

CHAPTER OPERATING HANDBOOK

Blackland Prairie Chapter February 2023

“Education, Restoration, Conservation”



Texas Master Naturalist Program

The Texas Master Naturalist Program’s mission is to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the state of Texas.

CHAPTER OPERATING HANDBOOK

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2023 COH Review Committee

Heather Fell, Advanced Training/Volunteer Service Director
Paulette Platko, Membership Director
Tom Shackelford, Immediate Past President
Jean Suplick, Outreach Director

COH Advisors

Christina Araiza, Accessibility Committee Chair
Liz Brown, outgoing Membership Director
Michelle Connally, Vice President, outgoing Secretary
Charlise Hill-Larson, outgoing Vice President
Linda Nixon, Communications Director
Michelle Norris, incoming Secretary
Dave Powell, Chapter State Representative
Rhonda Sanchez, outgoing Outreach Director
Page Schreck, Treasurer
Tom Shackelford, Immediate Past President
Lisa Travis, Training Class Director
Rick Travis, President

Abbreviations and Terms

Advisors	Representatives to the Chapter from TMN’s sponsoring organizations, Texas Parks and Wildlife Department and Texas A&M AgriLife Extension
AgriLife	Texas A&M AgriLife Extension
ASAMO	Asian American Outreach Committee
AT	Advanced training
BPTMN	Texas Master Naturalists, Blackland Prairie Chapter
Bylaws	The Chapter bylaws adopted December 2022.
CBC	Criminal background check
COH	<i>Chapter Operating Handbook</i>
CMOP	<i>Chapter Management and Operation Protocols</i>
Ex-officio	A Chapter member who is part of a committee by virtue of holding another office.
FAQ	Frequently asked questions
TPWD	Texas Parks & Wildlife Department
TMN	Texas Master Naturalists
VH or VS	Volunteer service hours
VMS	Volunteer Management System, the TMN organization's application for recording member’s volunteer service and advanced training hours.

CHAPTER OPERATING HANDBOOK

Blackland Prairie Chapter

Texas Master Naturalist Program

1. **CHAPTER ORGANIZATION**

Governing documents - The documents governing this Chapter are the Texas Master Naturalist™ Program's *Bylaws*, the *Chapter Management and Operations Protocols (CMOP)*, and this *Chapter Operating Handbook (COH)*. A chapter's COH must comply with the *Bylaws* and the *CMOP*. [Reference *Bylaws* at <http://txmn.org/bptmn/files/2022/12/Blackland-Prairie-TMN-ChapterBylaws-2023.pdf> and *CMOP* at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>] The Chapter is structured for governance as described in this *COH*.

2. **BOARD OF DIRECTORS**

2.1 **Makeup of the Board – The Board consists of the officers, the directors, the Immediate Past President, and the Advisor. All are voting members of the Board.**

2.1.1 Board officers are President, Vice President, Secretary, and Treasurer.

2.1.2 Officers are elected by the membership [Reference *Bylaws* Article V, A. and E.]

- a. All officer positions are decided by election.
- b. All elected officers shall serve for a period of twenty-four months and are eligible for reelection subject to term limits.
- c. The signatory officers shall include Treasurer, President, and one other officer to be designated.

2.1.3 Directors are appointed and approved according to *Bylaws* Article V, F. and G. They are:

- Advanced Training/Volunteer Service Director
- Chapter State Representative
- Communications Director
- Membership Director
- Outreach Director
- Training Class Director
- Training Class Representative

2.2 **Term of office** - For officers and directors, the term of office is twelve months for appointed members and twenty-four months for elected members. They are eligible for re-election or re-appointment.

- Board officer elections for Vice President and Secretary are held in even numbered years, and President and Treasurer are held in odd numbered years, to avoid having an entirely new Board at any one time.
- d. No person may serve more than six consecutive years on the Board as an elected or appointed member without a majority approval of the Executive Committee. Preferred: no more than two terms as elected member and no more than four terms as appointed member.

- e. Committee directors/chairs serve twelve-month appointments. They are eligible for re-appointment subject to term limits of 2.2a.
- f. After one year off the Board a person may again be considered for election to the Board or appointment as a committee director.
- g. Immediate Past President may serve the entire term of the seated President.

