



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

Constitution

1. Name

- (a) This organization shall be incorporated as a non-profit corporation and shall be known as the *Central Canadian Federation of Mineralogical Societies*, hereinafter known as the *CCFMS*.

2. Definitions

- (a) The Constitution clauses of the *Constitution and Bylaws* of the CCFMS shall hereinafter be known as the *Constitution*;
- (b) The Bylaws clauses of the *Constitution and Bylaws* of the CCFMS shall hereinafter be known as the *Bylaws*;
- (c) *Club* is intended to encompass any club, society, guild, association, organization, etc, affiliated and *in good standing* with the CCFMS;
- (d) *In good standing* means that a CCFMS club – and thereby, individual ~~club~~ members of a club – has paid its CCFMS annual membership dues and is not currently subject to CCFMS suspension or disciplinary action;
- (e) *Board* is defined as both officers and directors of either the CCFMS or a CCFMS-affiliated club;
- (i) Officers refer to President, Vice President, Secretary, and Treasurer;
- (ii) Directors refer to Past President and any other additional Directors;
- (iii) Signing Officers refer to officers who have been given authority to sign legal and banking documents and contracts;
- (f) *General meetings* are meetings of both the CCFMS board (non-voting) and clubs (voting) in order to conduct business on behalf of the CCFMS and clubs;
- (i) An annual general meeting, hereinafter known as a CCFMS AGM, occurs at a regularly scheduled date, time, and place – and subsequently, shall not be later than fifteen (15) months after holding the preceding CCFMS AGM;
- (ii) A supplemental general meeting, hereinafter known as a CCFMS SGM, if deemed necessary, occurs at a date, time, and place as determined;
- (iii) An extraordinary general meeting, hereinafter known as CCFMS EGM, if deemed necessary, occurs at a date, time, and place as determined;
- (g) Definition of “in writing” is a document, correspondence, and/or notice that has been written and/or typed and has been delivered by postal mail, by email, by SMS (text messages), or by hand.

3. Objectives

- (a) To encourage co-operation and information exchange amongst clubs and other organizations interested in mineralogy, other earth sciences, and lapidary arts;
- (b) To promote the study of mineralogy, other earth sciences, and lapidary arts;
- (c) To promote the conservation of, access to, and exploration of important geological and mineralogical occurrences.

4. Scope

- (a) Membership in the CCFMS shall be open to all clubs in Canada, subject to the *Constitution and Bylaws* of the CCFMS, whose objectives are consistent with those of the CCFMS and whose membership is unrestricted as provided by the *Canadian Charter of Rights and Freedoms*.



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

5. CCFMS Membership

- (a) Individual members of clubs shall also be considered members of the CCFMS;
- (b) Individual members shall be represented in the CCFMS and at CCFMS general meetings by appointed delegates and proxies of their clubs.

6. CCFMS Board of Directors

- (a) The CCFMS board shall consist of:
 - (i) A President, Vice President, Secretary, Treasurer (officers);
 - (ii) A Past President and up to six (6) additional Directors (directors);
 - (iii) Three (3) of the officers shall be appointed by the CCFMS board as Signing Officers;

Elections

- (b) Elections of CCFMS board members shall be conducted from those nominated for CCFMS board positions at the CCFMS AGM;
 - (i) Please refer to *Bylaws Clause 5* for Nominating Committee and CCFMS board member requirements to stand for office;
- (c) Terms of office on the CCFMS board are one (1) year;

Vacancies

- (d) Any vacancies on the CCFMS board can be filled by appointment mid-term by a simple majority vote of the CCFMS board;
 - (i) The appointee's consent, in writing, shall be given to the CCFMS Secretary before the next CCFMS board meeting;

Committees

- (e) Committees may be established by the CCFMS board, in conjunction with the CCFMS president, necessary for the execution of CCFMS and CCFMS board responsibilities and business;
 - (i) The CCFMS board shall determine the composition and terms of reference for any such committee;
 - (ii) The CCFMS board may dissolve any committee by resolution at any time.

