

Friends of Mineralogy- Virginia Chapter (FMVA)
-Operating Procedures-

OFFICIAL ADDRESS

The principal office of FMVA must be in Virginia. It shall be the address of a Virginia Chapter member. The current address is **12417 Glen Carrie Rd, Ashland, Virginia 23005** under the current registering agent (August Dietz) of the organization.

DUES

- A. Dues for the FMVA have been set at \$15.00 as approved by the board of directors.
- B. The dues will also cover national membership in the amount of \$4.00 per membership which will be sent to the Treasurer of FM by March 1st.
- C. Dues may be paid in check or cash at the general membership meeting in January or by using the online payment system Venmo. Information about this free and easy to use service will be provided to all interested members and put on the FMVA application.
- D. Members delinquent during any calendar year will be dropped from the FMVA and National membership no later than March 1st. Members dropped for nonpayment of dues may be reinstated upon payment of delinquent dues for year(s) or part years they remained on the active list of members. Active roll means receiving the newsletter and other benefits of the organization.
- E. Members who have not paid their dues by February 15th will be notified and will have the opportunity to submit payment.
- F. Members joining after September 30th will pay and be credited with payment of ensuing year's dues.

MEETINGS

A. Meeting Times

- I. Regular business meetings shall be held on the last Friday of every month, from 7:00pm ET until 9:30pm ET.
- II. Meeting times may be adjusted to accommodate conflicts with other events, virtual speakers, or mineralogical meetings/conferences.

B. Meeting Locations

- I. All general meetings are held virtually on Zoom and will be uploaded to YouTube within one week for the public.
- II. Due to the geographical diversity of membership, there are no definitive meeting locations for FMVA. Rock swaps, social events, and additional meeting locations will be determined by the board as appropriate. The board should be encouraged to host meetings at multiple locations throughout the year to accommodate all members.

C. Board of Director Meetings

- I. Board meetings are open to the general membership and partner organizations. Meeting dates are determined monthly by the board and an email will be sent to membership and partner organizations.
- II. All board meetings will be conducted virtually to accommodate scheduling and the geographical scope of the organization.
- III. Board meeting minutes will be emailed to members within one week of the meeting.

FMVA NEWSLETTER (PENDING)

A newsletter, “The Pocket,” shall be prepared and sent electronically to all members by the Secretary. Newsletters shall serve to promote the broader community while also providing resources and information useful to the community.

- I. Publications are released on the 25th of February, April, June, September, and November.
- II. Submissions are due on the 20th of the month before the newsletter is published and due by the 10th of the publishing month. This allows 15 days for editing and changes.
- III. Newsletters will be provided to the National FM at the time of publishing. Updates used in the newsletter can be used for National FM newsletter updates.
- IV. All newsletters are to be electronically distributed. It is up to local clubs or members to print physical copies if desired.

STATE DIRECTORY

The FMVA will be responsible for updating, promoting, and providing a directory of Virginia highlighting all mineral clubs, shops, museums, and shows that have been provided. The document will follow the format as presented by the original 2020 directory and include the following:

- A. A new cover photo of a mineral specimen from the community.
- B. Club information including updated officer lists, show dates, and websites which shall be collected from club representatives and membership after the January meeting.
- C. Any major additions to the state directory shall be discussed and approved by the board.
- D. Information shall be sent to the president by February 4th for inclusion in the final publication.
- E. Directory will be published and submitted by February 15th.

CLASSIC MINERAL LOCALITIES OF VIRGINIA PUBLICATION

The FMVA will support through membership, committees, programs, etc. the work to publish a new book on the Classic Mineral Localities of Virginia by Thomas Hale, founder of the Virginia Mineral Project (VMP). Any stories, images, information valuable to the publication and part of FMVA will be given to the VMP Committee led by Thomas Hale for use, with credit given to both FMVA and the members involved.

- A. FMVA will continue to support the work of the VMP and incorporate the initiative into the bylaws of the organization.
- B. Committees are strongly encouraged to work with the VMP Committee by sharing their work and projects in hopes that vital information sharing can be mutually beneficial for FMVA projects and the ongoing publication work.
- C. Members are strongly encouraged to participate by sharing information, photos, etc. and promoting the project but are not required to have active participation in the development of the book itself and can join the committee if interested.

