

# CFMS

# Society Aids Manual



California Federation of Mineralogical Societies

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# **PREFACE**

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## **TO THE MEMBER SOCIETIES OF THE CALIFORNIA FEDERATION OF MINERALOGICAL SOCIETIES AND PROSPECTIVE MEMBERS**

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This Society Aids Manual is prepared to aid the Clubs and Societies with information, instructions and various items to help in the administration of club affairs. It covers areas of some functions in more detail than others but none of it is mandatory and it is offered as a service by the Federation. Much of the material is in outline form and may be interpreted by the Club to meet its particular needs, desires, ingenuity and planned activities.

Assistance in whatever area needed, is always available from the Federation officers, chairpersons and committee members who are ready and more than willing to give help in all phases of the club administration and activities.

You will note that this revised Manual has been brought up to date and contains some new material and information. Should any Club or its Members feel the need of any constructive change for the benefit of all Societies, please notify the Executive Committee.

We do hope you will find this manual helpful.

**EXECUTIVE COMMITTEE of the  
CALIFORNIA FEDERATION of  
MINERALOGICAL SOCIETIES**

***Keep this manual updated and give it to your successor.***

# **AMERICAN FEDERATION CODE OF ETHICS**

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- I. I will respect both private and public property and will do no collecting on privately owned land without the owner's permission.
- II. I will keep informed on all laws, regulations or rules governing collecting on public lands and will observe them.
- III. I will, to the best of my ability, ascertain the boundary lines of property on which I plan to collect.
- IV. I will use no firearms or blasting material in collection areas.
- V. I will cause no willful damage to property of any kind - fences, signs, buildings, etc.
- VI. I will leave all gates as found.
- VII. I will build fires in designated or safe places only and will be certain they are completely extinguished before leaving the area.
- VIII. I will discard no burning material - matches, cigarettes, etc.
- IX. I will fill all excavation holes which may be dangerous to livestock.
- X. I will not contaminate wells, creeks or other water supply.
- XI. I will cause no willful damage to collecting material and will take home only what I can reasonably use.
- XII. I will support the rockhound project H. E. L. P. (Help Eliminate Litter Please) and leave all collecting areas devoid of litter, regardless of how found.
- XIII. I will cooperate with field trip leaders and those in designated authority in all collecting areas.
- XIV. I will report to my club or Federation officers, Bureau of Land Management, or other proper authorities, any deposit of petrified wood or other material on public land which should be protected for the enjoyment of future generations for public education and scientific purposes.
- XV. I will appreciate and protect our heritage of natural resources.
- XVI. I will observe the "Golden Rule," will use "Good Outdoor Manners" and will at all times conduct myself in a manner which will add to the stature and "Public Image" of rockhounds everywhere.

# **THE CALIFORNIA FEDERATION OF MINERALOGICAL SOCIETIES**

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## **ORGANIZATION**

The California Federation of Mineralogical Societies includes all of California and Nevada. It also includes one society in western Arizona.

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

The Board of Directors consists of one Federation Director from each member Society (appointed or elected at the local level), the CFMS President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

The Board of Directors meets twice a year; in November and at the Convention held in conjunction with the annual Federation Show hosted by a Member Society. The Board conducts the regular business of the Federation, holds elections, approves applications for membership and accepts and approves bids to host Federation shows and conventions. Special meetings may be called by the President when deemed necessary.

The Executive Committee conducts the necessary business of the Federation between the Board of Directors' meetings. Action(s) taken by the Executive Committee are subject to the approval of the Board of Directors at the next regular meeting. This committee meets on the call of the President.

The progress of the Federation is assured through the service and assistance of many committees. The chairpersons and committee people are appointed by the President with the approval of the Executive Committee. These committee people are very important to the Federation. They are dedicated volunteers who work diligently on projects and administration of the Federation. The Federation's success is largely due to the loyalty, interest and steadfast support of the Member Societies and countless individuals through the years.

The Executive Secretary-Treasurer maintains headquarters for the business of the Federation. This person is under the direct supervision of the Executive Committee.

The Federation operates on a budget prepared by the Treasurer assisted by the Financial Advisory Committee and approved by the Board of Directors at the Fall Meeting.

# **CFMS OBJECTIVES**

The Federation is a sovereign organization and may join or withdraw from any federation, congress or organization at the discretion of its Board of Directors by a majority vote.

The objective and purpose of the Federation is to disseminate knowledge of mineralogy, the earth sciences and the lapidary and jewelry arts and to encourage study of these subjects through means of:

1. Association of mineral and gem societies of the State of California and Nevada and vicinity, both incorporated and unincorporated, and of their members;
2. The presentation of public exhibitions, lectures, slide programs, demonstrations and similar programs;
3. Field trips for exploration, study and collecting of specimens, the preparation and distribution of articles and studies pertaining to mineralogy, the earth sciences and the lapidary and jewelry arts;
4. The encouragement of interest in mineralogy, paleontology, lapidary, jewelry arts and related crafts by means of classes and workshops;
5. The establishment of museum quality exhibits of gems and minerals and other earth science related specimens and items.

In the event of dissolution of the Federation, its assets shall be turned over, at the discretion of the Board of Directors, either to the State of California for educational purposes, or to a non-profit association or corporation for the continuation of such educational and scientific projects as the Federation may have commenced.

# **BRIEF HISTORY OF THE C F M S**

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This brief history is meant to whet your appetite for more knowledge of the California Federation of Mineralogical Societies.

Mineral clubs were formed as early as 1885, when the interest in the earth sciences became evident, but the first club in California was not formed until 1931. It was the Mineralogical Society of Southern California in Pasadena. As the hobby grew, so did the need for the hobby societies.

The California Federation is comprised of Member Societies in California , Nevada, and Western Arizona.

"Mineral Day," June 16, 1935, at the San Diego Exposition provided a time for representatives of several California Mineral Societies to meet and formulate plans to organize a state organization of mineral societies.

The first convention of the Mineral Societies of California was held on January 4-5, 1936, in Riverside. The charter members were:

**KERN COUNTY MINERAL SOCIETY,**

Founded March 18, 1935 in Bakersfield

**LOS ANGELES MINERALOGICAL SOCIETY,**

Founded September 9, 1932 in Los Angeles

**MINERALOGICAL SOCIETY of SOUTHERN CALIFORNIA**

Founded in 1931 in Pasadena

**MINERAL SOCIETY of SAN DIEGO, (now SAN DIEGO  
MINERAL AND GEM SOCIETY, INC.),**

Founded March 1934 in San Diego

**NORTHERN CALIFORNIA MINERAL SOCIETY, (now  
SAN FRANCISCO GEM & MINERAL SOCIETY, INC.),**

Founded January 16, 1935 in San Francisco

**ORANGE BELT MINERALOGICAL SOCIETY,**

Founded April 6, 1932 in San Bernardino

**WEST COAST MINERAL SOCIETY,**

Founded May, 1934 in Fullerton

# **CFMS STATES' GEM, ROCK AND FOSSIL**

## **CALIFORNIA STATE GEM: BENITOITE**

### **THE "BLUE DIAMOND"**

Information is slim on the exact discovery of the Benitoite, but it is listed by some authors as February 1907, and the discoverers thought they were "Blue Diamonds" weathered out on white hillside near the headwaters of the San Benito River in San Benito County. Professor George Louderback is credited by some for helping name this new find with the locality uppermost in their minds at the time.

Mathematically there had been a vacant spot in the table of possible crystal shapes, but nothing to match had ever been found before, nor has any other mineral been found which fits this particular one's peculiarities. Basically, it is hexagonal; and technically it is ditriagonal bipyramidal, which does not occur in any other classes of crystal. Benitoites are colorless and sapphire blue in color.

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

## **THE CALIFORNIA FEDERATION EMBLEM**

The emblem of the California Federation is a triangle surrounding a Golden Bear. The Bear is, of course, the Golden Bear Nugget. The triangle with its points cut off was selected with pride and purpose for its representation of the unique crystal formation of the mineral Benitoite. Benitoite was found as a new mineral in 1907 in San Benito County, California.



## **CALIFORNIA STATE ROCK: SERPENTINE**

The rock called Serpentine has been designated by the State of California as the "State Rock."

## **CALIFORNIA STATE FOSSIL: SMILODON CALIFORNICUS**

The fossil called Smilodon Californicus (Saber-tooth Cat also called Saber-toothed tiger) has been designated by the State of California as the "State Fossil."

## **CALIFORNIA STATE MINERAL: GOLD**

The discovery of large amounts of gold at Sutter's Mill in Coloma, California caused a great migration to California from all over the world. Millions of dollars in gold have been recovered from the earth in the Sierra Nevada mountains of California.

## CFMS STATES' GEM, ROCK AND FOSSIL (Continued)

### **NEVADA STATE GEMS: TURQUOISE & FIRE OPAL**

Turquoise, a mineral valued as a jewelry stone for its hardness and exquisite sky blue color. Turquoise is a hydrous phosphate of aluminum and copper. The copper gives it its blue color.

Fire opal is classed as an oxide of silica with a small amount of water. The percentage of water is less than 10% but this is what gives it rainbow colors when struck by light. Opal, especially the fire variety is highly prized as a gemstone.

### **NEVADA STATE ROCK: SANDSTONE**

Sandstone was a natural for designation as a state rock. Most of the state was under water as part of a huge inland sea that stretched from the Sierra Nevada range to the Rocky Mountains. One might say that Nevada was beachfront property hundreds of million years ago. That is why you find so much sandstone here today.

### **NEVADA STATE FOSSIL: ICHTHYOSAUR**

Jurassic strata of northern Europe contain many fossil reptiles whose vertebrae are convex fore and aft, like those of fishes. Indeed, they were described as fishes in 1699 by Edward Llwd, curator of the museum at Oxford. He also explained that they came from eggs of marine fishes that had been lifted up to the clouds by vapors and then had fallen with rain. It carried the eggs into the ground, where they grew into imperfect versions of the creatures they would have been had they hatched in salt water. More than a century later the fossils were christened Ichthyosaurs ( "fish lizards") on the assumption that they link those two groups. Though Ichthyosaurs still breathed air, they led purely aquatic lives. They fed upon fish, squids, and belemnites. *Cymbospondylus* was a primitive Ichthyosaur of Triassic Nevada.

### **NEVADA STATE METAL: SILVER**

Discovery of a rich vein of silver and gold in 1859 in the Virginia Range of Western Nevada on the site of Virginia City was named the Comstock Lode. This discovery was named for Henry Tomkins Paige Comstock, a California prospector who first laid claim to the land. This one lode yielded more than \$300,000,000.00 (three hundred million dollars) in gold and silver in 20 years. This bonanza resulted in a great increase in the Nevada population. Other strikes were made but none could compare to the size of the Comstock.

# **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. The story has it that it was picked up ( date about 1857) in a sluice box at the Georgia Hills Mine in Jim, California, by a fourteen year old girl.

Upon her death at the age of 75, 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. It was shown to the C. F. M. S. and a decision was made to purchase it in June of 1938. The Federation made its final payment in 1940. Mr. Woodhouse's attempt to obtain further information on the nugget 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 on exhibit at the Los Angeles County Museum of Natural History, but each year it is put on display at the annual convention show.

Weight: . . . . . 1 oz. 19.2 grains Troy  
Maximum Height: . . 2¼ 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 the silver gavel is used as a pin for the past Presidents of the individual Member Societies and Clubs, and with a gold gavel for past California Federation Presidents.



# **WHAT DOES THE FEDERATION DO FOR YOUR CLUB?**

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Belonging the Federation offers the privilege of membership in the finest hobby organization in the land.

Also, from the dues each Club pays to the Federation, the Club receives the following:

## **1. AFMS MEMBERSHIP**

Membership in the American Federation of Mineralogical Societies and its various services.

## **2. CFMS NEWSLETTER**

This contains reports of progress of the Federation officers and chairpersons. It also includes news of workshops, seminars, special projects, Convention news and items of interest. A copy is sent to the Federation Director, Club Bulletin Editor, and to a designated person (usually the President). For a nominal fee, it is also available to all members.

## **3. EARTH SCIENCE STUDIES**

Two Earth Science Seminars are held each year. One South at ZZYZX on the Mojave desert in the spring, one North, in the fall.

The locations may change but Board, Room, study classes, field trips and instruction in our hobby/craft plus excellent comradeship are forever the goals.

The CFMS Newsletter contains information on registration, time, dates and activities offered.

## **4. SLIDE AND VIDEO PROGRAMS**

Many Slide and Video programs are available to clubs for a small fee, plus return postage and insurance.

The subjects are many and varied.

## **5. SPEAKERS AND PROGRAM AIDS**

Clubs can arrange for various types of programs or speakers by using the lists provided by the CFMS. A list of speakers on all phases of the hobby and a Speakers/Program Manual (PODIUM PEOPLE) is available to all Societies, This Manual includes the Speaker fee (if any) and their requirements.

## **6. INSURANCE PROGRAM**

Because of the number of clubs taking advantage of the coverage, rates are less expensive.

(Please look ELSEWHERE IN THIS MANUAL for further insurance information)

## WHAT DOES THE FEDERATION DO FOR YOUR CLUB? (Continued)

### **7. PUBLIC LANDS ADVISORY COMMITTEE**

The duty of this large committee is to keep track of any activity, policy, or plan concerning the Multiple Use status of public lands and thus protect, within the limits of our established policies, our rights to "recreational mining" which is the term used by the Bureau of Land Management to indicate our rock hunting and collecting. The committee has a chairman and vice-chairmen. Also, there is a vice-chairman assigned to each district of the BLM in the California Federation (California, western Arizona and Nevada).

There is a mining Task Force with the specific duty of assisting with the securing of claims for the clubs and/or getting permission to collect on the claims. This committee is also concerned with anti-pollution, with a specific chairman having to do with clean-ups, litter bags, etc.

The committee members attend any and all meetings called by the BLM (as assigned or within their immediate vicinity) or other meetings that pertain to our hobby. The main committee keeps informed constantly of any legislation pertaining to our hobby and/or right to hunt on public lands. There are two "trouble shooters" who will investigate complaints filed by a club or a member.

The investigation by the "trouble shooters" is conducted quietly and with dignity. When necessary, a final report is made to the Executive Committee.

### **8. MUSEUMS**

Materials owned by the are on display at different museums. When a change is needed or desired, the museum contacts the Museum Chairperson. Museums will exhibit fine quality gems, minerals, or whole collections. The aim of the Federation is to have a collection of superior quality material that will be welcomed by any museum for display to which we can proudly claim ownership. The Committee is charged with the safekeeping of all materials (specimens) owned by the California Federation. Some specimens are available for display at Club Shows.

### **9. MEDIA PUBLICITY**

We try to promote publicity for our hobby and favorable relations concerning all California Federation projects and activities through available news media that best serves the purpose.

### **10. WORKSHOPS**

#### **FIELD TRIP WORKSHOPS**

Open to all members. The workshops provide new locations, new highway laws, camping ideas, safety rules and good fellowship.

#### **JUDGES', EXHIBITORS', AND CLERKS' WORKSHOPS**

Open to all interested persons. Rules are discussed, and questions asked and answered. Ways to set up an exhibit case for competition are discussed and demonstrated. Rule books and Exhibitor's manuals are available.

#### **EDITORS' WORKSHOPS**

You can learn how to write interesting articles, eye -catching headings, ways to cut down on printing expenses, lay-outs and how to get members' support. Meeting other editors and exchanging ideas and experiences will be an inspiration.

#### **MANY OTHER WORKSHOPS**

If there is a need, the Federation puts on a workshop on a variety of subjects, such as Safety, Security, Identification of Petrified Wood and many other subjects.

**WHAT DOES THE FEDERATION DO FOR YOUR CLUB? (Continued)**

**11. EDUCATION THRU SHARING AWARDS PROGRAM**

This program is to encourage club members to share their knowledge of earth science related matters with others and to recognize those club members who give so unselfishly of their time and resources to educate others.

**12. ALL AMERICAN CLUB**

This award was established in 1967 by the AFMS and the six Regional Federations to encourage societies to extend their activities to outside interest, programs, and projects. In this way our Federations will grow stronger and more productive. This award carries with it the distinction of being a leader and pointing the way; of having done something extra that makes that club an ALL AMERICAN CLUB; and also carries the statement that, THIS AWARD IS GIVEN TO REWARD THE SOCIETY FOR SERVICE GIVEN TO ITS MEMBERS, TO ITS SOCIETY AND TO ITS COMMUNITY.