7. CCFMS General Meetings

Annual General Meetings (AGMs)

- (a) The CCFMS shall hold an Annual General Meeting (AGM), preferably once per year, either in-person, electronically, and/or as a hybrid meeting;

Supplemental General Meetings (SGMs)

- (b) Supplemental General Meetings (SGM) can be called by a simple majority vote of either the Presidents of CCFMS clubs and/or the CCFMS board, if deemed necessary to complete unfinished CCFMS AGM business;

Extraordinary General Meetings (EGMs)

- (c) Extraordinary General Meetings (EGM) can be called by a simple majority vote of either the Presidents of CCFMS clubs and/or the CCFMS board, if it is deemed that there are important, serious, urgent, time-sensitive, and/or emergency issues that require a vote;

Notice of General Meetings

- (d) If a SGM or EGM is called by club Presidents, written copies of the request from each club requesting the meeting shall be provided to the CCFMS Secretary;
- (e) Notice, whether a CCFMS AGM, SGM, or EGM, shall be provided to CCFMS clubs and CCFMS board members, in writing, not less than 10 days and not more than 50 days before the meeting;



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

Delegates & Proxies

- (f) CCFMS Clubs may appoint up to two (2) delegates to represent their club at any CCFMS general meeting and identify which delegate is the voting delegate;
 - (i) Delegates shall be members of a CCFMS club but need not be a member of the club they represent;
- (g) Clubs may designate a voting delegate from another CCFMS club or from the CCFMS board, except the CCFMS President, to vote for their club via proxy;
 - (i) In order to ensure quorum during any CCFMS general meeting, a proxy can be given to another delegate, along with the CCFMS Secretary being informed;
- (h) If a voting delegate represents more than one (1) club by proxy, the delegate shall vote separately for each club;

Eligibility to Vote

- (i) There is only one (1) vote per CCFMS club;
 - (i) In the case where two (2) delegates represent a club, only one (1) vote on any motion is allowed between them;
- (j) Delegate names and proxies shall be given to the CCFMS Secretary, in writing, either at least 24 hours before any CCFMS general meeting or in-person at any CCFMS general meeting;
 - (i) The CCFMS Secretary, in conjunction with the CCFMS Treasurer, shall confirm that the CCFMS club is *in good standing*, as in *Constitution Clause 2(d)* and *Bylaws Clause 10 Discipline*;

Quorum

- (k) Quorum, at any CCFMS general meeting, shall be present if a simple majority (50% + 1) of CCFMS clubs eligible to vote are represented either by a voting delegate or proxy;
 - i) A roll call of clubs represented at any CCFMS general meeting shall be recorded by the CCFMS Secretary;
 - ii) Once quorum is established during any CCFMS general meeting, it shall be considered a duly-constituted general meeting;
 - iii) Once quorum is established, the CCFMS Secretary shall authorize one (1) voting card per club;
- (l) If quorum is not present during any CCFMS general meeting, the general meeting may proceed but motions may not be passed;

Voting

- (m) Motions arising from the agenda can be passed by a simple majority vote by both delegates and proxies, except amendments to the *Constitution and Bylaws*;
- (n) Additional motions to the agenda can be proposed either at least 24 hours before or in-person by delegates or proxies at any CCFMS general meeting;
 - (i) Additional motions shall be considered a free vote for both delegates and proxies;
 - (ii) Additional motions can be passed by a simple majority vote by both delegates and proxies, except amendments to the *Constitution and Bylaws*;
- (o) Amendments to the *Constitution and Bylaws* shall require a two-thirds (2/3rds) majority vote by both delegates and proxies;
 - (i) Amendments to the *Constitution and Bylaws* can also be submitted at any CCFMS general meeting, in writing, by clubs or in the form of a motion from the floor by a voting member;
 - (ii) Each amendment to the *Constitution and Bylaws* shall be voted on individually unless a preceding motion is passed at any CCFMS general meeting to group amendments together under one (1) vote;
- (p) In the case of an appointed voting delegate and a proxy both being present at any CCFMS general meeting, the vote of the delegate shall prevail;



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

(q) The results of each vote, at any CCFMS general meeting, shall be recorded by the CCFMS Secretary;

Business to be conducted

(r) At a minimum, business transacted at a CCFMS AGM or, if needed, a SGM shall include:

- (i) agenda;
- (ii) previous general meeting(s) minutes;
- (iii) consideration of financial statements;
- (iv) proposed / reappointment of auditor;
- (v) election of CCFMS board;
- (vi) any other applicable business, inclusive of amendments to the *Constitution and Bylaws*.