2.3 **Executive Committee** - The elected officers comprise the Executive Committee. [see 5.1.1]

3. **DUTIES OF BOARD**

3.1 **Duties of all Board members**

- a. Communicate effectively with the Texas Master Naturalist (TMN) state office about any questions or issues that arise and keep it informed of what the Chapter is doing.
- b. Maintain confidentiality when dealing with individual member issues.
- c. Whenever possible, maintain the privacy of members' personal information.
- d. Strive to further the TMN mission in everything that one does.
- e. Adhere to the TMN Code of Ethics and Standards of Conduct [Reference at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>].
- f. Remember that every Chapter and every member represent the public face of the TMN program and its sponsoring agencies.
- g. Serve as a model of leadership and recruit and develop new leaders for the Chapter.

3.2 **Duties of officers**

3.2.1 President

- a. See 3.1 - Duties of all Board members
- b. Serve as chair of the Board of Directors.
- c. Prepare an agenda for Board and Chapter meetings.
- d. Preside at Board and Chapter meetings.
- e. Sign all Board-approved documents that may be legally binding on the Chapter.
- f. Ensure that the President is one of the three authorized signatories on the Chapter bank account.
- g. Authorize in writing in advance any payments to be made of \$1,000 or greater from the Chapter bank account.
- h. Communicate with Board and Chapter members as needed.
- i. Present a summary of the Chapter's accomplishments each year.
- j. Conduct votes by manual or electronic means as required by responsibilities of the Board. [See 4.4]
- k. Vote only to break a tie vote.
- l. Present a slate of candidates for all director positions for review and approval by a majority vote of the Executive Committee, Immediate Past President, and Advisor. [Reference Bylaws Article V, F. and G.]
- m. Appoint all committee chairs and serve as an ex-officio member of all committees, assisting as appropriate.
- n. Ensure all officers and directors perform their duties and responsibilities as stated in this COH and are familiar with program guiding documents (i.e., Bylaws and CMOP).

- o. With the Vice President, coordinate with project leaders to ensure their responsibilities are met. [See 6.3]
- p. Ensure that before the Chapter makes any written commitments to county governments, city councils, etc., or executes contracts or memorandums of understanding with other entities, the TMN state program coordinator's approval is obtained.
- q. Communicate with the TMN State Office, other chapters, and state agencies as appropriate.
- r. Act as the Chapter State Representative or appoint an alternate to serve. [See 3.3.2]
- s. If there is no Immediate Past President, reassign the duties of that position. [See 3.4.1]
- t. Serve as Immediate Past President upon completion of term as President.
- u. Attend, if possible, the TMN annual conference.

3.2.2 Vice President

- a. See 3.1 - Duties of all Board members
- b. Assist the President and act for the President in their absence.
- c. Meet with the President to recommend Chapter and Board meeting dates and locations for approval by the Board.
- d. Select and secure the venue for upcoming Chapter meetings.
- e. Arrange for programs/speakers for the monthly Chapter meetings. Manage communications/confirmations with speakers, introductions to the speaker at meetings, and arrange for and present speaker gifts and thank you notes.
- f. Amend, update, and assure preservation of the Chapter's electronic "Speakers and Presentations Catalog." It should contain full speaker contact information, their expertise, and presentation topics for all those speaking/presenting at Chapter meetings or Chapter sponsored advanced training programs.
- g. With the President, coordinate with project leaders to ensure their responsibilities are met. [See 6.3]
- h. Oversee planning for the annual holiday party in coordination with Board members and the hospitality volunteers. Solicit volunteers from the membership as needed for planning, preparation, and managing the event.
- i. Oversee the planning and execution of Board-approved advanced training programs and social events for the Chapter membership. If needed, recommend to the Board the establishment of a Programs Committee to assist with these events.
- j. Participate as a member of the Annual Financial Examination Committee. [See 5.2.1]

3.2.3 Secretary

- a. See 3.1 - Duties of all Board members
- b. Conduct necessary Chapter correspondence as assigned by the President.
- c. Record, publish, and preserve the minutes of all meetings of the Board, Executive Committee, general membership, and any special meetings. [See 8.4]
- d. Keep a record of attendance at each meeting and whether a quorum is present.
- e. Maintain a paper copy or a secure digital record of all minutes and correspondence according to the Chapter records retention policy. [Reference at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- f. At Board and Chapter meetings, have access to electronic or paper copies of past minutes, the *Bylaws*, *CMOP*, *COH*, and *Roberts Rules of Order*.

