Students to CFMS Historian, including a picture if possible.

#### **CFMS Treasurer**

1. Receive all financial records pertaining to Scholarship Fund.
2. Maintain duplicate records of all financial activities.
3. Report on this at each Directors Meeting.

#### **CFMS Secretary**

1. Record and maintain all Minutes of Scholarship meetings and forward them to the Chair.

#### **Robert O. Deidrick Memorial Scholarship Fund**

1. This fund was established by a gift from Mrs. Melba L. Deidrick to provide annual \$2,000 Scholarships for the aid of deserving students in the field of Mineralogy and related to Earth Sciences and is to be administered per Operating Regulation G.7.i.
2. The Fund and its records should be kept separate from all other funds of the CFMS.
3. The awardees of this scholarship may only attend the University of California at Berkeley or Stanford University and should be in need of financial assistance.
4. Students should be about to enter their junior or senior year of undergraduate study, majoring in and intending to pursue a career in Earth Sciences and maintaining a minimum grade point average of 3.0 in required studies.
5. If a second scholarship is awarded, the awardee is to be a graduate student in one of the above universities.
6. The Committee reviews the student application(s) and selects the person or persons to whom the scholarship(s) will be awarded for the coming year. Academic record of the applicants shall have primary importance.

## **SHOW CONSULTANTS**

Disseminates show requirements and information to Member Societies who may wish to host a Federation Convention Show.

### **Committee**

This committee is composed of a Chair or regional co-Chairs appointed by the President. Ideally, Chairs should have had first-hand experience serving on a CFMS Show Committee for one or more past Federation Shows. Former Show Consultants or others who are knowledgeable about Federation shows may be appointed by the President to assist the Chair/s.

### **General Responsibilities**

1. Receive requests for a Consultant from societies who would like to host a Federation show.
2. Arrange a meeting with the society on the prospective show site.
  - a. Bring a copy of the CFMS Show Guidelines to use as a guide and a schedule of other regional Federation Shows, if available.
  - b. Outline all matters of importance to be considered by the host society: personnel, buildings, equipment, electricity, budget, dealers, parking, camping, eating, housing, etc.
3. Check dates of other regional Federation shows.
4. View facilities the society intends to use, and if facilities are inadequate, indicate this to the society.
5. Report to the Executive Committee on qualifications of potential host.
6. Be available for consultation, if needed.
7. If society submits a bid, serve on the Screening Committee. If the Screening Committee recommends this society as a host, offer assistance to the society in making the final presentation.
8. If the society receives the bid for the show:
  - a. be sure they receive a copy of the CFMS Show Guidelines and emphasize that it's simply a suggested guide, not a mandate of positions and duties; and
  - b. make sure the host society receives a CFMS Show Contract to be signed by a club officer and returned to the Executive Secretary/Treasurer.
9. Write articles for the Newsletter to encourage prospective hosts.
10. Make sure the CFMS Show Guidelines are simple, direct, non-intimidating, and kept up-to-date.



## SCREENING COMMITTEE

Screen the facilities and arrangements that have been made by a prospective host society or societies for a Federation show.

### Committee

This is an Ad Hoc committee appointed by the President, one member of which has served as the consultant to the prospective host, provided the society has asked for a consultant. If necessary, because of the geographical location of several prospective hosts, a second committee may be appointed.

### Procedure

1. Set a date with the prospective host(s) at the proposed site.
2. Review the facilities, including equipment, electricity, parking, camping, eating, and housing arrangements.
3. Review the job description to see that they have capable personnel and understand what needs to be done.
4. Review a sample Federation-Host Society(s) contract to confirm there is no misunderstanding.
5. Report to the Executive Committee the recommendations of the committee.
  - a. The Executive Committee will then advise the host society that their bid will be voted on at the next Board of Directors' Meeting.
  - b. The Screening Committee Chair may be asked to contact the host society with this information and request that they send a representative to the Directors' Meeting.

**SCREENING COMMITTEE** (continued)

**Suggested Checklist for Screening a Potential Show Facility**

Camping (number, facilities, cost, stores): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooperation of Chamber of Commerce: \_\_\_\_\_

Cooperation Local Government: \_\_\_\_\_  
\_\_\_\_\_

Motels in Area (distance): \_\_\_\_\_  
\_\_\_\_\_

Food—on grounds and nearby restaurants (distance): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by: \_\_\_\_\_ Print name: \_\_\_\_\_  
\_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## **SHOW COORDINATOR**

Act as liaison between the Host Society and Federation and as advisor to the Host Society. It is important the Coordinator be helpful to the Host Society but not appear to be dictating to them.

The Coordinator and Assistant Coordinator may not be members of the Host Society.

