

SOUTH CENTRAL FEDERATION OF MINERAL SOCIETIES, INC.
CONSTITUTION, BYLAWS, and OPERATING PROCEDURES

Revised 7 May 2016

CONSTITUTION

ARTICLE I **NAME**

The name of this organization shall be the SOUTH CENTRAL FEDERATION OF MINERAL SOCIETIES, INC., hereinafter referred to as the "Federation."

This Federation is not created for profit, but solely and exclusively for educational and scientific purposes, limited to the earth sciences. Its net income shall not inure, in whole or in part, to the benefit of any individual, and no distribution of its property or income shall be made to any individual or individuals. Upon dissolution, all money and property belonging to the Federation shall be given to other organizations created for like or similar purposes.

ARTICLE II **OBJECTS AND GENERAL PURPOSES**

The purpose and objectives shall be:

- Section 1. To promote popular interest and education in various earth sciences, in particular those hobbies dealing with the art of lapidaries and the science of minerals, fossils, and their associated fields.
- Section 2. To cooperate with educational and scientific institutions and other groups engaged in increasing knowledge in the earth sciences.
- Section 3. To cooperate with or become members of similar Federations in the United States and elsewhere.
- Section 4. To assist in the formation of earth science societies in localities where public desire justifies their formation.
- Section 5. This Federation shall be nonpolitical and noncommercial.
- Section 6. This Federation is not formed for profit, and none of its assets shall be used for the pecuniary gain or profit of any individual who is a member or who may become a member.
- Section 7. All of the assets, property, and funds of the Federation shall be devoted to the furtherance of the primary objectives and purposes of the Federation. Its works, purposes, and objectives are primarily educational and are solely in the interest of the advancement of its member societies, of their members, and advancement of the public along scientific and educational lines.
- Section 8. The Federation shall not attempt to influence legislation, by propaganda or otherwise, for the pecuniary benefit of the Federation.

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ARTICLE III **MEMBERSHIP**

Membership in this Federation shall be open to all duly organized societies which foster interest in the earth sciences, in lapidary, and in related arts in the south central United States or as permitted by the American Federation boundaries.

ARTICLE IV **BOUNDARIES**

Section 1. The boundaries of the Federation shall include the states of Arkansas, Louisiana, and Texas.

Section 2. The Federation shall be divided into eight (8) districts. Texas shall be divided into five districts: Northeast Texas is District I; Southeast Texas is District II; South Texas is District III; Central Texas is District IV; and West Texas is District V.

District I Shall include all of the following counties extending north and east to the borders of Oklahoma, Arkansas and Louisiana: Wichita, Archer, Young, Stephens, Eastland, Erath, Somervell, Johnson, Ellis, Navarro, Freestone, Anderson, Cherokee, Rusk and Panola.

District II: Shall include all of the following counties extending east to the Louisiana border and south to the Gulf of Mexico: Shelby, Nacogdoches, Angelina, Trinity, Walker, Grimes, Washington, Fayette, Colorado, Wharton, Matagorda.

District III: Shall include all of the following counties extending south to the Gulf of Mexico and the Mexican border: Jackson, Lavaca, Gonzales, Guadalupe, Comal, Blanco, Gillespie, Kerr, Edwards, and Val Verde.

District IV Shall include the following counties extending northeast to District I, Southeast to District II, and South to District III: Brown, McCulloch, and Mason.

District V: Shall include all of the counties west of the borders of District I, District IV, and District III.

District VI: The Rollin' Rock Club.

District VII: Arkansas.

District VIII: Louisiana.

ARTICLE V **OFFICERS**

Section 1. The Elected Officers of this Federation shall be the President, Executive Vice President, eight District Vice Presidents (one for each district), a Secretary, and a Treasurer.

BYLAWS

ARTICLE I

MEMBERSHIP

- Section 1. Membership in this Federation shall be open to all duly organized societies comprised of adult and/or junior members.
- Section 2. Junior membership shall be those persons under the age of eighteen (18), and junior members shall not be eligible to hold office in the Federation.
- Section 3. Any earth science, lapidary, gem, mineral, geology, or fossil society desiring admission to the Federation shall apply in writing to the District Vice President, giving the name of the organization, its purpose, and the names and addresses of the President and Secretary. The District Vice President will then forward the application to the President and the Executive Secretary. All membership fees and dues shall be payable upon application. Announcements of new members shall be made in the Federation Newsletter as soon as possible.
- Section 4. Any society which withdraws or fails to pay its per capita dues may be reinstated to full membership by being approved in the same manner as a new application. (See this ARTICLE I: Section 3).