- g. Ensure that a method is in place for maintaining the Chapter's paper and electronic files. [See 4.6]
- h. Facilitate Chapter members' compliance with the Chapter records retention policy.
- i. Because Blackland Prairie is a 501(c)(3) organization, ensure that all Board members sign the required Conflict of Interest form each year. [Reference form at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- j. Maintain a secure list of all websites, social media platforms, email distribution lists, apps, data storage sites, financial accounts, and any other tools the Chapter uses to conduct its business. Include usernames and passwords if appropriate.

3.2.4 Treasurer

- a. See 3.1 - Duties of all Board members
 - b. Receive all monies for the Chapter and maintain them in a Chapter bank account.
 - c. Ensure that the required two or three signers are on the Chapter bank account.
 - d. Develop and maintain the Chapter's annual budget with input and approval by the Board. The proposed budget should be presented for finalization prior to the start of the new fiscal year (January 1st through December 31st).
 - e. Pay all bills promptly upon receipt of a written statement, invoice, or receipt and any other required documentation for approved expenses.
 - f. All payments exceeding \$500 require approval from the Executive Committee.
 - g. Make all financial reports and documents available to any Chapter member or the Advisor upon request.
 - h. If any other financial tools are used by the Chapter, such as PayPal or Square, ensure that at least two other Board members have access.
 - i. Sign all checks, drafts, or other instruments for payment or notes of the Chapter. In the absence of the Treasurer, the President or another designated officer may sign any instruments under \$1,000 for payment or notes of the Chapter.
 - j. Present a financial report at all Board and Chapter meetings that includes the status of all financial transactions and bank statement reconciliation.
 - k. Prepare and submit all annual financial records, reports and audits as required by law and sponsoring agencies, including annual IRS report.
 - l. Present the financial records to the annual Financial Examination Committee [see 5.2.1] before the last Board meeting of the calendar year. To meet *Bylaws* Article IX, C. reporting requirements, the annual financial examination will be conducted in December after the November bank statement has been reconciled.
 - m. Use a financial management system (QuickBooks) to keep an account of all income, expenses, disbursements, and other financial matters. Maintain and update the financial workbook in a timely manner and balance the bank statement at the end of each month. At the end of the fiscal year, provide all files to the local Agri-Life office for archiving of such documentation. Upon request, make available all financial reports and documents to any Chapter member and/or Advisor.
 - n. Because Blackland Prairie is a 501(c)(3) chapter, file the 990N or other tax form with the IRS annually
 - o. Because Blackland Prairie is a 501(c)(3) chapter, use a financial management system that meets Generally Accepted Accounting Principles (QuickBooks)
 - p. Retain a detailed account of all income, expenses, disbursements, and other financial matters (including a paper copy of such documentation) for seven years plus the current calendar year,

according to the Chapter records retention policy. [Reference the *TMN Chapters Records Retention Policy* at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]

- q. Serve as a member of the Chapter's committee for grants, contracts, and donations.
- r. Maintain/manage the Chapter PayPal account.

3.3 Duties of Directors

All directors are appointed by the Board on an annual basis and serve for a period of twelve months aligned with the Chapter's fiscal year. All directors are voting members of the Board.

3.3.1 Advanced Training/Volunteer Service (AT/VS) Director

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Chair the AT/VS Committee. [See 5.1.2]
- c. Review and recommend to the Board for action all advanced training and volunteer service opportunity requests and events. [Reference *CMOP* 5.10]
- d. Maintain and utilize a form or process for members to request that a program be considered for advanced training or volunteer service credit.
- e. Assign codes and titles for approved advanced training events and volunteer service opportunities in VMS.
- f. Approve Chapter member entries for volunteer service and advanced training hours in VMS.
- g. Appoint committee members as needed to be trained in VMS procedures and assign specific duties.
- h. Ensure training of membership and trainees on how to log their volunteer service advanced training hours in VMS, and how to make changes as necessary.
- i. Work with Membership Director to provide a process for Chapter members not having access to VMS to report advanced training and volunteer service hours.
- j. Coordinate with the Communications Director to maintain calendar of approved opportunities for advanced training and volunteer service hours.
- k. Ensure that a complete description of every volunteer service project is accessible to all Chapter members through the Chapter website, event calendar, email announcements, or any other communication methods used by the Chapter.