### **Procedure**

1. Review complete screening report with the committee.
2. Obtain a copy of the CFMS Show Guidelines and Show Reports to use as guides.
3. Survey all the facilities: buildings, grounds, meeting rooms, banquet room, camping area.
4. Secure a copy of the contract between the Host Society and the Convention Center to confirm that everything is in order. All commitments must be in writing; verbal commitments are not binding.
5. Attend all Show Committee meetings, if possible, and request that the Show Secretary send copies of the Minutes to the CFMS President, First Vice President, and Secretary.
6. Secure a sample contract from the CFMS Secretary to make sure the Host Society understands the terms of the contract. Review the contract with the Host Society and resolve any misunderstandings.
7. Check the show contract to be sure it is properly signed.
8. Work out a calendar of progress and events with the Host Society.
9. Make arrangements for a meeting of the CFMS Treasurer and Show Treasurer to set up proper accounting procedures.
10. Help Host Society make plans for a preliminary budget and a final budget and see that they are submitted at the proper time.
11. Contact former CFMS Show Dealer Chairs for suggestions for the current Dealer Chair.
  - a. Help Host Society set number of dealers to be used.
  - b. Review dealer contract to see that it is specific.
  - c. Confirm that all dealer applications are acknowledged promptly.
  - d. Remind Host Society to check on city taxes and franchise regulations.
12. Set up a meeting of the Executive Committee and Show Committee to review the convention site. Invite the Rules Committee Chair.
  - a. Review facilities and tentative plans.
  - b. Make sure space is allowed for Federation and CFMS Committee booths and provide signs for same.
  - c. Review competitive exhibits procedure and requirements.

### **Show Coordinator**

1. Meet with the Host Society and outside suppliers to review arrangements.
2. Work closely with the Assistant Coordinator so that he/she could be prepared to take over the duties of Coordinator is necessary.

**SHOW COORDINATOR** (continued)

3. Keep notes on suggestions for updating the CFMS Show Guidelines as the show progresses, and furnish a report of these to the President and Show consultant immediately after the Show.
4. Help with the preparation of the Show Report which is due within 60 days after the Show.
5. Make sure the final financial report is prepared.
6. Report to the Board of Directors at the November Meeting.
7. Make a final report to the Executive Committee with successes and failures.
  - a. See that copies of the Show Report and final financial statement are sent to the Executive Secretary/ Treasurer, the Show consultant and the Assistant Show Consultant.
  - b. See that a copy of the Show Report goes to the Historian.

**Assistant Coordinator**

1. Assist the Coordinator and the Host Society in all matters pertaining to the Convention Show.
2. Attend Show Meetings with the Coordinator as often as possible.
3. Keep informed of show developments and progress, and be prepared to assume the duties of the Coordinator, if necessary.

## SHOW DATES COORDINATOR

Receive and record shows and events sponsored by a CFMS Club or Society.

### General Responsibilities

1. Keep a file of CFMS clubs and their show dates as they are sent in.
2. Send a monthly schedule of society shows to the CFMS Newsletter Editor for publication and to the Internet Committee for posting on the CFMS web site.
  - a. Include the upcoming CFMS Federation Show in a prominent spot.
  - b. List AFMS and Regional Shows, if dates are available.
  - c. Information needed for each show includes:
    1. Date/s
    2. Name of host club
    3. Location of show
    4. Hours
    5. Contact person, with phone number and email address
    6. Club web address
3. Prepare a report for the Directors' Packet at each Directors' Meeting and solicit additional clubs to send in their show dates.

## **SOCIETY AIDS COMMITTEE**

### **Committee**

The Society Aids Committee shall have a Chair as appointed by the President.

### **Responsibilities**

1. Update the CFMS Society Aids Manual.
2. Promote and plan society aids workshops.
3. File reports for the benefit of Member Societies in the CFMS Newsletter.

## TAX ADVISOR

Provide tax guidance to the Executive Committee, Executive Secretary/Treasurer, and all CFMS Committees and Societies.

### General Responsibilities

1. Guidance shall include:
  - a. Sales tax matters, including taxability of sales and conduct in sales tax audits.
  - b. Filing of tax exempt reports to the IRS (Form 990 Federal Return of an Organization Exempt from Income Tax) and the Franchise Tax Board (Form 199 California Return of an Organization Exempt from Income Tax).
  - c. Filing of income tax reports on unrelated business income to the IRS (Form 990T Federal Taxable Return of an Organization) and the Franchise Tax Board (Form 109 California Taxable Income of an Organization).
  - d. Direction in the event of audit by the IRS or Franchise Tax Board.
  - e. Help with applications for exemption with the IRS and Franchise Tax Board, including review of Articles of Incorporation and Bylaws to ensure conformity with the type of exemption to be requested.
  - f. Work closely with the Legal Advisor on matters of taxation that involve the California Corporation Code.
  - g. Work closely with the Financial Advisory Committee on matters of taxation.
  - h. Publish articles, as needed, to explain existing or new tax laws.
  - i. Assist disbanding societies in steps necessary to dissolve their corporation with the California Secretary of State, Attorney General, and Franchise Tax Board. Provide guidance to dissolving members of non-California corporations by searching websites for the appropriate state's Secretary of State, Attorney General, and taxing agency, if any.

## TROPHY COORDINATOR

Procure, manufacture, or produce trophies, plaques, ribbons, and similar awards as required.