APPOINTED STANDING COMMITTEES & CHAIRPERSONS

All committees are permanent unless stated otherwise. Some chairpersons, as stated below, do not need to be members of the board of directors. Chairpersons who are not default officers are to be appointed by the president. Each committee will have flexibility in how they develop and organize their work, with power given to the chairperson to remove committee members if not following the rules or meeting project deadlines. In the case that the chairperson is not responding to committee members, the members can go to the board and discuss the possible removal of said chairperson.

Current projects and committee information can be found in the welcome package documents “*Get Involved: FMVA Committees.*”

1. **Webmaster:** The webmaster will be responsible for maintaining the FM website and regularly updating it. They shall have a backup individual who will assist and have information, instructions, and access to perform the webmaster’s job in the event the webmaster is not able to do so. The webmaster is a member of the board and all codes and passwords should be given to leadership.
2. **Field Trip Chairperson:** This chairperson will be responsible for reporting field trips across the state and developing new trips through FMVA. There will be openings for two assistant positions. The individual/team will be responsible for producing safety documents and maintaining relationships with the 3rd party insurance provider or organization.
3. **Social Media Chairperson:** The social media chairperson will operate using two platforms deemed important in the current social media space: Facebook & Instagram. There can be two different individuals who will assist with operation of these pages Posts to social media should be made at least once per week if not more, permitting the time available.
4. **Historical Preservation Committee:** This committee will be responsible for acquiring and maintaining historical records of FMVA including the clubs across Virginia. The committee will have a lead chairperson with openings for two assistants. Records will be kept in physical and cloud systems and uploaded to the public FMVA website when available.
5. **Educational Outreach Committee:** This committee will be responsible for maintaining and developing new relationships with educational organizations in Virginia such as: schools, museums, etc. and will help develop and promote educational based programming. There will be one head of the committee with openings for three assistants.

6. **Newsletter Committee:** This committee will develop, update, and revise the format of the FMVA newsletter. The committee will have a lead chairperson, with two openings for newsletter editors. Editors and the committee chair are responsible for gathering the necessary information from officers and other organizations to put into the newsletter.
7. **Virginia Mineral Project Committee (Special Committee):** This committee is founded under the Virginia Mineral Project Initiative with the primary responsibility of developing a new publication on classic mineral localities in Virginia. All rights and final formatting decisions for the publication will remain with the original author (Thomas Hale). This committee will be headed by Thomas Hale and will comprise individuals interested and appointed to assist with publication development.

EXECUTIVE COMMITTEE (ASSIGNED DUTIES)

1. President –

- a) Preside over all membership and board meetings, arrange the logistics for the meetings, prepare agendas, and instruct the Secretary to provide notification of the meetings.
- b) Write a column for all issues of the newsletter and proof the newsletter.
- c) Ensure that Committees and Officers are carrying out their assigned responsibilities.

2. Vice President –

- a) Act for the President as delegated or required.
- b) Outreach to external organizations and relay updates to membership and officers of FMVA.
- c) Assist FMVA with building and maintaining relationships with the broader mineral community and outside organizations.

3. Secretary –

- a) The Secretary shall record the minutes of all meetings and transcribe highlights for publication in the Newsletter.
- b) Send welcome package to new FMVA members.
- c) Receive ballots electronically and by mail for Board positions and report results at the annual Board meeting.
- d) Send out the newsletter in electronic form to all current members.
- e) The Secretary may select an alternate to receive the ballots and/or report the results.

4. Treasurer –

- a) The Treasurer shall maintain the financial books, records, and bank accounts of FM.
- b) Maintain a membership record and due list.
- c) Prepare a monthly financial statement and report at each meeting.
- d) Timely submit all required financial reports to appropriate State and Federal agencies.
- e) Send dues billings at the end of December to all members and send reminder email by Feb 15th for those who have not submitted payment.
- f) Work with the FMVA secretary to maintain a database of the entire membership and be responsible for the maintenance of the membership directory.
- g) Arrange for an annual audit of the financial records.