3.3.2 Chapter State Representative

This position may be assumed by the President, or the President may appoint a Board member to assume these responsibilities.

- a. See 3.1 and 4 – Duties and responsibilities of all Board members.
- b. Work as a Chapter liaison with the TMN state program coordinator.
- c. Represent the Chapter in state level matters of the TMN Program.
- d. Enhance the communication between the state and the Chapter.
- e. With the Immediate Past President, help guide and educate the Chapter's new officers and directors using the State governing documents.
- f. Participate in meetings as requested by TMN State Program coordinators.
- g. Review draft state documents as requested.
- h. Help with planning and coordination of activities for the TMN statewide annual meeting.
- i. Attend the TMN annual meeting or delegate an alternate.
- j. Attend the semi-annual State Volunteer Representatives Council meetings.

3.3.3 Communications Director

- k. See 3.1 and 4 – Duties and responsibilities of all Board members
- l. Notify Chapter membership of approved VH and AT opportunities and ensure that upcoming opportunities are on Chapter calendars.
- m. Oversee volunteers or teams to handle these various aspects of Chapter communications:
- n. Historian/archivist: Maintain historical records including but not limited to: Training classes, projects, recognitions, events, elections, meetings and Chapter newsletter archives.
- o. Newsletter editor: Prepare and distribute newsletter containing Chapter and other pertinent news. Assign team as needed.
- p. Social Media Team: Utilizing Facebook and other social media platforms post information/photos of members at work, Chapter projects, information from TPWD and AgriLife, and other environmental pertinent information and links.
- q. Webmaster: Maintain website and work with other committees as needed – recommend team members to Communications Director for approval.
- r. Event Photographer
- s. Coordinate or prepare promotional materials for print and/or electronic media covering training class application, Chapter meetings, Chapter projects, Outreach events, Chapter special events, and other Chapter activities.
- t. Upon request, work with Training Class Director to develop and arrange for distribution of new class recruiting materials.
- u. Keep the Chapter information brochure current and maintain copies for historical purposes.
- v. Identify and recognize members for any awards received from other organizations because of Master Naturalist contributions.
- w. Oversee social media platforms and content developed for Chapter members. Social media should be compliant with the *TMN Brand Guide* [Reference at <https://txmn.tamu.edu/chapter-resources/tmn-brand-marketing/>] and with policies of the TMN sponsoring agencies: Texas Parks & Wildlife Department (TPWD) and Texas A&M AgriLife Extension (AgriLife Extension)
- x. Coordinate with project leaders to obtain information about projects to add to Chapter website, notify Chapter members of related VH/AT opportunities, and post to social media platforms.

3.3.4 Membership Director

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Serve as a Volunteer Management System (VMS) administrator. [See reference *Volunteer Management System Administrator Guide for Texas Master Naturalist Chapter Administrators* <https://texasmasternaturalist.freshdesk.com/helpdesk/attachments/1126765860>]
- c. Maintain a roster through VMS of all Chapter members (including trainees) with pertinent contact information.
- d. Prepare and report membership data to the Board and post the report in Teams for Board review prior to each Board meeting. The membership report includes the record of Chapter volunteer service and advanced training hours from VMS, membership totals, names of members achieving re-certification or earning milestone awards, and other information of relevance to the Board. [Reference *CMOP* 5. and 6.]
- e. Prepare monthly AgriLife Impact report, gather data from Board members, share report with Board and send to AgriLife's Advisor.
- f. Present certification and milestone awards at Chapter meetings.
- g. Order and maintain a supply of re-certification and milestone award pins.

- h. Update member profiles in VMS, e.g., re-certifications and milestones, dues paid, inactive or deceased members, or Board positions.
- i. Provide members with a copy of their current criminal background check.
- j. Assure VMS profiles for Chapter members are up to date to allow the system to process the annual criminal background check.
- k. Process transferring member requests.
- l. Facilitate replacement of member name badges with Treasurer
- m. Assist Chapter members as necessary with use of VMS for reporting volunteer service and advanced training hours.
- n. Coordinate as necessary with Advanced Training/Volunteer Service Director and Training Class Director regarding the Chapter's VMS process and data.
- o. Chair the Membership Committee [see 5.1.2]
- p. Appoint Membership Committee members as needed to be trained in VMS procedures and assign them specific duties.