### General Responsibilities

1. Produce trophies as required by:
  - a. Uniform Rules Chair
  - b. Bulletin Aids Chair
  - c. Website Competition Chair
  - d. Scholarship Chair
  - e. Golden Bear Awards Chair
  - f. Executive Committee
2. Deliver all awards to the Awards Banquet at the annual Federation Show and Convention for set-up prior to the Awards Banquet.
3. Work with Rules Chair to be sure all commercially donated trophies are available for presentation at the Awards Banquet.
4. Store Federation plaques not awarded at the current show for use in subsequent shows. Repair or have repaired any Federation Plaques damaged or in need of refinishing or replacement in time for the next show.
5. Prepare name badges and chair designations for incoming officers and chairs at the request of the First Vice President-President Elect.
6. Make sure the outgoing President's award and the incoming President's gavel are ready for the fall Directors' Meeting banquet.
7. Store ribbons for the competitive cases at the CFMS Show and Convention. Procure new ribbons as needed with the approval of the Executive Committee.
8. Provide other placards and engraved items as required by various committees, such as the Museum Committee.
9. Mail out engraved silver bars, triangles, past-president bears, small golden bears, and CFMS patches to those who order them from the Executive Secretary/Treasurer.



## VISUAL PROGRAMS

Maintain, enlarge and operate a slide, video, CD, and DVD library for use of Member Societies and/or their members, incorporating new media as it emerges.

### **General Responsibilities:**

1. Store the slide, video, and DVD programs in a cool dry place so that they are not damaged and are available when needed.
2. Store and maintain any narratives and cassettes so they are available when needed. Make sure there are always at least two copies of the narrative for each program so if one is lost, you have not lost the program; replacing a lost narrative from scratch could be very difficult or even impossible.
3. Take orders for programs and mail them with sufficient time for the recipient to properly prepare to present the program. Keep track of orders for future dates, and do not let present orders block out future requests.
4. Take in orders and file everything including marking off returns from your current list of programs that are in and out.
5. Keep a record of money received, where it came from, and for what. Listing the date that the program was to be used gives a ready reference to other records.
6. Keep records of, and all receipts for, expenditures.
7. Make monthly reports to the Executive Secretary/Treasurer of both income and expenditures.
8. Send a report to the Executive Secretary/Treasurer of all the things that you wish to be included in the Directors' Packets at the Directors' Meetings.
9. Once a year, at the Fall business meeting, prepare a complete updated list of slide programs, videos, CDs, DVDs, and other media for the Directors' Packet.
10. Look for new programs to obtain for the library.
11. Keep the full description and the basic list of programs updated at all times.
12. Supply basic lists of programs upon request and make supplemental lists of new additions to be printed periodically in the Newsletter. Include rules and regulations regarding ordering and returning slides.
13. Keep a supply of forms for "Written requests for programs" available to be included with each order.
14. Keep a supply of new shipping boxes handy, but use the old boxes as long as possible. Either 6x8x10 or 6x10x10 are satisfactory, but the 6x8x10 require less padding material.
15. Encourage development of new programs.
16. Regularly submit articles to the CFMS Newsletter to keep societies informed about the Visual Programs to encourage both its utilization and the creation of new programs by individuals and societies.
17. Serve as a member of the American Federation Program Competition.

## WEB SITE CONTEST COMMITTEE

Encourage member societies to create or enhance local web sites by providing standards and exemplars of excellence and by recognizing and rewarding such exemplars. Solicit and process entries for an annual web site contest evaluating and awarding entries submitted by CFMS societies at the annual Convention Show. Forward winning entries for AFMS competition.

### General Responsibilities:

1. Work with AFMS Web Site Contest Committee to maintain current rules, guidelines and forms.
2. Publicize the Web Site Contest in the CFMS Newsletter including deadline for entries.
3. Have the rules and entry forms posted on the CFMS web site.
4. Create/maintain a list of CFMS web sites and send notices directly to the webmasters where possible.
5. Receive and record all contest entrants.
6. Two judges for each regional federation are selected by the AFMS; entries should be emailed to them. When results are returned, average the scores and rank the winners.
7. After CFMS judging, send the top three entrants to the AFMS Web Site Contest Judge for national judging.
8. Request the CFMS Trophy Coordinator prepare a plaque for the first place CFMS Web Site Contest winner.
9. Prepare certificates and copies of score sheets for all other entrants.
10. Present awards at the CFMS Editors and Webmasters Breakfast during the CFMS Show & Convention.
11. Assist in preparations for the CFMS Editors & Webmasters Breakfast:
  - a. Prior to the CMS Show, work with the Bulletin Aid Chairperson to co-host the Editors and Webmasters Breakfast.
  - b. As early as possible, correspond with the host society's CFMS Show Committee to help arrange for a speaker and equipment and other necessary arrangements.
  - c. Request that the speaker information be listed on the Pre-registration Form and Show Programs.
12. Maintain a procedure book and, at the end of your term of office, meet with and turn over your book to the new Chair. Such a book should contain the AFMS Guidelines for this contest, a complete list of winning web sites from previous years, and any other pertinent information deemed important to pass on.