8. Dissolution of the CCFMS Board and/or the CCFMS

(a) If CCFMS clubs should lose confidence in the CCFMS board or any CCFMS board member, a CCFMS EGM shall be called by a simple majority (50% +1) of clubs;

- (i) Written copies of the non-confidence request from each requesting club shall be provided to the CCFMS Secretary;

(b) The CCFMS board can be dissolved by or any CCFMS board member can be removed by, a resolution of two-thirds (2/3rds) of the clubs;

- (i) If this becomes necessary, the clubs shall appoint a replacement CCFMS board member, or if the entire CCFMS board is removed, the Presidents of the clubs shall become the interim CCFMS board and shall decide amongst themselves who shall fill CCFMS board positions;
- (ii) Written copies of the motions passed shall be provided to the CCFMS Secretary;

(c) Clubs may initiate the complete dissolution of the CCFMS, provided two-thirds (2/3rds) of the clubs support such action;

- (i) Should the CCFMS be dissolved, the existing CCFMS board shall inform any necessary authorities of the dissolution of the CCFMS and donate any net CCFMS funds and monies from sold assets to the following three museums:

A) Royal Ontario Museum ROM, Natural History, Mineralogy, Toronto, ON;

B) Canadian Museum of Nature-Musée Canadien de la Nature, Ottawa, ON;

C) University of Waterloo Earth Science Museum, Waterloo, ON;

- (ii) Written copies of the motions requesting dissolution passed shall be provided to the CCFMS Secretary.

Bylaws

1. CCFMS Applicant Clubs

(a) Applications for membership in the CCFMS shall be submitted, in writing, to the CCFMS;

(b) Applications shall include:

- (i) Name of the applicant club;
- (ii) A copy of the applicant club incorporation documents or a description of the applicant club structure;
- (iii) A copy of the applicant club *Constitution and Bylaws* that is consistent with CCFMS objectives, CCFMS Code of Ethics for Field Trips, CCFMS Code of Ethics for Lapidary Workshops, and CCFMS high standards of practice;
- (iv) Names, phone numbers, and email contact information of the applicant club representatives;



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

- A) Indication of what contact information can be made public in CCFMS public communications such as the CCFMS website or social media;
 - (v) Website address and social media link, if available;
 - (vi) Applicant club meeting times and place;
- (c) The CCFMS President shall submit applications to the CCFMS board for approval;
 - (i) Any application for CCFMS membership may be approved or rejected by simple majority of the CCFMS board;
- (d) Upon approval, membership dues to the CCFMS shall be paid as outlined in *Bylaws Clause 2*;
 - (i) Dues for a new club are based on the membership count as of the date of acceptance into the CCFMS;
- (e) Upon payment, full membership status with all the attendant rights, privileges, and obligations, shall be extended to the new club.

2. CCFMS Membership Dues

- (a) All clubs shall pay membership dues to the CCFMS based on the number of club registered family and individual members;
- (b) Dues are payable to the CCFMS Treasurer by March 1st of each year and by cheque dated for that year, based upon each club's membership count as of December 31st of the previous year;
 - (i) The CCFMS Treasurer shall inform the President of each club the following year's "per member" rate by December 31st;
 - (ii) The CCFMS Treasurer shall notify any clubs that are in arrears, in writing, within fourteen (14) days following the March 1st deadline;
- (c) Any dues unpaid by April 1st are in arrears;
 - (i) Clubs whose dues are in arrears shall not be entitled to vote at any CCFMS general meetings;
- (d) Clubs whose dues are in arrears after May 1st shall cease to be members of the CCFMS;
 - (i) Shall not be entitled to vote at any CCFMS general meeting;
 - (ii) Shall be removed from the CCFMS mailing list and website;
 - (iii) Shall not be covered under the CCFMS liability insurance policy;
 - (iv) Shall not be entitled to attend CCFMS sponsored events;
 - (v) Shall not be entitled to use the CCFMS Zoom account;
- (e) Any club may appeal *Bylaws Clause 2(d)(above)* to the CCFMS board either in person or in writing at the next available CCFMS board meeting;
- (f) Reinstatement shall be considered on a case by case basis.

