

OPERATING REGULATIONS FRIENDS OF MINERALOGY, INC.

OFFICIAL ADDRESS

The principal office of FM National shall be located in Arizona at the home or office of a FM National member and or contracted agent. The current address used for FM National and its Corporate resident agent of record is determined by the Treasurer and will be published in each quarterly National Newsletter.

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. National Members delinquent during any calendar year will be dropped from National membership not later than November of that year. 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 role of members. Active role means receiving the National newsletter and other benefits.

D. Dues will not be prorated. 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 National may, but it is not required to conduct a symposium during the Tucson Gem and Mineral Show® and at other shows as directed by the Board of Directors.

NEWSLETTER EDITOR

A quarterly newsletter (formally named as the Friends of Mineralogy Bulletin) 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. FM National members may also submit previously unpublished articles for publication in the National newsletter. Copyrights to articles and photographs in the newsletter are retained by the copyright owners and only a non-exclusive license in the newsletter is given to FM National. This non-exclusive license is extended to posting electronic versions of the newsletter on the FM National website and to republication by Chapters in their newsletters..

CHAPTERS

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

1. Each Chapter shall conduct its affairs within the framework of the FM National Bylaws and Operating Regulations and shall not conduct any activity which will jeopardize the tax status of FM National.

2. Each Chapter shall be responsible for the financing of its operations and activities and Chapter members solely shall be responsible for any debts incurred by their Chapter.
3. No Chapter shall make any commitment obligating FM National.
4. The financial records of each Chapter shall be audited annually, and a copy of the audit report shall be sent to the Secretary and Treasurer of FM National. The audit may be performed by any member of a Chapter that is not a member of the chapter being audited or by a non-member of the organization who has agreed to do so. National FM's finances may be audited by any member that is not a director to the national organization or by a non-member to the organization who has agreed to do so and has the approval of the majority of the Board of Directors (20 voting members).
5. Each Chapter shall turn over to FM National all Chapter records, funds, and other properties in the event:
 - a. The Chapter dissolves.
 - b. The Chapter Charter is revoked.
6. Each Chapter shall adopt its own Constitution, Bylaws, or Operating Regulations. They should be compatible with those of FM National. A copy shall be on file with the secretary of FM National.
7. Each Chapter shall be incorporated 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 National.
8. Each Chapter shall elect its own officers and appoint committees.
9. Each Chapter shall conduct its own activities and projects.
10. Participation by Chapters in FM National projects is the option of the Chapter.
11. Each Chapter shall collect its own dues and fees and raise funds by any legal and proper means.
12. Each Chapter shall provide a report of activities to the Secretary of FM National in a calendar year at time intervals no greater than annual. A chapter representative should provide an oral report or a written report if no representative is present at the annual general membership meeting. The President with guidance from the board shall determine from these reports whether the Chapter is operating within the FM National Bylaws and Operating Regulations.
13. Each Chapter should send an annual (calendar year) complete financial report to the Secretary of FM National. The Secretary shall forward such reports to the President and Treasurer.
14. Each Chapter shall report all changes in membership and addresses to the Treasurer of FM National.
15. The Chapter shall make remittances of National's share of dues not later than the end of each calendar year. The National Treasurer and President 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, 5a. 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 seven judges appointed by the Chairperson. The judges shall annually select the best articles published in The Mineralogical Record, 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 chosen by the president shall formally present \$200.00 to each magazine with recognition of the authors. The educational display awards committee at the Tucson Gem and Mineral Show® and the Denver Gem and Mineral Show® shall consist of the Vice-President as chairperson and three to seven judges appointed by the Chairperson. The judges shall select the best educational displays at each show by an institution and a second award for a non-institution display or displays which might be by one or more individuals. The criteria for the award as well as a definition of what is a non-institutional display is defined in a separate document. The award for the Denver Gem and Mineral Show® is to be coordinated with the Colorado Chapter under the same rules stated above.

2. **Membership Roster Chairperson.** The Treasurer serves as the Membership Chairperson and may delegate responsibility to one or more persons. The Chairperson or the Chairperson's delegates will maintain or ensure that a database of the entire membership exists, which may be in separate parts. The Chairperson is responsible for furnishing email addresses or physical mailing addresses as needed to either the Newsletter Editor, or the newsletter mailing chairperson, if a separate role. The Secretary will work closely with the Treasurer to ensure accuracy of the membership database. The membership chairperson or chairperson's delegates shall keep the membership database confidential and not distribute or allow its use by anyone other than the newsletter mailing chairperson. The newsletter editor does not have access to the membership database.
3. **Webmaster.** The Webmaster will be responsible for maintaining the FM Website and regularly updating it. The Webmaster shall have at least one 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 or assist the Webmaster. The Webmaster need not be a member of the Board but must be an FM member.
4. **Symposium Chairperson.** The Symposium Chairperson shall arrange or coordinate for facilities and speakers for the symposia sponsored by FM in association with TGMS, MSA or any other organization that FM has agreed to share in the symposium.
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.
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 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.
8. **Social Media Committee** oversees and coordinates social media activity of FM; administers FM's social media accounts; encourages chapter participation; creates, edits, and reviews and approves FM social media posts and pages in order to disseminate appropriate news, notices, activities, accomplishments and other items of importance from FM, its chapters, and other pertinent sources.

ADDITIONAL DUTY DIRECTIVES -

1. Duties include but are not limited to: A. administrating; B. creating/editing; and C. policing all FM posts. Gathers submitted FM news, events, and member club submissions, then curate them with FM messaging for posting.
2. Administration duties include assigning "Admins" while always maintain at least two or more current Admins per social platform page and "Social Media Committee" members to help with social outreach, as well as maintaining the professional appearance, proper brand logo, and proper brand messaging across all utilized social platforms.

3. Creating/editing duties include creating regular posts to maximize exposure, reviewing all submitted event information for errors and extraneous information then correcting and curating that information in a simple, easy to read format for mass consumption. “Public Posting” to the FM social page is prohibited, all posts must come from FM Social Media Admins. Unless previously approved by the FM Executive Committee, no “Boosting” of posts, or paying for advertising is allowed. When re-posting member chapters' posts, add descriptions and/or new content to make the post unique, this aids social network distribution. Repeated posting of the same or similar post should be avoided. No Copyrighted Material may be posted without written consent of the original owner. Material with unknown sources should be avoided. No personal opinions may be posted by Admins.
4. Policing duties include maintaining a current knowledge of “Facebook Community Standards” as well as the constant monitoring and potential removal of post comments, incoming social messages, FM mentions and tags from other posts/social users for potentially inappropriate or damaging messaging, discrimination, defamation, nudity, hate-speech, threats, false statements, illegal activities, solicitations, advertisements (other than for FM events and related activities), religious or political views, or any view that could be considered inappropriate or offensive. Offenders must be blocked from the page, and if serious, must be reported to the proper platform provider (currently Facebook).

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 News, and The Mineralogical Record best paper award at the Tucson Gem and Mineral 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 carry 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; and the two educational display awards judged at the Tucson and Denver Gem and Mineral Shows®.

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 next 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. This task may be delegated to other individuals by the Secretary.

Receive ballots electronically and by mail for Board positions and report results at the annual Board meeting. The Secretary may select an alternative 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 or confirm the existence of an up-to-date membership record list and total membership count.

Insure or confirm that the quarterly Newsletter in electronic form by email or any other alternative method is sent to all current members who possess email addresses.

Prepare an annual financial statement for presentation to the board.

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

Confirm the receipt of dues from each chapter and individual 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 (every 2 years) 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 and 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.

| *Friends of Mineralogy Operating Regulations-Approved* _____ 2025