## Section 5. History

### CFMS PAST PRESIDENTS

1936 to 1938 – *John Melhase	1982 – Keesa Stewart
1938 to 1940 – *Ernest Chapman	1983 – *Ruth Bailey
**	1984 – *Charles Leach
1940 to 1946 – *C.D. Woodhouse	1985 – *William Burns
1946 to 1948 – *Orlin J. Bell	1986 – *Ellen Schultze
1948 to 1950 – *Jack Streeter	1987 – Shirley Leeson
1950 to 1952 – *R.O. Deidrick	1988 – *Margaret Norton
1952 to 1953 – *C.A. Deidrick	1989 – Annelies Nash
1953 to 1954 – *Dorothy Craig	1990 – Jeane Stultz
1954 to 1955 – *Hub Dafoe	1991 – *Arlene Billheimer
1955 to 1956 – *Vincent Morgan	1992 – Isabella Burns
1956 to 1957 – *W.A. Stephenson	1993 – *Bill Aprile
1957 to 1958 – *Jack Klein	1994 – James Nelson
1958 to 1959 – *Howell Lovell	1995 – *Mary E. Anderson
1959 to 1960 – *Alden Clark	1996 – Pat La Rue
1960 to 1961 – *Veryle Carnahan	1997 – *Rosemarie Young
1961 to 1962 – *Johnnie Short	1998 – Beverly Moreau
1962 to 1963 – Jack Donahue	1999 – Ken Kruschke
1963 to 1964 – *Col. Daniel Mullaly	2000 – Pat La Rue
1964 to 1965 – *Ennis Scott	2001 – Bob Stultz
1965 to 1966 – *Leslie Darling	2002 – Jo Anna Ritchey
1966 to 1967 – *Charles Howell	2003 – Jack Williams
1967 to 1968 – Michael Kokinos	2004 – *Lois Allmen
1968 to 1969 – *Barbara Goss	2005 – Marion Roberts
1969 to 1970 – *Gus Meister	2006 – Colleen McGann
1970 to 1971 – Toy Sato	2007 – Richard Pankey
1971 to 1972 – *LA Docia Ellis	2008 – Bural La Rue
1972 to 1973 – *Alberta Best	2009 – C.J. Quitarano
1973 to 1974 – *Claude Schapers	2010 – Fred Ott
1974 to 1975 – *Sharr Choate	2011 – Jim Brace-Thompson
1975 to 1976 – William Tirk	2012 – Susan Chaisson-Walblom
1976 to 1977 – *Peg Norton	2013 – Bud McMillin
1977 to 1978 – Lee Hollinshead	
1979 – *Jessie Hardman	
1980 – Jeanne Mager	
1981 – Dick Swartz	

#### Notes

\* Deceased

\*\* CFMS activity was suspended from December 7, 1941 to August 15, 1945 for World War II.

## CALIFORNIA FEDERATION CONVENTIONS

1. Riverside	Charter Organization Meeting	Jan. 1-3, 1936
2. Bakersfield	Kern County Mineral Society	Jan. 2-3, 1937
3. San Francisco	Northern California Mineral Society	Feb. 19-20, 1938
4. San Bernardino	Orange Belt Mineralogical Society	Apr. 15-16, 1939
5. Santa Barbara	Santa Barbara Mineral Society	Apr. 20-21, 1940
6. Oakland	East Bay Mineral Society	May 10-11, 1941
7. Glendale	Mineralogical Society of Southern California	June 14-16, 1946
8. Santa Barbara	Santa Barbara Mineral Society	May 23-25, 1947
9. Long Beach	Long Beach Mineral & Gem Society	July 16-18, 1948
10. Sacramento	Sacramento Mineral Society	June 24-16, 1949
11. Trona	Mojave Mineralogical Society N.O.T.S. Rockhounds Searles Lake Gem & Mineral Society	June 17-18, 1950
12. Oakland	East Bay Mineral Society	June 22-24, 1951
13. Angels Camp	Calaveras Gem & Mineral Society	June 20-22, 1952
14. San Diego	San Diego Mineral & Gem Society	June 17-19, 1953
15. Indio	Coachella Valley Mineral Society San Gorgonio Mineral & Gem Society	Mar. 26-28, 1954
16. San Francisco	San Francisco Gem & Mineral Society	July 8-10, 1955
17. Fresno	Fresno Gem & Mineral Society	June 22-24, 1956
18. Los Angeles	Compton Gem & Mineral Club	July 5-7, 1957
19. San Bernardino	Orange Belt Mineralogical Society	June 20-22, 1958
20. San Mateo	Gem & Mineral Society of San Mateo County	June 36-28, 1959
21. *Eureka	Humboldt Gem & Mineral Society	July 8-10, 1960
22. Pomona	Valley Independent Petrologists LERC Rockcrafters San Fernando Valley Mineral & Gem Society Del Air Rockhound Club	June 23-25, 1961
23. Del Mar	El Cajon Valley Gem & Mineral Society San Diego Lapidary Society	July 20-22, 1962
24. San Jose	Santa Clara Valley Gem & Mineral Society	July 12-14, 1963
25. Vallejo	Vallejo Gem & Mineral Society	July 17-19, 1964
26. Pomona	General Dynamics Rockhounds Pomona Rockhounds	May 28-31, 1965
27. *Las Vegas	Clark County Gem Collectors, Inc.	May 13-16, 1966
28. Sacramento	Sacramento Mineral Society	July 13-16, 1967
29. Lancaster	Antelope Valley Gem & Mineral Club Mojave Mineralogical Society Victor Valley Gem & Mineral Club	June 21-23, 1968
30. San Diego	San Diego Mineral & Gem Society	July 25-27, 1969
31. Pleasanton	Mineral & Gem Society of Castro Valley	June 5-7, 1970

