

To: All holders of the Constitution and Bylaws Eighteenth Revision

Please exchange the Eighteenth Revision page to the Nineteenth Revision page and exchange page numbers 9, 13, 15, 18, 25, 36, and 38 with the like numbered pages included. Please recycle your old pages

Thanks
Red Walker, C&BL Chairman

CONSTITUTION AND BYLAWS FOR THE SOUTHEASTERN
FEDERATION OF MINERALOGICAL SOCIETIES, INC
(ADOPTED MAY 29, 1976)

FIRST REVISION APPROVED SEPTEMBER 23, 1977
SECOND REVISION APPROVED NOVEMBER 18, 1978
THIRD REVISION APPROVED MAY 3, 1980
FOURTH REVISION APPROVED NOVEMBER 14, 1981
FIFTH REVISION APPROVED NOVEMBER 13, 1982
SIXTH REVISION APPROVED SEPTEMBER 15, 1984
SEVENTH REVISION APPROVED NOVEMBER 8, 1986
EIGHTH REVISION APPROVED NOVEMBER 14, 1987
NINTH REVISION APPROVED NOVEMBER 18, 1989
TENTH REVISION APPROVED OCTOBER 19, 1991
ELEVENTH REVISION APPROVED NOVEMBER 21, 1992
TWELFTH REVISION APPROVED NOVEMBER 5, 1994
THIRTEENTH REVISION APPROVED OCTOBER 4, 1997
FOURTEENTH REVISION APPROVED FEBRUARY 29, 2000
FIFTEENTH REVISION APPROVED OCTOBER 21, 2000
SIXTEENTH REVISION APPROVED NOVEMBER 3, 2001
SEVENTEENTH REVISION APPROVED OCTOBER 5, 2002
EIGHTEENTH REVISION APPROVED NOVEMBER 28, 2003
NINETEENTH REVISION APPROVED NOVEMBER 12, 2005

Section 4. CERTIFICATE OF MEMBERSHIP: A “Certificate of Membership” shall be promptly awarded to any Club or Society accepted into membership in the Federation and, as soon as possible, the Certificate shall be delivered to the Club or Society by an Officer of the Federation appointed by the President.

Section 5. WITHDRAWAL: Any member Club or Society wishing to withdraw from the Federation shall make such intention known in writing to the Membership Secretary; such notice shall be official if signed by the Officers of the withdrawing Club or Society. The Membership Secretary shall acknowledge the receipt of such notice and this notice shall be sufficient to terminate the affiliation. Notice of the termination of the Club or Society will be sent to all Executive Board Members by the Membership Secretary of the Federation.

Section 6. EXPULSION: The Board of Directors may, by a majority vote, expel any member Club or Society from the Federation whose attitude, conduct, and actions are considered detrimental to the welfare of the Federation.

A. Expulsion may be made only after the member Club or Society has been given an opportunity to show cause why the expulsion is not justified, or to voluntarily withdraw.

ARTICLE II OFFICERS

Section 1. ELECTION: The Executive Officers of the Federation shall be elected by a majority vote of the qualified and voting members of the Board of Directors at the Annual Meeting.

Section 2. TERMS OF OFFICE: The term of office for the President, First Vice-President, and the Second Vice-President shall run from the first day of the fiscal year following their election until the last day of the same fiscal year, or until their successors have been duly elected in conformance with these By-Laws.

The term of office for the remaining SFMS Executive Officers shall be for two (2) years and must conform to Article III, DUTIES OF OFFICERS. The term of office for the Regional Vice-President, President Elect, or President of the AFMS shall be per current AFMS Articles of Incorporation.

Section 4. SECRETARY: The Secretary shall keep accurate minutes of all meetings of the Executive Board and of the Board of Directors, and shall submit them for publication to the Editor of the official SFMS newsletter within thirty (30) days after the close of the meeting. Copies may also be sent by postal mail to any Officer, Director (Club or Society President), or committee chairman requesting a copy within thirty (30) days following the date of the meeting.

A. The Secretary shall be the custodian of all business correspondence, permanent business records (except the Treasurer's records), and the Official Documents of the Federation, including but not limited to, the State Charter, Articles of Incorporation, and Insurance Policies, and shall submit such records to the Federation Officers upon their request.

B. The Secretary shall conduct all correspondence in the name of the Federation.

C. The Secretary shall maintain all up-to-date list of all Clubs and Societies affiliated with the Federation and their mailing addresses and the names and addresses of their principal Officers. This list shall be obtained through the coordination with the Membership Secretary. Such lists should be made available to all Officers and Committee Chairmen upon request.

D. The Secretary shall, twenty (20) days prior to a meeting of the Board of Directors, send to all members of the Executive Board, the Directors, and Committee Chairmen notification of time, place, and date of the meeting together with a copy of the agenda.

E. The Secretary shall send to all member Club and Society Presidents, at the proper time, any forms and instructions, required for their participation in Federation meetings such as, the "Registration for Delegates" for the Annual Meeting.

F. The Secretary shall, fifteen (15) days prior to a meeting of the Executive Board, send to all members of the Executive Board, the Presidents of all member Clubs and Societies, and all Committee Chairmen a notification of the place, date, time of meeting, a copy of the agenda, and complete details of arrangements for the meeting.

