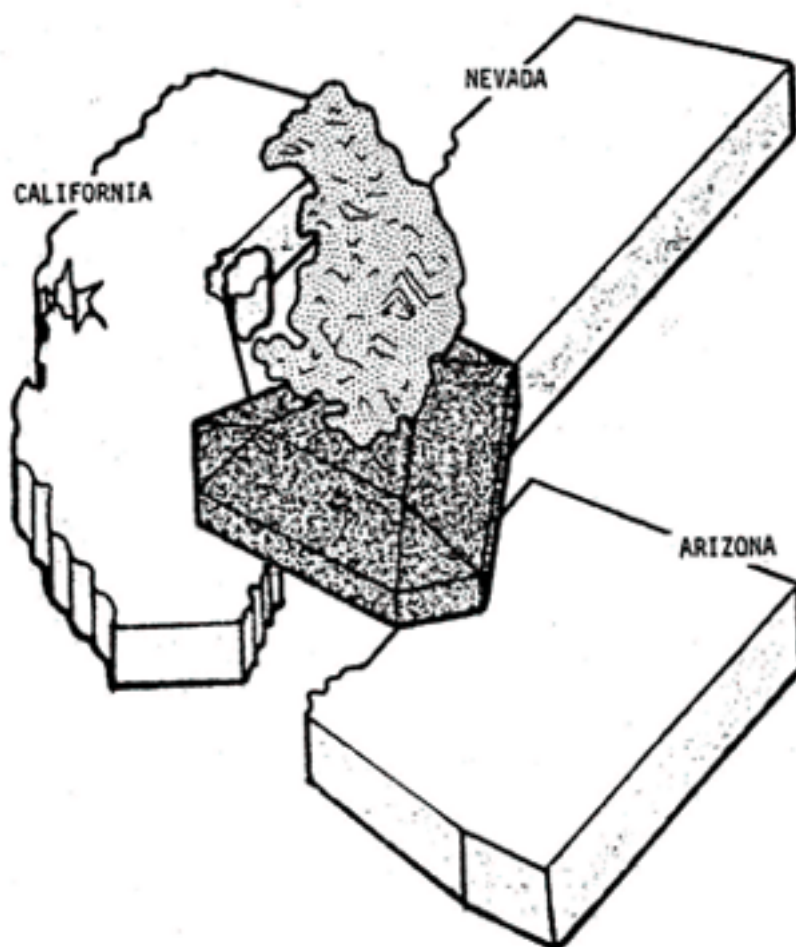


CFMS

OFFICERS

and

CHAIRMEN'S MANUAL



PREPARED BY THE
CALIFORNIA FEDERATION of MINERALOGICAL SOCIETIES

FOREWORD

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

Each officer or committee chairman should maintain this manual to be passed on to his/her successor, with appropriate notes, corrections, additions and deletions.

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 chairmen.

Grateful thanks go to each and every one who had a part in this manual.

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Section 1 Introduction

THE CALIFORNIA FEDERATION

The California Federation of Mineralogical Societies (CFMS) 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, the Secretary and the Treasurer. The Board of Directors meets twice a year, the Fall meeting in November of each year, and 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. The Chairmen and committee 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 copies.

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

GENERAL INSTRUCTIONS TO COMMITTEE CHAIRMEN

Committee Chairmen

General Responsibilities

1. Read the Bylaws, Operating Regulations and Job Description.
2. Make a budget for the year and stay within it.
3. Members of your committee.
 - a. Instruct them on their responsibilities.
 - b. Supply them with an Officers and Chair manual (contains committee responsibilities).
 - a. Supply Expense and Travel Vouchers to members of your committee as required.
 - b. Collect vouchers, OK them, and send to the Executive Treasurer.
4. Procedure Book
 - a. Your procedure Book should contain the following:
 - (1) Bylaws, Operating Regulations, Officers and Chairmen's Manual, and a manual for your committee if one has been published.
 - (2) Copies of pertinent correspondence.
 - (3) A calendar of committee activities.
 - (4) Recommendations.
 - (5) Expense and travel vouchers.
 - b. Maintain the Procedure Book during your term.
 - (1) Keep copies of all pertinent correspondence you receive or send, and make them a part of your Procedure Book.
 - (2) At the end of your term of office, attend the Chairmen's meeting and turn over your Book to the new chairman.
 - (3) In the event it is impossible for you to be present at this meeting, make sure the new chairman receives the Procedure Book as soon as possible. Then notify the Executive Secretary of this occurrence for recording.
5. Expenses
 - a. **Travel** (Use Travel voucher for reimbursement)
 - (1) All approved travel will be reimbursed at the current rate per mile, or tourist air fare when approved.
 - (2) Keep an accurate record of your mileage.
 - (3) Obtain prior approval from the President before proceeding if there is any doubt about reimbursement.
 - (4) The Federation does not pay bridge tolls, traffic or parking fees, or car repairs.
 - b. **Telephone** (Use Expense voucher for reimbursement)
 - (1) Use for urgent business only.
 - (2) Keep the call to business at hand.
 - (3) Make a copy of your phone bill and indicate the Federation calls.
 - (4) Include this copy with your expense voucher.
 - (5) If you have a very long call, please give an explanation.
 - c. **Supplies** (Use Expense voucher for reimbursement)
 - (1) Include a receipt for each item.
 - (2) This includes any copying.
 - d. **Postage** (Use Expense voucher for reimbursement)
 - (1) Buy 50 or 100 stamps at a time and get a receipt.
 - (2) Any unused stamps can be turned over to the next chairman.

GENERAL INSTRUCTIONS TO COMMITTEE CHAIRMEN (continued)

Vouchers

1. Submit vouchers within sixty (60) days of expenditures.
2. If possible, submit all bills by the November meeting.
3. Let the Treasurer know of anticipated bills for the remainder of the year.
4. Final bills must be submitted not later than thirty (30) days after December 31.
5. 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.

Workshops

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

Official Federation Meetings

Chairmen are expected to be present at the Directors' Meetings.

Chairmen 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

1. 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.
2. YOU are a representative of the Federation. Please conduct your Federation activities in a manner that will further the best interest of the Federation.
3. The Board of Directors make 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 Officer's Duties

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 chairmen, with the approval of the Executive Committee. Special committees may be appointed when necessary.
 - a. Arrange for Chairmen'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.

PRESIDENT (continued)

Committees (continued)

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 Jury of Awards Committee for the AFMS Scholarship Foundation.
6. Serve as a member of the Endowment Fund Committee. Executive Committee

Meetings.

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.