ARTICLE II **DUES and INSURANCE**

- Section 1. Annual dues to the Federation of each member society shall be at the rate of \$2.00 for each adult member.
- Section 2. Junior members under 18 shall pay 40 cents per annum.
- Section 3. Annual dues to the Federation are collected only once during the year, and these dues must be received by the Executive Secretary no later than September 30. Dues shall be based on the total membership of the society as of September 1. Dues received after September 30 will be assessed a 10% late fee. If dues are not paid by October 31, the society may be dropped from membership in the Federation.
- Section 4. If a new society pays its dues prior to the annual meeting, it shall be given the right to vote at that annual meeting.
- Section 5. Only in the emergency of maintaining Federation solvency may the Board of Directors by a two-thirds (2/3) majority affirmative vote of its total membership pass an assessment on the member societies. Such an assessment must be a per capita assessment and shall never exceed fifty (50) cents per capita in any one fiscal year.
- Section 6. Annual dues to the American Federation of Mineralogical Societies shall be paid by this Federation by January 1, based on the total membership of this Federation as of September 30.
- Section 7. The Federation provides a group liability insurance program (insurance program) for member societies. All societies must participate in the insurance program to remain in good standing with the Federation.

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Section 8. Annual enrollment in the Federation insurance program of each member society shall be at the rate of \$3.00 for each adult and junior member of the society.

Section 9. Annual enrollment fees for the Federation insurance program are collected only once during the year, and must be received by the Executive Secretary no later than September 30. Enrollment shall be based on the total membership of the society as of September 1. Enrollment fees received after September 30 will be assessed a 10% late fee.

ARTICLE III

MUTUAL RESPONSIBILITIES

Section 1. It shall be the responsibility of each member society to send its President (who is a Federation Director) to the annual meeting.

Section 2. If the member society's President cannot attend, a delegate shall be appointed, and an alternate may be chosen if the member society desires.

Section 3. At least thirty (30) days prior to the convening date of the annual meeting, it shall be the responsibility of each member society to notify the Federation Secretary in writing of the names of its Director, Delegate, and/or Alternate who expects to attend the annual meeting..

Section 4. Each member society represented at the annual meeting shall be entitled to one (1) vote.

Section 5. No proxy or absentee vote shall be accepted at the annual meeting.

Section 6. It shall be the duty of the Federation to maintain an active information service for its member societies.

Section 7. It shall be the responsibility of each member society to furnish the Executive Secretary and Directory Chairman with a list of the names of its officers and their mailing addresses, email addresses, and phone numbers, together with meeting time and place. The member society shall correct this information within thirty (30) days of any change. This information is to be in the hands of the Executive Secretary and Directory Chairman by February 1.

ARTICLE IV

DUTIES OF OFFICERS

Section 1. **President**
It shall be the duty of the President to preside at all meetings of the Federation and of its Board of Directors, to appoint chairpersons of all committees, and to perform such other duties as are needed for his office. The President shall prepare and furnish to the Secretary the agenda for the annual meeting, the various reports from committee chairpersons, any new business to be transacted at the convention, and any additional duties as outlined in the OPERATING PROCEDURES.

Section 2. **Executive Vice President**

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It shall be the duty of the Executive Vice President to preside at meetings and to perform all the duties of the President in the event of the President's absence, inability to serve, death, or resignation. He/she shall perform such other duties from time to time as directed by the President. He/she shall be the South Central Federation Regional AFMS Scholarship Foundation Director and also shall serve as Chairman of the Budget Committee to be appointed by the president.

In the event of the disability, death, or resignation of both the President and the Executive Vice President, the elected officers of this Federation shall appoint one of the District Vice Presidents as Interim President for the remaining term.

Section 3. **District Vice President**

The District Vice Presidents shall act in the capacity of liaison between the societies and the Federation. They shall handle correspondence necessary to assist new societies in becoming members of the Federation. They shall work closely with the President, Executive Vice President, and Executive Secretary regarding applications for membership. They shall work with the Federation Uniform Rules Committee in setting up Judges' and Exhibitors' seminars.