**13. BULLETIN AIDS**

The purpose is to aid Bulletin Editors and to plan and conduct Bulletin Editors Workshops. There is a Bulletin Aids Manual available.

**14. JUNIOR ACTIVITIES**

Clubs with Junior Members are given assistance in activity planning: suggestions for programs both educational and fun are offered. A Junior Activities Manual is available.

**15. RULES - COMPETITIVE DISPLAYS**

California Federation and AFMS competition rules are interpreted and made available to all the Societies. Assistance and guidance is given to judges, clerks and exhibitors pertaining to the rules and administration of same. The Chairperson handles all phases of competition at the Federation Shows and awards the trophies.

**16. SHOW COORDINATORS**

Their duty is to assist Host Clubs in the planning and creation of the Federation Shows from the acceptance of the "bid" to the conclusion of the Show, acting as liaison between the Host Society and the Federation.

**17. SHOW CONSULTANT**

Federation show requirements and pertinent information is available and forwarded to prospective Convention Hosts. Clubs may ask for advice or consultation at any time.

**18. BYLAWS**

This Committee reviews the existing Bylaws and Operating Regulations, studies and works on amendments or changes as they may be proposed by Federation Directors, Societies, or the Executive Committee.

**19. HISTORIAN**

This person keeps all the records of the general affairs of the California Federation. A record of individual Club histories are also kept.

**WHAT DOES THE FEDERATION DO FOR YOUR CLUB? (Continued)**

**20. LONG RANGE PLANNING**

This is a committee consisting of all past CFMS Presidents, and the currently elected Executive Committee. The immediate past President of the CFMS is the Chairperson for one year. It is authorized to meet, discuss and make recommendations to the Federation Directors.

**21. NOMINATING COMMITTEE**

Receives, processes and secures nominees to serve as CFMS officers and presents its recommendation to the Board of Directors at its annual meeting.

**22. AFMS/CFMS SCHOLARSHIPS**

Annually, scholarships are given to undergraduates and post graduate students.

**23. TAX ADVISOR**

The Tax Advisor provides tax guidance to all Societies/Clubs regarding Sales Tax matters, filing of IRS Tax Reports and direction in the event of an audit by the IRS or Franchise Tax Board. Also, generates articles for the CFMS Newsletter as needed to explain existing or new tax laws.

*If possible, the Federation will also help its member Societies in ways other than those listed above.*

# **WHAT CAN A SOCIETY DO FOR THE FEDERATION?**

1. Appoint a Federation Director who will attend and participate in meetings of the Board of Directors.
2. Make certain the information from the meetings is disseminated to all your Society/Club members.
3. Offer to host seminars or workshops for field trips, bulletin editors, rules, safety, security, exhibits, etc. If you have an idea for a workshop or seminar not previously held, notify anyone in the Executive Committee.
4. Offer to host a Federation Show and Convention. (Several clubs may join together to be Co-hosts.) Having good convention show facilities but a small active club should not keep you from being a Host. There are many experienced people within the Federation that would be willing to participate and help out. It has been done before very successfully. If your Club is considering being a Host, contact the Show Consultant.
5. Make suggestions for officers and chairpersons when called upon.
6. Feel free to communicate with the various officers and chairpersons of the Federation with new ideas for improving the service and operation of the Federation.
7. Encourage your Members to participate in the Annual Show with exhibits, or at least attend them. In order to have successful workshops, shows and various activities, we need to have whole-hearted interest, support and participation of our Member Clubs.
8. Participate in the Public Lands Program. Attend meetings concerning your land. As individual citizens, write letters to Washington to protect access to the deserts which we all enjoy so much, The Government will not know your feelings and desires unless you write and tell them. The H. E. L. P. program should never be stopped and everyone should participate. It means, "Help Eliminate Litter," Lets keep our country clean and beautiful!
9. Make up new slide programs to create interest, and to improve the quality and quantity of programs in our slide library.
10. Submit program ideas, new speakers, and sources to the Federation Program Chairperson.
11. Make certain all your club members know and observe the "CODE OF ETHICS" so that collecting areas shall remain open to all. We do not want irresponsibility of a few to ruin things for everyone else.

# **CFMS ENDOWMENT FUND**

The CFMS Endowment Fund was established to produce additional income for the Federation and make it possible for the work of the Federation to be carried out without having budget problems in years when the income from the Show and Convention is insufficient to meet the needs of the Federation.

Since this fund was established, the response from the membership has been very good and the fund has grown.

The donations to this fund are placed in a separate interest bearing account and only the interest will be used for the work of the Federation. The Fund is open to receive memorial gifts in memory of passing loved ones as a lasting gift that benefits the CFMS . Besides cash, other assets may be given in the form of securities, personal property, art work, collections, real estate, trusts, assets from wills and non-cash items that will be converted to cash as is prudent.

Each Society donating \$100.00 plus \$1.00 per member receives special recognition by having its name engraved and placed on our wooden plaque as a Patron Society.

Individuals donating \$100.00 or more, receive the same recognition as a Patron and receive a Booster pin as well.

Boosters are those giving \$25.00 or more, and each receive the recognition pin to be proudly worn in public. All contributions are cumulative and qualify for proper recognition once each level has been attained.

The Endowment Fund Committee consists of five (5) members; a Chairperson, Treasurer, Secretary, the CFMS President elect, and the Chairperson of the Financial Advisory Committee. The first three members shall be appointed yearly by the President and shall serve a one year term and may be reappointed by the President in subsequent years. The Chairperson should have previously served on the Committee.

# GOLDEN BEAR AWARD

This award was established by the Board of Directors of the CFMS on November 11, 1961. The award consists of a Golden Bear Award lapel pin, and Plaque or other award form.

The award may be presented to a person or couple who is or was a member of a Federation Society who the Federation wishes to honor by conveying appreciation and recognition for outstanding service to the Federation.

Nominations for this award may be made directly to the Award Committee by the Executive Committee, by a Director of a member Society, or by a Committee Chairperson. Simple documentation of reasons for the nomination may accompany the proposal. The nominee should not be informed of the proposal.

The Award Committee is composed of the CFMS President, the immediate Past President, and three other members, one to be appointed in rotation for a three year term by each CFMS President.

The Committee need make no report of its reasons for presentation of the award or rejection of a nominee. More than one person may receive the award each year.

## GOLDEN BEAR AWARDEES

Francis Marshall	1961	Allen Mitchell	1986
Veryle Carnahan	1967	David Wilbur	1986
Barbara Goss Pettit	1976	Bob King	1987
Jack Klein	1976	Bill Tirk	1987
Vincent Morgan	1976	Charles Leach	1988
Dodie Dotson	1976	Ruth Bailey	1989
Eleanor Learned	1976	Helen Sellers	1989
Gus Meister	1978	Bill & Isabella Burns	1990
Dorothy Craig	1978	Carl & Ellen Schultze	1991
Juanita Curtis	1979	Carmelita Swarts	1992
La Docia Ellis	1979	Ray & Florence Meisenheimer	1993
Sharr Choate	1979	Shirley Leeson	1994
Jessie Hardman	1980	Francis & Annelies Nash	1994
Les Darling	1980	Mike Kokinos	1995
Cal & Betty Keator	1980	Jim Strain	1995
Clarence & Jessie Chittenden	1981	Bernie & Carol Mauldin	1996
Charles Howell	1981	Muriel "Bev" Berg	1996
E. Alberta Best	1983	Bob & Jeane Stultz	1997
Keesa Stewart	1984	Joe & Beverley Hafeli	1998
Dick Swartz	1984	Richard Knox	1998
Fred Sellers	1985	Frank Mullaney	1998

**GOLDEN BEAR AWARD (Continued)**

Pat LaRue	1999
Grant & Toni Ewers	1999
Mary E. Andersen	2000
Jean Klotz	2000
Jack Streeter	2001

# **CFMS SCHOLARSHIP PROGRAM**

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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.

## **METHOD OF SELECTING HONOREE**

### **1. Criteria for Selection**

The person(s) selected to be honored shall have made great contributions toward the realization of the avowed purpose and goals of the CFMS. The honoree may receive this award only once.

### **2. Time of Selection**

The Honoree shall be selected by the Scholarship Committee prior to March 1st of each year and be notified of the selection, plus duties involved, as soon as possible. The Honoree may receive this honor only once.

### **3. Duties**

The Honoree shall select the school(s) at the college or university level within the territorial jurisdiction of the CFMS which will receive the Scholarship Grants and shall participate with the schools in selection of the student awardee(s). The honoree shall report to the Directors at the Convention meeting the name of the school(s) and, if possible, the name of the student awardee(s).

# CFMS SCHOLARSHIP FUND HISTORY

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DATE	HONOREE
1979-80 .....	Claude Schapers
1980-81 .....	Bob Diedrick
1980-81 .....	LaDocia Ellis
1981-82 .....	William Allaway
1981-82 .....	Sharr Choate
1982-83 .....	Ben Chromy
1982-83 .....	Les Darling
1983-84 .....	E. Alberta Best
1984-85 .....	Francis Marshall
1984-85 .....	Cleo Adams
1984-85 .....	David P. Wilbur
1984-85 .....	Jessie Hardman
1985-86 .....	Dr. William Wise
1985-86 .....	Marian Godshaw
1985-86 .....	Vince Morgan
1985-86 .....	Eleanor Learned
1986-87 .....	Allen C. Mitchell, MD
1986-87 .....	Ruth Bailey
1986-87 .....	Carmelita Swarts
1987-88 .....	Agnes Hall
1987-88 .....	Charles Howell
1988-89 .....	Carl & Ellen Schultze
1988-89 .....	David Champion
1988-89 .....	Fred Sellers
1989-90 .....	J. Richard Swartz
1989-90 .....	Toy Sato
1989-90 .....	Keesa Stewart
1990-91 .....	Bill & Iasbella Burns
1990-91 .....	Larry Bidwell
1990-91 .....	Bob King
1991-92 .....	Shirley Leeson
1991-92 .....	Red & Edna Powell
1991-92 .....	Michael Kokinos
1992-93 .....	Bob & Jeane Stultz
1992-93 .....	Margaret Norton
1992-93 .....	Ray & Florence Meisenheimer
1992-93 .....	Chuck & Addie Davis
1992-93 .....	Charles Leach
1993-94 .....	Francis & Annelies Nash
1993-94 .....	Bernie & Carol Maudlin
1993-94 .....	Jean Hamel
1994-95 .....	Wes Lingerfelt

# CFMS SCHOLARSHIP FUND HISTORY

DATE	HONOREE
1995-96	Joe & Bev Hafeli
1995-96	Jerry Harr
1995-96	Richard Knox
1995-96	Jim Strain
1995-96	Myron Zents
1996-97	Debbie Bunn
1996-97	Grant & Toni Ewers
1996-97	Arthur & Rosamond Riggle
1996-97	Ken & Nora Hawkins
1997-98	John & Fern Jenkins
1997-98	Virginia Grafton
1997-98	Sam Borges
1997-98	Jim Nelson
1998-99	Norvie Enns
1998-99	John Peck
1998-99	Bill & Bob Depue and Beth Pinnell
1998-99	Kathleen Springer
1998-99	Ed & Lillian Heiss
1999-00	Pat LaRue
1999-00	Charles McKie
1999-00	Tony & Laura Meredith
2000-01	George Snyder
2000-01	Jack Donahue
2000-01	Beverly Moreau
2001-02	FRANCIS LAU
2001-02	
2002-03	SUGAR WHITE
2002-03	JIM BRACE-THOMPSON

# **THE ROBERT O. DIEDRICK MEMORIAL SCHOLARSHIP FUND**

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1. There is established, by gift from Mrs. Melba L. Diedrick, a fund to be known as The Robert O. Diedrick Memorial Scholarship Fund ("The Fund").
2. The purpose of the Fund is to provide annual Scholarships for the aid of deserving students in the field of Mineralogy and related earth sciences.
3. Scholarships and expenses of administration are to be paid from the income of the Fund, leaving the principal intact. A primary scholarship in the amount of \$1,500.00 shall be awarded each year. If the income accumulated in the Fund shall be sufficient to provide a second \$1,500.00 scholarship at that time, a second scholarship shall be awarded.
4. The awardee of the primary scholarship shall be:
  - a. A student about to enter the junior or senior year of undergraduate study at either the University of California at Berkeley or at Stanford University,
  - b. Majoring in and intending to pursue a career in earth sciences,
  - c. Maintaining a minimum grade point average of 3.0 in required studies, and
  - d. In need of financial aid.
5. The awardee of any second scholarship in the same year shall be a graduate student in one of the above universities, who meets criteria b, c and d above.
6. The Department of Earth Sciences (or equivalent) of the University of California at Berkeley and of Stanford University will be notified of the opportunity for such scholarships and will be asked to notify their students thereof, with instructions to send applications to the CFMS Scholarship Committee. The applications must be accompanied by a faculty member's recommendation and a satisfactory showing of the applicant's college academic record and financial need. The applications should be received two (2) months before the commencement of the school year to which the scholarship will apply.
7. The Scholarship Committee shall review the applications and select the person or persons to whom the scholarship or scholarships for the ensuing year shall be awarded. In the selection of the awardees, the academic record of the applicants shall have primary importance. The decision of the Committee whether and to whom a scholarship shall be awarded will be final.

# **THE CALIFORNIA FEDERATION'S AFMS SCHOLARSHIP AWARDEE**

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Each year the California Federation selects one individual to be honored by placing with that individual, the privilege of selecting the university of his or her choice for the selection of two students to receive the American Federation Scholarship for that year. The individual, California Federation's Honorary Awardee, assists in the selection of the students then studying for his or her Masters or Doctors Degree and in need of the financial assistance of this scholarship.

## **HOW IS THE HONOREE SELECTED?**

Through the names of individuals submitted to the Committee for the California Federation's American Scholarship Program by our member Societies. Your society could, this coming year, have the privilege and honor.

## **HOW DOES A SOCIETY SUBMIT THE NAME OF AN INDIVIDUAL?**

1. The person whose name is to be submitted never should be advised that his/her name is being presented for consideration by our Federation.
2. The individual should be one well versed in the Earth Sciences education wise, should have, over the years, extended services to individuals, societies, etc., in matters relating to our hobby and its various facets. . .contributed to the furtherance of our hobby and the Earth Sciences in general. An individual that has shared his or her knowledge of the Earth Sciences with the layman and the Rockhound. The person need not be a member of a CFMS Society.

## **WHAT DOES A SOCIETY PRESENT?**

Documentation of the individual's background — the more the better. This is sometimes tough, as some of our very worthy individuals are very closemouthed about their efforts, their endeavors, their partaking of the vast store of knowledge to you and me. There are many individuals who could and would be considered for this Awardee Honor, but we need the submission of that documentation. There are ways and means of obtaining the necessary information. Newspaper clippings, family or friends who can be depended upon to be discreet. Libraries are good sources of information — "Men of the West", "Who's Who", and a number other like publications. To repeat, there are a good number of people within our Federation boundaries worthy of this honor.

## **TO WHOM DOES THIS MATERIAL AND INFORMATION GO?**

To the California Federation's Second Vice President who chairs this committee for the year in office.

Who constitutes this Committee? The Second Vice President, who chairs the committee, the President and the immediate Past President. This committee meets and reviews all documentation submitted, discusses the names submitted and makes the decision of the individual to be so honored that year. The material submitted by our Societies is never discarded. . . so, if your nominee is not chosen one year, he or she will be considered in the following years.

# CFMS/AFMS SCHOLARSHIP HONOREE

1972–Dr. Richard Jahns  
1973–H. Stanton Hill  
1974–Vincent Morgan  
1975–Dr. Vincent P. Gianella  
1976–Leslie Darling  
1977–Dr. George Tunnell  
1978–D. Adolf Pabst  
1979–Richard C. Erd  
1980–Dr. Stephan Dana  
1981–Robert O. Diedrick  
1982–Dr. William S. Wise  
1983–Capt. John Sinkankas  
1984–Dr. Peter Bancroft  
1985–Dr. Bruce Alan Carter  
1986–Dr. Anthony R. Kampf  
1987–Pansy Kraus, G.G., F.G.A.  
1988–Lucy F. Birdsall  
1989–Waldo Ford  
1990–Dr. Bruce Alan Carter  
1991–Robert Evan Reynolds  
1992–Richard W. Thomssen  
1993–Jessie Hardman  
1994–Dr. Peter W. Weigand  
1995–Ruth E. Kirkby  
1996–Dr. Michael J. Walawender  
1997–John I. Koivula  
1998–Arthur & Rosamond Riggle  
1999–Dr. George R. Rossman  
2000–Bob Jones  
2001–Dr. Gary L. Peterson  
2002–MIKE KOKINDS

# **INSURANCE**

## **THE INSURANCE COVERAGE OF YOUR SOCIETY**

The California Federation of Mineralogical Societies, Inc., in cooperation with Patt McDaniel Insurance, has arranged for the purchase of a \$1 million General Liability Insurance policy covering the Federation, its member societies and the members of each club.