32. Ventura	Ventura Gem & Mineral Society	July 2-4, 1971
33. *Anaheim	Searchers Gem & Mineral Society	June 29-July 2, 1972
34. Turlock	Mother Lode Mineral Society of Modesto	June 15-17, 1973
35. San Mateo	Gem & Mineral Society of San Mateo County	June 28-30, 1974
36. Las Vegas	Clark County Gem Collectors	May 16-18, 1975
37. San Francisco	San Francisco Gem & Mineral Society	July 2-4, 1976
38. Reno	Reno Gem & Mineral Society	June 17-19, 1977
39. *Pleasanton	Mineral & Gem Society of Castro Valley	July 27-30, 1978
40. Sacramento	Sacramento Mineral Society	June 22-24, 1979
41. Pasadena	V.I.P. Gem & Mineral Society	Aug. 1-3, 1980
42. Anaheim	California Federation of Mineralogical Societies	Aug. 7-9, 1981
43. Long Beach	La Pacifica Group	Aug. 27-29, 1982
44. San Jose	Santa Clara Valley Gem & Mineral Society	June 17-19, 1983
45. *San Diego	San Diego Mineral & Gem Society	July 17-19, 1984
46. Ventura	Conejo Gem & Mineral Club	July 26-28, 1985
47. Sacramento	Sacramento Mineral Society	June 27-29, 1986
48. Turlock	Mother Lode Mineral Society	June 26-28, 1987
49. Costa Mesa	North Orange County Gem & Mineral Society	Aug. 26-28, 1988
50. Del Mar	El Cajon Valley Gem & Mineral Society San Diego Lapidary Society	May 12-14, 1989
51. *Ventura	Conejo Gem & Mineral Society	June 28-30, 1990
52. San Jose	California Federation of Mineralogical Societies	June 14-16, 1991
53. Castro Valley	Gem & Mineral Society of Castro Valley	Aug. 21-23, 1992
54. Ventura	Oxnard Gem & Mineral Society	June 28-July 1, 1993
55. Del Mar	El Cajon Valley Gem & Mineral Club	Apr. 8-10, 1994
56. San Jose	Santa Clara Valley Gem & Mineral Society	June 23-25, 1995
57. *Riverside	Autonetics Gem & Mineral Club Capistrano Valley Rock & Mineral Club Faceters Guild of Southern California North Orange County Gem & Mineral Society Orange Coast Mineral & Lapidary Society	Aug. 9-11, 1996
58. Ventura	Ventura Gem & Mineral Society	June 20-22, 1997
59. Monterey	Carmel Valley Gem & Mineral Society Monterey Bay Mineral Society Santa Lucia Rockhounds	July 3-5, 1998
60. Turlock	Mother Lode Mineral Society	June 18-20, 1999
61. Riverside	Valley Prospectors	Aug. 4-6, 2000
62. Paso Robles	Santa Lucia Rockhounds	June 22-24, 2001
63. Placerville	El Dorado Mineral & Gem Society	July 12-14, 2002
64. *Ventura	Del Air Rockhounds, Inc.	June 5-8, 2003
65. Mariposa	Mariposa Mineral & Gem Club	May 29-31, 2004
66. Roseville	Roseville Rock Rollers	June 10-12, 2005
67. Angels Camp	Calaveras Gem & Mineral Society	June 9-11, 2006
68. Lancaster	Palmdale Gem & Mineral Society	June 15-17, 2007
69. Ventura	California Federation of Mineralogical Societies	June 27-29, 2008

70. San Jose	Santa Clara Valley Gem & Mineral Society	Apr. 17-19, 2009
71. *La Habra/ Whittier	North Orange County Gem & Mineral Society	June 18-20, 2010
72. Anderson	Superior California Gem & Mineral Society (Shasta Gem & Mineral Society; Paradise Gem & Mineral Club)	May 13-15, 2011
73. Riverside	Valley Prospectors	July 13-15, 2012
74. Ventura	Conejo Gem & Mineral Club Oxnard Gem & Mineral Society Ventura Gem & Mineral Society	May 31-June 2, 2013
75. Pomona	Pasadena Lapidary Society	May 30-June 1, 2014
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**Notes**