Section 4. **Secretary**

It shall be the duty of the Secretary to keep accurate records of the proceedings of all meetings of the Federation with its Board of Directors; to cooperate with secretaries of other like Regional Federations and with member societies' secretaries; to prepare the annual agenda at the direction of the President; to prepare, at the direction of the President, the Directors' packet for the annual meeting (packet to be mailed so as to reach the Directors at least sixty (60) days prior to the annual meeting); and to perform such other duties as outlined in the OPERATING PROCEDURES.

Section 5. **Treasurer**

It shall be the duty of the Treasurer to disburse moneys upon the authorization of the annual budget, to keep full and accurate accounts of the transactions, to render quarterly written itemized reports, to prepare a fiscal year Treasurer's Report to be included in the next annual meeting packet, to close the books as of October 31 at which time all accounts and Bank Pass Books will be presented to the Auditing Committee Chairperson, and any other duties as outlined in the OPERATING PROCEDURES.

In the event of the disability, death, or resignation of a District Vice President, Secretary, or the Treasurer, the President shall appoint another member of the SCFMS to serve for the remaining term of that vacated office.

Section 6. **Elected Officers/Board of Directors**

The Elected Officers of this Federation shall convene at the call of the President to conduct regular affairs of the Federation and to consider such matters as the President determines should not be delayed until the next annual meeting. Written notice of this meeting must be in the hands of the recipients not less than ten (10) days prior to each meeting, or they may be polled by mail if deemed advisable..

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Whenever the Board of Directors convenes, a quorum shall consist of a simple majority of its members being present. Whenever either body is polled by mail, a quorum shall consist of a simple majority of the ballots returned within fourteen (14) days of the date the ballots were mailed out.

The minutes of each such Board of Directors meeting shall be published in the next issue of the South Central Federation Newsletter. Such meetings may be held during a show in any district.

Section 7. **Committee Chairpersons**

Committee Chairpersons and their committee members may attend any meeting of the Board of Directors, but only members of the Board of Directors shall have a vote in its proceedings.

Section 8. **Executive Secretary**

The duties and responsibilities shall be set by the Board of Directors. This shall be a continuing position and shall be terminated only by resignation, death, or a majority vote of the Board of Directors. In the case of a vacancy between the annual board meetings, such vacancy may be filled by the President, subject to board approval at the next annual meeting. The Executive Secretary shall receive the dues from the Federation societies and shall forward to the Secretary receipts for the dues; and shall make all bank deposits sending deposit slips to the Treasurer.

ARTICLE V

NOMINATIONS OF OFFICERS

Section 1. The President shall appoint three (3) members to act as a Nominating Committee. These members should to be appointed no later than December 5 of the current year. These members shall be from different districts of the Federation.

The Nominating Committee shall solicit and poll member societies with regard to possible or desirable nominees for the several Federation officers, which any member or group of members may desire to offer. The Nominating Committee shall suggest one or more eligible candidates each for President, Executive Vice President, District Vice Presidents, Secretary, and Treasurer for the ensuing term. The Nominating Committee shall determine the willingness of each proposed nominee to accept such proposed nomination, and in any event at least ninety (90) days prior to the Federation annual meeting, the Committee shall submit to the President or Secretary of the Federation the name of at least one candidate for each office to be filled.. All member societies shall be notified of the names selected by the Nominating Committee. This information must be included in the President's Packet prepared by the Federation Secretary and received by the recipient a minimum of sixty (60) days prior to the Federation's Annual Meeting.

Section 2. At the Federation's Annual Meeting, the meeting shall be opened for nominations from the floor for each of the offices, previous consent of each nominee having been obtained. All names submitted shall be included in the names of the nominees to be voted upon at the annual meeting.

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ARTICLE VI **VOTING POWER**

The vote for elected officers shall be by voice and/or by count if there is no contested position on the ballot. Otherwise a secret ballot shall be used. To count the votes in the event of a secret ballot, the President shall appoint three (3) tellers from the voting delegates present.

ARTICLE VII **FISCAL YEAR**

The fiscal year of the Federation shall be from November 1 of the current year to October 31 of next year. All duly elected officers will assume their duties at that date.