The General Liability Insurance policy is designed to provide coverage for the legal liability of its insureds for bodily injury, property damage, personal injury and advertising injury to others. The insurance company has the right and duty to defend the insureds against any suit to which the insurance applies, until limits are exhausted in the payments of judgements or settlements. Defense expenses will not be applied to decrease the limit of coverage (\$1 million).

## **WHO IS AN INSURED?**

The California Federation of Mineralogical Societies and their member clubs, their executive officers and directors while acting in their duties for the insured organization are “insureds”. Also, volunteers with respect to their liability for the activities of the insured club or activities on its behalf (subject to policy provisions) are “insureds”.

## **LIMITS OF LIABILITY**

\$1,000,000 each occurrence including Fire Legal Liability  
\$2,000,000 annual General Aggregate  
\$2,000,000 Products and Completed Operations Aggregate  
\$1,000,000 Personal & Advertising Injury  
\$ 5,000 Medical Expense to others (per person)  
\$1,000,000 Non-owned and Hired Auto Liability coverage  
\$ 300,000 Liquor Liability

## **PREMISES LIABILITY**

Clubs that own or rent/lease buildings, structures, facilities or land OR clubs that manage or maintain land (such as claims or easements) have a “premises liability” exposure that is **not** automatically covered under the General Liability Insurance policy. Such clubs must purchase “premises liability” coverage for such exposures by completing the appropriate form and forwarding it to the Federation’s insurance chairperson with full payment of the appropriate premium.

Likewise, the Federation’s General Liability Insurance policy does **not** provide “property coverage” (fire, theft, etc.) for buildings or property (clubs supplies, lapidary equipment, libraries, etc.). Those clubs that wish to purchase such “property coverage” must complete the appropriate form and forward it to the Federation’s insurance chairperson with full payment of the appropriate premium.

## **NON-OWNED & HIRED AUTO LIABILITY**

If a volunteer is using their own vehicle in the business of the club (such as going to the bank or transporting club property) and is involved in an at-fault accident, they may be held liable **as well as** their club and/or the Federation. Non-owned and hired auto liability coverage is designed to protect the club and the Federation in this event. Such insurance is excess over other applicable insurance; drivers are responsible for their own liability and should carry insurance of at least \$500,000 Combined Single Limit or more. Clubs should not allow an individual to drive on behalf of the organization unless it has been determined that the individual has at least minimum legal limits of coverage.

## **PROOF OF INSURANCE**

Each club is issued a Certificate of Insurance shortly after the Federation's policy renews on October 16<sup>th</sup> of each year. This document is usually acceptable to show that you have insurance. However, clubs are often asked to provide a Certificate of Insurance to other individuals or organizations (owners of land or buildings, governmental agencies, etc.). When such a certificate is requested, complete the Federation's "Request for Certificate of Insurance/Additional Insured Endorsement" form and mail or fax it to the Federation's insurance chairperson at least 3 weeks before the date(s) of the event. It will be immediately forwarded to the insurance agent/broker for processing. A copy of the certificate will be mailed to the "requestor" as well as to the member club.

## **ADDITIONAL INSURED ENDORSEMENT**

Occasionally, a "requestor" will also want to be named as an "Additional Insured" under the Federation's policy. When such a request is made, complete the Federation's "Request for Certificate of Insurance/Additional Insured Endorsement" form and mail or fax it to the Federation's insurance chairperson at least 3 weeks before the date(s) of the event. If the "requestor" requires a "specific wording" to be included in the Additional Insured Endorsement, such "specific wording" must accompany the form.

## **DUTIES IN THE EVENT OF AN OCCURRENCE, CLAIM OR SUIT**

The insurance carrier must be notified **immediately** in the event of an occurrence or an offense which may result in a claim. To the extent possible, such notice should include:

- 1) How, when and where the occurrence of bodily injury or property damage took place;
- 2) The names and addresses of any injured persons and witness; and
- 3) The nature and location of any injury or damage arising out of the bodily injury or property damage.

If a claim is made or suit is brought against any insured, you must:

- 1) Immediately record the specifics of the claim or suit and the date received; and
- 2) Notify the insurance carrier in writing as soon as practicable.

You and any other involved insured must:

- 1) Immediately send the insurance carrier copies of any demand, notice, summons or legal papers received in connection with the claim or suit;
- 2) Authorize the insurance carrier to obtain records and other information;
- 3) Cooperate with the insurance carrier in the investigation or settlement of the claim or defense of the insured; and
- 4) Assist the insurance carrier, upon their request, in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which this insurance may also apply.

No insureds will, except at their own cost, voluntarily make a payment, assume any obligation or incur any expense, other than first aid, without the insurance carrier's consent.

### **TO REPORT A CLAIM**

To report a claim or any incident which you believe may result in a claim at a later date, please immediately contact Patt McDaniel (CA D.O.I. License #0820481) of McDaniel Insurance Services: 1-800-400-7288. **For a true claims emergency only during non-business hours and weekends, call: 1-805-646-9976.**

### **WHO TO CONTACT**

For information about General Liability Certificates of Insurance, Additional Insured Endorsements or Request for Premises Liability and/or Property Coverages, please contact the Federation's insurance chairperson:

**Fred Ott**  
**3420 Coach Lane #4**  
**Cameron Park, CA 95682**  
**1-530-677-5211**  
**fax: 1-530-677-6834**  
**email: [fred.ott.b8t5@statefarm.com](mailto:fred.ott.b8t5@statefarm.com)**

**Please note: the insurance policy is the legal document and supercedes the above information.**

# **FEDERATION DIRECTORS' DUTIES**

## **TO ALL FEDERATION DIRECTORS:**

You, either through appointment or election, have been chosen by your Society to represent them at all Federation Meetings and, as such, **YOU** have a direct responsibility to both the Federation and to your Society to take an active interest in all Federation activities; to carefully study all reports received and to present, to your Society membership, information regarding programs, projects, seminars, workshops and the progress of the Federation.

The active interest which any Society shows in the operation and advancement of the Federation may be traced directly to the amount and quality of interest and participation demonstrated by **YOU**, their Federation Director. Make your term of service an active and fulfilling one and you will promote better understanding between your Society and your Federation. Help your Club to understand that not the Executive Committee but the Member Societies make up the Federation. Make your Club aware of the various services available to them.

## **EXCERPT FROM CFMS BYLAWS**

### **ARTICLE V - Board of Directors:**

- Section 1: The Board of Directors shall consist of the President, Two Vice Presidents, the Secretary and the Treasurer as ex-officio members, and one Director from each Member Society.
- Section 2: (a) Each Member Society shall designate one Federation Director. A person may be for more than one Member Society at the same time and as such is entitled to vote for each Society.
- (b) A Society with notice to the Federation Secretary, may designate an alternate or acting Director who may vote in place of the Director when the latter is absent from the meeting, or when the Director so requests.
- Section 3: The Board of Directors shall conduct the business of the Federation. Any activity, to have the sanction of the Federation, must be approved by the Board of Directors.

## **DUTIES OF A FEDERATION DIRECTOR**

### **BEFORE THE FEDERATION BOARD OF DIRECTORS' MEETING:**

1. Read the agenda and discuss, with your Society Board of Directors, the business to come before the Meeting so that you can be instructed as to their wishes.
2. Read the Minutes of the previous meeting.
3. Find out if your Society wants any new business presented at the meeting.
4. Determine your Society's preference regarding new officers.
5. Read all reports mailed to you or included in the CFMS NEWSLETTER and take them with you to the meeting.

## **FEDERATION DIRECTORS' DUTIES (Continued)**

### **AT THE MEETING:**

1. Read all the additional reports contained in your packet (given you when you register) and any that may be distributed afterwards.
2. **A HANDY HINT:** The reports are numbered according to the number sequence shown on the agenda. (This makes it easier to find when needed.)
3. Don't be afraid to enter the discussions. These meetings are for the interchange of ideas. Yours are as important as any others. Don't forget, **YOU** are part of the Federation.
4. If you don't understand the topic discussed or the motion on the floor, feel free to ask for clarification. Don't vote on anything you don't understand.
5. Come prepared to make suggestions for the good of the Federation.

### **AFTER THE MEETING:**

1. Distribute the printed material to the proper Club officers and chairpersons. Keep a record of the persons who receive the material, and, if you keep a permanent Federation file or portfolio, ask them to return the material to you for filing, or make copies.
2. **READ** your copy of the Minutes and see that your Society President has the opportunity to read them also.
3. Furnish each of your Club officers and chairpersons with names and addresses of Federation officers and chairpersons to write for programs, or for information that may be needed. Dues, insurance, pins, decals and manuals are handled by the Executive Secretary/Treasurer of the Federation.
4. Work with your Society Secretary to see that all forms requested by the Federation are completed and returned to the proper Federation officer or chairperson on time.
5. Make certain that the Society Secretary fills out and mails the form for new officers of your Society, promptly after election to the Executive Secretary/Treasurer of the Federation.
6. Keep a separate file of all Minutes of the Federation Board of Directors' Meetings, Operating Regulations, Bylaws and Amendments, to pass along to your successor.
7. Urge your Society's Program Chairperson, Field Trip Director and Bulletin Editor to keep files on Federation materials pertinent to their position so it can be passed on to their successors.
8. Encourage your Club Members to attend Federation sponsored seminars, workshops, shows and other activities since they are put on for the clubs and are beneficial as a means of obtaining new ideas, methods of doing things and creating more interest in our wonderful hobby.

# **ALL AMERICAN CFMS/AFMS CLUB AWARD PROGRAM**

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## **DEFINITION AND INFORMATION**

What is an "All American Club"? There is no "pat" definition, but the feeling we have is that a club is active, gives service to others, reaches out and includes all aspects of our hobby, is on the way to being an "All American Club." It is one with initiative, vision, hope and willingness to serve others. This is a club that can generally initiate new ideas and still support old ones; is not entirely dependent upon a few to keep the club operating; where the club is not entirely a social group but an educational one; or a group of hobbyists, young and old, who enjoy their hobby and want to spread the word through their exhibits, bulletins and community programs.

This award was established in 1967 by the AFMS and the Regional Federations to encourage societies to extend their activities to outside interest, programs and projects. In this way our Federations will grow stronger and more productive. This award carries with it the distinction of being a leader and pointing the way; of having done that something extra that makes that club an ALL AMERICAN CLUB; and also carries the statement that THIS AWARD IS GIVEN TO REWARD THE SOCIETY FOR SERVICE GIVEN TO ITS MEMBERS, TO ITS SOCIETY AND TO THE COMMUNITY.

There will be two categories for entries. LARGE CLUBS (101 plus Membership) will be in one Division. SMALL CLUBS (100 or less Membership) will be in another division. This will be more equal judging for small clubs who do not have the vast membership to accomplish the activities on the All American Awards entries. The JUNIOR entries will be in its own category whether they are from a Large or Small Club.

*See CFMS Newsletter for current rules and application form. For additional information or help contact the CFMS All American Chairman.*

What has your club been doing? What is your "pet" projects? Let us know. Share them with others. Here is a list of suggestions:

1. Select a competent chairman.
2. Alert your membership, explain the significance, purpose and aims of the program.
3. Make a survey of what each member is doing outside the club ( and also in the club). Tally up your good deeds.
4. Plan new projects and keep the old ones going.
5. Give your club credit for members participating in Federation Committees, or doing Federation Work; also in related organizations and activities.
6. Keep tabulation of publicity; collect pictures, articles, written materials, letters of thanks or commendation, etc., which show what your club and its members have been doing.
7. Complete the Application. Then write up your essay-type report. Follow the categories listed on the Application.
8. Select one copy of your club bulletin (your choice of month).
9. Enclose it in a folder and send your completed report and related material to your Regional Federation Chairman.

Let's get into the act! What has your club been doing that you would like to brag about? Sure, it takes a little work, but you are not competing against other clubs, only yourself, as you endeavor to improve your club and its services to your members and to your community. Filling out an Application for the All American Club Award is truly like taking a good hard look in an honest mirror.

## CLUB CATEGORIES TO BE JUDGED

### **1. CLUB ABSTRACT:**

One page only to give an overview of the Club and highlight its strengths while serving as an introduction to anyone reading the document.

### **2. SERVICE TO MEMBERS AND VISITORS AT MEETINGS:**

What do you do at your club meetings? Do your programs provide an incentive for a guest to want to join your club? Do you have a Hospitality Chairperson or Welcoming Committee? Do you explain your field trips and other activities at the meetings? Do some members provide a display or a period for <sup>2</sup>show and tell<sup>2</sup>, or a <sup>2</sup>Brag Table<sup>2</sup> for benefit of other members and guests? Do you have refreshments, have door prizes or educational activities? What reports have been recorded? How is the club organized <sup>8</sup>with Bylaws, Executive Board, Committees, Membership list, Award Programs, etc.<sup>9</sup>? Do you have vests, pins, etc.? Do you have a Library?

### **3. SERVICES TO MEMBERS AWAY FROM MEETINGS:**

Does your club have Field Trips? Are they adequately announced, planned and reported on? Does your club bulletin have enough information to encourage others to participate (Send a copy along with your report)? How do members learn to do things? Does your club have a meeting area with proper instructional programs? Does your club have a club sponsored show? What size is it and where is the show held? Do you have a Telephone or Social Committee? What Special activities does your club provide for the membership? Is transportation to other shows, joint Field Trips, workshops, swaps, etc. provided for your members?

### **4. CLUB PUBLICITY:**

This is what we must use to keep our club before the general public. Large clubs find it more difficult to get publicity in large towns or cities, as the media are not familiar with "Rockhounding". Every media opportunity should be explored. Many clubs use newspapers, TV stations and Radio. They also use billboards, reader board, displays at libraries, banks, places of business, malls, etc. Put out posters or fliers and provide information about the club and activities. Don't forget ads in Rock, Gem and Mineral magazines.

### **5. SERVICE TO OTHER CLUBS:**

What does your club do together with other clubs? Do your members take exhibits or displays to other club's shows? Do they provide judges and clerks for their show, have joint Field Trips or workshops, provide or participate in Rock Swaps? Do your members make donations to other clubs, groups or people? Do you help promote other club's activities with publicity in your bulletin? Do you loan these clubs some of your equipment or show paraphernalia? Do members put on programs for other clubs?

### **6. SERVICE TO FEDERATIONS:**

This is one of the most important areas of this report. Does your club help the Federation (Regional and AFMS) carry on their activities? Do you have any members who are officers, committee members, clerks, judges, etc. on the Federation level? Do you carry their reports and publicize their special programs in your club bulletin? How does your club participate in Federation Show, workshop, seminars, meetings, etc.? What contests did you enter? Do you participate in the All American Awards, Education Thru Sharing, Field Tripper or program competitions?

**7. SERVICE TO OWN COMMUNITY AND NEARBY AREAS:**

This category includes rock oriented programs, talks and donations of time and specimens to your nearby areas and your own community. Do you work with senior citizens and retirement facilities and furnish teachers, materials, machinery, programs or special events? Do you have a rock display that is sent to libraries, schools, etc.?

**8. SERVICE TO DISTANT COMMUNITIES OR PROJECTS:**

You can list here, your work with colleges, universities, museums, pen pals, country or foreign exchanges, swaps at a distance, donations of specimens to institutions or people. This can also include neighboring cities. Projects should include saving stamps, labels etc.. or any service projects. *This should be rock related help only.*

**9. SERVICE TO, OR INVOLVEMENT IN PUBLIC AGENCIES:**

This could include *Bureau of Land Management, Forest Service, Natural Habitats, Fish and Game Wildlife Management* and State, National, or special organizations that could affect our hobby. What do your members do? Did you help create any projects for State Government Agencies, such as State Rock, Fossil, or Gemstone recognized? Do your members correspond with these agencies? Do you let your legislators know when you are for or against legislation? If they have proposed any bill that might affect the future of our great hobby? Include copies of letters, both to and from these agencies or legislators.