Executive Committee

1. Keep the Executive Committee informed of all happenings and work closely with them.

Treasurer

1. Check with the Treasurer concerning the filing of tax returns.
2. Visually check Treasurer's report at meetings.

Financial Advisory Committee

1. Check with Chairman of the Financial Advisory Committee (FAC) to be sure Budget meeting is called in the Fall and Audit of the books of the Federation is performed in the Spring.

Newsletter

1. Furnish a 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.
 - 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.

PRESIDENT (continued)

Convention and Show (continued)

2. Confirmed shows (continued):

- 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.
- e. Arrange for the Golden Bear Nugget and Benitoite specimens to be displayed. Letter releasing Golden Bear Nugget and Benitoite specimens must be sent to curator of Los Angeles Museum of Natural History before show date.
- f. Participate in the opening ceremonies.
- g. Choose exhibit for the President's Award.
- h. Work with the Banquet Chairman 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
 - 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 CFMS Treasurer and two members of the FAC Committee.

AFMS 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 to the AFMS Secretary. Send a file copy to the CFMS Historian.
3. Attend the annual AFMS Meeting.
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 delegate to the AFMS Scholarship 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 Chairman 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 dated pages of the CFMS Officers' and Chairmen's Manual***, when any changes have been made during the previous year, and send to the Executive Secretary to be printed. These 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 Chairmen at the Sunday morning meeting after the Fall Business Meeting, or as soon as possible after that.***

FIRST VICE PRESIDENT

Act as presiding officer in the absence of the President.

General Responsibilities

1. Act as an aide to the President and perform duties as requested.
2. Coordinate dates for Federation workshops and encourage clubs to sponsor workshops.
3. Provide as much Federation information as possible to clubs and interested persons.
4. Visit clubs and shows as time permits.
5. Help committee chairmen 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. Plan the Installation Banquet for the Fall Business Meeting
 - a. Arrange for the installing officer and program.
 - b. Work with Host Society on seating arrangements, decorations, and program.
 - c. Check that chairmens' badges and bars are available. Give names of new chairmen 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 a co-equal working member of the Rules Committee.
 - a. Arrange for prospective Judges and Clerks to serve at the Annual Show. (See Rules Procedure. Manual.) The Vice Presidents and appointed Rules Committee members work together on all matters pertaining to judges and judging.
 - b. Assist Rules Chairman in the Rules Room during the Convention Show, as requested.
6. Recruit personnel for Committee Chairmen 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 Chairmen to see if they will continue.
7. Serve as a CFMS Director on the AFMS Board of Directors. Attend the AFMS Annual Meeting. Serve as the CFMS Representative to the AFMS Scholarship Foundation.

SECOND VICE PRESIDENT

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

General Responsibilities

1. Act as an aide to the President and perform duties as requested by the President.
2. Edit and assume responsibility for the preparation of the CFMS Newsletter.
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 as a member of the Long Range Planning Committee.
3. Serve as Chairman of the CFMS Jury of Awards for AFMS Scholarship Foundation Honoree.
 - a. Solicit nominations for AFMS Scholarship Foundation Honoree through articles in the CFMS Newsletter.
 - c. 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.
 - d. Notify the AFMS Scholarship President of the selection and make plans for the Honoree to attend the Awards Banquet at the Convention and Show.
4. Serve as a co-equal working member of the Rules Committee.
 - a. The Vice Presidents and appointed members of the Rules Committee work together on all matters pertaining to judges and judging.
 - b. Assist Rules Chairman in the Rules Room during the Convention Show, as requested.

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 prepare corrected and dated pages of the Bylaws and/or Operating Regulations, when any changes have been made during the previous year, and send to the Executive Secretary to be printed. Copies of changes shall be given to member societies, CFMS officers and committee chairmen 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.

SECRETARY (continued)

Board of Directors' Meetings (continued)

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 followup of the meeting.

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. Receive and count the ballots for election of the CFMS Representative to the AFMS Executive Board.
 - (1) Report results in writing to the Chairman 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.

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 financial report at regular and special meetings.
5. Work with the Executive Treasurer and the Financial Advisory Committee (FAC) on planning the annual budget to be presented at the Fall Business Meeting.
 - 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 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 under the supervision of this Committee.

General Responsibilities

1. Maintain current files of Federation-activities.
2. Maintain a current list of all officers and chairmen of the CFMS, AFMS, and other Regional Federations, when available.
3. Have printed all Federation forms, manuals, reports, minutes, stationary, etc., as directed.
4. 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 received from other Federations should be brought to the attention of the Executive Committee for review.
5. Provide general assistance and secretarial help to the Executive Committee as requested.
6. Maintain a file of each club with current address, officers and chairmen, 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 chairmen of the CFMS at the Convention Meeting. The Roster is also given to AFMS President, AFMS Secretary/Central Office, AFMS Scholarship Foundation President, AFMS Publications Chairman, and governmental agencies upon request.
 - b. Prepare a list of clubs with their address only to be made available to visitors at all CFMS shows.
7. Arrange for printing and mail the CFMS Newsletter each month except the month following the Convention Meeting. (See PUBLISHER under the NEWSLETTER heading.)
8. Be responsible for all CFMS Manuals. Make additional copies available for sale.
9. Make AFMS Rules Book available to CFMS Rules Committee and member societies. Make additional copies available for sale.

Directors' Meetings Before the Meeting:

1. Publish and mail to CFMS Directors, Officers and Chairmen, 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 for the Fall Meeting, Year-end Report for the Convention Meeting), and proposed operating Regulation changes so that they will be received at least 31 days prior to the meeting. If proposed changes of the Bylaws are to be included, the mailing will have to be received at least 45 days prior to the meeting.

EXECUTIVE SECRETARY (continued)

2. Prepare envelopes/packets for CFMS Officers, Directors and Chairmen to include:
 - a. Reports from officers and chairmen 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, 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 Chairmen. 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 Chairman along with other agenda items in the Packets.
2. See that ballots and officers change forms are included in each Director's Packet (not Chairmen).
3. Prepare materials for the Chairmen's meeting on Sunday morning as instructed by the President.
 - a. Officer and Chairman's Manuals.
 - b. Bylaws and Operating Regulations.
 - c. Stationary and envelopes.
 - d. Travel and expense vouchers.

After the Fall Business 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 Chairmen 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. Prepare all checks for disbursement of funds and send to Treasurer for second signature.
3. Maintain an accurate account of all receipts and disbursements. (Work with the Treasurer and FAC Chairman on proper procedures.)
4. Work with the Treasurer on tax preparation.
5. Work with the Insurance Chairman on insurance.
6. Have financial statements prepared for printing prior to meetings.
7. Maintain bank accounts and update bank signature cards, once a year, for the incoming Executive Board.
8. Furnish an official count of society memberships, once a year, to the AFMS Scholarship Foundation President.
9. 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, as directed by the Treasurer.
4. Prepare a list of delinquent and disbanded societies and make a report at the Directors' Meetings.