3. Responsibilities of CCFMS clubs

- (a) Membership, *in good standing* with the CCFMS, as in *Constitution Clause 2(d)* and *Bylaws Clause 10 Discipline*, of a club is intended to encompass the following:
 - (i) The club has paid CCFMS membership dues;
 - (ii) Any updates to a club *Constitution and Bylaws* continue to be consistent with CCFMS objectives;
 - (iii) The club promotes the CCFMS Code of Ethics for Field Trips, CCFMS Code of Ethics for Lapidary Workshops, and CCFMS high standards of practice;
 - (iv) The club is not currently subject to any form of CCFMS suspension or disciplinary action;
- (b) Provide the CCFMS Secretary with up-to-date club contact information such as:
 - (i) Current club name, if there has been a name change;
 - (ii) Current names, phone numbers, and email contact information of club representatives;



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

- (A) Indication of what contact information can be made public in CCFMS public communications such as the CCFMS website or social media;
- (iii) Current club website address and social media links, if have changed and/or if available;
- (iv) Usual club meeting times and place;
- (c) Provide the CCFMS Treasurer with up-to-date paid membership dues as outlined in *Bylaws Clause 2*;
- (d) Encourage engagement with other clubs;
- (e) Promote the objectives of the CCFMS.

4. CCFMS Privacy Policy

- (a) It is the responsibility of the CCFMS to maintain and keep any membership information or personal data confidential, unless express consent to divulge such information has been previously granted by said club or member;
 - (i) No personal information will be collected that is not required for CCFMS operations or regulatory and/or insurance requirements;
- (b) At no time shall any personal information be published or displayed on the CCFMS website or social media without the consent of the person(s) involved;
 - (i) Consent may consist of written, verbal, and/or email consent, or the appearance of personal information in question on websites other than the CCFMS website or in newsletters sent to the CCFMS;
 - (ii) If a request is made by a person to remove his/her personal information, it will be deleted from any current CCFMS database and/or website(s);
 - (iii) Such requests will be time honoured and, at subsequent of time, will a backup database be used to disseminate data;
- (c) If a club withdraws from the CCFMS, all information relating to the club and its members will be deleted from the CCFMS website, CCFMS social media, and current CCFMS internal documents;
 - (i) In particular, anything related to the privacy of individual members of the withdrawing club such as, personal information including contact email addresses, any street addresses, any phone numbers & their associated names, and/or similar;
 - (ii) The CCFMS will also delete the withdrawing club's website & social media links from the CCFMS website, CCFMS social media, and current CCFMS internal documents;
 - (iii) The CCFMS retains the right to retain historical and archival records of the withdrawing club such as, awards presented to the withdrawing club, participation in past endeavours & field trips by the withdrawing club, and/or similar;
- (d) Any club or individual may request, in writing, what information the CCFMS is maintaining about them.

5. CCFMS Human Rights Policy

- (a) The CCFMS recognizes that harassment and discrimination are prohibited by law in Canada and are considered offensive and degrading;
- (b) The CCFMS is committed to fostering, providing, and maintaining an environment that is free of discrimination and harassment and that ensures all individuals are treated with respect and dignity;
 - (i) This policy applies to the CCFMS board when interacting **amongst CCFMS board members**, with CCFMS-affiliated clubs, and those who may provide services to the CCFMS that are related to CCFMS activities and events; **(item in blue to be approved at 2024 AGM)**
- (c) To help ensure the fostering, providing, and maintaining of this environment, the CCFMS shall provide step-by-step procedures to deal with harassment and discrimination complaints;



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

- (d) This policy is *not* intended to constrain social interactions between and/or amongst people in the CCFMS when those interactions are free from discrimination and harassment.