**10. OVERALL FORMAT AND PRESENTATION OF APPLICATION:**

Neat, well-organized, easy to read and handle, clarity in purpose, adherence to rules of standard English grammar, attractive and purposeful use of illustrations and graphics.

**JUNIOR CLUB CATEGORIES TO BE JUDGED**

1. Club Abstract.
2. Meetings and Service to Club Members.
3. Service with Programs.
4. Service to National Organizations.
5. Exhibit at Gem and Mineral Shows.
6. Writing for Bulletins.
7. Camps, Schools of Special Classes.
8. Participate with Field Trips.

# CFMS — BULLETIN CONTEST RULES/PROCEDURES

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## FOR ALL BULLETINS, ARTICLES, POEMS AND SPECIAL PUBLICATIONS

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**DEADLINE** – Published each year in the CFMS Newsletter.

### Eligibility

Any Editor who has not been a first place winner of the CFMS contest as Editor of a Mini, Small or Large Bulletin in the past three (3) years is eligible to compete in this year's CFMS contest. A previous winner as a New Editor may enter one of the other categories without waiting the three year period.

Winners of first place in CFMS in the past three (3) years, but not of first place in AFMS, are eligible to enter the AFMS contest only. All bulletins should be sent to the CFMS Bulletin Aids Chairperson named in the CFMS Newsletter.

Those eligible only for the AFMS contest will be forwarded. For these entries submit just the *top* of the entry form with your entry. Submit *two copies* of each entry.

### Rules for Bulletin Entries

A. Bulletin awards are made in four (4) categories. (Standard letter size, 8½ x 11, counts as 1 page; legal size, 8½ x 14, counts as 1½ pages, as does a page done in 15 pitch type; and two small pages, such as 5½ x 8½, count as 1 page.)

1. MINI - 4 printed pages or less.
2. SMALL - 11 printed pages or less.
3. LARGE - 12 printed pages or more.
4. NEW EDITOR/NEW BULLETIN—any number of pages (if entering as NEW, *do not check any other category.*)

B. A bulletin may be entered in only one category. The outgoing editor *or* the new editor may enter the contest, but *not both*.

C. Separate awards will be made for each category. A Certificate of Appreciation will be awarded to all entrants. Certificates for Top Ten winners will indicate the position awarded, and a Top Ten pin will be awarded.

D. Bulletins to be judged will be from the period of January thru December. *Two* different issues published during the contest period must be submitted for judging.

E. Submit three (3) copies of bulletin. Different issues published during the contest period must be submitted for judging. *Three copies of each issue will be needed. Each copy of each issue must have a separate score sheet attached.*

1. The Bulletin Aids Chairman names the month to be submitted by all contestants (Except - New Editors may submit any issue).
2. Any other issue published during the contest period may be chosen by any editor and submitted as the additional issue to be judged.
3. All required copies of each entry must be received together, and each copy must have a separate score sheet attached, marked with contest categories and other required information. If a bulletin ordinarily has a separate mailer or envelope, submit it with each copy of your entry, to avoid loss of score points for "no return address."

## BULLETIN CONTEST (Continued)

- F. Type of reproduction will not be considered, but should be clean, neat, and legible.
- G. Covers will be judged, but not included in page count, unless there is a radical change each month.
- H. A New Editor is defined by the AFMS as one who became Editor during the year and who has not edited a CFMS or AFMS member society's bulletin at any previous time. A "New Editor" should not be replacing another family member. When an editor is replaced in mid-year, the two must decide which one is to enter (not both). A New Editor selects both issues to be submitted.
- I. The Top Five Bulletins in each category will be forwarded to AFMS for further judging and their Editors will be notified.
- J. A minimum score of 90 must be received to be awarded the CFMS Trophy.

### Rules for Article Entries

Any Author who has not been a first place winner of the CFMS contest in the past three years is eligible to compete in this year's CFMS contest.

All articles must be original, first published in your society's bulletin during the contest year and not in any other publication. The subject must be related to some phase of earth science or lapidary hobby. If a series of articles has been published during the year, the Editor will select only **one article of that series** to enter into the contest. Only one article per author can be accepted, even on unrelated subjects. There is no limit on the number of articles by different authors which may be entered from the same bulletin.

There are three categories for articles. The Editor is responsible for choosing the correct category:

1. ORIGINAL ARTICLE - ADULT  
Includes most articles by authors 18 or over.
2. ORIGINAL ARTICLE - JUNIOR  
Includes all articles by authors under 18 at publication, even on technical subjects. (Submit same form as for Original Article - Adult.)
3. ADULT ADVANCED —  
TECHNICAL/ADVANCED  
This category refers to the author more than to the subject matter. It includes previous first place winners (1, above), authors of books and other published documents, earth science professionals, etc. *Submit with special score sheet for this category.*

The Top Five CFMS articles in each category will be forwarded to AFMS for further judging. The Bulletin Editor will be notified of the articles sent. A Certificate of Appreciation will be awarded to all entrants. Certificates of Top Ten winners will indicate the position awarded, and a Top Ten Pin will be awarded.

**Editors - choose articles carefully.** They must be "original", not a summary or review of an article. Trip/vacation reports are not eligible unless further information is included such as geological factors, research to enhance educational value, etc. The Judge will make the final decision as to eligibility. Articles must be submitted as they appeared in the bulletin. Just clip page from bulletin. Submit **three copies** of each article and each copy must have a separate score sheet attached with the required information.

Also, where appropriate, indicate categories, (a,b,c...) on the lower part of the score sheets for Articles, under which you prefer to have them judged. The Judge may misunderstand the author's intent and give a lower score than the article deserves unless the editor fills in this vital clue.

## BULLETIN CONTEST (Continued)

### Entries for AFMS Competition Only

The AFMS has two categories — Poems and Special Publications — not included in the CFMS contest.

### Original Poems

Submit two (2) copies of poem with Information Sheet attached, giving the name and address of the editor, society name, bulletin name and publication month.

Authors of poems must be a member of the club submitting the entry.

Only one poem may be submitted from each author in a club.

The poem submitted should be an original poem by the author, appearing for the first time in print in the bulletin.

There should be no copyright violations.

#### **Original poem judging criteria:**

- Appeal/Interest: General audience or specialized audience.
- Meter/Rhythm: Open verse or rhyming.
- Clarity and Appropriateness: Serious topic or "just for fun".
- Suitability of Verse Style for subject: Haiku, limerick, short stanza or long stanza.

### Special Publications

Submit two (2) copies with an Information Sheet attached, giving the name and address of the editor, society name, bulletin name and publication month.

A Special Publication is an original one-time publication during the year.

The author/authors must be members of the club submitting the publication.

The Special Publication should be club and/or earth science related.

Club participation/involvement in the Special Publication is desirable.

Special Publications may be of any length but should be long enough to cover the subject.

If a publication is an "update" or "revision" of a previous publication, the earlier publication should be included in order that the Judge may compare and evaluate the amount of work done and score accordingly.

Articles and poems published over a year's time should not be bunched and submitted as a Special Publication.

Special Publications should list an address to which inquiries may be made.

### Bulletins - Direct AFMS Entry

See above Bulletin Contest - Eligibility information.

### GENERAL INFORMATION

*Contact the Bulletin Aids Chairman for help or additional information.*

# EDUCATION THRU SHARING HONORS PROGRAM CFMS/AFMS

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## The Criteria for the Nominations

### 1. A Bit of Background.

The AFMS honors program Education Thru Sharing was adapted in the early 1980's from a similar award program in the Eastern Federation called Each One Teach One. The purpose of Education Thru Sharing is to encourage club members to share their knowledge of earth science related matters with others, and to recognize those club members who give so unselfishly of their time and resources to educate others.

The AFMS Education Thru Sharing honors program is on the lookout for those tireless but dedicated club members who are always willing to answer your questions, show you the how-to of lapidary, take you to the best places to collect, make presentations to outside groups, step in when a meeting program doesn't show, etc. They donate specimens whenever they see a need and never think twice about what they have just done. Their only interest is to help someone. Look around you — I'm sure you have at least one person like this in your club.

CFMS has a similar Honors Program, with each nominee receiving an Education Thru Sharing pin, plus an Award Certificate.

***Watch the CFMS Newsletter for Contest information and deadline. Contact the CFMS Education Thru Sharing Chairman for help and information.***

### 2. The Awards.

We are looking for nominations for Education Thru Sharing honors recognition from each of the member Federations in three distinct categories. Each Federation can submit nomination papers for up to three candidates IN EACH of the following award categories. For Partners in Sharing, a couple, i.e., a husband and wife, counts as one nomination. Please be sure to mark each candidate's nomination papers with the award category for which they are to be considered. A candidate can be nominated in only one category.

**Junior Merit Award** — Nominations for this award will be judged using the general categories of activities described in 3 below. The candidates for junior recognition **MUST HAVE BEEN** under 18 years of age at sometime during the year. Example: If John Doe turns 18 years of age on January 2, 1995. For the intents and purposes of consideration for the Junior Merit Award, he is still a junior in 1995.

**Partners in Sharing** — This award is very special and is given to the top husband/wife team nominated for the honors recognition. We are giving this special award because we know that there are a lot of dedicated, hard working couples out there who contribute to sharing and educating others as a joint effort. Nominations for this award will be judged using the general categories described in item 3 below.

## EDUCATION THRU SHARING (Continued)

**Rockhound of the Year** — This merit award is given to the single nominee whom the judges believe best exemplifies the goals of the AFMS Education Thru Sharing honors program. Nominations for this award will be judged using the general categories of activities described in item 3 below. Candidates for this consideration must have turned 18 years of age sometime during the year.

The three awards as presented will rank equally with each other. Each of the nominees submitted for consideration for the AFMS Education Thru Sharing honors recognition will receive a certificate in recognition of their work and a synopsis of their achievements will be published in an issue of the AFMS Newsletter. There will be no 1st, 2nd, 3rd, etc., place rankings, as this is an honors program and not a contest.

All candidates nominated for recognition by the AFMS Education Thru Sharing honors program must be members of a club affiliated with an AFMS member Federation. Nominees who receive recognition honors as a Junior Merit Award recipient, Partners in Sharing or Rockhound of the Year must wait three years before being nominated as a candidate again.

### **3. How to Nominate a Candidate.**

Nominations for Education Thru Sharing should typed or printed on standard 8-½" by 11" sheets of white paper. Neat, legibly handwritten papers are accepted.

The nomination papers must contain the following general information:

- a. Name of the nominated club member.
- b. The honors category for which the nominee is to receive recognition, i.e., Junior Merit Award, Partners in Sharing, Rockhound of the Year. (*If the category is Junior Merit Award, please provide the age of the junior.*)
- c. Club affiliation.
- d. Name of the person making the nomination and title of any office held in the club.
- e. Date of the nomination papers with the date they are being prepared.

The nomination can contain a brief history of the nominee's involvement in the club. This can include how long the individual has been a member, awards and recognitions received prior to the year of nomination, any offices held in the Society/Club, Federation or AFMS and any outstanding contributions made in educating others in the years prior to nomination. The introduction of the nominee(s) should be limited to a single, short paragraph.

The recognition awards made in a particular year will be based upon the activities of the nominees in the *immediate* previous year.

All activities listed must be for volunteer work. **Do not** include any activities for which the candidate received any type of remuneration.

The nomination papers should be quite specific about what was done, where, why and for or to whom. Please **do not** include newspaper clippings, photographs of displays and other recognition, copies of acknowledgement letters and notes, or anything you want returned. In an attempt to keep mailing costs down, AFMS will **NOT** return nomination papers by mail.

## EDUCATION THRU SHARING (Continued)

The judging is based upon three distinct areas of sharing knowledge and educating others and they are:

- **Sharing in the Community;**
  - a. Giving talks, lectures, making presentations at schools, senior centers or other non-earth science club meetings,
  - b. Putting together a display or exhibit for a school, library, etc.,
  - c. Teaching lapidary, mineralogy, fossils, or other earth science,
  - d. Demonstrations, identifications,
  - e. Donating or loaning specimens to schools, museums, libraries, etc.,
  - f. Doing TV, Radio or Newspaper publicity,
  - g. Being involved in legislation, at any level, as it pertains to earth sciences or rockhounding,
  - h. Leading or participating in study groups, etc.,
  - i. Other community involvement related to earth sciences.
  
- **Sharing With Other Gem & Mineral Clubs;**
  - a. Giving talks and lectures, making presentations,
  - b. Preparing a display for their meeting or show,
  - c. Doing demonstrations at their meetings and shows,
  - d. Assisting at other clubs' meetings and shows,
  - e. Loaning other clubs specimens and equipment,
  - f. Federation involvement,
  - g. Other involvement with other Gem & Mineral Clubs.
  
- **Sharing in Your Own Club or Society;**
  - a. Serving as an officer and on committees,
  - b. Giving talks, lectures and making presentations,
  - c. Donating specimens and door prizes,
  - d. Teaching classes such as lapidary, mineralogy and fossils,
  - e. Identifying specimens for fellow club members,
  - f. Displaying and demonstrating at the club shows,
  - g. Leading or participating in study groups, field trips and other earth science related activities,
  - h. Other club involvement where know-how was shared.

The candidates for Junior Merit Award, Partners in Sharing and Rockhound of the Year will be judged solely on their contribution to Education Thru Sharing in the year as detailed above. The judges will decide if any or all of the three recognition awards will be made, and, as always, the decision of the judges is final.

### **4. The Special Recognition for a Lifetime of Sharing.**

The nominating papers should begin with a statement of how long the individual or couple has been a member(s) of your club, awards or recognition received, and office(s) held in the club, Regional Federation and AFMS, as well as any outstanding contribution(s) in educating others. For recognition of a Lifetime of Sharing, we are looking for a summary of what has been accomplished during the candidate's involvement with your club or other Earth Science Club. We are not looking for specific dates or activities. **We are particularly interested in why you believe this individual or couple deserves to be honored for what they have accomplished.** Remember, this recognition is based upon a lifetime of service, not just the prior year. All activities listed must be for volunteer work for which no remuneration was received.

# **HOW TO PLAN AND PREPARE FOR A WORKSHOP**

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Decide what kind of Workshop would be the most helpful in your area. Recent subjects have been Bulletin Aids, Programs, Field Trips, Gem & Mineral Show, Judges and Exhibitors, Publicity and Security. Select one of these, or a new one that will be of interest to your Society/Club and to those in the surrounding area. Perhaps you know of an important subject not yet covered.

Contact the CFMS First Vice President for advice, support and scheduling. The CFMS will give you all the support and advice needed. Be sure to check dates of other scheduled events to prevent conflict and assure good attendance.

A date and location are the next two important things to take care of. A large meeting room will be necessary. (Try to find one to rent for little or no cost.) You might look into a bank, recreational hall, county building, school, or if your Club has a good-sized meeting room, that might be satisfactory.

In arranging speakers and programs, the CFMS could probably help you and they can put you in touch with others who have already hosted a workshop. Here are some questions that need to be answered first. Can your Club afford to pay gas money for out-of-town speakers? Would Club members be able to put up speakers from out of town? Contact potential speakers well in advance of the planned date and confirm later on. It might be nice to plan for four (4) speakers, three in the morning and one in the afternoon allowing adequate time for questions and answers. When programs are planned to include audience participation, the event should be more successful.

## **Committees Needed**

### **1. Hospitality**

- a. Greet guests and take registration. Make a form sheet before the day of the event so the guests can write their name and club name.
- b. Have some change ready when you open because the "early birds" might hand you some big bills.

### **2. Setup**

Tables, chairs, microphone, screen and equipment needed for the workshop must be in place when the doors open.

### **3. Refreshment**

Coffee, tea and donuts with the necessary napkins, sugar, cream, cups, etc. must be set up.

### **4. Food**

If you are going to serve lunch, you will need to have a number of people on this committee. *If there are restaurants nearby, everyone can go to eat on their own and return for the afternoon session.*

## HOW TO PLAN AND PREPARE FOR A WORKSHOP (Continued)

### 5. Publicity

- a. Publicity is very important. The more you do, the better. Lack of publicity means almost sure failure. Notices with all the particulars should be sent to the CFMS Newsletter Editor well in advance of the planned date of the workshop. You should plan to send this notice at least four (4) months in advance. Send some information to magazines that normally carry notices of our hobby events. Also send them to Clubs in the surrounding area.
- b. When sending a notice of the workshop to Clubs, a registration form should be included containing the request "Please complete and return by the deadline shown on the registration form." This will help you to estimate the number of people to expect.

### 6. Clean up

If everyone in the Club helps, the job will be completed in a very short time.