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 Chairmen 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 Insurance Chairman.

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. Maintain a list of all items owned by the Federation. State where these items are located and the value.

EXECUTIVE COMMITTEE

Executive Committee

Members

Presidents, 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 chairmen.
4. Approve CFMS appointments to AFMS Committees.
5. Answer questions from committee chairmen.
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 chairmen 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.

Section 4

Committees and Chairs Duties

ALL AMERICAN CHAIRMAN

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. Select judges and after the deadline, have all applications judged.
6. Send the top applications to the AFMS Chairman for national judging.
7. Receive trophies and certificates provided by the AFMS.
8. Present awards at the CFMS Awards Banquet.
9. Maintain a procedure book and at the end of your term of office, attend the Chairmen's meeting and turn over your book to the new chairman.
 - a. In addition to items listed under "General Instructions" in the front of this manual, your procedure book should contain:

AFMS Instructions

1. List of competent judges
2. A complete list of winning societies from previous years Any other pertinent information you wish to pass on.

BULLETIN AIDS CHAIRMAN

Assist Bulletin Editors in the publication of their society bulletin.

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 Bulletin Aids Assistant so Assistant will be prepared to step in as Chairman when your term is over.
7. Maintain a procedure book and pass it on to incoming Chairman 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

1. Announce rules of contest in CFMS Newsletter
 - a. Give instructions for sending in entry and set deadline.
2. Arrange for competent judges.
 - a. At 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 Chairman for National judging.
5. Order 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.
8. Prepare a list of winners and all other entrants in each category to be included, separately, in Editors' Breakfast Program.

BULLETIN AIDS CHAIRMAN (continued)

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. Arrange for people to attend the booth at all times during the show.
2. 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.

BYLAWS 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 laws

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

CABOCHON CASE CHAIRMEN

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 chairmen 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 incoming Chairman 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 chairman will inform society when and where cases may be picked up, or bring the cases to the show yourself, 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 Chairman), 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 Chairman of the Federation Show has not contacted the Cabochon Case Chairmen to schedule the display of the cases at the show, the Cabochon Chairman should write or call the Show Chairman to remind him/her the cases are available for use.
2. It is the Cabochon Chairman's responsibility to bring the cabochon cases to the Federation Show. If the chairman 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 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 Caes Chairman.

No.1

Dated: _____

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

Signed: _____

Society: _____

No.2

Dated: _____

By authority of _____
from _____

(Name of society)

(Lender or name of society)

I am picking up the Cabochon cases
and will deliver them to

on _____

Signed: _____

Society: _____

No.3

Dated: _____

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

Signed: _____

Society: _____

No.4

Dated: _____

By authority of _____
from _____

(Name of society)

(Lender or name of society)

I am picking up the Cabochon cases
and will deliver them to

on _____

Signed: _____

Society: _____

EARTH SCIENCE SEMINARS COMMITTEE

Provide an educational experience to the membership twice a year.

General Responsibilities

1. Select sites that include facilities for lodging, camping, instructions and meetings.
2. Arrange for instructors, speakers, programs, field trips and food preparation. The speakers and instructors may be professional or hobbyists.
3. The chairman shall select a committee as needed. Suggested sub-chairmen might include:
 - a. Registration
 - b. Instructional Programs
 - c. Field Trips
 - d. TreasurerAll moneys received shall be sent to the Executive Treasurer for deposit, and all bills will be paid by the Executive Treasurer.
4. Prepare a 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, and miscellaneous expenses.
5. Inform the membership of places and dates of the seminars through the CFMS Newsletter and other methods, as soon as the facilities are booked.
6. 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 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 "Each Club-Each Year-One Rockhound" 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.
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 "Each Club-Each Year-One Rockhound" Committee.
11. Keep the Education Through Sharing notebook and files current, to pass on to the next Education Through Sharing Chairman 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 Chairman, an Endowment Fund Assistant, CFMS President, the CFMS President-Elect, and the Chairman of the Financial Advisory Committee. The Chairman and the Endowment Fund Assistant shall serve for one year at the appointment or reappointment of the CFMS President. The Chairman 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 Chairman 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.

ENDOWMENT FUND COMMITTEE

Donation Recognition (continued)

- b. Patron Club
 - (1) A club may become a Patron Club upon receipt donation of \$100 plus \$1 per member.
 - (2) A plate engraved with the name of the Patron 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 Chairman.
 - 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 Chairman.
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. Chairman
 - 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 Sec/Treas. 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.

ENDOWMENT FUND COMMITTEE

1. Chairman (Continued)
 - 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.
 - g. Maintain a record of all postage, cost of copies, etc. and submit on the proper form to Executive Sec/Treas 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 acknowledgment to donors and make two copies of each, one for assistant's records with receipt and other information attached and one for the Chairman. Copies should be mailed to the Chairman 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 acknowledgment of the donation with receipt to the donor. Since many families wish to make a personal acknowledgment, 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 Sec/Treas 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 Chairman
 - a. Serve as a voting member of the Committee.
 - b. Advise Executive Sec/Treas for deposit of funds received in appropriate accounts.

FIELD TRIP COMMITTEE

There is a Field Trip Chairman-North and a Field Trip Chairman-South who are to provide liaison between the CFMS and Field Trip Chairmen of its member societies, assist society Field Trip Chairmen 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 Chairmen.
2. Keep the Field Trip Manual up to date.
3. Work with the Safety Chairman to provide information for the Safety Manual.
4. Check manuals from other federations for ideas.
5. Use the CFMS Newsletter to offer suggestions and help to society Field Trip Chairmen. 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 Chairmen.
 - 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 trips in the field, all facets of liability, safety on the way and in the field, conduct of the field trip chairman at the hunting site, handling of a group for mass entertainment in the evening with a campfire, etc., experiences of field trip chairmen, signs, how to get attendance, question and answers.
 - b. Map exchange. This could be a part of the program with enough time for some discussion.
 - c. MAKE EVERYONE HAVE A GOOD TIME.
6. When the seminar is over, evaluate activities of the conference and make recommendations for future conferences.

Procedure Book

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 Chairman.

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 two members to serve on a committee 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 Director's Meeting.

Chairman'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 Director 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 Financial Advisory Committee (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 chairman.

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 Chairman and shall be sent to the Chairman 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 chairman 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 chairman 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 chairman 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 COMMITTEE (continued)

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.
4. At the banquet make the presentation of the plaques and pins.
 - a. To assure the presence of the awardee(s), the chairman 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 chairman shall keep a confidential file of nominees who were not selected and transmit this to the next chairman.
 - a. Non selection 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, "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 Chairman requesting them. Provide xeroxed copies when possible. A signed receipt should accompany all loaned materials.