\* A combined CFMS/AFMS Show & Convention

## GOLDEN BEAR AWARDEES

1961 – Francis Marshall	1995 – Mike Kokinos	
1967 – Veryle Carnahan	1995 – Jim Strain	
1976 – Barbara Gross Pettit	1996 – Bernie & Carol Mauldin	
1976 – Jack Klein	1996 – Muriel “Bev” Berg	
1976 – Vincent Morgan	1997 – Bob & Jeane Stultz	
1976 – Dodie Dotson	1998 – Richard “Dick” Knox	
1976 – Elenor Learned	1998 – Bev & Joe Hafeli	
1978 – Gus Meister	1998 – Frank Mullaney	
1978 – Dorthy Craig	1999 – Pat LaRue	
1979 – Juanita Curtis	1999 – Toni & Grant Ewers	
1979 – La Docia Ellis	2000 – Jean Klotz	
1979 – Sharr Choate	2000 – Mary Anderson	
1980 – Jessie Hardman	2001 – Jack Streeter	
1980 – Les Darling	2002 – Rosemarie Young	
1980 – Cal & Betty Keator	2003 – Toy Sato	
1981 – Clarence & Jessie Chittendent	2004 – Beverly Moreau	
1981 – Charles Howell	2005 – Fred Ott	
1983 – Alberta Best	2005 – Charles McKie	
1984 – Keesa Stewart	2005 – Jack Williams	
1984 – Dick Swartz	2006 – Lois Allmen	
1985 – Fred Sellers	2007 – Norvie Enns	
1986 – Allen Mitchell	2007 – Frank Monez	
1986 – David Wilbur	2008 – Bob Jones	
1987 – Bob King	2008 – Don Ogden	
1987 – Bill Tirk	2009 – Dorothy Beachler	
1988 – Charles Leach	2009 – Colleen McGann	
1989 – Ruth Bailey	2009 – Dick Pankey	
1989 – Helen Sellers	2010 – Marion Roberts	
1990 – Bill & Isabella Burns	2011 – Cal Clason	
1991 – Carl & Ellen Schultze	2011 – Bural LaRue	
1992 – Carmelita Swarts	2012 – Dee Holland	
1993 – Ray & Florence Meisenheimer	2013 – None selected	
1994 – Shirley Leeson		
1994 – Francis & Annelies Nash		

## HONORARY MEMBERS

Dr. Austin R. Roger, Berkeley, CA  
Professor Emeritus of Mineralogy, Stanford University

William B. Pits, San Francisco, CA  
Honorary Curator of Gems & Minerals at California Academy of Sciences, San Francisco, CA

Paul Vander-Eike, Vista, CA  
Pioneer editor of "Mineral Notes and News"

Orlin J. Bell, Oakland, CA  
Past President of CFMS, "Unofficial" Federation Legal Advisor

Charles S. Knowlton, Fullerton, CA  
Representative at the organization meeting of the Federation

Victor Arcieniega, Los Angeles, CA  
Instructor of Mineralogy

Carroll F. Chatham, San Francisco, CA  
Creator of synthetic emeralds

Dorothy Craig, Los Angeles, CA  
Past President of CFMS

Vincent Morgan, Boron, CA  
Past President of CFMS

John Parrish (2005)  
California State Geologist

Robert "Bob" Jones (2006)  
Senior Editor, *Rock & Gem* magazine

William S. Wise (2006)  
Professor Emeritus, University of California, Santa Barbara

Dr. Robert S. Gray, Santa Barbara, CA  
Emeritus Professor, Earth & Planetary Sciences, Santa Barbara City College



## CFMS SCHOLARSHIP PROGRAM

In 1977, the California Federation of Mineralogical Societies, with the assistance of its Federation Directors and the support of its Member Societies, decided to initiate a scholarship program. As the AFMS program was designed to assist students in *graduate* work in the field of Earth Science, it was established to help *undergraduate* students in their junior and senior years in Earth Science studies.

Scholarships are awarded using only the interest which has grown from the fund. Thanks to the generous contributions made by Member Societies as well as individuals, several scholarships are awarded each year.