The registration fee should not be exorbitant, but it should help defray the cost of hosting the workshop. The Federation is always looking for Clubs to host **WORKSHOPS** but it does not want them to go into debt in doing so.

It is very gratifying to host a CFMS Workshop. You really feel good when you are a part of the Federation, and you have the opportunity to meet a great many people of mutual interest.

# **CFMS HONORARY MEMBERS**

- \* DR. AUSTIN R. ROGER, Berkeley, California  
Professor Emeritus of Mineralogy,  
Stanford University
- \* WILLIAM B. PITTS, San Francisco, California  
Honorary Curator of Gems and Minerals at the California Academy of  
Science, San Francisco
- \* PAUL VANDER-EIKE, Vista, California  
Pioneer Editor of "MINERAL NOTES AND NEWS"
- \* ORLIN J. BELL, Oakland, California  
Past President of CFMS "Unofficial" Federation  
Legal Advisor
- \* CHARLES S. KNOWTON, 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
- \* DON MAC LACHLAN, Mentone, California
- \* DOROTHY CRAIG, Los Angeles, California  
Past President of CFMS
- \* VINCENT MORGAN, Boron, California  
Past President of CFMS
- \* Deceased

# CFMS PRESIDENTS

* 1.	JOHN MELHASE	Jan. 1936 to Feb. 1938
* 2.	ERNEST CHAPMAN	Feb. 1938 to Apr. 1940
* 3.	C.D. WOODHOUSE	Apr. 1940 to May 1946
	<i>(The activity of the CFMS was suspended from December 7, 1941 to August 15, 1945 for World War II.)</i>	
* 4.	ORLIN J. BELL	June 1946 to May 1948
5.	JACK STREETER	1948 to 1950
* 6.	R.O. DIETRICK	1950 to 1952
* 7.	C.A. DIETRICK	1952 to 1953
* 8.	DOROTHY CRAIG	1953 to 1954
* 9.	HUB DAFOE	1954 to 1955
*10.	VINCENT MORGAN	1955 to 1956
*11.	W.A. STEPANSON	1956 to 1957
*12.	JACK KLEIN	1957 to 1958
*13.	HOWELL LOVELL	1958 to 1959
*14.	ALDEN CLARK	1959 to 1960
15.	VERYLE CARNAHAN	1960 to 1961
*16.	JOHNNIE SHORT	1962 to 1963
17.	JACK DONAHUE	1963 to 1964
*18.	COL. DANIEL MULLALY	1964 to 1965
*19.	ENNIS SCOTT	1964 to 1965
*20.	LESLIE DARLING	1965 to 1966
*21.	CHARLES HOWELL	1966 to 1967
22.	MICHAEL KOKINOS	1967 to 1968
*23.	BARBARA GOSS	1968 to 1969
24.	GUS MEISTER	1969 to 1970
25.	TOY SATO	1970 to 1971
*26.	LA DOCIA ELLIS	1971 to 1972
*27.	E. ALBERTA BEST	1972 to 1973
*28.	CLAUDE SCHAPERS	1973 to 1974
*29.	SHARR CHOATE	1974 to 1975
30.	WILLIAM TIRK	1975 to 1976
*31.	PEG NORTON	1976 to 1977
*32.	LEE HOLLINSHEAD	1977 to 1978
*33.	JESSIE HARDMAN	1979
34.	JEANNE MAGER	1980
35.	DICK SWARTZ	1981
36.	KEESA STEWART	1982
37.	RUTH BAILEY	1983
*38.	CHARLES LEACH	1984
39.	WILLIAM BURNS	1985
*40.	ELLEN SCHULTZE	1986
41.	SHIRLEY LEESON	1987
42.	MARGARET NORTON	1988

**CFMS PRESIDENTS (Continued)**

*43.	ANNELIES NASH	1989
44.	JEANE STULTZ	1990
45.	ARLENE BILLHEIMER	1991
46.	ISABELLA BURNS	1992
*47.	BILL APRILE	1993
48.	JAMES NELSON	1994
49.	MARY E. ANDERSEN	1995
50.	PAT LA RUE	1996
51.	ROSEMARIE YOUNG	1997
52.	BEVERLY MOREAU	1998
53.	KEN KRUSCHKE	1999
54.	PAT LA RUE	2000
55.	BOB STULTZ	2001
56.	JO ANNA RITCHEY	2002
57.	JACK WILLIAMS	2003

\*deceased

# CALIFORNIA FEDERATION CONVENTIONS

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- |  |   |
|--|---|
| 1. RIVERSIDE .....                               | Charter organization Meeting<br>January 4, 5, 1936  |
| 2. BAKERSFIELD .....                             | Kern County Mineral Society<br>January 2, 3, 1937   |
| 3. SAN FRANCISCO .....                           | Northern Calif. Mineral Society<br>February 19, 20, 1938  |
| 4. SAN BERNARDINO .....                          | Orange Belt Mineralogical Society<br>April 15, 16, 1939   |
| 5. SANTA BARBARA .....                           | Santa Barbara Mineral Society<br>April 20, 21, 1940   |
| 6. OAKLAND .....                                 | East Bay Mineral Society<br>May 10, 11, 1941  |
| <b><i>NO CONVENTIONS DURING WORLD WAR-II</i></b> |   |
| 7. GLENDALE .....                                | Mineral Society of Southern Calif.<br>June 14, 15, 16, 1946   |
| 8. SANTA BARBARA .....                           | Santa Barbara Mineral Society<br>May 23, 24, 25, 1947   |
| 9. LONG BEACH .....                              | Long Beach Mineral & Gem Society<br>July 16, 17, 18, 1948   |
| 10. SACRAMENTO .....                             | Sacramento Mineral Society<br>June 24, 25, 26, 1949   |
| 11. TRONA .....                                  | Mojave Mineralogical Society,<br>N. O. T. S. Rockhounds,<br>Searles Lake Gem & Mineral Society<br>June 17, 18, 19, 1950           |
| 12. OAKLAND .....                                | East Bay Mineral Society<br>June 22, 23, 24, 1951   |
| 13. ANGELS CAMP .....                            | Calavaras Gem & Mineral Society<br>June 20, 21, 22, 1952  |
| 14. SAN DIEGO .....                              | San Diego Gem & Mineral Society<br>June 17, 18, 19, 1953  |
| 15. INDIO .....                                  | Coachella Valley Mineral Society,<br>San Gorgonio Mineral & Gem Society<br>Desert Gem & Mineral Society<br>March 26, 27, 28, 1954 |
| 16. SAN FRANCISCO .....                          | San Francisco Gem & Mineral Society<br>July 8, 9, 10, 1955  |
| 17. FRESNO .....                                 | Fresno Gem & Mineral Society<br>June 22, 23, 24, 1956   |
| 18. LOS ANGELES .....                            | Compton Gem & Mineral Club<br>July 5, 6, 7, 1957  |
| 19. SAN BERNARDINO .....                         | Orange Belt Mineralogical Society<br>June 20, 21, 22, 1958  |
| 20. SAN MATEO .....                              | Gem & Mineral Society of San Mateo<br>June 26, 27, 28, 1959   |
| * 21. EUREKA .....                               | Humboldt Gem & Mineral Society<br>July 8, 9, 10, 1960   |

CALIFORNIA FEDERATION CONVENTIONS (Continued)

- 22. POMONA ..... Valley Independent Petrologists  
LERC Rockcrafters  
San Fernando Valley Min. & Gem Soc.  
Del-Air Rockhound Club  
June 23, 24, 25, 1961
- 23. DEL MAR ..... El Cajon Valley Gem & Mineral Society  
San Diego Lapidary Society  
July 20, 21, 22, 1962
- 24. SAN JOSE ..... Santa Clara Valley Gem & Mineral Society  
July 12, 13, 14, 1963
- 25. VALLEJO ..... Vallejo Gem & Mineral Society  
July 17, 18, 19, 1964
- 26. POMONA ..... General Dynamics Rockhounds  
Pomona Rockhounds  
May 28, 29, 30, 31, 1965
- \* 27. LAS VEGAS ..... Clark County Gem Collectors, Inc.  
May 13, 14, 15, 16, 1966
- 28. SACRAMENTO ..... Sacramento Mineral Society  
July 13, 14, 15, 16, 1967
- 29. LANCASTER ..... Antelope Valley Gem & Mineral Society  
Mojave Mineralogical Society  
Victor Valley Gem & Mineral Society  
June 21, 22, 23, 1968
- 30. SAN DIEGO ..... San Diego Mineral & Gem Society  
July 25, 26, 27, 1969
- 31. PLEASANTON ..... Mineral & Gem Society of Castro Valley  
June 5, 6, 7, 1970
- 32. VENTURA ..... Ventura Gem & Mineral Society  
July 2, 3, 4, 1971
- \* 33. ANAHEIM ..... Searchers Gem & Mineral Society  
June 29, 30, July 1, 2, 1972
- 34. TURLOCK ..... Mother Lode Mineral Society of Modesto  
June 15, 16, 17, 1973
- 35. SAN MATEO ..... Gem & Mineral Society of San Mateo County  
June 28, 29, 30, 1974
- 36. LAS VEGAS ..... Clark County Gem Collectors  
May 16, 17, 18, 1975
- 37. SAN FRANCISCO ..... San Francisco Gem & Mineral Society  
July 2, 3, 4, 1976
- 38. RENO ..... Reno Gem & Mineral Society  
June 17, 18, 19, 1977
- \* 39. PLEASANTON ..... Mineral & Gem Society of Castro Valley  
June 27, 28, 29, 30, 1978
- 40. SACRAMENTO ..... Sacramento Mineral Society  
June 22, 23, 24, 1979
- 41. PASADENA ..... V. I. P. Gem & Mineral Society  
August 1, 2, 3, 1980
- 42. ANAHEIM ..... California Federation of Mineralogical Societies  
August 7, 8, 9, 1981

**CALIFORNIA FEDERATION CONVENTIONS (Continued)**

43. LONG BEACH ..... La Pacifica Group  
August 27, 28, 29, 1982
44. SAN JOSE ..... Santa Clara Valley Gem & Mineral Society  
June 17, 18, 19, 1983
- \*45. SAN DIEGO ..... San Diego Mineral & Gem Society  
July 12, 13, 14, 15, 1984
46. VENTURA ..... Conejo Gem & Mineral Club  
July 26, 27, 28, 1985
47. SACRAMENTO ..... Sacramento Mineral Society  
June 27, 28, 29, 1986
48. TURLOCK ..... Mother Lode Mineral Society  
June 26, 27, 28, 1987
49. COSTA MESA ..... North Orange County Gem & Mineral Society  
August 26, 27, 28, 1988
50. DEL MAR ..... El Cajon Valley Gem & Mineral Society  
San Diego Lapidary Society  
May 12, 13, 14, 1989
- \*51. VENTURA ..... Conejo Gem & Mineral Club  
June 28, 29, 30, July 1, 1990
52. SAN JOSE ..... California Federation of Mineralogical Societies  
June 14, 15, 16, 1991
53. CASTRO VALLEY ..... Gem & Mineral Society of Castro Valley  
August 21, 22, 23, 1992
54. VENTURA ..... Oxnard Gem & Mineral Society  
June 24, 25, 26, 1993
55. DEL MAR ..... El Cajon Valley Gem & Mineral Society  
April 8, 9, 10, 1994
56. SAN JOSE ..... Santa Clara Valley Gem & Mineral Society  
June 23, 24, 25, 1995
- \*57. RIVERSIDE ..... Autonetics Gem & Mineral Club  
Capistrano Valley Rock & Mineral Club  
Faceters Guild of Southern California  
North Orange County Gem & Mineral Society  
Orange Coast Mineral & Lapidary Society  
August 9, 10, 11, 1996
58. VENTURA ..... Ventura Gem & Mineral Society  
June 20, 21, 22, 1997
59. MONTEREY ..... Carmel Valley Gem & Mineral Society  
Monterey Bay Mineral Society  
Santa Cruz Mineral & Gem Society  
Santa Lucia Rockhounds  
July 3, 4, 5, 1998
60. TURLOCK ..... Mother Lode Mineral Society  
June 18, 19, 20, 1999

\* National Shows

**CALIFORNIA FEDERATION CONVENTIONS (continued)**

- 61 RIVERSIDE ..... Valley Prospectors  
August 4, 5, 6, 2000
- 62 PASO ROBLES ..... Santa Lucia Rockhounds  
June 22, 23, 24, 2001
- 63 PLACERVILLE ..... El Dorado County M & G Soc  
July 12, 13, 14, 2002
- \* 64 VENTURA  
SEASIDE PARK  
JUNE 5-8 2003

# **MATERIALS & SERVICES**

## **AVAILABLE FROM CFMS EXECUTIVE SEC/TREASURER**

Pat LaRue  
CFMS Executive Secretary/Treasurer  
P.O. Box 1657  
Rialto, CA 92377-1657  
Phone: (909) 874-5664 FAX(909) 874-7430  
bplarue@earthlink.net

### **CFMS NEWSLETTER:**

Published monthly, except the month after the annual Convention and Show. It contains the Presidents message, messages and reports from CFMS Officers, Chairpersons, and announcements of interest. The Newsletter is sent to those persons belonging to a society or club which is a member in good standing of the CFMS: the Federation Director, Club Editor, and to a designated person which is, usually, the Club's President, free of charge. Additional copies may be ordered for the subscription rate of \$5.50 per calendar year which is not prorated.

### **MEMBERSHIP APPLICATION FORMS:**

Any group organized for the purpose of studying the earth sciences, mineralogy, lapidary, jewelry making and carving may apply for membership in the California Federation of Mineralogical Societies.

### **DUES:**

Dues and insurance premiums are accepted by the Executive Secretary-Treasurer who records the same in the Federation's book of accounts.

### **FILES:**

The Executive Secretary maintains complete files for operational and reference purposes.

## **CFMS SUPPLIES**

### **EMBLEMS:**

Golden Bear with Silver Gavel — awarded to Past Presidents.  
Golden Bear — given to any member of a club for outstanding work.  
Triangle  
Sterling Silver Bar.

All emblems are tie tacks. The Triangle has loops to which silver bars may be attached. Offices may be inscribed on both the triangle and silver bar (*e.g. Pres., V. P., etc. Engraving is limited to 8 characters*). Please allow three (3) weeks for delivery.

### **PLEASE NOTE!**

#### **The Golden Bear With Silver Gavel**

When the Golden Bear has a sterling silver gavel, it is the Club Past President's emblem. It will be sent whenever a "Past President" emblem is ordered. There is no way a sterling silver bar can be attached to it.

## MATERIALS AND SUPPLIES(Continued)

### **The Golden Bear**

The Golden Bear has no gavel and is for all member societies and their membership to use as they wish.

### **The Golden Bars**

These are not for sale. They are for past officers of the CFMS only.

A stock of most bars for elected officers and chairpersons is kept on hand. If not in stock, special engraving will take approximately three weeks ( and sometimes longer). If your installation is in December, your order for bars and emblems (pins) should be placed in September of each year to assure receipt in time. In other words, be safe, place your order at least two months before the date needed.

### **MANUALS:**

- AFMS Uniform Rules Book
- AFMS Mineral list
- AFMS Lapidary List
- AFMS Fossil List
- CFMS Podium People
- CFMS Slide & Video Programs Catalogue
- CFMS Society Aids Manual
- CFMS Bylaws and Operating Regulations
- Guideline for Judges

### **SHOW MATERIAL:**

- Exhibitor Identification Cards.
- Exhibitor Records & Identification Combined Cards.
- Judges Work sheet.
- Ribbons.
- Please check with the Executive Secretary-Treasurer in regard to prices for the above materials.

### **NOTE: SLIDES AND VIDEOS**

Member clubs/societies may order slide and/or video programs directly from the CFMS Slide/Video Librarians, who's address can be found in the CFMS Newsletter.

# SUGGESTIONS AND ANSWERS

## TO SOME COMMON QUESTIONS

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1. **Q.** How can a Club attract new members?
  - A1.** When you are to have an especially good speaker or program, besides the usual item in the local paper, have members invite their friends, neighbors and fellow workers.
  - A2.** Hold a membership drive during the year and give a nice prize to the person bringing in the most people.
  
2. **Q.** How do you get visitors to return?
  - A.** A visitor may enjoy the program, but it all depends on how he/she is received. If the visitor felt the members were "cold" and unfriendly, you will never see them again. On the other hand, if they were warmly received and members went up to talk to them and showed a sincere interest, the friendliness will bring them back.
  