INSURANCE CHAIRMAN

Liability insurance is a service the Federation offers its member clubs. The Insurance Chairman 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 World Wide Web Site.

Composition

This committee shall consist of five (5) members, who shall be a Chairman, the CFMS President, and three members at large. The Chairman shall serve as the Web Master. The Chairman is expected to have the skills necessary to build and update the information contained in the Web Page. 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 Web Page
3. Establishing the policies of privacy and disclosure for the Web Page 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 Chairman 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 Web Page.

(Added to Operating Regulations 11/98)

JUNIOR ADVISOR CHAIRMAN

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. Have information packets 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. Organize and sponsor the Junior Booth at the CFMS Annual Show. Solicit grab bags and magazines from other clubs to sell at this Booth. Arrange to have it manned by juniors, if possible.
 - a. 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. Keep the Junior Activities Manual up to date and review Junior Activities Manuals of other Federations for ideas.
7. Prepare a Junior Activities report for the Director’s packet for both the CFMS Show Meeting and the CFMS Business Meeting in the Fall. Plan to attend both meetings.

Suggested Additional Activities.

1. Sponsor a meeting at the CFMS Show for Junior Leaders to get together and exchange ideas.
2. Present a program for kids who attend the show.
3. Monitor and publicize information on competition and awards specifically for juniors.

JURY OF AWARDS OF THE AFNS 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 Chairman.

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.
 - a. This is usually done immediately after the meeting when all committee members are usually present.
 - b. 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.
 - a. 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. The Chairman attends 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 chairman.

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 Chairman shall determine, by mail, the willingness of each potential candidate to serve.
 - c. **Election**
 - (1) The Chairman 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 Chairman, who then sends them on to the CFMS Secretary to be counted.
 - (4) The Secretary reports the results in writing to the Chairman but keeps the ballots in the Secretary's files.
 - (5) A meeting of the Committee is usually held at the Fall Business Meeting where the results of the election are announced.
 - (6) The Chairman shall mail the name of the winning candidate to the AFMS Nominating Committee Chairman.
 - (7) An election is held each year except the year that the CFMS Representative to the AFMS serves as first Regional Vice President.
(For more detailed instructions, see the Operating Regulations for Long Range Planning Committee.)
2. Receive recommendations from the Executive Committee, Chairmen, or member societies on suggestions for projects which would further the progress of the Federation.
 - a. Research these recommendations and report to the Executive Committee.
3. Be alert to the problems of the Federation. Study them and work toward a program to solve them.

MUSEUM COMMITTEE

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

General Responsibilities

1. Chairman shall appoint such other members of the committee as he/she thinks 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 gifts, 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.
2. Display of Specimens:
 - a. Contact museums and other institutions regarding possible display. Set up tentative plans 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.
3. Gifts of money for Museum fund:
 - a. Accept donations from societies and individuals.
 - b. Acknowledge gifts. If a gift is made in memorium, send a letter to the family of the deceased but use no monetary figures.
 - c. All funds received should be sent to the Executive Treasurer for deposit in the Museum Fund.

MUSEUM (Continued)

4. 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.
5. 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.
6. Maintain records of all gifts, loans and purchases with the following information:
 - a. Source.
 - b. Value.
 - c. Where specimen is displayed or stored.
7. 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 Chairmen 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 Chairmen.
 - 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 editor and publisher.

Publisher

1. The Executive Secretary shall arrange for printing the Newsletter 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 Chairmen.
 - 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 chairman. 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 Chairman 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 to request the 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.
2. Make direct contact to find qualified people 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.
 - a. 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 may be published in the CFMS Newsletter.
6. Nominations may be made from the floor at the Fall Business Meeting, with the consent of the person to be nominated.
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 Chairman.

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 relevant to their interests.

General Responsibilities

1. Maintain a combined Program Manual and Speakers Directory 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’ 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 will travel, and other useful information.
 - (2) Make new information on speakers available immediately to Member Societies through the CFMS Newsletter, in between editions of the Directory.
 - (3) Every other year send each speaker 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 wish their listings withdrawn. Listings of speakers who have not responded after two queries should be automatically withdrawn.
2. Ask Member Societies to send in annual reports listing their programs, recommendations of speakers 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 recommended by Member Societies, and invite them to be listed in the Speakers’ 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 Slide and Video Librarian.

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 chairman 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.

Chairman'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 Chairman and will be reimbursed at the rate specified in the Operating Regulations.
 - 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.

PUBLIC LANDS ADVISORY COMMITTEE (Continued)

Chairman's Duties (continued)

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.
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 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.

Committee

This committee consists of five 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 chairman. The First and Second Vice Presidents shall serve as co-equal working members.

General Responsibilities

1. Show Rules
 - a. Announce the AFMS Uniform Rules and CFMS Supplementary Rules which will be in effect, at least 120 days prior to each Convention Show.
 - b. Make sure the CFMS Executive Secretary has an adequate supply of AFMS Uniform Rules books for sale.
 - c. CFMS Supplementary Rules should be printed in the January issue of the CFMS Newsletter and additional copies made, to be available when needed or requested.
2. Judges List
 - a. Maintain a current list of available qualified judges.
 - b. Select judges for current Convention Show, with the approval of the Chairman.
3. Trophies and Ribbons
 - a. Rules Chairman is responsible for securing of trophies and ribbons.
 - 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 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. Rules Chairman and his/her immediate successor represent the CFMS at the AFMS Rules Committee Meeting.

RULES COMMITTEE

Rules Chairman - Third year member of the Rules Committee

1. Chairs all CFMS Rules Committee meetings.
2. Participates in Exhibitors' Workshops and training of judges.
3. Negotiates with commercial trophy donors regarding continuing sponsorship or changes in judging rules.
 - a. Presents offers from donors of new trophies to Board of Directors for approval.
4. Prepares CFMS Supplementary Rules, making any necessary changes prior to printing in the CFMS Newsletter.
 - 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 Chairman and First Assistant for society members who request them.
5. Approves all judges for CFMS Shows.
 - a. Makes up judging teams when entries are closed and First Assistant has sent list of competition Divisions and Classes entered by exhibitors.
6. Instructs judges and clerks prior to judging of show.
7. Supervises scoring and awards at CFMS Shows.
8. Interprets rules.
9. Advises Trophy Coordinator of trophy requirements.
 - a. When competitive entries are closed, notify Coordinator how many different Classes have been entered so he knows how many blank trophies to bring to the show.
 - b. Give a written list of all trophy winners to the Coordinator as soon as judging is completed. List name of winner, trophy name and number.
10. Presents awards at Banquet.
11. Sends list of CFMS trophy winners, with names and addresses, to AFMS Eligibility Files Chairman as soon as possible after show is over. Supplementary Trophy information is not sent.
12. Maintain and keep Competition Record Books updated.
 - 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 Chairman.
 - 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 new incoming member of Rules Committee receives a book.
13. Attends the annual AFMS Rules Committee meeting.
14. Prepares frequent articles for Newsletter and prepares request for exhibit entries for Newsletter.

