

OPERATING REGULATIONS
FRIENDS OF MINERALOGY, INC.

OFFICIAL ADDRESS

The principal office of FM must be located in California. It shall be the address of a California National member. The current address is designated as 4620 Doe Street, Shingle Springs, CA 95682, c/o Michael Kokinos.

DUES

A. Members of Chapters

Dues for the Chapters are set by the Chapters, but \$4.00 of each member's dues shall be forwarded to the Treasurer of FM. (Rev. 2/04)

B. National Members

The dues are \$11.00. (Rev. 2/04)

C. Members delinquent during any calendar year will be dropped from National membership not later than March 1. Members dropped for nonpayment of dues may be reinstated upon payment of delinquent dues for year(s) or part years they remained on the active roll of members. Active roll means receiving the National newsletter and other benefits.

D. There will be no prorating of dues. Chapter or individual members joining after September 30 will pay and be credited with payment of the ensuing year's dues.

SYMPOSIA

In conjunction with TGMS and MSA, the FM shall conduct a symposium at the Tucson Gem and Mineral Show and at other shows as directed by the Board of Directors.

NEWSLETTER EDITOR

A quarterly newsletter shall be prepared by the Newsletter Editor and mailed electronically to all members by the Treasurer. No advertising shall be accepted for publication. The Chapters shall furnish activity reports, at least quarterly, to the Secretary for publication. Chapter newsletters may serve as activity reports.

CHAPTERS

A. Provisions for Membership (see Bylaws – Article II, Section 2)

1. The Chapter shall conduct its affairs within the framework of the FM Bylaws and Operating Regulations and shall not conduct any activity which will jeopardize the tax status of FM.
2. The Chapter shall be responsible for the financing of its operations and activities and Chapter members solely shall be responsible for any debts incurred by the Chapter.

3. The Chapter shall not make any commitment obligating FM.
4. The financial records of the Chapter shall be audited annually and a copy of the audit report shall be sent to the Secretary and Treasurer of FM. The audit may be performed by any member of the Chapter other than the Treasurer.
5. The Chapter shall turn over to FM all Chapter records, funds, and other properties in the event:
 - a. The Chapter dissolves
 - b. The Chapter Charter is revoked.
6. The Chapter shall adopt its own Constitution, Bylaws, or Operating Regulations. They should be compatible with those of FM. A copy shall be on file with the secretary of FM.
7. The Chapter shall incorporate under the laws of its state as soon as possible after the Charter is issued and shall file a copy of its Articles of Incorporation with the Secretary of FM.
8. The Chapter shall elect its own officers and appoint committees.
9. The Chapter shall conduct its own activities and projects.
10. Participation by Chapters in FM projects is the option of the Chapter.
11. The Chapter shall collect its own dues and fees and raise funds by any legal and proper means.
12. The Chapter shall provide a report of activities to the Secretary of FM at intervals no longer than annual. A chapter representative should provide an oral report or a written report should be provided if no representative is present. The President who shall determine from them whether the Chapter is operating within the FM Bylaws and Operating Regulations.
13. The Chapter shall send an annual (calendar year) complete financial report to the Secretary of FM. The Secretary shall forward such reports to the President and Treasurer.
14. The Chapter shall report all changes in membership and addresses to the Treasurer of FM.
15. The Chapter shall make remittances of National's share of dues not later than the end of each calendar quarter. The National Treasurer should ensure that the new members receive the National newsletter timely.

B. Revoking a Chapter Charter (See Bylaws – Article II, Section 2.D.)

1. If the President determines that a Chapter is in violation of any of the conditions of membership, he/she shall inform the Chapter in writing and request that the violation cease or that the Chapter state its reasons for believing the determination is in error.
2. Upon receipt of a reply giving such reasons or if a reply is not received within 30 days of the mailing, the President shall inform the Executive Committee of his/her determination and the facts pertaining to this determination together with the reply from the Chapter. The Executive Committee shall consider the matter and vote on revoking the Chapter's Charter.
3. The Chapter shall be advised by the President of the action taken by the Executive Committee. If a reply from the Chapter assuring compliance is not received within 30 days of mailing, or if after agreement to comply, the violation recurs, the Executive Committee can direct the President to revoke the Charter.
4. The Chapter shall be notified through the President by certified mail that the Charter has been revoked and that it is directed to cease all activity as a Chapter of FM. The Chapter should comply with A.5., 5.a. and b. on Page 2 of these Operating Regulations.
5. If the members fail to comply within a reasonable length of time, the President shall so inform the Executive Committee, who may authorize the President to suspend membership in FM of each member of the Chapter at the time of the revoking of the Charter until such time as the provisions of A.5, 5a, and b. on Page 2 of these Operating Regulations are met.