3. **Q.** Our club is getting "stale", what can we do?
  - A.** List the things that are presently being done. Then make a list of things everyone wants to do but can't. Some of the things on the lists are bound to provide incentive for renewal of interest.
  
4. **SUGGESTIONS:**
  - a. **Workshops** are great in keeping members interested. Have a talented member teach others a craft during a week-end. Or, if you have an interesting speaker or program, make arrangements to have that person instruct at a workshop. There isn't enough time on meeting nights for members to talk and socialize and exchange ideas and experiences. This can be done at a workshop or periodic gatherings other than the annual picnics and installation dinners.
  - b. **Club Projects** — Work on something where a lot of people can participate. Something could be made to exhibit at the Club or Federation show, or it could be a gift to a school, senior citizens, etc. People have a sense of belonging when they are working on a team.
  - c. **Establish a Sister Club** relation with one in another part of the city, state, or even another country. Having contact with a Club in a foreign country would be very exciting and great fun. You could learn about their culture, exchange stones, club information, techniques, and even make things to exhibit in each other's shows. Visiting such a club would certainly be a wonderful experience.
  - d. **Joint Field Trips** is one way to "perk" things up because you would be able to make new friends with people with mutual interests.
  - e. Hold a contest to see who can come up with the most different and unique way of using stones or minerals.
  - f. Many clubs have a "Show and Tell" program where assigned members bring in their pet projects, pet rocks, or things they acquired or found on a trip, etc. People are always interested in seeing what others collect.

# MEETING HOSPITALITY

Amenities and hospitality should be accorded to visitors, speakers, program guests, guests from other societies, Federation Officers and Chairpersons, by informing the hosts of their presence and position, so that they may be given proper introduction. The Society Hospitality Chairperson, no doubt, will appreciate this information which will enable him/her to extend the obvious courtesy.

The Society should be proud of visiting dignitaries and make special introductions of them during the evening. They may be seated near the front of the meeting room and asked if they would like to say a few words. The visiting President should be seated at the Society's \* right during the meeting (or dinner when there is a head table.)

Greet visitors warmly as you would if they came to your home. See that they are not standing or sitting alone; assign members to take care of visitors. After learning what the visitor's special interest is, introduce him/her to someone who does the same thing. Let the visitor feel you are glad they came, giving them a desire to return. If they are new to the hobby, supply them with helpful information. Invite them to other club activities and functions. Who knows? You may have a prospective member right there.

Offer friendly assistance to new members and be loyal to the organization at all times.

## DEFINITIONS

AMENITIES:	Pleasing or courteous acts that add to one's comfort or convenience.
ETHICS:	A system of conduct or behavior; a study of standards of right or wrong.
ETIQUETTE:	Conventional rules of conduct or behavior in public society.
HOSPITALITY:	Receiving and entertaining guests and speakers graciously and kindly.
PROTOCOL:	The rule of etiquette and ceremony.

\* Right side: Right side of the podium *facing* the audience.

# ETIQUETTE TO THE FLAG

OF

## THE UNITED STATES OF AMERICA

The following information may be helpful to the societies and to individuals:

It is the universal custom to display the Flag on all days when weather permits, including any day designated by the President or Governor, but especially on:

New Year's Day  
Inauguration Day  
Lincoln's Birthday  
Washington's Birthday  
Army Day  
Navy Day  
Veterans' Day  
Memorial Day

Flag Day  
Independence Day  
Labor Day  
Constitution Day  
Mother's Day  
Father's Day  
Thanksgiving Day  
Christmas Day

No other Flag or pennant should be placed above, or if on the same level, to the right of the Flag of the United States of America, except during church services conducted by Navy Chaplains at sea, when the church pennant (a dark blue cross on a white background) may be flown above the Flag during church services for the personnel of the Navy.

### **NOTE:**

The proper position of the Flag of the United States of America is on the right front of a vehicle, camper or trailer.

When displayed from a staff in a church or public auditorium, if it is displayed in the chancel of a church or on the speaker's platform in a public auditorium, the Flag should occupy the position of honor and placed at the clergyman's or the speaker's *right as he faces* the congregation or audience.

It is universal custom to display the Flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the Flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

( Reference: Public Law 839, HJ Resolution 359 )

### **SUGGESTIONS:**

Salute to The Flag of The United States of America.

1. When referring to the "Pledge of Allegiance," add "To The Flag of The United States of America." This should be done, when asking a group to repeat it and in any written Minutes, Agenda, or other written material. The reason is obvious.
2. The Pledge of Allegiance, "To The Flag of The United States of America" should follow the inspiration message, invocation, or prayer.
3. Gloves or other items should be removed from the right hand before reciting the Pledge of Allegiance "To The Flag of The United States of America."
4. There are only three (3) commas in the Pledge of Allegiance "To The Flag of The United States of America." Observing these might prevent dragging it out.

# **AMERICAN FEDERATION OF MINERALOGICAL SOCIETIES**

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The American Federation is composed of seven regional Federations. These are:

**CALIFORNIA FEDERATION OF MINERALOGICAL SOCIETIES**

**EASTERN FEDERATION OF MINERALOGICAL SOCIETIES**

**MIDWEST FEDERATION OF MINERALOGICAL SOCIETIES**

**NORTHWEST FEDERATION OF MINERALOGICAL SOCIETIES**

**ROCKY MOUNTAIN FEDERATION OF MINERALOGICAL SOCIETIES**

**SOUTH CENTRAL FEDERATION OF MINERALOGICAL SOCIETIES**

**SOUTHEAST FEDERATION OF MINERALOGICAL SOCIETIES**

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

The Board of Directors holds one annual meeting in conjunction with the annual Convention of a single Regional Federation, at which time the business is conducted and officers are elected. The Board of Directors is authorized to hold a second meeting if it should become necessary.

## **PURPOSES OF THE AFMS:**

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:**

The below committees are standing and have representatives from each Regional Federation on them.

### **Boundaries**

Maintains the integrity of the territorial agreements as per Bylaws.

### **Bylaws Revisory**

Keeps both Bylaws and Operating Procedures current and resolves any conflicts between Bylaws and Operations.

## AFMS (Continued)

### **Club Publications**

Encourages sharing via the written word, pays tribute to authors, editors and publishers of club communications.

### **Commemorative Stamps**

Encourages issuance of postage stamps related to our hobby.

### **Cancelled Stamps**

Handles the collection and sale of used stamps to benefit the Endowment Fund.

### **Conservation & Legislation**

Encourages proper use of the land and its resources, and through a "hot line" of contacts, spreads reports quickly.

### **Education/All American Club**

Recognizes club service to members, other clubs, federation, community and country.

### **Education Thru Sharing**

Honors individuals for service to their club, community and the earth science in general.

### **International Relations**

Looks beyond our geographical borders to the world-wide scope of our interests.

### **Junior Program**

Promotes participation by and recognition of young people to insure the future of our hobby.

### **Long Range Planning**

Studies and makes recommendations on programs and ideas to further AFMS goals. (Composed of Past Presidents of AFMS)

### **Programs**

Encourages production of educational and informational visual aids.

### **Public Relations**

Develops ways to increase public awareness of, interest in and image of our hobby.

### **Safety**

Stimulates safety consciousness in all our activities.

### **Uniform Rules**

Formulates rules for competitive exhibits and awards at Federation level, oversees Eligibility Files for national competition.

### **Ways and Means**

Works to meet the financial needs of the AFMS.

## AFMS (Continued)

Some other AFMS Committees are:

### **Audit**

Examines and reviews financial accounts.

### **Name Badge**

Distributes badges to qualified elected and appointed personnel.

### **Nominating**

Responsible for the slate of officers that represents each Regional Federation.

### **Parliamentarian**

Ensures meetings are conducted in accordance with the Bylaws.

### **Show Consultant**

Maintains continuing files of show statistics and dates.

### **Newsletter Editor**

Provides the main instrument of communications.

### **Central Office**

Maintains mailing list, has supplies, provides continuity, as other AFMS personnel change.

### **Special Committees**

Appointed as required.

# **AFMS PROGRAM CONTEST**

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## **COMPLETE RULES AND CLASSES**

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Slide or video presentations related to the Earth Sciences may enter Competition in one of the four (4) classes below or a Special Class (see 2. below).

### **Who may enter contest:**

1. Any Club or member of a club which paid dues to a Regional Federation, is eligible to enter a program in this Contest.
2. Commercially prepared presentations may enter in a Special Class. Write Coordinator for Special Entry.

### **How to enter:**

1. See CFMS Newsletter for entry deadline.
2. Fill out the Entry Form (*See CFMS Newsletter*) and mail it with the program to the AFMS Program Competition Coordinator at the address shown in the CFMS Newsletter.
3. By entering this contest, all winners automatically grant permission for the AFMS to duplicate their program for the Regional Federation Libraries. Winning programs will be retained by AFMS until duplicate sets are made. Runner-up entries will be returned within thirty (30) days of the AFMS Convention.
4. Pack programs carefully for shipping to avoid damage.
5. Include a Self Addressed Stamped Envelope for notification of receipt.
6. Reasonable safety precautions will be taken for the protection of the program after it has been received by the Coordinator.
7. Send entries and request for information with a self addressed stamped envelope to:

**AFMS PROGRAM COMPETITION, COORDINATOR**  
(*see CFMS newsletter for address and entry form*)

### **For Videos:**

1. You should submit a good copy. Winners will be contacted for more copies.
2. **VIDEOS** may be *live action*, with narration or a static presentation of slides/pictures with a narration recorded on the tape.

### **For Slides:**

1. **ALL SLIDES** must be 35 mm, in standard mounts.
2. The slides must be relatively new originals, on Kodak compatible film. Good duplicating may otherwise be impossible.

## AFMS PROGRAM CONTEST - (Continued)

3. **A SLIDE PROGRAM SCRIPT** (written narration, indicating when each slide is to be projected) should be typed on 8½" x 11" paper, ready for duplication. Cassette taped narrations are appreciated but do not replace a written (typed) script.
4. **SLIDES** must be *SPOTTED* for projection. (Preferably with a red dot in the lower left corner.) Each slide must be *NUMBERED*, matching the written script *AND CODED* with the entrant's initials.
5. **LENGTH OF PROGRAM:** For adult an program, 40 minutes is optimum. For Juniors, 20 minutes a suggested maximum. Generally 138 slides is the *maximum*.
6. **A NEW PROGRAM:** If making a new program, you should make two sets of original slides, so you have a set of originals in your file at all times. *Also keep a copy of the script.*
7. **FOR EXCEPTIONS TO THESE RULES CONTACT THE CONTEST COORDINATOR.**

### **Awards:**

1. First Place Winners will be awarded recognition in each of the classes listed below. Winners will be announced at the American Federation Banquet at the AFMS Show.
2. Winning Programs will be made available to each Regional Federation Program Library.

### **Classes for Entries:**

1. **Educational** — about geology, minerals, fossils, gems, etc.
2. **Collecting** — (one or more sites) some geology, sample specimens, collecting techniques and other aspects of interest should be included.
3. **How-to-do-it** — Covering lapidary techniques/equipment, fossil preparation, jewelry design, metalwork, carving, faceting, etc.
4. **Just for Juniors** — any of the above for youngsters.

### **Judging:**

1. Each program will be judged on its own merits. You may request a copy of the Judging Form to see what the judges will look for and "Tips for Good Program". Send a Self Addressed Stamped Envelope to the AFMS Coordinator.
2. Briefly, judges look for :
  - a. Accuracy of information.
  - b. Educational Value.
  - c. Quality of Photographs.
  - d. Completeness of story.
  - e. Narration that *reads* well from one slide/view to the next.
  - f. Inclusion of *credits*, title and end slides.
  - g. Pronunciation of unfamiliar words is helpful.
  - h. Note will be taken if the presentation creates a new interest in the hobby or gives ideas that could be tried.

# AFMS PROGRAM CONTEST

## PUTTING TOGETHER A SLIDE PROGRAM

1. Start with a firm idea of what you want to show or describe. This will help you to select slides that tell your story most forcefully.
2. Don't try to cover too much. In a short sequence of 20 slides, only one limited area or activity, can be covered.
3. Be selective with your slides. Sometimes only one or two pictures are necessary to illustrate a point in your narrative. The repetition which results from trying to show something from every angle can become dull.
4. Select slides to provide variety. All distance shots, all closeups, all architectural scenes, will become monotonous. Intersperse closeup details, portraits, market scenes, etc., with distance shots to lend interest.
5. Think about contrasts. A high-key slide following a very dark scene may appear washed out. A subtle dark slide will appear overly dense if it is shown after a bright slide. Space "contrasty" slides with intervening slides which will take the viewer gradually from one light extreme to another.
6. Humor can add to a sequence. But don't use forced humor. The narrative is important in setting the pace for humor slides.
7. Work over the narrative until you have the right script. Don't wander too far afield from your subject, and don't go into too much detail. Remember, the viewer will tire of looking at a single slide for more than 12 seconds.
8. It is not necessary to have a comment for every slide. You may wish to include several slides with no comment and relatively short viewing time for effect.
9. Consider varying the time that slides are on the screen. Two or three seconds for some are adequate, up to eight seconds for others.
10. If you use background music, make it conform to the subject. It's not necessary to use the same music all the way through a show. Experiment with special interludes in which the music alone carries the slides.
11. Remember that a *travel* presentation may be a short sequence, or a full fledged *photo* essay. *Travel essays are detailed photographic studies of travel.*
12. When you have finished a slide show, don't consider it permanent. New ideas may come to you at any time for additions or deletions. Rework a show if you can, and you will find your slides becoming more enjoyable.

Howard and Pauline Sweezey

Carmichael, California

# **AFMS PROGRAM CONTEST**

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## **DO'S AND DON'TS — PHOTO ESSAY**

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### **GENERAL**

A good photo - essay or travelogue combines pictures and words in a smooth flowing unit, with background music used to tie your pictures and narrative together.

### **PLANNING**

First of all, **PLAN YOUR SHOW**. Make an outline of what pictures you will need, and do some research — read extensively about the part of the country you plan to visit, if you are making a photo travelogue. If you are presenting a lapidary or mineralogical program, read up on things of that subject as well. The research, although seems like labor, will make your work easier and give you an advantage toward a fine program.

### **SELECTION**

If making a photo-essay, **SELECT A THEME** - which can be a story of a day in the life of a child, a dog, etc. It can be a cause, such as "Safety With Fire", etc. The history of people, their culture and habits, and today's mode of living is always interesting and at the same time, you can work in your scenic shots and flower slides. Take plenty of pictures using every lens and viewpoint at your disposal, taking advantage of unusual lighting - that of early morning, late afternoon, or twilight - fog or rain, or anything that will give you that "pictorial quality". Concentrate on that part of the country that interests you, or on one idea, and shoot all the pictures you can.

**DO—** Do inject humor into your show, if it is called for. Exception — historic sequences.

**DO—** Do arrange your slides in **SEQUENCES** on a viewing box — not necessarily in the order in which they were taken. **PUT AND TAKE** until you have an interesting arrangement — one that satisfies you. A good idea, in regard to sequences, is to watch a TV movie. Don't concentrate on the story, but watch the sequence arrangement and transition shots. Notice that many of the pictures speak for themselves. Later, **LISTEN** to the music, and notice how it is used. Then, **LOOK AND LISTEN** to the picture as an integrated whole, and see if you haven't learned something.

**DO—** Do use only technically good slides — no out-of-focus slides, or shots of people with their feet or heads cut off.

**DO—** Do put in a salon shot now and then — adds sparkle to your show.

**DO—** Do use **TITLE SLIDES** — especially at the beginning. They will give your show that "finished" look. They may be original or purchased.

**DO—** Do mask your slides for better composition. This will also help to cut out unwanted spots.

**DON'T—** Don't use slides that **DATE** your show too much. It won't be interesting after a few years.

**DON'T—** Don't use a title slide at the **END** *if* you are using a sunset in the last sequence. You can give the feeling of "THE END" by using two sunset pictures, the last a little darker.

## DOS AND DON'T'S OF PHOTO ESSAY (Continued)

**DO LIMIT**— Limit the **TIME** of your show to 30 to 40 minutes – no longer, or your audience will tire. About 35 minutes is best. Or, 25 to 35 minutes, with 5 to 10 minutes allowed for questions following the presentation, if that is in order.

### NARRATION

**DON'T**— Don't always try to say something about each slide. This can be unnecessary and start to sound like a running commentary.