RULES COMMITTEE

First Assistant - Second Year member of Rules Committee

1. Assists Rules Chairman at annual show and workshops.
2. Processes competitive entries prior to show and prepares all necessary paperwork.
3. Assists with recruiting and procuring possible judges and clerks.
4. Manages Rules Room during show.
5. Makes up Exhibitor ribbons from information on duplicate Exhibitors' score cards.
6. Accompanies Rules Chairman to AFMS Uniform Rules meeting but only Chairman can vote.
7. Attends any special meetings called by President or Rules Chairman.

Second Assistant - First year member of Rules Committee

1. Attends workshops as possible.
2. Helps First Assistant in Rules Room.
3. Assists First Assistant make up Exhibitor ribbons.
4. Makes an inventory of unused ribbons after the show to the Rules Chairman.
5. Makes an inventory of all supplies pertinent to the Rules Room during a Federation Show and delivers its function of the to the Rules.

First Vice President

1. Serves as a co-equal working member of the Rules Committee.
2. Arranges for judges and clerks for the annual show, with guidance from Chairman and First Assistant of Rules Committee.
 - a. Send a letter to all potential judges and clerks, asking if they are available for coming Federation Show. Keep Chairman informed as replies come in.
 - b. Send another letter to confirmed judges and clerks when directed by the Chairman. Give instructions as to time and place to meet on judging day but do not say what team they will serve on.
3. Assist in Rules Room as requested by the Rules Chairman.

Second Vice President

1. Serve as a co-equal working member of the Rules Committee.
2. Assist in Rules Room as requested by the Rules Chairman.

SAFETY

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 Chairman 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 Chairmen 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 Chairman or encourage their Field Trip Chairman 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.

AFMS SCHOLARSHIP COMMITTEE

Maintain the records of donations made by CFMS members to the AFMS Scholarship Foundation.

Procedure

1. Receive and record all monies contributed to the 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 with articles in the CFMS Newsletter.
 - a. Offer suggestions for projects to individual clubs for raising funds.
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.

CFMS SCHOLARSHIP COMMITTEE

Committee

The CFMS Scholarship Committee consists of five members. Three are appointed, one each year, for a term of three years. The senior of the three shall be the Chairman. The current CFMS Secretary and CFMS Treasurer complete the Committee and shall serve as Secretary and Treasurer of the Committee.

General Responsibilities

1. Receive all donations and acknowledge these donations on acknowledgement forms.
 - a. All donations are forwarded to the CFMS Executive Secretary/ Treasurer who will invest them as directed by the Financial Advisory Committee.
 - b. Interest received 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.
 - d. Donations are usually sent to the second year member but may be sent directly to the Executive Secretary/Treasurer who will then notify the second year member of the amount received.
2. Determine the size and number of Grants to be awarded each year.
3. Select the the honorees subject to the criteria set forth in the Operating Regulations.
4. Report the name of the honoree(s) at the Fall business meeting and have plaque(s) ready for presentation at the next Convention meeting.
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 Scholarship Fund.

Chairman - Third Year Member

1. Call and preside over any 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 First Year Member of information needed to complete his/her job.
5. Write articles for CFMS Newsletter to publicize the activities of the committee, Honorees, awardees, etc. Include article announcing honorees following presentation of awards.

CFMS SCHOLARSHIP COMMITTEE

CFMS Scholarship (Continued)

Senior Member - Second Year Member

1. Receive all donations and forward them to the Executive Treasurer.
2. Acknowledge donations on Acknowledgement form. If the donation is “in memoriam”, advise the family but do not quote a monetary figure.
3. Keep records.

Junior Member - First Year Member

1. Follow up on the student(s) who receive the 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. No reimbursement for travel expenses will be paid by the CFMS.
 - b. Arrange for payment of tickets by the Executive 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 Chairman.

Robert O. Deidrick Memorial Scholarship Fund

1. This Fund was established by a gift from Mrs. Melba L. Deidrick to provide annual Scholarships for the aid of deserving students in the field of Mineralogy and related earth sciences.
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.
4. They must be students about to enter their junior or senior year of undergraduate study, majoring in and intending to pursue a career in earth sciences.
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 scholarships) will be awarded for the coming year. Academic record of the applicants shall have primary importance.

SHOW CONSULTANT

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

Committee

This committee is composed of a Chairman appointed by the President. Former Show Consultants or others who are knowledgeable about Federation shows may be appointed by the President to assist the Chairman.

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.
3. Check dates of other regional Federation shows.
4. View facilities the society intends to use.
 - a: 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.
 - a. If 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, be sure they receive a copy of the CFMS Show Guidelines.
9. Write articles for the Newsletter to encourage prospective hosts.
10. Make sure the CFMS Show Guidelines are 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 up a date with the prospective host(s) at the proposed site.
2. Review the facilities, 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 Chairman may be asked to contact the host society with this information and request that they send a representative to the Directors Meeting.

SCREENING COMMITTEE

Camping (number, facilities, cost, stores) _____

Cooperation of Chamber of Commerce _____

Cooperation of Local Government _____

Motels in area (distance) _____

Food - on grounds and restaurants (distance) _____

Other Remarks _____

Signed by: _____

SHOW COORDINATOR

Act as liaison between the Host Society and the Federation and as an advisor to the Host Society. It is important that 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 send copies of the Minutes to the 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 Chairmen for suggestions for the current Dealer Chairman.
 - 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 Chairman.
 - a. Review facilities and tentative plans.
 - (1) Make sure space is allowed for Federation and CFMS Committee booths and provide signs for same.
 - b. Review competitive exhibits procedure and requirements.

(Update) 1999

SHOW COORDINATOR (continued)

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 the Coordinator, if necessary.
 - a. Send copies of all reports, minutes, etc. as they are prepared.
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 following 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 statement 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. Send a copy to the Assistant Coordinator.
 - 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.
 - 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
 - (2) Name of host club
 - (3) Location of show
 - (4) Hours
 - (5) Contact person, with phone number and email
 - (6) Website
3. Prepare a report for the Directors' Packet at each Directors' Meeting and solicit additional clubs to send in their show dates.

SLIDE LIBRARIAN

Maintain, enlarge and operate a slide and video library for use of Member Societies and/or its members.

