

FCSMGM Policies and Procedures

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Friends of the CSM Geology Museum Policies and Procedures

Adopted by the Board of Directors Sept. 3, 2013 (last revised: Nov. 15, 2016)

INTRODUCTION

The following Policies and Procedures are adopted by the Board of Directors in accordance with its By-Laws. These Policies and Procedures are adopted from time to time by the Board in order to record decisions made about the Friends policies and operations.

Policies and Procedures may be established, revised or revoked by a majority affirmative vote at any meeting of the Board of Directors.

Section 1 – Recording of Policies and Procedures

- 1.1 The Secretary shall record each Policy or Procedure approved by the Board, placing a copy of each in a separate book of Policies and Procedures
- 1.2 Each Regulation shall be annotated with the date of adoption and any subsequent revisions.
- 1.3 A copy of all current Policies and Procedures shall be provided to each incoming Officer or Board Member, and copies of each newly-adopted Policy or procedure shall be provided by the Secretary to all current Officers and Board Members.
- 1.4 The Policies and Procedures shall be available for review by the membership.

Section 2 – Membership

- 2.1 Friends By-Laws Article III, Section 2 states that “The amount of annual dues shall be set by the Board of Directors and shall be reviewed on an annual basis.” By action of the Board, the following schedule of dues levels is adopted:

CSM Student:	\$10 per year
Individual:	\$30
Family:	\$50
Patron:	\$100
Prospector:	\$500
Miner:	\$1000
Mogul:	\$5000
Magnate/Corporation:	\$10000

- 2.2 Article IV, Section I of the By-Laws provides that “Friends memberships may also be awarded by vote of the Board of Directors, generally in consideration of services rendered or donations made to the Friends or to the Museum.”

Membership may be granted by the Board, conditioned on the applicants’ meeting requirements set forth in the By-Laws, to applicants who make contributions of \$100 or more to the Colorado School of Mines Friends of the Museum Fund. The level of membership granted shall be in accordance with the schedule in 2.1, above.

(LK Note: Here is listed one way the Board might grant a free membership. We recently granted free memberships to our auction donors. I believe there have been some other free memberships granted. Do we need or want to list all known free membership mechanisms?)

- 2.3 Members who have not renewed by March 31 will be dropped from active membership and may not participate in field trips, special events or receive other benefits or privileges of membership until dues are paid. A database of lapsed members will be maintained for up to two years for potential follow-up.

- 2.4 The **Membership Chair** or his/her designee shall

- deposit membership dues (checks and cash) in the Friends’ bank account as soon as possible;
- prepare a membership certificate, membership card, and welcome letter for each new member, obtain the President and Secretary’s signatures on the Certificate and the President’s signature on the welcome letter, and mail the packet to the member;
- provide a list of new members for insertion in the next issue of the Newsletter.

- 2.5 The Membership Chair shall scan all new membership application forms into a PDF file and send to the membership database provider and the President.

The Chair shall add the membership information to an email database for use in distributing newsletters and announcements.

- 2.6 As soon as possible after Jan. 1, the Chair shall send renewal information to all members. On Feb. 1, send renewal reminders to all members who haven’t renewed.

- 2.7 A list of active members shall be available at the Museum gift shop and at FCSMGM functions to establish if people are qualified for the Museum's 20% discount or other membership benefits.
- 2.8 Prior to deleting lapsed members from the database, the Chair or designee shall send a final letter or email encouraging them to re-establish membership.

Section 3 – Other Committees

- 3.1 The **Nominating Committee** shall, in keeping with the By-Laws, report its slate of candidates to the President and the Newsletter Editor prior to the publication of the newsletter preceding the Annual General Meeting.
- 3.2 The Chair of the **Outreach Committee** shall oversee the preparation, publication and distribution of the Friends' periodic newsletter. The Chair shall serve as or appoint a Newsletter Editor.

The Committee may prepare and release press releases and conduct other activities designed to communicate with members or potential members of the Friends or to encourage members of the public to support the Museum.

- 3.3 The **Acquisitions Committee** shall evaluate requests from the Director for Friends' support for purchase of a specimen, display item or similar item for the museum. On favorable review of the value, significance to the Museum and cost of the item, the Committee shall refer the item to the Board for consideration of funding.

Such referrals shall include a written justification for the purchase describing the item, how it will be used in the collections or displays and the amount requested from the Friends.

(LK Note: I don't specifically recall any "written justification, description and how used" in the past, but perhaps I have missed something. Have we really been following this "referral" process as stated?)

The Committee may also recommend that the Board set aside a sum of money for the Director or designee to purchase a specific species or locality specimen.

The Committee shall evaluate requests from the Director for Friends' support for purchase of a specimen, display item or similar item for the museum. On favorable review of the value, significance to the Museum and cost of the item, the Committee shall refer the item to the Board for consideration of funding.

Such referrals shall include a written justification for the purchase describing the item, how it will be used in the collections or displays and the amount requested from the Friends including any proposed cost sharing with the Museum.

The Committee may also recommend that the Board set aside a sum of money for the Director or designee to purchase a specific species or locality specimen.

(LK Note: Beginning at Section 3.1 up to this point, changed font size to 12 for consistency.)