**DON'T**— Don't ad lib, unless you're an expert at ad libbing. Read or tape your commentary. Practice reading it until it is an easy and natural speaking voice and not a "reading" voice.

**DON'T**— Don't talk about something that happened and then not show a picture of the event.

**DON'T**— Don't do your *NARRATING* when you are tired — it shows in your voice.

**DON'T**— Don't begin your sequences with "this is---" or "here it is ---". It's in the picture, so obviously "it is" and you don't have to point out the fact of its existence. Another irritating phrase is "this is your place" when it isn't "your" at all.

**DO**— **REHEARSE** and **REHEARSE**. Your commentary should be as natural as relating the seeing of a beautiful event. Practice makes perfect, or, nearly so.

### PROJECTION

**DON'T**— Don't allow slides to remain "on screen" more than 8 to 10 seconds, or your show will drag. If you have more to say on a particular subject, use 2 or 3 related slides in this sequence.

**DO**— Do mount your slides in glass if you expect to show them often, or wish to send it out. With this treatment they are less likely to get scratched or ruined with fingerprints.

**DO**— Do *NUMBER* your slides in consecutive order — you will not waste time wondering where they belong in the sequence, if they are removed from the tray. Also note the top of each slide, so you can place it in the tray correctly.

**DO**— Do use a clicker or low volume tone or ring to indicate the slide change if you do not project the slides yourself.

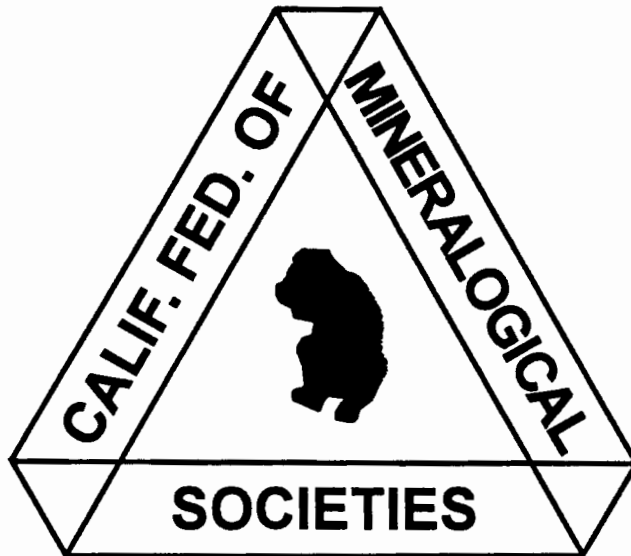
### RECORDING

When recording *VOICE* or *MUSIC* on tape, **DON'T** try to read the commentary and run the projector and recorder at the same time. It can be done, but it's really a 2 person job, and you'll get much better results using a second person. When selecting *MUSIC*, make the mood of the music fit the mood of the pictures; such as a snappy march for a parade, and soft, simple music for a forest scene. **DON'T** use familiar music. you don't want your audience to concentrate on the music instead of the slides.

Alice and Howard Kessler  
Sacramento, California

## **PART II**

# **NEW CLUB INFORMATION**



# HOW TO ORGANIZE

## A SOCIETY OR CLUB

Organization of a Society/Club is usually a result of the desire of a group of people who wish to be associated for the furtherance of their hobby; a mutual benefit to all. The procedure is not difficult.

Those persons interested in forming an Earth Science Interest Organization and joining with CFMS should write to the Executive Secretary/Treasurer of the California Federation of Mineralogical Societies (CFMS) and request the Organization Kit. This Kit includes the forms and instructions necessary to start. It contains an application form and instructions concerning officers, member lists and payment of dues to the Federation.

The information below may be helpful in getting the Society or Club started.

### **FIRST MEETING:**

1. An organizing meeting should be called to include all interested parties. Arrangements for this meeting should have been made in advance by one person of the interested group.
2. At this meeting, a temporary Chairperson and a temporary Secretary will be selected by the group.
3. Following a discussion concerning the purpose of the Society/Club, a motion must be made to formally organize.
4. A motion must be made authorizing the temporary Chairperson to appoint a committee to draft a Constitution and Bylaws.
5. Other matters to be discussed include:
  - a: A name for the Society/Club;
  - b: The amount of dues to be charged;
  - c: Fixed meeting date or dates and time;
  - d: The incorporation of the Society/Club. Procedure for the incorporation may be taken up at a later date.

Discussions of these items will assist the Bylaws Committee in preparing the Society/Club Bylaws.

6. Select a nominating Committee.
7. Set a definite date for the second meeting.

### **SECOND MEETING:**

1. Called to order by the temporary Chairperson.
2. Read the Minutes of the first meeting.

## HOW TO ORGANIZE A SOCIETY OR CLUB (Continued)

3. Report of the Bylaws Committee. Read the entire set of Bylaws first, then adopt each Article, unless the group wishes to adopt all at one time.
4. Report of the Nominating Committee. Ask for nominations from the floor.
5. Election of Officers.
6. The new President assumes the Chair and asks members to pay dues to the Treasurer and to sign the Charter List. (Decision should be made at this time of how long the Charter List will remain open.)
7. Application forms should be prepared and signed. All necessary steps must be taken to complete the forms and attached papers. The package is then mailed to the CFMS Secretary.
8. The date, time and place of the Board Meeting and the next regular meeting should be announced.
9. Before the third meeting, the President should appoint the Chairpersons and have them approved by the Executive Committee or the Board of Directors.

### **NOTE:**

The Bylaws Committee should prepare a number of copies of the proposed Bylaws for use by the Officers at the second meeting and, when the Bylaws are adopted, furnish copies to all members.

Dues should be in an amount to cover the dues and insurance payments to the Federation and enough to provide for the administrative expenses of the Society/Club.

If a number of potential members are present at the second meeting who were not at the first meeting, review the purposes and procedures of the Society/Club.

A Society/Club may ask that an Officer of the Federation assist in the formation of the Society/Club. The Executive Secretary will provide the name and address of the nearest Federation Officer.

It has been suggested by past Federation Directors and Officers, that the Federation Director be elected for a term of three (3) years and that he/she may be re-elected. This provides continuous liaison with the California Federation. It takes more than one (1) year for a new Federation Director to capably represent the Society/Club and take part in the discussions of the Federation business.

A form of model Bylaws for use by the Societies of the CFMS is included in this manual to be used as a guide in preparing Bylaws for a new Society/Club or for updating the Bylaws of an existing organization.

**Suggestion** to those aspiring to be a Club President:

Serving first as a Federation Director will be of great help and enable you to be a President with confidence and knowledge of all the services available.

# **CLUB OFFICERS AND COMMITTEES**

The Club and its Members ARE THE FEDERATION! A duly organized group becomes a member of the California Federation upon submission of an application and with approval of the Board of Directors. The Club or Society is represented on the Board of Directors of the California Federation by its Federation Director, whose specific duties are printed elsewhere in this Manual.

The Club or Society operates as an entity. Its Officers and Chairpersons paralleling, in major part, those of the Federation. It adheres to the established policies of the Federation and takes part in the projects within the scope or limitations of its membership. Its full cooperation is the major factor in the strength and progress of the Federation.

The following is a list, in outline form, of the duties and obligations of the **Club Officers** and major standing committees:

## **PRESIDENT**

A President is a leader, who guides and oversees work performed by other Officers and Committee people.

The President should:

1. Know how a meeting should be conducted;
2. Have an agenda;
3. Open meetings on time;
4. During meetings, have at hand, a copy of Society's Bylaws, Operating Regulations and a copy of ROBERT'S RULES OF ORDER. Article X, Section 58, of this publication gives guidelines for conducting a meeting and hints for new Chairpersons. This book can be obtained at bookstores;
5. Know the business to be discussed;
6. Repeat the proposals;
7. Appoint Chairpersons according to the Bylaws;
8. Be familiar with ROBERT'S RULES OF ORDER, the Bylaws and Operating Regulations of the Society;
9. Keep the Vice-President advised at all times.

## **VICE-PRESIDENT**

The Vice-President conducts meetings in the absence of the President. The Vice President may be assigned other duties as determined by the Bylaws and Operating Regulations of the Society.

A Society may desire to have a 1st, 2nd, and even a 3rd Vice-President to head certain committees or Club projects.

## **CORRESPONDING SECRETARY**

It is the responsibility of this person to write and answer Club correspondence.

## CLUB OFFICERS AND COMMITTEES (Continued)

### SECRETARY

The Secretary should:

1. Record the Minutes at all meetings. These minutes become part of the permanent records;
2. Record all motions, sponsors' names (*whether or not seconded*) and result of vote;
3. Maintain a Minutes Book;
4. Provide the President and the Bulletin Editor with a copy of the Minutes;
5. Maintain all records not assigned to the Treasurer or Historian.

### TREASURER

The Treasurer should:

1. Prepare a proposed budget;
2. Receive all monies and deposit to proper accounts after recording;
3. Pay all bills when due and approved by the Executive Board. The CFMS dues/ Insurance remiums are due at the end of each year;
4. Enter income, source and date;
5. Enter disbursements showing date, payee and purpose;
6. Keep all financial records;
7. File cancelled checks and keep the checkbook balanced;
8. Keep books up-to-date and prepare financial reports at regular intervals or as requested;
9. Make all necessary tax reports. Whether or not your Club is a non-profit organization, a tax report **must** be sent in each year;
10. Submit books for audit when requested.

### FEDERATION DIRECTOR

The Federation Director should:

1. Attend all meetings;
2. Present all proposed Federation business to the Society for discussion and vote;
3. Distribute all material from the Federation to proper Society Officers and Chairpersons;
4. Report all business conducted at Federation meetings;
5. Provide Officers and Chairpersons with names of CFMS Officers and Chairpersons;
6. Complete all forms requested by the Federation;
7. Maintain file of Federation Minutes, Operating Regulations and Bylaws;
8. Inform Society of information contained in the CFMS NEWSLETTER.

### PARLIAMENTARIAN

The Parliamentarian should:

1. Assist the President;
2. Give opinion, the President gives the ruling;
3. Has **no** authority to decide questions for an organization or make rulings. The President oes this. (If the Parliamentarian is asked by the Chair for an opinion to be given publicly to a meeting, ruling must still be made by the Chair. The Chair is not obligated to follow the advice of the Parliamentarian);
4. Not speak in assembly unless asked to do so by the Chair, unless as a member of the assembly;
5. Not be a member of a Board with a vote or act on a committee where sides will be taken.

## CLUB OFFICERS AND COMMITTEES (Continued)

### WAYS & MEANS CHAIRPERSON

The Ways & Means Chairperson should:

1. Suggest fund raising activities and projects which should involve all the Society members;
2. Spearhead such activities when put into practice;
3. Some suggestions are pancake breakfasts, silent auctions, Sister Club projects, education projects for schools, libraries, Senior Citizens and Shut-ins.

### FIELD TRIP DIRECTOR

The Field Trip Director should:

1. Search out and inspect, when possible, collecting areas;
2. List necessary equipment and tools required on the trips;
3. Inform members of any restrictions or costs;
4. Provide maps and print in the bulletin or distribute at meetings;
5. Urge members to take only the amount of materials they can use;
6. Provide samples from proposed areas;
7. Mark route to location with special Club signs;
8. Assist members to selected area for material; especially new members;
9. Always take along a *good* first aid kit;
10. When leaving, see that the area is left clean;
11. Know the area and its restrictions;
12. If courtesies are in order, this should be done by the Field Trip Director.

### PUBLICITY CHAIRPERSON

The Publicity Chairperson should:

1. Send out notification of Club activities;
2. Provide newspapers and hobby magazines with Society activities of special interest;
3. Maintain a list of publications for publicity media;
4. Collect clippings for the Historian.

### LIBRARIAN

The Librarian should:

1. Maintain an orderly library;
2. Charge and collect fines for overdue books;
3. Build up a collection of all facets of the hobby;
4. Maintain a current list of all library materials;
5. Provide information on all books to the Bulletin Editor.

### AUDITING COMMITTEE

An Auditing Committee may be appointed or elected. When the Auditor's report is given, the Chair should put the question on adopting the report.

## CLUB OFFICERS AND COMMITTEES (Continued)

### HISTORIAN

The Historian should:

1. Maintain an accurate record of all activities of the Society;
2. The record should include copies of the Club Bulletin, newspaper and magazine clippings, photographs, Club programs, special events and records.

### PROGRAM CHAIRPERSON

The Program Chairperson should:

1. Keep in mind that a *good* program creates interest and improves attendance;
2. Provide a program for each meeting;
3. Provide programs of all different facets of the hobby;
4. Provide the Bulletin Editor and Publicity Chairperson with information of upcoming programs;
5. Take care of courtesies to Speakers, etc.;
6. Keep accurate record of programs given during the year and provide the CFMS Program Chairperson with a report of programs presented each year;
7. Search out and use all possible sources, including the CFMS resources. Read bulletins of other clubs. You can often find a program speaker who may not be listed in any other publication.

### BULLETIN EDITOR

The Bulletin Editor should:

1. Check the CFMS NEWSLETTER and the bulletins of other clubs for interesting material;
2. Select educational and interesting articles for printing;
3. Include news of individual members' activities;
4. List the names and addresses of Club Officers and Chairpersons;
5. Publicize the AFMS Code of Ethics once a year;
6. Use CFMS Bulletin Editor's Manual for ideas;
7. Attend Bulletin Editor's workshops and gatherings.

**Suggestions for other committees:**

1. Membership,
2. Hospitality,
3. Sunshine,
4. Display,
5. Show,
6. Property,
7. Education.

# **MODEL BYLAWS**

## **BYLAWS**

of the

*(New Society or Club name)*

**Article I: Name**

The name of this organization shall be *(New Society or Club name)*.

**Article II: Purpose**

- 1.. To promote the study of Earth Sciences through the use of the collection, classification, and preservation of mineral specimens (including rocks and fossils).
2. To encourage others to become acquainted with the Earth Sciences through, but not limited to educational projects, symposia, exhibitions of specimens, cooperation with other Earth Science Societies and Federations and educational institutions such as schools, museums and libraries.
3. To promote the use of photography, as it may relate to the reproduction of pictures for the study and display of specimens.
4. To maintain educational programs within the organization compatible with these purposes.
5. To promote the fellowship and understanding among members and others interested in the various phases of Earth Science.

**Article III: Membership**

1. General Requirements for Membership:

- a. Active members must be interested in (*what your group desires - spell it out*).
- b. Operating procedures consistent with the Bylaws may be adopted to govern the admission of all members.

2. Classes of Membership:

- a. Active-voting members shall consist of dues paying members.
- b. The Organization may from time to time, elect persons who have performed outstanding services for the Hobby to Honorary Membership.

## MODEL BYLAWS (Continued)

### Article IV: Election and Terms of Officers

1. The Officers of this Organization shall be elected from the active membership by a vote of those members present at the annual meeting in (MONTH).
2. The Officers shall be a President, Vice-President, Secretary and Treasurer.
3. Each Officer shall hold office for one year beginning on the first day of the month following election. Each shall be eligible to succeed himself, or be elected to a different office in the Organization.
4. The Executive Board may select a member of the Organization to fill a vacancy in any office, except that of the President.
- 5.. The Vice-President shall preside in the absence of the President.

### Article V: Appointment and Tenure of Committees

1. The President shall appoint such Committee Chairmen as necessary to carry out the purposes of the Organization.
2. Chairmen may appoint additional members to their own committees.
3. Unless otherwise decided by a vote of the membership, the tenure of the Committees shall coincide with the term of the President.

### Article VI: Quorum

1. A quorum shall consist of a minimum number, set by the membership, of those members attending a meeting.
2. An Executive Board quorum shall be a majority of the members of this body.

### Article VII: Dues

1. Dues shall be on an annual basis, approved by an affirmative vote at the annual meeting.
2. Once set, the annual rate continues in force until changed by vote of the membership at an annual meeting.

### Article VIII: Club Year

The Club year shall begin on \_\_\_\_\_(*MONTH AND DAY usually the 1st day of such month*) and end one calendar year, less one day later.

### Article IX: Meetings

1. The annual meeting shall be the (*decided by vote of the membership - recommend the meeting prior to the start of the Club year*).
2. The Executive Board shall have no regularly scheduled meeting, but shall be subject to the call of the President. The President may conduct business by phone, provided an attempt is made to reach all the members.
3. The Committee Chairmen may conduct their business by phone.