General Responsibilities

1. Store the slide and video programs in a cool dry place so that they are not damaged and are available when needed.
2. Store and maintain the narratives and the cassettes so they are available when needed.
 - a. 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. To replace a lost narrative from scratch could be very difficult or even impossible.
3. Take the 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 those 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 expenditures and receipts for same.
7. Make monthly reports to the Executive Secretary/Treasurer of both receipts 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.
 - a. Once a year, at the Fall business meeting, prepare a complete updated list of slide programs and videos for the Packet.
9. Look for new slide programs and videos to obtain for the library.
10. Keep the full description and the basic list of programs updated at all times.
11. 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.
12. Keep a supply of forms for "Written requests for programs" available to be included with each order.
13. 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.
14. Encourage development of new programs.
15. Serve as a member of the American Federation Program Competition.

TAX ADVISOR

Provide tax guidance to the Executive Committee, Executive Secretary/Treasurer, 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. Work closely with the Financial Advisory Committee on matters of taxation.
- g. Publish articles, as needed, to explain existing or new tax laws.

TROPHY COORDINATOR

Procure, manufacture or produce trophies as required.

General Responsibilities

1. Produce trophies as required by:
 - a. Uniform Rules Chairman
 - b. Bulletin Aids Chairman
 - c. Golden Bear Awards Chairman
 - d. Executive Committee
2. Deliver competitive trophies to the Federation Show at set-up time for display prior to the Awards Banquet, if space is available.
3. Work with Rules Chairman to be sure all commercially donated trophies are delivered to Trophy Coordinator's booth when show opens
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. Obtain the perpetual plaques prior to the next Federation Show.
6. Prepare name badges and chairmanship designations for incoming officers and chairmen at the request of the First Vice President-President Elect.
7. Mail out engraved silver bars to those who order them from the Executive Secretary/Treasurer.

Section 5 History

CFMS Presidents

1. 1936 to 1938 — *John Melhase
2. 1938 to 1940 — *Ernest Chapman
**
3. 1940 to 1946 — *C. D. Woodhouse 1
4. 1946 to 1948 — *Orlin J. Bell
5. 1948 to 1950 — *Jack Streeter
6. 1950 to 1952 — *R O.Deidrick
7. 1952 to 1953 — *C. A. Deidrick
8. 1953 to 1954 — *Dorothy Craig
9. 1954 to 1955 — * Hub Dafoe
10. 1955 to 1956 — *Vincent Morgan
11. 1956 to 1957 — *W. A. Stephenson
12. 1957 to 1958 — *Jack Klien
13. 1958 to 1959 — *Howell Lovell
14. 1959 to 1960 — *Alden Clark
15. 1960 to 1961 — *Veryle Carnahan
16. 1961 to 1962 — *Johnnie Short
17. 1962 to 1963 — Jack Donahue
18. 1963 to 1964 — *COL. Daniel Mullaly
19. 1964 to 1965 — *Ennis Scott
20. 1965 to 1966 — *Leslie Darling
21. 1966 to 1967 — *CharlesHowell
22. 1967 to 1968 — Michael Kokinos
23. 1968 to 1969 — *Barbara Goss
24. 1969 to 1970 — Gus Meister
25. 1970 to 1971 — Toy Sato
26. 1971 to 1972 — *LA Docia Ellis
27. 1972 to 1973 — *Alberta Best
28. 1973 to 1974 — *Claude Schapers
29. 1974 to 1975 — *Sharr Choate
30. 1975 to 1976 — William Tirk
31. 1976 to 1977 — *Peg Norton
32. 1977 to 1978 — Lee Hollinshead
33. 1979 — *Jessie Hardman
34. 1980 — Jeanne Mager
35. 1981 — Dick Swartz
36. 1982 — Keesa Stewart
37. 1983 — Ruth Bailey
38. 1984 — *Charles Leach
39. 1985 — William Burns
40. 1986 — *Ellen Schultze
41. 1987 — Shirley Leeson
42. 1988 — Margaret Norton
43. 1989 — Annelies Nash
44. 1990 — Jeane Stultz
45. 1991 — Arlene Billheimer
46. 1992 — Isabella Burns
47. 1993 — *Bill Aprile
48. 1994 — James Nelson
49. 1995 — Mary E. Andersen
50. 1996 — Pat La Rue
51. 1997 — Rosemarie Young
52. 1998 — Beverly Moreau
53. 1999 — Ken Kruschke
54. 2000 — Pat La Rue
55. 2001 — Bob Stultz
56. 2002 — Jo Anna Ritchey
57. 2003 — Jack Williams
58. 2004 — Lois Allmen
59. 2005 — Marion Roberts
60. 2006 — Coleen McGann
61. 2007 — Richard Pankey
62. 2008 — Bural LaRue

Notes

* Deceased.