In a case where price negotiation cannot proceed without assurance of Friends support, the Committee may, in writing, present the case for an acquisition and ask the Board to establish a maximum level of funding the Board would be willing to commit. If time is of the essence, a Board decision may be made via an ad hoc or electronic meeting, which shall be documented in the minutes of the subsequent scheduled meeting.

In circumstances not allowing sufficient time for Board consideration, the President may exercise his/her authority under the By-Laws (in consultation with the Treasurer) to approve a purchase recommended by the Committee not to exceed \$500. Any such purchase shall be documented in the same manner as a referral to the Board.

The Committee shall maintain a record of its actions with respect to all proposed acquisitions and the Treasurer shall maintain a file of all written referrals received and the Board or President's actions in response.

- 3.4 The **Educational Outreach Committee** shall propose an annual budget to the board at the 1st quarter meeting of each year that includes stipend and honoraria rates for the FY and necessary funds to conduct workshops, symposiums, or similar activities that enhance the educational mission of the Museum or builds membership for the Friends.

Criteria for stipends and honoraria will be evaluated each year and defined in the proposed budget.

Participation in educational activities for Museum volunteers and Student Aides is encouraged and may be financially supported by the Friends. Any financial support must be approved by the Committee and a formal application with justification (see attached form) for reimbursement of funds must be submitted to the committee prior to participation by any individual. Support is limited to reimbursement of registration fees, tuition, or other fees required for participation in the activity. The degree of

support will be decided by the committee on a case by case evaluation based on whether the activity enhances the mission of the Museum or builds membership for the Friends.

The committee may propose specific workshops, lectures, or other activities designed to enhance science teachers' understanding of earth science and mineralogy. Such educational activities should first seek to use resources available through the CSM Geology Museum. The committee may develop student-specific workshops and lectures as well as educational outreach activities for the general public.

All educational outreach activities should be coordinated with the Director of the Museum and the Events and Field Trips Committee, and approved by the Board.

Section 4 - Liability

- 4.1 The Friends shall purchase general liability insurance through the Rocky Mountain Federation of Mineralogical Societies each year. When field trips or events are held on private property, the Friends may offer to have the owner named as an additional insured under that policy, and secure a Certificate of Additional Insured in the owner's name.
- 4.2 In addition, the Friends shall secure and maintain a Directors and Officer's liability policy.
- 4.3 Drivers of vehicles carrying other participants shall be required to show proof of vehicle liability insurance.
- 4.4 Members participating in field trips or other events where hazards may exist shall be required to sign the attached waiver of liability before participating in the event. Each signatory shall be provided with a copy of the American Federation of Mineralogical Societies' Code of Ethics.

**FRIENDS OF THE COLORADO SCHOOL OF MINES GEOLOGY MUSEUM
(FCSMGM)
RELEASE OF LIABILITY**

By signing below, I acknowledge that all activities sponsored or conducted by the Friends of the Colorado School of Mines Geology Museum (FCSMGM), a non-profit organization, may be hazardous and may result in loss, damage, or death.

With full knowledge of these dangers, and in consideration for my acceptance as a member of the FCSMGM and participant in any and all field trips and activities sponsored by the FCSMSGM, and the services and amenities to be provided by the FCSMSGM in connection therewith, I confirm that I voluntarily assume all risks of such damages and hazards occurring in connection with the outing. I hereby agree for myself, all of my family, and heirs to RELEASE the FCSMSGM and any of its trip leaders, club officers, club members, hosting land owners and claim owners, instructors, guides, or representatives from liability, claims, demands, or any causes of action.

I UNDERSTAND THAT THIS IS A LEGAL DOCUMENT AND BY SIGNING IT, I AM GIVING UP MY RIGHT TO SUE OR OTHERWISE MAKE ANY CLAIM against FCSMSGM or any of its trip leaders, club officers, club members, hosting land owners and claim owners, instructors, guides, or representatives which may arise during my participation in any and all activities of the FCSMSGM.

I intend this RELEASE OF LIABILITY to be effective whether or not any loss, damage, injury, or death RESULTS FROM NEGLIGENCE of the FCSMSGM or any of its trip leaders, club officers, club members, hosting land owners, and claim owners, instructors, guides or representatives. I understand that negligence means failure to do an act which a reasonably careful person would do, or the doing of an act which a reasonably careful person would not do, under the same or similar circumstances to protect himself, herself, or others from injury or death.

I agree to be solely responsible for my own safety and to take every precaution to provide for my own safety and well being while participating in the activities of the FCSMSGM. Also, I understand that on FCSMSGM trips, there may not be rescue or medical facilities or expertise, which may be necessary to deal with potential injuries to which I may be exposed. I understand that these risks exist and notwithstanding them, I wish to participate in FCSMSGM activities.

I HAVE READ THIS RELEASE AGREEMENT AND HAVE FULLY INFORMED MYSELF OF ITS CONTENTS BEFORE I HAVE SIGNED IT. ALSO, I PLEDGE TO UPHOLD THE CODE OF ETHICS ATTACHED TO THIS RELEASE.

Printed Name (Please print legibly): _____
Signature: _____ Date: _____

Section 5 – Meetings

- 5.1 The Board of Directors shall meet quarterly, for the purpose of management and other official business transactions. The fourth quarter meeting shall be held on a date after the Annual General Meeting. New Board members shall be expected to attend the fourth quarterly meeting of the sitting Board
- 5.2.1 Prior to adjournment of each meeting, a date and time shall be set for the next meeting.