6. Selecting the CCFMS Board

Nominations and Nominating Committee

- (a) A Nominating Committee shall be appointed by the CCFMS board at least 90 days before the CCFMS AGM;
- (b) The Nominating Committee shall be made up of a Chair and two members of either the CCFMS board or a CCFMS club;
- (i) It is preferred that the Nominating Committee Chair be a CCFMS Past President;
- (c) The Nominating Committee shall compose a slate of CCFMS board candidates for the CCFMS AGM;
- (i) A nominee's consent, in writing, shall be made available to either the Nominating Committee Chair or the CCFMS Secretary either before or at the CCFMS AGM;
- (ii) If a nominee is unable to attend or is absent from the CCFMS AGM, the Nominating Committee Chair or the nominator shall obtain the nominee's consent, in writing, to stand for office before election;
- (d) The Nominating Committee Chair shall distribute, in conjunction with the CCFMS Secretary, the slate of CCFMS board candidates to the CCFMS board and clubs, not less than 10 days and not more than 50 days before the CCFMS AGM;
- (e) Nominations for CCFMS board members shall also be accepted from the floor at the CCFMS AGM;

Requirements to stand for office

- (f) CCFMS board member qualifications shall be:
- (i) A CCFMS club member;
- (ii) At least eighteen (18) years of age;
- (iii) And is not currently subject to any form of CCFMS suspension or disciplinary action.

7. Responsibilities of the CCFMS Board

(a) President

- (i) Chairs CCFMS board and any CCFMS general meetings;
- (ii) Schedules, in conjunction with the CCFMS board, CCFMS board meetings and AGMs;
- (iii) Establishes a draft agenda, in conjunction with the CCFMS board, for CCFMS board meetings and AGMs;
- (iv) Establishes committees, as necessary, to perform CCFMS business;
- (v) Works to ensure that the CCFMS *Constitution and Bylaws* are followed;
- (vi) Ensures that a CCFMS work plan is developed and implemented that includes annual goals for the CCFMS and embraces continuous improvement;
- (vii) Deals with the CCFMS insurance company, in conjunction with the CCFMS Treasurer, on behalf of the CCFMS as well as CCFMS clubs and their boards for club activities that require liability insurance coverage;
- (viii) Prepares the CCFMS Annual Income Tax Filing, in conjunction with the CCFMS Treasurer;
- (ix) Serves as the central contact for the CCFMS and with the general public;
- (x) Performs such other duties as may from time to time be directed by the CCFMS board;
- (xi) Holds and exercises the power of immediate action in any emergency;

(b) Past President

- (i) Serves as a resource for the CCFMS board;



Central Canadian Federation of Mineralogical Societies
Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

- (ii) Helps to ensure both continuity of transition and appropriate succession of an incoming CCFMS board;
- (iii) Provides historical context for issues;
- (iv) Serves as Chair of the Nominating Committee for the CCFMS AGM, if available;

(c) Vice President

- (i) Assists the CCFMS President in performing the President's duties and responsibilities;
- (ii) Chairs CCFMS board and AGM meetings when the President is absent or if the President's office is vacant;
- (iii) Fulfills any other CCFMS President's duties, as required, when the President is absent or if the President's office is vacant;
- (iv) Performs such other duties as may from time to time be directed by the CCFMS board;

(d) Secretary

in General

- (i) Performs as Recording, Corresponding, and Archival Secretarial duties as outlined below;
- (ii) Performs such other duties as may from time to time be directed by the CCFMS board;
- (iii) Where appropriate, Secretarial duties can be delegated to other CCFMS board members;

as Recording Secretary for CCFMS Board meetings

- (i) Prepares the previous board meeting draft minutes;
 - (A) Distributes the date of the next board meeting, the draft agenda, inclusive of any reports, and previous board meeting draft minutes to the CCFMS board, for review, at least fourteen (14) days before the next CCFMS board meeting;
- (ii) Records the minutes during CCFMS board meetings;
- (iii) Records any errors or omissions to previous board draft meeting minutes;
 - (A) Distributes copies of previous board finalized meeting minutes to CCFMS board members as soon as possible