E. Shall compile and keep a current list of all the affiliated Clubs and Societies together with a list of their principal Officers, their addresses, and telephone numbers. This compilation shall be submitted to the Chairman of Publications for duplication and shall be distributed to the Clubs and Societies and to all appropriate individuals. To be effective, the Membership Directory should be available to recipients by May 1.

F. As membership renewals are received, and when new Clubs and Societies are granted membership, the Membership Secretary shall submit information to the Secretary as to their eligibility to have their President and Delegate, or their Alternates vote. The Membership Secretary will also inform the Secretary when any Club or Society withdraws from membership or is expelled, according to Article I, Section 6 and 7.

G. The Membership Secretary shall perform any other duties as prescribed by the President and shall coordinate the duties of this office with the Federation Secretary.

H. The term of office of the Membership Secretary shall be two (2) consecutive years and may be elected for any number of terms. The Membership Secretary shall be elected in uneven years.

Section 6. **TREASURER:** The Treasurer of the Federation shall receive all dues and fees from the Membership Secretary and other monies that may be due and payable to the Federation, and shall disburse them only when authorized by the President. The Treasurer shall keep an accurate account of all transactions and submit a written copy of financial statement to each member of the Board of Directors at or before the Annual Meeting. This financial statement shall reflect the transactions from the beginning of the current fiscal year to the nearest date of the Annual Meeting.

A. The Treasurer shall be responsible for filing the Federation Income Tax Reports annually as they become due both to the Federal Government and to the State Government if necessary.

B. The Treasurer shall deposit all funds of the Federation in a bank account in the name of the Southeast Federation of Mineralogical Societies, Inc. Monies invested in other than a bank account must be approved by a majority vote of the Board of Directors.

C. The Editor may perform such other duties as prescribed by the President.

D. The term of office for the Editor shall be two (2) consecutive years and may be held for any number of elected terms. The Editor shall be elected in even years.

Section 9. Duties of SFMS Regional Vice-President to AFMS: Refer to AFMS Operating Procedure from the AFMS website at www.amfed.org <http://www.amfed.org>

Section 10. Duties of President-Elect of AFMS, when applicable: Refer to AFMS Operating Procedure from the AFMS website at www.amfed.org <http://www.amfed.org>

Section 11. Duties of President of AFMS, when applicable: Refer to AFMS Operating Procedure from the AFMS website at www.amfed.org <http://www.amfed.org>

Section 12. Qualification for Officers to the AFMS: The nominee for any office in the AFMS is currently, or has been, an elected Officer in the SFMS.

Section 13. Duties of SFMS Officers to the AFMS:

A. The SFMS President and the First Vice-President shall be members of the Board of Directors of the AFMS.

B. AFMS term of office shall conform to the SFMS term of office.

C. In the event an SFMS President's or First Vice-President's term of office be foreshortened, SFMS will contact the AFMS Secretary with the name of the replacement Director. That Director is outlined in the SFMS By-Laws.

D. In the event the President or First Vice-President is unable to attend the Annual Meeting of the AFMS Board of Directors, the AFMS will allow SFMS to send an alternate, if the SFMS so desires.

E. In the event that a Director of the AFMS is also an Executive Officer of the AFMS, the SFMS shall select another individual to serve as a Regional Director for the fiscal year.

F. No proxy and absentee votes shall be cast by SFMS representatives at the AFMS Annual Meeting.

A. HOST GENERAL CHAIRMAN DUTIES: The Host General Chairman, with the assistance of the SFMS Coordinator (First Vice-President), shall draw up tentative plans for the Annual Meeting (Show, Banquet, and Editors' Breakfast). The Host General Chairman then shall submit the tentative plans to the proper authorities in the Host Club or Society for their Approval. After the approval of the Host Club or Society, the Host General Chairman and the SFMS Coordinator shall work together to follow through with the plans for the Annual Meeting.

Section 7. REPRESENTATION AT THE ANNUAL MEETING: At the Annual Meeting, each member Club or Society shall be represented by its Director (Club or Society President), and by one (1) elected Delegate, and each of these shall be entitled to one (1) vote on any matter presented to the meeting.

A. Each member Club or Society may elect one (1) Alternate for their Director and one (1) Alternate for their Delegate. The Alternates shall be entitled to vote in the event their corresponding Director or Delegate cannot be present at the time of voting.

Section 8. QUORUM: A quorum for the purpose of conducting business coming before the Annual Meeting shall consist of twenty (20) percent of voting body of the Board of Directors as specified in Article V, Section 1, of these By-Laws. This quorum must also include at least one of the following: the SFMS President, the SFMS First Vice-President, or the SFMS Second Vice-President.

A. MAJORITY VOTE: A majority vote of the qualified and voting members of the Board of Directors shall be sufficient to carry any motion coming before the Board, or to elect any Officer, unless otherwise stated in these By-Laws.

Section 9. CREDENTIALS: It shall be the responsibility of each member Club or Society to notify the Federation Secretary at least twenty-one (21) days prior to the Annual Meeting of the names and addresses of its Director (Club or Society President), and Delegate, and their Alternates who are to exercise their voting power at the Annual Meeting.