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

CFMS COMBINED SHOWS AND CONVENTIONS

1. Riverside	COM	1936 - Jan 1-2	36. Las Vegas	CCGC	1975 - May 16-18
2. Bakersfield	KCMS	1937 - Jan 2-3	37. San Francisco	SFG&MS	1976 - Jul 2-4
3. San Francisco	NCMS	1938 - Feb 19-20	38. Reno	RG&MS	1977 - Jun 17-19
4. San Bernardino	OBMS	1939 - Apr 15-16	39. *Pleasanton	M&GSCV	1978 - Jul 27-30
5. Santa Barbara	SBMS	1940 - Apr 20-21	40. Sacramento	SMS	1979 - Jun 22-24
6. Oakland	EBMS	1941 - May 10-11	41. Pasadena	VIPG&MS	1980 - Aug 1-3
7. Glendale	MSOSC	1946 - May 14-16	42. Anaheim	CFMS	1981 - Aug 7-9
8. Santa Barbara	SBMS	1947 - May 23-25	43. Long Beach	LPG	1982 - Aug 27-29
9. Long Beach	LBM&GS	1948 - Jul 16-18	44. San Jose	SCVG&MS	1983 - Jun 17-19
10. Sacramento	SMC	1949 - Jun 24-26	45. *San Diego	SDM&GS	1984 - Jul 17-19
11. Trona	A - 3 clubs	1950 - Jun 17-18	46. Ventura	CG&MC	1985 - Jul 26-28
12. Oakland	EBMS	1951 - Jun 22-24	47. Sacramento	SMS	1986 - Jun 27-29
13. Angels Camp	CG&MS	1952 - Jun 20-22	48. Turlock	MLMS	1987 - Jun 26-28
14. San Diego	SDM&GS	1953 - Jun 17-19	49. Costa Mesa	NOCG&MS	1988 - Aug 26-28
15. Indio	B - 2 clubs	1954 - Mar 26-28	50. Del Mar	G - 2 clubs	1989 - May 12-14
16. San Francisco	SFG&MS	1955 - Jul 8-10	51. *Ventura	CG&MC	1990 - Jun 28-30
17. Fresno	FG&MS	1956 - Jun 22-24	52. San Jose	CFMS	1991 - Jun 14-16
18. Los Angeles	CG&MC	1957 - Jul 5-7	53. Castro Valley	G&MSOCV	1992 - Aug 21-23
19. San Bernardino	OBMS	1958 - Jun 20-22	54. Ventura	OG&MS	1993 - Jun 28-30
20. San Mateo	G&MSSMC	1959 - Jun 26-28	55. Del Mar	ECVG&MC	1994 - Apr 8-10
21. *Eureka	HG&MS	1960 - Jul 8-10	56. San Jose	SCVG&MS	1995 - Jun 23-25
22. Pomona	C - 4 clubs	1961 - Jun 23-25	57. *Riverside	H - 5 clubs	1996 - Aug 9-11
23. Del Mar	D - 2 clubs	1962 - Jul 20-22	58. Ventura	VG&MS	1997 - Jun 20-22
24. San Jose	SCVG&MS	1963 - Jul 12-14	59. Monterey	I - 4 clubs	1998 - Jul 3-5
25. Vallejo	VG&MS	1964 - Jul 17-19	60. Turlock	MLMS	1999 - Jun 18-20
26. Pomona	E - 2 clubs	1965 - May 28-31	61. Riverside	VP	2000 - Aug 4-6
27. *Las Vegas	CCGC	1966 - May 13-16	62. Paso Robles	SLR	2001 - Jun 22-24
28. Sacramento	SMS	1967 - Jul 13-16	63. Placerville	EDM&GS	2002 - Jul 12-14
29. Lancaster	F - 3 clubs	1968 - Jun 21-23	64. *Ventura	DAR	2003 - Jun 5-8
30. San Diego	SDM&GS	1969 - Jul 25-27	65. Mariposa	MM&GC	2004 - May 29-31
31. Pleasanton	M&GSCV	1970 - Jun 5-7	66. Roseville.	RRR	2005 - Jun 10-12
32. Ventura	VG&MS	1971 - Jul 2-4	67. Angels Camp	CG&MS	2006 - Jun 9-11
33. *Anaheim	SG&MS	1972 - Jun 29-Jul 2	68. Palmdale	PGMC	2007 - Jun 15-17
34. Turlock	MLMSM	1973 - Jun 15-17	68. Ventura	CFMS	2008 - Jun 27-29
35. San Mateo	G&MSSMC	1974 - Jun 28-30			

NOTES:

* - Combined Show/Conversion with AFMS

A - 3 clubs MMS, NOTSR, SLG&MS

B - 2 clubs CVMS, SGM&GS

C - 4 clubs VIP, LERCR, SFVM&GS, DARC

D - 2 clubs ECVG&MS, SDLS

E - 2 clubs GDR, PR

F - 3 clubs AVG&MC, MMS, VVG&MS

G - 2 clubs ECVG&MS, SD LS

H - 5 clubs AG&MS, CVR&MC, FGOSC,
NOCG&MS, OCM&LS

I - 4-clubs CVG&MS, MBMS, SCM&GS, SLR

Host Clubs/Societies Abbreviations

AG&MC	Autonetics Gem & Mineral Club
AVG&MC	Antelope Valley Gem & Mineral Club
CG&MC	Conejo Gem & Mineral Club
CCGC	Clark County Gem Collectors, Inc.
CFMC	Calif. Fed. of Mineralogical Soc.
CFMS	California Federation of Mineralogical Soc.
CG&MS	Compton Gem & Mineral Club
CGM&GS	Calaveras Gem & Mineral Soc.
COM	Charter Organization Meeting
CVG&MS	Carmel Valley Gem & Mineral Soc.
CVMS	Coachella Valley Mineral Soc.
CVR&MC	Capistrano Valley Rock & Mineral Club
DAR	Del-Air Rockhounds
EBMS	East Bay Mineral Soc.
EDM&GS	El Dorado Mineral & Gem Soc.
EVG&MS	El Cajon Valley Gem & Mineral Soc.
FGSC	Faceters Guild of Southern California
FG&MS	Fresno Gem & Mineral Soc.
GDR	General Dynamics Rockhounds
G&MSCV	Gem & Mineral Soc. Of Castro Valley
G&MSSMC	Gem & Mineral Soc. of San Mateo Co.
HG&MS	Humboldt Gem & Mineral Soc.
KCMS	Kern County Mineral Soc.
LBM&GS	Long Beach Mineral & Gem Soc.
LERCR	LERC Rockcrafters
LPG	La Pacifica Group
MBMS	Monterey Bay Mineral Soc.
MLMSM	Mother Lode Mineral Soc.
MM&GC	Mariposa Mineral & Gem Club
MMS	Mojave Mineralogical Soc.
MSOSC	Mineralogical Soc. of Southern California
M&GSCV	Mineral & Gem Soc. of Castro Valley
NCMS	Northern California Mineral Soc.
NOCGMS	North Orange Co. Gem & Mineral Soc.
NOTSR	N.O.T.S. Rockhounds
OBMS	Orange Belt Mineralogical Soc.
OCM&LS	Orange Coast Mineral & Lapidary Soc.
OG&MS	Oxnard Gem & Mineral Soc.
PGMS	Palmdale Gem & Mineral Club
PR	Pomona Rockhounds
RG&MS	Reno Gem & Mineral Soc.
RRR	Roseville Rock Rollers
SBMS	Santa Barbara Mineral Soc.
SCM&GS	Santa Cruz Mineral & Gem Soc.
SCVG&MS	Santa Clara Valley Gem & Mineral Soc.
SDLS	San Diego Lapidary Soc.
SDM&GS	San Diego Mineral & Gem Soc.
SFG&MS	San Francisco Gem & Mineral Soc.
SFVM&GS	San Fernando Valley Mineral & Gem Soc.
SGM&GS	San Geronimo Mineral & Gem Soc.
SG&MS	Searchers Gem & Mineral Soc.
SLG&MS	Searles Lake Gem & Mineral Soc.
SLR	Santa Lucia Rockhounds
SMS	Sacramento Mineral Soc.
VG&MS	Vallejo Gem & Mineral Soc.
VG&MS	Ventura Gem & Mineral Soc.
VIP	Valley Independent Petrologists
V..I.P.	V.I.P. Gem & Mineral Soc.
VP	Valley Prospectors
VVG&MC	Victor Valley Gem & Mineral Club