## CFMS SCHOLARSHIP HONOREES

1979-80	Claud Schapers	1995-96	Cal Keator
1980-81	Bob Diedrick	1995-96	Howard Gray
1980-81	LaDocia Ellis	1996-97	Dr. Peter Sadler
1981-82	William Allaway	1995-96	Debbie Bunn
1981-82	Sharr Choate	1996-97	Toni & Grant Ewers
1982-83	Ben Chromy	1996-97	Ken & Nora Hawkins
1982-83	Less Darling	1996-97	Arthur & Rosamond Riggle
1983-84	E. Alberta Best	1997-98	John & Fern Jemkins
1984-85	Francis Marshall	1997-98	Virginia Grafton
1984-85	Cleo Adams	1997-98	Sam Borges
1984-85	David Wilbur	1997-98	Jim Nelson
1984-85	Jessie Hardman	1998-99	Kathleen Springer
1985-86	Dr. William Wise	1998-99	Lillian & Ed Heiss
1985-86	Marian Godshaw	1998-99	John Peck
1985-86	Vince Morgan	1998-99	Beth Pinnel
1985-86	Eleanor Learned	1998-99	Bob DePue & Bill DePue
1986-87	Allen Mitchell, MD	1999-00	Laura & Tony Meredith
1986-87	Ruth Bailey	1999-00	Charles McKie
1986-87	Carmelita Swartz	1999-00	Pat LaRue
1987-88	Agnes Hall	2000-01	Jack Donahue
1987-88	Charles Howell	2000-01	George Snyder
1988-89	Carl & Ellen Schultze	2000-01	Beverly Moreau
1988-89	David Champion	2001-02	Francis Lau
1988-89	Fred Sellers	2001-02	Dr. Walter E. Carr, Jr., MD
1989-90	Richard Swartz	2002-03	Sugar White
1989-90	Toy Sato	2002-03	Jim Brace-Thompson
1989-90	Keesa Stewart	2003-04	Greg Anderson
1990-91	Bill & Isabella Burns	2003-04	Keri Dearborn
1990-91	Larry Bidwell	2003-04	Dick Flaherty
1990-91	Bob King	2003-04	Jack Williams
1991-92	Shirley Leeson	2004-05	Robert Fulton
1991-92	Red & Edna Powell	2004-05	Peggy Ronning
1991-92	Michael Kokinos	2004-05	Debbie & Mark Wartenberg
1992-93	Bob & Jean Stultz	2005-06	Cal Clason
1992-93	Margaret Norton	2006-07	George Wheeldon
1992-93	Ray & Florence Meisenheimer	2007-08	Janet Gordon, Ph.D.
1992-93	Chuck & Addie Davis	2008-09	June Harris
1992-93	Charles Leach	2008-09	Bural LaRue
1993-94	Francis & Annelies Nash	2008-09	Rock Currier
1993-94	Bernie & Carol Mauldin	2009-10	Preston Bingham
1993-94	Jean Hamel	2010-11	Frank Monez
1993-94	Wes Lingerfelt	2011-12	Bob & Sallee Bumbraugh
1994-95	Joe & Beverly Hafeli	2012-13	Dean & Karen Whelder
1994-95	Jerry Harr	2012-13	Rick Kennedy
1994-95	Richard Knox		
1994-95	Jim Strain		
1994-95	Myron Zents		
1995-96	Juanita & Bob Curtis		

## THE GOLDEN BEAR NUGGET



**Weight: 1 oz., 19.2 gr. troy**  
**Maximum height: 2¼ inches**  
**Maximum width: 1 5/16 inches**

This outstanding and unusually formed crystallized gold nugget is the property of the California Federation of Mineralogical Societies.

The history of the nugget is rather obscure. According to the State Division of Mines, it was discovered in 1871 in the early California town of Yankee Jim, located in Placer County. Legend has it that it was found by a 14-year-old girl, who kept it until her death at the age of 76. Upon her death, a son or brother pledged the nugget for a loan from an engineer from the Division of Mines. The nugget was foreclosed by the engineer. He wanted to recover his money and offered it to C. D. Woodhouse, who regularly visited the Division of Mines. Mr. Woodhouse purchased the nugget for \$300 in 1937. He displayed it to the CFMS, which voted in June 1938 to purchase it. Funds were raised by subscription throughout the Federation, and at the Fourth Annual CFMS Convention in San Bernardino, it was first displayed to its new owners. The Federation completed the payment in 1940. Mr. Woodhouse attempted to obtain more data on the nugget from the Division of Mines engineer but was unsuccessful.

The purchase price was \$300, but its value as a unique specimen—like anything that cannot be duplicated or replaced—can be considered in the realm of “priceless.” Physically, the Golden Bear is a magnificent specimen and is readily recognized by its characteristic shape. It is customarily on exhibit at the Los Angeles County Museum of Natural History, but during the period of the annual convention, it is carefully removed for display to its member owners.

Small replicas of the Golden Bear Nugget are used as California Federation pins and lapel buttons. This replica with a crossed silver gavel is used as a pin for the past Club Presidents, and with crossed gold gavel for past CFMS Presidents.

## BENITOITE

### The “Blue Diamond”



On October 1, 1985, benitoite was designated as the official State Gem by the California Legislature. Benitoite crystals are usually rich blue to light blue in color, and rarely, white or colorless. Gem-quality benitoite is found only in one location—near the headwaters of the San Benito River, San Benito County, California.

Information is slim on the exact discovery of benitoite, but according to the California Division of Mines, it was discovered in 1906 by J. M. Couch at the now well-known Benitoite Gem Mine locality in San Benito County. The mineral was thought to be sapphire, but a San Francisco jeweler, through curiosity, ran a series of tests on his “sapphires” which revealed an entirely new gemstone. In 1907, George Davis Louderback, a mineralogy professor at the University of California at Berkeley, was asked to identify the mineral. He determined that it was a new mineral species and named it benitoite after the river, county and nearby mountain range where it was found.