ARTICLE VIII **ANNUAL MEETING**

The Federation shall hold at least one regular business meeting each calendar year. The time and place of said meeting shall be called the annual meeting. The basic annual meeting agenda shall be as follows:

1. Call to Order
2. Introduction of Parliamentarian (appointed by the President)
3. Roll Call of Member Societies
4. Reading of the Minutes
5. Treasurer's Report
6. Reports of Committees
7. Unfinished Business
8. Call for Show Bids
9. Approval of Show bids
10. New Business
11. Presentation of Annual Budget
12. Report of Nominating Committee and Election of Officers
13. Announcements
14. Adjournment

As authorized under Article IV Section 6, at the discretion of the President, with proper notice having been given in writing, a business meeting can be held in November to conduct the affairs of the Federation. The Treasurer's report for the fiscal year ending October 31 will be received. New officers and committee chairpersons will assume their duties effective November 1.

ARTICLE IX **ANNUAL SHOW**

Section 1. The Show Host Society shall have the authority to use the name of the Federation for the show which they will hold in conjunction with the Federation's annual meeting.

Section 2. The Federation will encourage all member societies to support the Host Society's show.

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Section 3. To participate in Federation competition, a person or society must be a member of the South Central Federation except when the Federation is host to the combined Region and American Federation National Show. Duly qualified members of other Regions are eligible to exhibit competitively during the combined show.

Section 4. All competition at the annual show will be under the American Federation Uniform Rules Book. The Host Society will work under the guidance of the SCFMS Uniform Rules Chairperson.

Section 5. The Federation shall adopt a standard design for Federation trophies. The design shall incorporate the geographic outline of the South Central Federation and the Federation logo. Such trophies are to be provided by the Federation for presentation at a Federation show, in accordance with the current AFMS National Trophy Rules. The Host Society will be responsible for providing any additional awards desired by the Host Society.

ARTICLE X

AFFILIATIONS

Section 1. This Federation is a member of the American Federation of Mineralogical Societies.

Section 2. The President and Executive Vice President shall serve as Delegates to the American Federation of Mineralogical Societies annual meeting. If the President and/or Executive Vice President are unable to attend the AFMS annual meeting, it shall be the duty of the President of this Federation to appoint alternate voting delegates as needed.

Section 3. The South Central Federation of Mineral Societies, Inc. shall annually pay to the American Federation of Mineralogical Societies dues for each member in good standing of the South Central Federation as assessed by the American Federation of Mineralogical Societies.

Section 4. This Federation may affiliate or become members of any other similar organization upon a two-thirds (2/3) vote of the Directors at any annual meeting, provided that written notice has been given each member society at least sixty (60) days in advance.

ARTICLE XI

ENDOWMENT FUND

Section 1. The Federation shall maintain an Endowment Fund to provide a more permanent financial future for the Federation.

Section 2. The Federation shall use only the interest from the Endowment Fund. The principle shall remain in a perpetual Endowment Fund.

Section 3. All Societies and Individuals will be encouraged to donate to the Endowment Fund. Donations may be in any form acceptable to the Society.

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Section 4. There shall be a silent auction conducted at all Federation Shows with the proceeds going to the Endowment Fund.

Section 5. The President shall appoint a committee to develop and administer the Endowment Fund.

ARTICLE XII

AMENDMENTS

Any article or provision hereof may be altered, amended, supplemented, or repealed by the affirmative vote of two-thirds (2/3) of the voting power of the Federation present at an annual meeting, provided that notice of any proposed change herein shall be provided in writing to each member of the Board of Directors sixty (60) days prior to such meeting, such notice to be from the Federation Secretary.

A proposal for changes to the Bylaws may be originated by any interested member, but it must be formally proposed by a society or by the Constitution and Bylaws Committee of the Federation. All such proposals must be in writing to the Constitution and Bylaws Committee at least one hundred twenty (120) days prior to the annual meeting. All proposals will be studied by the Constitution and Bylaws Committee and must be presented at the next annual meeting for a vote along with recommendations of the Constitution and Bylaws Committee. All changes in these Bylaws shall be effective immediately upon passage by the Board of Directors of this Federation in convention assembly.

OPERATING PROCEDURES

PRESIDENT

ELECTED FOR ONE YEAR

The President shall preside at the annual meeting and at all called meetings of the Federation, shall prepare an agenda for the annual meeting (and for any called meetings where time permits), and shall direct the Secretary to mail a copy of the agenda to all Delegates to be received sixty (60) days prior to the annual meeting.