## MODEL BYLAWS (Continued)

### Article X: Budget

1. The Treasurer shall present a proposed budget, for the next year, at the annual meeting. This budget may be accepted, rejected or amended by vote of the members present.
2. The Membership may authorize the Executive Board to approve expenditures in excess of the Budget. This authorization of the Membership will be found in the Operating Regulations.

### Article XI: Executive Board

1. The Executive Board shall be composed of the Officers, the immediate Past President, and Committee Chairmen.
2. Minutes of any meeting shall be kept by the Secretary or will be a resume of business done by phone.
3. The Executive Board shall be solely responsible for the affairs of the Organization between meetings.

### Article XII: Amendments

1. These Bylaws may be amended by an affirmative vote of the members present at the annual meeting, providing a written notice is sent by first class mail at least ten (10) days prior to the meeting, setting forth the amendment and the reason therefor.
2. Amendments become effective on passage, unless a different time is specified.

### Article XIII: Affiliations

1. The Organization may affiliate with any Society or group promoting the study of Earth Sciences, upon an affirmative vote at a regular meeting.
2. Such an affirmative vote shall be interpreted as an appropriation of funds to cover dues in such an affiliated organization, until such an action is reversed.

### Article XIV: Operating Procedures

1. The Executive Board may adopt Operating Procedures consistent with these Bylaws.
2. The Secretary shall keep a copy of the Operating Procedures.
3. The Membership may change, revoke or amend any Operating Procedure at any meeting.
4. The Operating Procedures become effective upon adoption and are binding until changed, revoked or amended.

### Article XV: Parliamentary Authority

Generally, the business meetings shall be short and informal. However, in case of procedural questions, Robert's Rules of Order shall apply.

### Article XVI: Motto, Seal, Pins or Patches

A seal, membership pins or patches may be adopted by vote of the membership.

# INCORPORATION PROCEDURE & APPLICATION FOR TAX EXEMPTION

Incorporation is usually undertaken to limit the liability of the members. The procedures to create a California corporation and obtain tax exemption can be accomplished without professional help.

California organizations wishing to incorporate as nonprofit corporations must file for incorporation and California tax exemption simultaneously. Incorporation before obtaining California tax exemption (at this time) requires an \$800.00 prepayment of a minimum tax paid to the Franchise Tax Board.

The steps in the process of incorporation are:

1. Decide the type of exemption desired (Charitable or Social Welfare). Do not consider Social and Recreational since it does not fit our Societies and effectively eliminates having shows open to the public.
2. Develop;
  - a. Articles of Incorporation consistent with the type of exemption desired.
  - b. Bylaws consistent with the type of exemption desired.
3. File for incorporation and exemption simultaneously.
4. After the California tax exemption is received, file for Federal tax exemption. Federal tax exemption is not required if the annual gross receipts will not exceed \$5,000.00. However, filing is strongly recommended.

The first step involves the writing of two (2) letters to get the latest information.

1. Secretary of State  
1230 J Street  
Sacramento, CA 95814

NOTE: Request information on forming a nonprofit corporation including sample forms of Articles of Incorporation.

2. Franchise Tax Board  
P. O. Box 942857  
Sacramento, CA 94257-4040

NOTE: Request Exemption Application (Form 3500) and instructions. There is a Franchise Tax Board 800 number for forms in the government pages of the local telephone directory that can be called instead of writing.

Review the documents received before deciding the type of California tax exemption you will request. The California Federation is tax exempt for both IRS and California as a Charitable Organization under I.R.C. Section 501 (c) (3) and the California Revenue and Taxation Code Section 23701d.

Any of the member Societies are eligible for similar exemption if their meetings, newsletter, study groups and field trips include educational and/or scientific information about earth sciences and lapidary arts.

## INCORPORATION PROCEDURE & APPLICATION FOR TAX EXEMPTION (Continued)

It is expected that all activities will have some social value as long as the main value is educational or scientific.

Make copies of the forms received from the Secretary of State and Franchise Tax Board to use as work sheets and file copies. Complete the Bylaws, Articles of Incorporation and application for tax exemption. Send four (4) copies of the Articles of Incorporation, one (1) copy of the Application for Exemption from Tax and two (2) copies of the Bylaws to the Secretary of State with your checks for the filing fees. The Secretary of State fee (\$30.00 presently) and Franchise Tax Board filing fee (\$25.00 presently).

The original letter from the Franchise Tax Board granting exemption and the endorsed Articles of Incorporation should be retained in a permanent location for future reference. A copy of the endorsed Articles of Incorporation should be filed with the County Recorder for the County of record. A fee is charged to record the Articles (about \$10.00).

A sample Articles of Incorporation from the FTB 3500 package is attached. The appropriate sample is for the Nonprofit Public Benefit Corporation. The Public Benefit is for exemption similar to the CFMS and other Social Welfare organizations. The provisions are required for Charitable or Social Welfare Organizations. Additional provisions can be made but it is best to keep them broad to avoid subsequent amendments. Allow all day to day activities to be governed by Operating Procedures or Robert's Rules of Order. If the Social Welfare exemption is requested, substitute 501(c) (4) in Article V. The 501(c) (3) can remain in Article VIII.

Public Benefit Corporations with the exemption as Social Welfare organizations can engage in almost unlimited efforts to influence legislation but not in political activities. Public Benefit Corporations with Charitable exemptions cannot intervene in any political campaign for or against a candidate. Attempts to influence legislation must be insubstantial. Donations to Public Benefit Corporations with Charitable exemptions are deductible. This is not true for Public Benefit Corporations with Social Welfare Exemptions.

A copy of an actual filing of Articles of Incorporation and Bylaws for a Public Benefit Corporation is also attached. This organization received a California tax exemption as a Charitable Organization. Charitable Organizations include educational and scientific activities. It is exempt under Section 23701d of the California Revenue and Taxation Code. The Organization is only involved with mineralogy. Regular Gem and Mineral Societies would need to add the lapidary arts to their articles. Most corporate powers that were required in the Articles of Incorporation are now automatically covered in the California Corporations Code.

Regulations relating to lobbying activities for Public Benefit Corporations are included in this manual. Donations to Public Benefit Corporations are deductible. This is not true for Mutual Benefit Corporations.

A Social Welfare Organization is one that seeks to perpetuate an art or science or one that works for the good of the community as a whole. Our Societies have a better chance of obtaining exemption as Social Welfare organizations than Charitable. Interest income and Show income for Social Welfare organizations, like Charitable Organizations, is not subject to taxation. There is a tax on unrelated business income. It could be in the form of a rental income or activities conducted as a business. It is unlikely our societies would be involved. If there are any questions in this area, contact should be made with the CFMS Tax Advisor or the taxing agencies. If you do not intend to have a show, you should go for the Charitable exemption. The Social Welfare exemption is aided substantially by a show with the public invited free of charge.

## INCORPORATION PROCEDURE & APPLICATION FOR TAX EXEMPTION (Continued)

Whichever exemption you choose, your objectives should usually include:

- To promote the study of the earth sciences within the community and among its members.
- To collect and study minerals and rocks.
- To study, practice and perpetuate the lapidary arts.
- To study, practice and perpetuate the jewelry making arts.
- To assist and cooperate with museums, universities and other earth science organizations in promoting the earth sciences.

### **Annual Filing Requirements:**

California and the IRS does not require tax exempt organizations to file annual Form 199 and Form 990 respectively unless gross receipts exceed \$25,000.00. There is a tax on unrelated business income. If a Society has rental income or conducts a regular business, it would file California Form 109 and United States IRS Form 990T if the gross receipts exceed \$1,000.00.

*Nevada Societies should communicate with the Secretary of State for the State of Nevada for information on tax exemptions, incorporation procedures and filing requirements.*

### **Influencing Legislation:**

Only those Corporations with Charitable exemptions are limited in their "lobbying activities." Lobbying is generally going directly to a legislator and asking him to support or oppose a specific piece of legislation. It does not prevent explaining the potential effect of proposed legislation to a government body. The public lands issue is a good example. Most of the activities of the CFMS and its member societies is to explain our position rather than influencing votes. Our effort to influence votes is less than 5% of our total activities. That is considered insubstantial and allowed without affecting the exempt status. There is also an election that can be made to have as much as 20% of the total expenditures spent for lobbying. Neither the CFMS nor its member societies have enough lobbying activities to justify this election.

# **SAMPLE ARTICLES OF INCORPORATION**

[Nonprofit Public Benefit Corporation]

ARTICLES OF INCORPORATION

OF

(CORPORATION NAME)

I

The name of this corporation is \_\_\_\_\_

II

- A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of this corporation is to \_\_\_\_\_

III

The name and address in the State of California of this corporation's initial agent for service of process is:

\_\_\_\_\_

IV

- A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

**SAMPLE ARTICLES OF INCORPORATION (Continued)**

V

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provisions for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) Internal Revenue Code.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

# ARTICLES OF INCORPORATION

OF

*(Name of the Society or Club)*

I

The name of this corporation is *( Name of the Society or Club)*

II

- A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific purpose of this corporation is to promote the study of mineralogy.

III

The name and address in the State of California or Nevada of this corporation's initial agent for service of process is:

*(Name and address of an individual representing the Society or Club)*

IV

- A. This corporation is organized and operated exclusively for scientific and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

V

The principal office for the transaction of business of this corporation shall be located in the County of *( Your County's name )*, State of California or Nevada.

VI

The number of directors of this corporation shall be such as may from time to time be provided by law. Authority to change the number of directors from time to time is hereby conferred.

VII

The achievement of the objectives and purposes above set forth, said corporation shall have the following powers:

- (1) To receive and admit as members of the corporation, persons interested in the mineralogical field.

ARTICLES OF INCORPORATION(Continued)

- (2) To purchase, lease, take in exchange, or otherwise acquire, and hold, own, develop, sell, assign, transfer, convey, exchange, mortgage, pledge or otherwise dispose and encumber real and personal property of every class and description, and rights and privileges therein in the State of California, Nevada or in any other state, territory or possession of the United States of America, and any foreign countries which may be suitable or convenient in connection with the purposes of this corporation.
- (3) To do any and all things necessary, suitable, convenient or proper for or in any connection with or incidental to the accomplishment of any purposes of the attainment of any or more of the objectives herein enumerated or designed directly or indirectly to promote the interest of this corporation or to enhance the value of any of its property; and in general, to do any and all things and exercise any and all powers which it may now or hereafter be lawful for the corporation to do or to exercise under the laws of the State of California or Nevada that may or hereafter be applicable to this corporation.
- (4) The foregoing shall be construed as objects and powers and the enumeration thereof is not to be held to limit or restrict in any manner the general powers now or hereafter conferred on this corporation by the Laws of the State of California or Nevada.

VIII

This corporation shall be a non-stock corporation composed of duly organized members who are interested in mineralogy and the various earth sciences and in the objectives and purposes therein before set forth. The authorized number and qualifications of members of this corporation, the different classes of membership, if any, the property, voting and other rights and privileges of such members, and the liability of each or all classes of members to dues and assessment, and method of collection thereof shall be set forth in and controlled by the Bylaws, and authority to adopt such Bylaws is hereby conferred.

IX

The property of this corporation is irrevocably dedicated to educational purposes and no part of the net income or assets of their corporation shall ever inure to the benefit of any director, officer or member thereof to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, of provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

X

Amendment of these Articles shall require the assent ( by vote or written consent ) of members representing seventy-five percent ( 75% ) or more of the voting power.

Dated \_\_\_( *When this document was drawn up* )\_\_

\*\*\*\*\*NOTARY PORTION\*\*\*\*\*

# SAMPLE PARLIAMENTARY PROCEDURES

## CONDUCTING A MEETING

1. Begin the meeting on time.
2. The meeting is called to order by the President (or officer in order of rank, if the President is absent) by one rap of the gavel.
3. Pledge of Allegiance to the Flag of the United States of America.
4. Minutes of the previous meeting may be approved as read or as published in the bulletin, or approved as corrected. Essential points of the Minutes include, kind of meeting, name, date, and place of the assembly, presence of the President, and Secretary or their substitutes, whether the Minutes of the previous meeting are approved, all motions, points of order and appeals. No debate is ever recorded, only the business transacted. Record the name of the person making the motion, but not the second.
5. Correspondence. All correspondence should be opened, reviewed and laid out before the meeting, for easier reading.
6. Introduction of Guests; The Hospitality Chairperson introduces all guests for the evening and the President gives recognition of the guests.
7. Treasurer's report; A monthly financial report should include:

<u>Receipts</u>	<u>Date</u>	<u>Disbursements</u>	
Dues Received	\$ _____	Rent	\$ _____
Ways & Means	\$ _____	Bulletin	\$ _____
Miscellaneous	\$ _____	Expense	\$ _____
Total	\$ _____	Total	\$ _____
Date, Balance on Hand	\$ _____		
Plus Receipts	\$ _____		
Less Disbursements	\$ _____		
New Balance	\$ _____		

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

8. Officers' and Chairpersons' reports should be called upon in the order of their appearance on the Board Roster.
9. Old business, *the Secretary usually hands the President a memorandum of old business.*
10. New Business, *usually introduced by a motion or correspondence.*
11. Program: The President does not turn the meeting over to the Program Chairperson. The President should remain the Chair. The President presents the Program Chairperson. The Program Chairperson introduces the speaker. At the conclusion of the program, the Program Chairperson should thank the speaker and say, "This concludes the program, Mr. or Madam President." The President may express his/her appreciation.
12. Adjournment: The President asks if there is any further business, pause, and then declare, "There being no further business, the meeting is adjourned."

**ELECTION BY BALLOT**

For secret ballots, distribute ballot forms.

When everyone appears to have voted, the Chair inquires, "Have all voted who wish to?" if there is no response, he/she then states, "The polls are closed."

The tellers then proceed to count the ballots.

The chief teller, or Chairperson of the Nominating Committee reports that the tallying is completed.

The results are handed to the President who reads it, and then announces the names of those who were elected.

# **GEM & MINERAL SOCIETY HISTORIES**

## **SUGGESTED OUTLINE**

The following are subjects that should be covered. When making up your own forms, more space will be required between the different topics.

Year \_\_\_\_\_

Membership \_\_\_\_\_

Adults \_\_\_\_\_

Juniors \_\_\_\_\_

Honor \_\_\_\_\_

Life \_\_\_\_\_

Elected Officers

Appointed Officers

Appointed Chairpersons of Standing and Specific Committees

Bulletin Name \_\_\_\_\_ Editor \_\_\_\_\_

Programs Listed and Special Features by month

Field Trips. Where, number attended, Material found, Incidents

Special Events

Annual Show

Exhibits

Picnic, etc.

Photographs, clippings, etc.

Awards — CFMS, AFMS, Other Clubs

Special Projects

Stamps AFMS Endowment Fund

Scholarship fund raising

Benefits for Museum Fund, Sponsors and Speakers for youth, senior citizens, schools, etc.

CFMS Appointments

Participation in Shows and Exhibits with other Groups by Members, or by your Society

Youth Activities

Displays for the Public;

a. Place

b. Duration

Educational Cases for;

a. Schools,

b. Banks,

c. Libraries,

d. Museum,

e. Etc.

Revisions made to;

a. Bylaws,

b. Operating Regulations,

c. Etc.

**NOTE:** Your Society may desire to have two (2) books as permanent records. One, a "History Book" containing a record of its operation and accomplishments. The second one could be a "Scrap Book" containing newspaper and magazine clippings, mementos, pictures of individual Society members on field trips, workshops, installations, receiving awards, etc.

# **APPLICATION PROCEDURE FOR JOINING CFMS**

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## **General Membership**

1. Membership in the Federation shall be open to all duly organized nonprofit mineralogical, lapidary or other earth science societies or clubs.
2. Any Society desiring to join the Federation shall apply in writing to the Secretary of the Federation, giving its name, a copy of its bylaws, the names and addresses of its Officers, the number of members and the month in which Officers are elected. A check for the initial dues and insurance premium, based on membership at the time of application, shall accompany the letter. The Board of Directors of the Federation shall vote upon the application, and a majority affirmative vote shall be sufficient to admit the applicant to membership. The Federation Secretary shall inform the Society of the result of the vote if the application is approved, a Certificate of Membership shall be given to the Society. If the application is denied, the check for the initial dues and insurance premium shall be returned at once to the applicant.
3. Applications will be acted upon at one of the two CFMS Federation Directors meetings. One meeting is held in conjunction with the annual CFMS Show and the other meeting is held in November. A member of the Society applying for membership should attend the meeting their application will be voted upon. If you have any questions please contact any CFMS Officer.