Mathematically there had been a vacant spot in the table of possible crystal shapes, but nothing to match it had ever been found before, nor has any other mineral been found which fits this particular one’s peculiarities. Basically, it is hexagonal; and technically it is ditrigonal-bipyramidal, which does not occur in any of the other classes of crystals.

This then is indeed a true California First and has been identified as a barium titanate silicate, 6½ in hardness, and lends itself to brilliant sapphire-like stones when a gem quality crystal is faceted.

The emblem of the California Federation is a triangle surrounding a Golden Bear. The triangle with its points cut off was chosen, with pride and purpose, for its representation of the extremely rare crystal formation of the benitoite.

## **Section 6. The American Federation of Mineralogical Societies**

### **ABOUT THE AFMS**

The American Federation of Mineralogical Societies (AFMS) is composed of seven regional Federations. These are:

- California Federation of Mineralogical Societies (CFMS)
- Eastern Federation of Mineralogical and Lapidary Societies (EFMLS)
- Midwest Federation of Mineralogical and Geological Societies (MWF)
- Northwest Federation of Mineralogical Societies (NFMS)
- Rocky Mountain Federation of Mineralogical Societies (RMFMS)
- South Central Federation of Mineralogical Societies (SCFMS)
- Southeast Federation of Mineralogical Societies (SFMS)

The Board of Directors consists of 21 members. One AFMS Officer is elected from each of the seven Regional Federations and two Directors from each Federation. The regional President and Vice President serve as Directors.

The Board of Directors holds one annual meeting in conjunction with the annual Convention of a Regional Federation, at which time the business is conducted and officers are elected.

The Purposes of the AFMS are:

- To promote popular interest and education in the various Earth Sciences.
- To promote popular interest in the lapidary and jewelry arts.
- To sponsor and encourage formation and international development of societies and Regional Federations.
- To strive toward greater international goodwill and fellowship.

The Standing Committees are:

AFMS Recognition Award	Eligibility Files	Past Pres./Advisory Council
Auditing-AFMS Books	Endowment Fund	Photography
Auditing-AMFS Scholarship	Financial Investment	Program Competition
Boundaries	Historian	Public Relations
Bulletin Editors	Insurance	Safety
Bulletin Editors Hall of Fame	International Relations	Safety Manual Update
By-Laws Revisory	Juniors Program	Scholarship Foundation
Club Publications	Long Range Planning	Show Consultant
Club Rockhound of the Year	Name Badges	Supply & Publications
Commemorative Stamps	Newsletter	Uniform Rules
Conservation & Legislation	Nominating	Ways & Means
Education/All American	Parliamentarian	Web Site

Special committees are appointed as needed.

## **THE AFMS SCHOLARSHIP FOUNDATION**

The AFMS Scholarship Foundation is an independent entity incorporated with its own Articles of Incorporation and Bylaws.

The purpose of the Foundation is to financially aid young men and women who are doing graduate work in the field of Earth Sciences.

Six out of the seven Regional Federations of the AFMS participate in the AFMS Scholarship Foundation, which is governed by a Board of Directors consisting of a President, Secretary, and Treasurer, and a representative from each of the participating Regional Federations. The CFMS First Vice President serves as a member of the Board of Directors.

The meeting of the Board of Directors is held annually at the AFMS Convention.

The AFMAS Scholarship Foundation was started in 1964, and the first scholarship award was made in 1965 for \$600 over two years. Each year since the number and size of the award has grown. The success of this undertaking has been due to the generosity and constant cooperation of the clubs.

## **FEDERATION WEB SITES**

### **American Federation of Mineralogical Societies**

[www.amfed.org](http://www.amfed.org)

### **California Federation of Mineralogical Societies**

(CA, HI, NV, AZ)

[www.cfmsinc.org](http://www.cfmsinc.org)

### **Eastern Federation of Mineralogical and Lapidary Societies**

(CT, DE, KY, MD, ME, NH, NJ, NY, PA, RI, VA, VT, WV)

[www.amfed.org/efmls](http://www.amfed.org/efmls)

### **Midwest Federation of Mineralogical and Geological Societies**

(IA, IL, IN, MI, MN, MO, ND, NE, OH, SD)

[www.amfed.org/mwf](http://www.amfed.org/mwf)

### **Northwest Federation of Mineralogical Societies**

(AK, ID, MT, OR, UT, WA)

[www.amfed.org/nfms](http://www.amfed.org/nfms)

### **Rocky Mountain Federation of Mineralogical Societies**

(AZ, CO, KS, ND, NE, NM, OK, SD, UT, WY)

[www.rmfmms.org](http://www.rmfmms.org)

### **South Central Federation of Mineralogical Societies**

(AR, LA, TX)

[www.scfms.net](http://www.scfms.net)

### **Southeast Federation of Mineralogical Societies**

(AL, FL, GA, MS, NC, SC, TN)

[www.amfed.org/sfms](http://www.amfed.org/sfms)