The President shall serve as ex-officio member of all committees, shall serve as a delegate to the American Federation convention, and as such, shall be provided travel expenses as designated in the federation annual budget. And as outgoing President, he or she shall serve as Chairperson of the Long-Range Planning Committee.

The President shall complete all correspondence promptly and shall maintain a complete file for all correspondence to pass on to the next President.

The President shall appoint an Auditing Committee chairperson and two members to examine the Treasurer's books at the end of the fiscal year, and the committee shall submit a written report on their findings as well as a verbal report to be given during the annual meeting.

The President is a leader who has committee people to do the work with presidential guidance. A President should:

- (1) Know how a meeting should be conducted and should open meetings on time.
- (2) Know the business to be discussed.
- (3) During the meetings have on hand a copy of the Constitution and Bylaws, Operating Procedures, and *Roberts Rules of Order Newly Revised*.
- (4) Be familiar with *Roberts Rules of Order Newly Revised* and have at the meeting a person who is capable of acting as Parliamentarian should the need arise.

The function of the Parliamentarian:

- (1) Assist the President
- (2) Give an opinion; the President gives the ruling.
- (3) Has no authority to decide questions for an organization or make rulings; the President does this.
- (4) May speak in assembly.
- (5) Should not be a member of a board with a vote or act on a committee where sides will be taken.

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EXECUTIVE VICE PRESIDENT

ELECTED FOR ONE YEAR

The Executive Vice President shall perform all duties of the President in the President's absence or inability to serve, shall work closely with and assist the President upon request, and shall coordinate the activities of District Vice Presidents and report on these activities to the President.

The Executive Vice President shall serve as Regional Director of the AFMS Scholarship Foundation for the year.

The Executive Vice President shall be responsible for the purchase and engraving, at SCFMS expense, a suitable plaque to be presented to the retiring President and Secretary in recognition of their term of office.

The Executive Vice President shall serve as Chairperson on the three-member Budget Committee appointed by the President and shall annually prepare, with the help of the Treasurer and the President, a budget for the coming fiscal year.

The Executive Vice President shall serve as a delegate to the AFMS convention with travel expenses provided as designated in the Federation Annual Budget.

SECRETARY

ELECTED FOR ONE YEAR

The Secretary shall attend all regular and called meetings of the Board of Directors and shall be responsible for recording the minutes of these meetings. Within thirty (30) days after the close of such meetings, the Secretary shall prepare and mail to the Editor of the Newsletter a copy of the minutes for publication in the Newsletter and copies of the minutes to the President, Executive Vice President, District Vice Presidents, and the Executive Secretary.

The Secretary shall be the Credentials Chairperson for the SCFMS. The Secretary shall verify the eligibility of each delegate to serve at the convention, requiring a statement to that effect from the delegate's society Secretary. For uniformity, it is suggested that form letters be sent to each Secretary of a member society with a designated return date prior to the convention date. An early return date is desirable to facilitate the completion of tags and ribbons for each delegate and alternate to the convention.

EXECUTIVE SECRETARY

ELECTED TO SERVE INDEFINITELY

The Executive Secretary shall be the clearing house for all directories, Federation rules, etc. The Executive Secretary receives dues from member societies and issues a receipt indicating number of adult and junior members, which is forwarded to the Treasurer. The Executive Secretary shall forward to the Treasurer for recording purposes, copies of all deposit slips and checks. The Executive Secretary shall:

1. Maintain an inventory of all Federation property and supplies.
2. Be a central storage for Federation records.
3. Assist the Treasurer in record keeping by serving as coordinator of income and expenses.
4. Maintain the permanent mailing address for the Federation.
5. Order all Federation stationery and supplies and distribute to officers and chairmen as needed.
6. Offer general assistance to the President.

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7. At the President's request, mail ballots for a vote by mail when required and request a quick return of these ballots not to exceed fourteen (14) days.
8. Receive and count such ballots, reporting the results to the President and to the Newsletter Editor for publication.
9. Be responsible for preparing and submitting those reports required by the Internal Revenue Service and the State of Texas. Such reports will be coordinated with the President and Treasurer and submitted in advance of due dates.