as Recording Secretary for CCFMS General Meetings

- (i) Prepares the previous year AGM draft minutes;
- (ii) Prepares an AGM information package (per *Constitution Clause 7*), in conjunction with the CCFMS President, Nominating Committee, and board;
 - (A) Distributes the AGM information package to CCFMS clubs, for review, not less than 10 days and not more than 50 days before the next CCFMS AGM;
- (iii) Upon receipt of answers to – whether in advance of the AGM or at the time of the AGM (acceptance from floor) – nominations, requests, club reports, and/or questions from CCFMS clubs:
 - (A) Distributes such to an applicable CCFMS board member(s), the CCFMS board, as a whole, and/or to the Nominating Committee;
 - (B) In conjunction with the Nominating Committee, distributes updates of the slate of CCFMS board nominees to both the CCFMS board and clubs;
- (iv) Records the minutes during CCFMS AGM meetings;
- (v) Records any errors or omissions to previous AGM draft meeting minutes;
 - (A) Distributes copies of previous AGM finalized minutes to CCFMS board members, CCFMS clubs, and club voting delegates as soon as possible;

as Corresponding Secretary

- (i) Keeps and maintains records of all CCFMS correspondence;
- (ii) Distributes CCFMS correspondence to an appropriate CCFMS board member(s);



Central Canadian Federation of Mineralogical Societies
Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

as Archival Secretary

- (i) Keeps and maintains records of all CCFMS documents:
 - (A) Inclusive of CCFMS incorporation papers, CCFMS *Constitution and Bylaws*, agendas, minutes, and reports of CCFMS board and AGM meetings, insurance documents, etc;
 - (B) Inclusive of club incorporation papers (from original application), most-recent club *Constitution and Bylaws*, and most recent club contact information;

(e) Treasurer

- (i) Keeps and maintains records of all CCFMS receipts and expenditures;
- (ii) Keeps and maintains accurate accounts of all CCFMS financial transactions;
- (iii) Provides current CCFMS financial status at each CCFMS board meeting;
- (iv) Provides a current year-to-date financial report at the CCFMS AGM;
- (v) Provides a previous year finalized financial report at the CCFMS AGM;
- (vi) Provides an annual budget for presentation at the CCFMS AGM;
- (vii) Deals with the CCFMS insurance company, in conjunction with the CCFMS President, on behalf of the CCFMS as well as CCFMS clubs and their executives and/or boards for club activities that require liability insurance coverage;
- (viii) Prepares the CCFMS Annual Income Tax Filing, in conjunction with the CCFMS President;
- (ix) Performs such other duties as may from time to time be directed by the CCFMS board;

(f) Directors

Up to six Director positions may be created by the CCFMS board to undertake other tasks, in support of the CCFMS and clubs;

Amongst these shall be:

(f-1) Communications Director

- (i) Creates, develops, and maintains communications between and for the CCFMS and clubs, inclusive of a CCFMS website, use of social media for the CCFMS, and similar communications;
- (ii) Chairs a Communications committee, if one is set up;
- (iii) Performs such other duties as may from time to time be directed by the CCFMS board;

(f-2) Field Trip Director

- (i) Ensures, in conjunction with the CCFMS board and clubs, the development of field trip resources such as, recommendations, codes of ethics, guidelines for CCFMS clubs, any instructional manuals/materials, health & safety;
- (ii) Co-ordinates the development, scheduling, and operation of CCFMS-sponsored field trips;
 - (A) Authority to deal with site holders/operators regarding permission to enter and collect for a CCFMS field trip;
 - (B) Inclusive of the right to limit admission to or eject attendees from a CCFMS field trip, when and if deemed necessary;
- (iii) Chairs a Field Trip committee, if one is set up;
- (iv) Performs such other duties as may from time to time be directed by the CCFMS board;

(f-3) Lapidary Director

- (i) Ensures, in conjunction with the CCFMS board and clubs, the development of lapidary resources such as, recommendations, codes of ethics, guidelines for CCFMS clubs, any instructional manuals/materials, health & safety;
- (ii) Chairs a Lapidary committee, if one is set up;
- (iii) Performs such other duties as may from time to time be directed by the CCFMS board.