4. TRANSFER OF SLIDE PROGRAMS AND VIDEO TAPES: The Chairman shall transfer all material and records to his/her successor and shall be responsible for the proper packing and security of the shipment. He/she shall notify the successor the expected date of arrival. The Chairman should execute promptly the transfer in order to avoid disruption in the Slide and Video programs.

K. SUPPLIES COMMITTEE: This Committee shall be responsible for ordering and keeping on hand a supply of all items that the Federation may have for distribution or sale to members, such as lapel pins, car emblems, arm patches, booklets, manuals, Federation stationery, copies of the Constitution and By-Laws, etc..

1. The Chairman shall keep an itemized account of all items ordered and delivered and shall submit to the Treasurer, fifteen (15) days prior to the Annual Meeting, a statement reflecting transactions from the beginning of the fiscal year to the approximate date of the meeting.

2. Any accumulation of surplus funds shall be transmitted to the Treasurer for deposit.

L. UNIFORM RULES COMMITTEE: This Committee shall be composed of three (3) members and shall perform the duties as follows:

1. This Committee shall act in close cooperation with the Exhibits Chairman of the Host Club or Society in making revisions and/or adjustments of the Uniform Rules adequate to the needs of the exhibitors.

2. It shall be the duty of this Committee to administer a program for qualification of judges and clerks, and shall have the authority to qualify individuals competent to perform the duties as judges and clerks.

3. The Chairman of this Committee shall maintain a list of individuals qualified to judge and clerk. This list shall contain the name, address, applicable division or divisions in which the person is qualified to judge or clerk, and this list shall be published each year in the SFMS Directory.

4. The Committee shall formulate and maintain adequate rules to govern the eligibility and competition for any and all trophies awarded by the Federation, and to procure such awards and all materials necessary for the conduction of competing for them.

A copy of these rules for use at all Federation Shows shall be sent to member Clubs and Societies at least three (3) months prior to the date of the Show scheduled for that calendar year. The Committee shall prepare an estimate of the awards and/or materials and present this estimate for approval by the Executive Board, and shall limit the expenditures to the amount authorized.

M. WAYS AND MEANS COMMITTEE: The Ways and Means Committee shall be the guardian of resources of the Federation.

1. COMMITTEE MEMBERS: The Ways and Means Committee shall consist of a Chairman appointed by the President, the Treasurer, and Assistant Treasurer of the Federation.

- (a) The Ways and Means Committee shall continually examine the income and expenditures of the Federation. It shall make recommendations to the Executive Board regarding dues, special assessments and other sources of income.
- (b) This Committee, jointly with the President, shall prepare the yearly budget showing estimated expenditures for the coming year, versus estimated receipts.
- (c) Any requests for the expenditures of money by the Federation for unbudgeted items shall be referred by the President to the Ways and Means Committee for their analysis and recommendations before action is taken by the Executive Board for approval or rejection.
- (d) The Ways and Means Committee shall make recommendations to the Executive Board for the disposition and/or expenditure of financial contributions and donations made to the Federation by any Club, Society, organization, or individual. In preparing its recommendations, the Committee will honor the specific request of the donor as to disposition of such funds to the extent possible, consistent with the objectives and financial needs of the Federation.

- (a) Regularly informing the Federation's membership concerning their ideas and opportunities for our junior leaders through articles in the Lodestar and other means,
- (b) Offering advice to clubs and individuals wishing to initiate, maintain, or promote Junior clubs in our Federation,
- (c) Administering the Chris Wright Workshop Scholarship Program for Juniors,
- (d) Serving as SFMS liaison with the AFMS Youth Programs Committee.

P. WEBMASTER: The Webmaster shall build , edit, and maintain the Southeast Federation of Mineralogical Societies, Inc. website on the world wide web for the information of the members and the general public.

Q. SOCIAL ACTIONS COMMITTEE

1. The Social Actions Committee Chair will be appointed by the President for a one year tenure, to be renewed by the incoming President, if so desired. This committee will be composed of The Social Actions Chair and two others that are selected by the Social Actions Chair, if desired.
2. The Social Actions Committee will be the Federation's central point of contact when a person who has been active in the operation of the Federation is taken seriously ill or passes away. Member clubs will contact the Chair when an event occurs that requires the Committee's attention.
3. The duties of the Committee Chair will be to notify the Federation President, others so directed by the President and to send the family of the individual a card recognizing their situation. In the case of the passing of a person, the Chair will send flowers and a card. If the family requests donations instead of flowers, the Chair will comply (up to a limit of \$50 per occurrence).

R. FIELD TRIP COMMITTEE

1. MEMBERSHIP: This committee shall be composed of a Chairman and as many other members as the chairman and the President determines are necessary to conduct the Field Trip Committee operations.

Lodestar Subscription

Name:		Telephone:	
Club/Society Affiliation:			
Mailing Address:		Email Address:	
City:	State:	Zip Code (plus four):	
Special Interests:			
Check all that apply: New Subscription Renewal Address Change			
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