The Executive Secretary can serve for an indefinite period.

TREASURER

ELECTED FOR ONE YEAR

The Treasurer shall pay by check all regular Federation expenses authorized by the annual budget as well as additional expenses approved by at least two (2) elected officers. All checks shall be issued and signed by the Treasurer after receipt of requests for reimbursements and/or payments made for designated or recurring budgeted items. Copies of invoices together with information on payment date, check number, and amount should be forwarded to the Executive Secretary at the time of payment. In case of the absence or incapacity of the Treasurer or the Executive Secretary, the President may assume this function. It is authorized that petty cash fund(s) be utilized by the Secretary and the Executive Secretary to handle small day-to-day expenses. These funds are to be reimbursed upon submission of detailed vouchers.

The Treasurer shall maintain accurate and up-to-date records and shall furnish a financial report of receipts and disbursements at the annual meeting and at any called meeting of the directors; shall complete a financial statement and balance sheet to be duplicated for distribution to the Board members prior to the annual meeting; shall at least quarterly, in correspondence, advise the President of the balance of cash in the treasury.

A Treasurer should:

- (1) Keep all financial records, cash received, and cash disbursed.
- (2) Keep a permanent file of bills paid and payable and all canceled checks.
- (3) Submit books for audit to the Auditing Committee when so directed.
- (4) Prepare a fiscal year Treasurer's report for the next annual meeting packet.

DISTRICT VICE PRESIDENTS

ELECTED FOR ONE YEAR

The District Vice Presidents shall be the liaison between the District, the President, and the Executive Secretary.

The District Vice Presidents shall:

- (1) Work with the Uniform Rules Committee to set up Judges' and Exhibitors' seminars in their districts.
- (2) Help to select dates and sites for training programs that will be within a reasonable distance for each society.
- (3) Make recommendations of qualified people in the district to fill officer and committee jobs in the Federation.
- (4) Handle correspondence necessary to assist new societies in becoming members of the Federation.
- (5) Work closely with the President, Executive Vice President, and Executive Secretary regarding applications for membership.

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AUDITING COMMITTEE

APPOINTED

The President shall appoint an Auditing Committee Chairperson and two members. The books of the Federation shall be closed for auditing on October 31. This committee will make their report to the incoming President who will then turn the books over to the incoming Treasurer.

LONG-RANGE PLANNING COMMITTEE

APPOINTED

This Committee shall consist of the immediate Past President as Chairperson, the current President, and a member appointed by the current President. This committee shall study subjects referred to it by the Officers and Board and make recommendations about these subjects to the President.

This committee may also initiate a study of any subject which it thinks has long-range significance to the Federation and make specific recommendations to the President and the Board of Directors, if said study, in their opinion, warrants action.

BUDGET COMMITTEE

APPOINTED

The Budget Committee shall consist of the Executive Vice President as chairperson and two members appointed by the President. This committee, with the help of the Treasurer and the President, shall annually prepare a budget for the ensuing fiscal year which will go in the President's packet early enough to be received by mail sixty (60) days prior to the annual meeting.

CONSTITUTION AND BYLAWS COMMITTEE

APPOINTED

The President shall appoint a Chairperson of the Constitution and Bylaws Committee. This Chairperson will appoint two other members to serve. This Committee shall receive amendments, supplements, and alterations to the Constitution and Bylaws of the Federation for further study and shall make recommendations before submitting these changes to a vote of the Board of Directors.

EDITOR OF THE NEWSLETTER

APPOINTED

The Editor shall be appointed by the President for a term of one year and shall:

- (1) Be responsible preparing, editing, and publishing the bimonthly Federation Newsletter.
- (2) Be responsible for distributing the newsletter to all member society Presidents, Secretaries, and Bulletin Editors, Federation Officers, Federation Committee Chairpersons, AFMS Officers, and to other Regional Federations and Subscribers.

DIRECTORY COMMITTEE

APPOINTED

The President shall appoint a Directory Chairperson who may appoint two other members. This committee will compile all information needed for the directory and have it completed for distribution by March 15.