APPOINTED STANDING COMMITTEES

Committees shall serve for one year. Some chairpersons, as stated below, need not be members of the Board of Directors. Chairpersons who are not default officers are to be appointed by the President.

1. **Awards Committee.** The Awards Committee shall consist of the Vice President as chairperson and three to five judges appointed by the Chairperson. The judges shall annually select the best articles published in the *Mineralogical Record*, *Mineralogical Monographs*, *Rocks & Minerals*, and *Mineral News* during the past calendar year. The Vice President shall tally the results and make the final decision. The President or a designee shall formally present \$200.00 to each magazine with recognition of the authors. Rev. 2/06
2. **Membership Roster Chairperson.** The Treasurer serves as the Membership Chairperson or may delegate the responsibility. The Chairperson will maintain a database of the entire membership and is responsible for preparation of the membership directory. The Chairperson is responsible for furnishing mailing labels as needed by the Secretary and will work closely with the Secretary and Treasurer to ensure accuracy of the membership database. Rev. 2/98; Rev. 2/06

3. **Webmaster.** The Webmaster will be responsible for maintaining the FM Website and regularly updating it. The Webmaster shall have a backup individual who will have all the information, instructions and passwords necessary to perform the Webmaster's job in the event the Webmaster is not able to do so. The Webmaster need not be a member of the Board.
4. **Symposium Chairperson.** The Symposium Chairperson shall arrange for facilities and speakers for the symposia sponsored by FM in association with TGMS.
5. **Publicity Chairperson.** The Publicity Chairperson is responsible for obtaining necessary space in leading mineral magazines and providing and updating information to be printed in such space. The publicity chairperson will also coordinate any other publicity for FM on the worldwide web or other media outlets as necessary. Rev. 2/06
6. **Mineral Locality Index Committee.** The Committee is responsible for the preparation and publication of an index of important mineral localities for each state of the U.S. It will also make recommendations for the compilation of these indices into a single volume in a uniform format for ultimate publication by FM and, when it this is accomplished, for extending the locality index project to include other countries of the world. Rev. 2/06
7. **Bylaws Committee.** The Bylaws Committee shall review, and prepare for vote, changes to the Articles of Incorporation, Bylaws, and Operating Regulations as directed by the Board of Directors.

EXECUTIVE COMMITTEE

1. **President** – Preside over all director's and membership meetings, arrange the logistics for the meetings, prepare agendas, and instruct the Secretary to provide notification of the meetings.

Present the annual *Rocks and Minerals*, *Mineral Monograph*, *Mineral News*, and *Mineralogical Record* best paper award at the TGMS show.

Write a column for all issues of the newsletter and proof the newsletter for compliance with the Bylaws and the Operating Regulations.

Ensure that Committees and Officers are carrying out their assigned responsibilities.

Perform as required other duties including those specified in these Operating Regulations or the Bylaws.

2. **Vice President** – Responsible for the selection of the best paper awards and the acknowledgement to the publishers and authors.

Act for the President as delegated or required.

3. **Secretary** - The Secretary shall record the minutes of all meetings and transcribe the minutes for publication in the Newsletter.

Maintain a record of all correspondence between FM and member chapters, individuals and organizations, and Government entities. The Secretary shall serve as FM Historian and shall maintain a permanent file of legal records and important historical events of the FM.

Receive ballots electronically and by mail for Board positions and report results at the annual Board meeting. The Secretary may select an alternate to receive the ballots and/or report the results.

4. **Treasurer** - The Treasurer shall maintain the financial books, records, and bank accounts of FM.

Maintain a membership record list.

Send out the quarterly Newsletter in electronic form to all current members with email addresses.

Prepare an annual financial statement.

Timely submit all required financial reports to appropriate State and Federal agencies.

Send December dues billings to all National members.

Serve as the Membership Chairperson or may appoint a membership chair to maintain a database of the entire membership, and be responsible for the preparation of a bi-annual membership directory.

Work closely with the Secretary and/or appointed Membership Chairperson, and chapter treasurers, to ensure the accuracy of the membership database.

Arrange for an annual audit of the financial records.

Send letters of welcome, badges, and directories to new National Members.

Answer membership inquiry letters received.

At least twice a year confirm the dues-paid status with each Chapter's Secretary or Treasurer.

PROXIES

Proxies for the annual general meeting shall be published in the fourth quarter newsletter. The format will be developed by the Secretary. It shall provide authority for a specific general

member or the Board of Directors to vote the proxy. The Proxy designation shall include an opportunity to vote on specific issues that, at the mailing of the newsletter, are known to be on the agenda. This includes voting for Directors.