GOLDER BEAR AWARDEES

1961 - Francis Marshall	1991 - Carl & Ellen Schultze
1967 - Veryle Carnahan	1992 - Carmelita Swarts
1976 - Barbara Gross Pettit	1993 - Ray & Florence Meisenheimer
1976 - Jack Klein	1994 - Shirley Leeson
1976 - Vincent Morgan	1994 - Francis & Annelies Nash
1976 - Dodie Dotson	1995 - Mike Kokinos
1976 - Elenor Learned	1995 - Jim Strain
1978 - Gus Meister	1996 - Bernie & Carol Mauldin
1978 - Dorthy Craig	1996 - Muriel "Bev" Berg
1979 - Juanita Curtis	1997 - Bob & Jeane Stultz
1979 - La Docia Ellis	1998 - Richard "Dick" Knox
1979 - Sharr Choate	1998 - Bev & Joe Hafeli
1980 - Jessie Hardman	1998 - Frank Mullaney
1980 - Les Darling	1999 - Pat LaRue
1980 - Cal & Betty Keator	1999 - Toni & Grant Ewers
1981 - Clarence & Jessie Chittendent	2000 - Jean Klotz
1981 - Charles Howell	2000 - Mary Anderson
1983 - Alberta Best	2001 - Jack Streeter
1984 - Keesa Stewart	2002 - Rosemarie Young
1984 - Dick Swartz	2003 - Toy Sato
1985 - Fred Sellers	2004 - Beverly Moreau
1986 - Allen Mitchell	2005 - Fred Ott
1986 - David Wilbur	2005 - Charles McKie
1987 - Bob King	2005 - Jack Williams
1987 - Bill Tirk	2006 - Lois Allmen
1988 - Charles Leach	
1989 - Ruth Bailey	
1989 - Helen Sellers	
1990 - Bill & Isabella Burns	

HONORARY MEMBERS

- *Dr. Austin R. Roger, Berkeley, California
Professor Emeritus of Mineralogy, Standord University
- * William B. Pits, San Francisco, California
Honorary Curator of Gems and Minerals at the California Academy of Sciences, San Francisco, California
- *Paul Vander-Eike, Vista, California
Pioneer Editor of “Mineral Notes and News”
- *Orli J. Bell, Oakland, California
Past President of CFMS. “Unofficial” Federation Legal Advisor
- *Charles S. Knowlton, Fullerton, California
Representative at the organization meeting of the Federation
- *Victor Arciniega, Los Angeles, California
Instructor of Mineralogy
- *Carroll F. Chatham, San Francisco, California
Creator of synthetic emeralds
- *Dorothy Craig, Los Angeles, California
Past President of CFMS
- *Vincent Morgan, Boron, California
Past President of CFMS

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

CFMS SCHOLARSHIP HONOREES

1079-80	Claud Schapers	1991-92	Shirley Leeson
1980-81	Bob Deidrick	1991-92	Red & Edna Powell
1980-81	LaDocia Ellis	1991-92	Michael Kokinos
1981-82	William Allaway	1992-93	Bob & Jeane Stultz
1981-82	Sharr Choate	1992-93	Margaret Norton
1982-83	Ben Chromy	1992-93	Ray & Florence Meisenheimer
1982-83	Less Darling	1992-93	Chuck & Addie Davis
1983-84	E. Alberta Best	1992-93	Charles Leach
1984-85	Francis Marshall	1993-94	Francis & Annelies Nash
1984-85	Cleo Adams	1993-94	Bernie & Carol Mauldin
1984-85	Cleo Adams	1993-94	Jean Hamel
1984-85,	David Wilbur	1994-95	Wes Lingerfelt
1984-85	Jessie Hardman	1995-96	Joe & Beverley Hafeli
1985-86	Dr. William Wise	1995-96	Jerry Harr
1985-86	Marian Godshaw	1995-96	Richard Knox
1985-86	Vince Morgan	1995-96	Jim Strain
1985-86	Eleanor Learned	1995-96	Myron Zents
1986-87	Allen Mitchell, MD	1996-97	Debbie Bunn
1986-87	Ruth Bailey	1996-97	Toni & Grant Ewers
1986-87	Carmelita Swarts	1996-97	Ken & Nora Hawkins
1987-88	Agnes Hall	1996-97	Arthur & Rosamond Riggle
1987-88	Charles Howell	1997-98	John & Fern Jenkins
1988-89	Carl & Ellen Schultze	1997-98	Virginia Grafton
1988-89	David Champion	1997-98	Sam Borges
1988-89	Fred Sellers	1997-98	Jim Nelson
1989-90	Richard Swartz		
1989-90	Toy Sato		
1989-90	Keesa Stewart		
1990-91	Bill & Isabella Burns		
1990-91	Larry Bidwell		
1990-91	Bob King		

THE GOLDEN BEAR NUGGET

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 the State Division of Mines, it was discovered in the year 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 \$300.00 in 1937.

Mr. Woodhouse displayed the nugget to the CFMS who voted in June 1938 to purchase it. Funds were raised by subscription throughout the Federation and at the 4th Annual 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 he was unsuccessful.

The purchase price was \$300.00, 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.

Weight: 1 oz., 19.2 gr. troy
Maximum height: 24 inches
Maximum width: 1 5/16 inches

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 its 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 titano silicate, 6 1/2 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

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 Societies (EFMS)
- Midwest Federation of Mineralogical Societies (MFMS)
- Northwest Federation of Mineralogical Societies (NWFMS)
- 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 hold 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:

Boundaries	International Relations
Bylaws Revisory	Junior Program
Club Publications	Long Range Planning
Commemorative Stamps	Programs
Cancelled Stamps	Public Relations
Conservation & Legislation	Safety
Education/All American Club	Uniform Rules,
Education Thru Sharing	Ways and Means

Special committees are appointed as needed.

The AFMS Scholarship Foundation

The AFMS Scholarship Foundation is 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.

The Foundation is governed by a Board of Directors consisting of a President, Secretary and Treasurer and a representative from each Federation. The CFMS's 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 first scholarship award was made in 1962 and each year the number of awards has grown. The success of this undertaking has been due to the generosity and constant cooperation of the clubs.

Federation Web Sites

AFMS - <http://www.amfed.org>

CFMS (CA, HI, NV, AZ) - <http://www.cfmsinc.org>

EFMLS (CT, DE, KY, MD, ME, M, NH, NJ, NY, PA, RI, VA, VT, WV) - <http://www.amfed.org/efmls/>

MWF (IA, IL, IN, MI, MN, MO, ND, NE, OH, SD) - <http://www.amfed.org/mwf>

NWFMS (AK, ID, MT, OR, UT, WA) - <http://www.amfed.org/nfms>

RMFMS (AZ, CO, KS, ND, NE, NM, OK, SD, UT, WY) - <http://www.rmfmts.org>

SCFMS (AR, LA, TX) - <http://www.scfms.net>

SFMS (AL, FL, GA, MS, NC, SC, TN) - <http://www.amfed.org/sfms>