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BULLETIN EDITORS ADVISORY CHAIR

APPOINTED

The President shall appoint a Bulletin Editors Advisory Chair (BEAC) who shall:

- (1) Set up the annual Bulletin Editors' Contest and inform the Bulletin Editors.
- (2) Work with the AFMS Bulletin Editors Advisory Chair.
- (3) Assist new societies in organizing and setting up a bulletin.
- (4) Keep the editors informed via the Federation Newsletter on hints and helps to improve their bulletins.
- (5) Keep a file of bulletin editors' names and addresses and any changes that are made, and to announce these changes in the Federation Newsletter.
- (6) Keep a file on bulletin winners from this Federation and of any editor from this Federation who is an AFMS winner.

The BEAC shall be responsible for securing judges for the annual Regional Bulletin Editors' Contest and will be responsible for securing plaques and certificates and for awarding the plaques and certificates with the help of the Federation President. The Federation Show Host Bulletin Editor shall be responsible for securing the guest speaker, with the help of the BEAC, for the Bulletin Editor's Breakfast at the annual show and convention.

SHOW COORDINATOR

APPOINTED

The Show Coordinator shall be appointed by the President for a term of one year. The purpose of the Show Coordinator is to contact the Annual Meeting Host Society and to make them aware of what the Federation requires of them and what the Federation will do for them to help make the Annual Meeting and Show a mutually beneficial event. The Show Coordinator shall work with the Show Chairperson of the Host Society to ensure that rooms are available for the Annual Board of Directors meeting and for any other meetings that might be required by the Federation. The Show Coordinator shall be the liaison between the Host Society and the Federation Officers and Committees, including the Bulletin Editors Advisory Chair (BEAC), the Uniform Rules Chairperson, and the Endowment Fund Chairperson.

NOMINATING COMMITTEE

APPOINTED

The President shall appoint three (3) members to act as a Nominating Committee. These members are to be appointed no later than December 5 of the current year. These members shall be from different districts of the Federation. The first named shall be chairperson. The duties of this committee are:

- (1) To make every effort to select officer candidates who have proven themselves in other offices or as a committee chairperson. Prior approval of the selected candidates must be obtained before its slate is announced.
- (2) To initiate a listing of minimum qualifications for use in the selection of officer nominees and committee appointees.
- (3) To canvass member societies or clubs for people who are doing a good job on the local society level who would be considered good Federation officer and executive material.
- (4) To report their slate of officers to the Federation Secretary ninety (90) days prior to the annual meeting. Member societies shall be notified of their proposed slate sixty (60) days prior to the annual meeting.

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EDUCATION AND PROGRAM COMMITTEE

APPOINTED

This Committee shall consist of one member appointed by the President for a term of one year who shall:

- (1) Suggest programs to member societies.
- (2) Encourage member societies to offer programs to schools, museums, churches, social groups, and to young people's clubs.
- (3) Encourage and assist in educational exhibits.
- (4) Inform member societies of programs available from the SCFMS library and to handle the distribution and scheduling of these programs.
- (5) Make recommendations on new programs and their acquisition.
- (6) Encourage every society to enter the ALL AMERICAN FEDERATION CLUB AWARD PROGRAM.
- (7) Serve as a committee member of the AFMS Education Committee.
- (8) Receive entries and judge them for the AFMS CLUB AWARD PROGRAM.

UNIFORM RULES COMMITTEE

APPOINTED

The Uniform Rules Committee shall consist of three (3) members serving three-year terms each. The term of one member shall expire each year. The senior member remaining shall chair the committee, and the President shall appoint a new member. If this procedure is not possible, persons appointed to fill vacancies shall have previous Uniform Rules experience.

- (1) The Chairperson shall work with the AFMS Uniform Rules Committee to maintain rules adequate to the needs of the exhibitors.
- (2) The committee shall work with the SCFMS member groups in interpreting current uniform rules.
- (3) The Committee shall study all reasonable proposals submitted by any member club for revision of the uniform rules after a majority vote.
- (4) The Committee shall maintain records of blue ribbon winners at SCFMS shows, to support eligibility for the AFMS National Competition.
- (5) The Chairperson of this committee shall represent the SCFMS at National Shows and be provided travel expenses as designated in the federation annual budget.
- (6) The Committee Chairperson shall serve as chairperson of judges at the SCFMS Show.
- (7) The Committee shall work with the host society in setting up and handling competitive judging for the Federation Show.