Central Canadian Federation of Mineralogical Societies Fédération des sociétés de minéralogie du centre du Canada

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

8. CCFMS Board Meetings

- (a) Number, location, and timing of CCFMS board meetings shall be at the discretion of the CCFMS board;
 - (i) There shall be at least two (2) meetings per year;
 - (ii) At least fourteen (14) days notice of CCFMS board meetings shall be provided to all CCFMS board members;
- (b) Quorum for CCFMS board meetings shall be a simple majority of the CCFMS board members at the date of the meeting;
 - (i) A roll call of board members shall be recorded by the CCFMS Secretary in the minutes of the meeting to establish that a quorum is present;
- (c) Each CCFMS board member shall have one (1) vote;
- (d) The CCFMS board may hold meetings via teleconference;
 - (i) A teleconference is a meeting of the CCFMS board in which CCFMS board members are in different locations, connected by telephonic or electronic means, through audio, video, or both, that permits all participants to communicate adequately with each other during a meeting;
 - (ii) All votes taken during a teleconference meeting shall be made by roll call;
 - (iii) CCFMS board members who attend a meeting by teleconference shall be considered present for purposes of determining a quorum and for all other purposes;
- (e) The CCFMS board, when deemed appropriate, may also meet and make decisions via e-mail communication with all CCFMS board members;
 - (i) The CCFMS Secretary shall archive copies of e-mails from each CCFMS board member in which a voting preference is recorded for the motion in question.

9. CCFMS Finances

- (a) The CCFMS fiscal year will run from January 1 to December 31;
- (b) The CCFMS President shall appoint at least two signing officers in addition to him/herself from the current CCFMS board:
 - (i) One (1) of the appointed signing officers shall be the CCFMS Treasurer;
 - (ii) All cheques shall be co-signed by any two of the appointed signing officers;
- (c) The CCFMS board shall approve any non-budgeted expenditure of more than \$500;
 - (i) The CCFMS President may approve expenditures up to \$500 without consulting the entire CCFMS board;
- (d) CCFMS board members shall serve as such without remuneration and shall not directly nor indirectly receive any profit from occupying a position on the CCFMS board;
 - (i) CCFMS board members may be reimbursed for reasonable expenses they incur in the performance of their CCFMS board responsibilities;
- (e) In accordance with the *Income Tax Act of Canada*, the CCFMS board shall ensure that an annual Income Tax Return is filed with the Canada Revenue Agency;
- (f) In accordance with the *2021 Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements (Auditing and Assurance Standards Board (AASB))*, a compilation engagement is not felt necessary if financial information is presented in government-prescribed forms such as Income Tax Returns;
- (g) However, if felt necessary by a CCFMS board member or by a CCFMS-affiliated club, the CCFMS board may also appoint a financial professional, independent from the CCFMS board, to perform a compilation engagement of the CCFMS financial records;



**Central Canadian Federation of Mineralogical Societies
Fédération des sociétés de minéralogie du centre du Canada**

<http://www.ccfms.ca/>

executiveofCCFMS@gmail.com

Constitution and Bylaws of the CCFMS – Constitution et Règlements de la FSMCC

English version – dated November 18, 2023

- (h) The CCFMS Annual Income Tax Returns and CCFMS Financial Reports shall be entered into the archives by the CCFMS Secretary and presented at the next CCFMS AGM.

10. Discipline

- (a) The CCFMS board may, by simple majority vote, discipline and/or remove any:

- (i) CCFMS club; or
- (ii) CCFMS board member; or
- (iii) an individual member of a club from CCFMS activities;

whose attitude or conduct is shown to be contrary to the CCFMS Constitution and Bylaws, or the CCFMS Code of Ethics, and detrimental to the CCFMS in carrying out its functions;

- (b) These actions can only be taken after due process:

- (i) After any preliminary meeting to discuss discipline, each involved party should be given reasonable notice of a formal hearing;
- (ii) The CCFMS board shall allow 60 days to hear from the involved party and any others who have shown, in writing, just cause.

11. Affiliations

- (a) The CCFMS may affiliate with any organizations with similar interests and goals provided such motion receives a simple majority affirmative vote at an AGM;

- (i) Notice of intent to table such a vote shall be included in the CCFMS AGM information package and be sent not less than 10 days and not more than 50 days before the meeting.

12. Rules of Order

- (a) *Robert's Rules of Order* shall be considered as final in all procedural matters.