To update the quality of competitive judging at all local and regional shows, it shall be the duty of the Federation Uniform Rules Committee in cooperation with the District Vice Presidents to set up JUDGES' and EXHIBITORS' training seminars at least every two years, and also immediately following the rewriting of the American Federation Uniform Rules Book. The South Central Federation will sanction these seminars.

HISTORIAN

APPOINTED

The Historian, appointed by the President, shall be responsible for compiling and recording all SCFMS activities which may be of historical importance and interest.

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SCHOLARSHIP FOUNDATION FUND CHAIRPERSON

APPOINTED

This Chairperson shall be appointed by the President for a term of one year and shall:

- (1) Maintain a complete record of donations from member societies and individuals to the Scholarship Foundation and shall compute the percentage of participation based on society membership as shown in the current records.
- (2) Advise societies of their percentage of participation on request and publish the record of all societies in the Newsletter at least every six months.
- (3) When donations are received from individuals and societies, the SCFMS Fund Chairperson will mail all such donations to the AFMS Scholarship Foundation Treasurer.
- (4) Furnish the Regional Foundation Director any data requested.

ENDOWMENT FUND COMMITTEE

APPOINTED

The Endowment Committee shall consist of the Endowment Chair and the Endowment Treasurer, both appointed by a majority of the SCFMS elected officers. The President may appoint additional members to the committee as deemed necessary or as recommended by the Endowment Chair. Members shall be appointed for one year; however any may serve additional terms.

The responsibilities of the committee shall be:

- (1) The Chairperson shall coordinate the operation of the Endowment Fund and shall be responsible for the acknowledgment of all substantial donations.
- (2) The committee shall coordinate the operation of the Silent Auction at the Annual Federation Show with the members of the Host Society. The proceeds received from the silent auction shall be divided equally between the Host Society and the Endowment Fund.
- (3) The Treasurer shall deposit all moneys received in an interest-bearing account in a financial institution as designated by the Endowment Fund Committee. The Treasurer shall maintain accurate and up-to-date records and shall provide a complete financial report at the official Annual Federation Meeting. The Treasurer shall submit the books for audit to the Auditing Committee when so directed.
- (4) There should be two or more signatures available on all financial accounts, but only one signature is necessary to withdraw funds. Those providing signatures should be the Endowment Committee Chairman, Endowment Committee Treasurer, a past or present SCFMS President, or past or present SCFMS Executive Vice President.
- (5) At least two elected officers of the SCFMS must provide written requests to the Endowment Treasurer before any funds are released and transferred to the SCFMS General Treasury Account.
- (6) The Committee shall seek the best ways for the Endowment Fund to generate additional avenues in FDIC insured investments.

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- (7) An individual member who donates \$100.00 or more shall be presented a Patron Pin and a Patron Certificate.
- (8) A Club that donates \$100.00 plus \$1.00 per member or more shall be presented a Patron Certificate.
- (9) Plaques listing the names of all Patrons should be displayed at the Annual Federation Show.

AFMS STANDING COMMITTEES

APPOINTED

The President shall appoint committee chairpersons to support any standing committee of the AFMS that requires SCFMS participation. The duties of that chairperson would be defined by the requirements of the AFMS.

NOTE:

Operating Procedures of the Federation are to help cover the details of operations not covered in the Constitution and Bylaws. They shall not conflict with these basic documents. They are not to stifle initiative but will cover the minimum duties of officers and committees.

Operating Procedures may be submitted by any member in good standing to the President and Board of Directors for consideration at any annual meeting. Operating procedures may be adopted or suspended at the annual meeting by a majority vote of those present who are entitled to vote.

Each elected officer and each appointed Committee Chairperson should maintain a file. This file should include copies of the Constitution and Bylaws and Operating Procedures, along with important correspondence and suggestions for succeeding administration and a list of do's and don'ts. This will promote continuity and eliminate duplication. The file should be turned over to the incoming officers and chairpersons at the annual meeting.

This Constitution, Bylaws, and Operating Procedures Amended:

September, 1977; May, 1979; August 16, 1980; April 25, 1981; July 10, 1982; November 12, 1983; April 1, 1984; April 6, 1985; March 9, 1986; November 21, 1987; June 17, 1989; June 8, 1991; April 18, 1992, April 29, 1995, August 21, 1999, May 6, 2000, August 25, 2012, **August 17, 2013 (revision of complete document), 9 August 2014, 7 May 2016.**