3.3.5 Outreach Director

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Chair the Outreach Committee [see section 5.1.5]
- c. Manage incoming requests for Chapter participation in community events, programs, and activities, and vet such requests for alignment with the Texas Master Naturalist mission.
- d. Recommend for approval or disapproval of all community outreach requests by the Board.
- e. Coordinate with the Communications Director to publicize for member participation in community outreach requests.
- f. Coordinate with the volunteer service projects director to determine the correct volunteer service project in VMS members should use when fulfilling community outreach requests.
- g. Coordinate with the Communications Director to place on the Chapter website content of interest to our local communities.
- h. Assure hospitality (refreshments) are provided at in-person Chapter meetings and events.
- i. Recommend to the Board annual budget amounts required to support outreach and hospitality activities.
- j. Act as Board liaison for the Asian American Outreach Committee. [See 5.2.3]
- k. Coordinate as needed with Board-established ad hoc committees.
- l. Recommend to the Board avenues for outreach to underserved constituencies of our local communities.

3.3.6 Training Class Director

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Chair the Training Class Committee [see 5.1.6]
- c. Read the current BPTMN Training Class Committee Handbook.
- d. Develop a budget for the class and submit to the Board for approval.
- e. Recommend class tuition fees to the Board for approval.
- f. Work with Membership and Communications Directors to develop recruiting materials.
- g. Work with the Membership Director to manage the training class application process.
- h. Coordinate with the Membership Director to review applicants and share with the Board as appropriate.

- i. Present to the Board for approval a proposed class syllabus that covers the state-approved curriculum for initial training. [Reference *CMOP* 2.3]
- j. Coordinate all communications with trainees.
- k. Serve as manager for all aspects of the training class.
- l. Steward expenditures incurred by the Training Class Committee.
- m. Ensure that a mentoring program is in place for trainees. [Reference *BPTMN Training Class Committee Handbook*]
- n. Ensure each trainee receives appropriate instruction in using VMS.
- o. Shortly after the conclusion of each class year, review and update the *BPTMN Training Class Committee Handbook*.

3.3.7 Training Class Representative

Term of office: The Training Class Representative serves a twelve-month term from the start of the next initial training course. The purpose of this role is to provide the Board with ideas and input from the new member perspective.

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Represent the current training class as a member of the board, attending Board and Chapter meetings.
- c. Participate as a member of the Training Class Committee [see 5.1.6] planning for the subsequent class.
- d. Participate as a member of the annual Financial Examination Committee. [See 5.2.1]
- e. Report to the current training class to provide trainees information about Chapter business.
- f. Speak to the subsequent training class about the role of Training Class Representative. This should take place prior to the election of the next new class representative by the current training class.

3.4 Duties of other Board members

3.4.1 Immediate Past President

In the absence of an Immediate Past President, the President assigns these responsibilities to a previous past President or another Board member

- a. See 3.1 and 4 – Duties and responsibilities of all Board members
- b. Lead an annual review of the Chapter's COH and update if necessary to reflect actual Chapter policies and procedures as well as to ensure compliance with all TMN state governing documents. [Reference <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- c. Chair the Nomination Committee. [See 5.2.2] [Reference *Bylaws* Article V, E., 2.]
- d. Provide continuity from prior Board to ensure local policies and procedures are being followed.
- e. Provide counsel to officers and directors on fulfilling duties and responsibilities.
- f. Assist the President upon request.
- g. Provide counsel to officers and directors on fulfilling duties and responsibilities.
- h. Assist President in developing end of year report as required by the State and assist / train / counsel incoming President
- i. Assume responsibility as Chapter State Representative if that position is not otherwise filled. [Reference <https://txmn.tamu.edu/chapter-resources/chapter-documents/Bylaws Article V, E., 2.>]

3.4.2 Advisor

The duties and responsibilities of the Advisor are described in detail in *CMOP* Appendix 1 and *Bylaws* Article V, B. See also 3.1 and 4.

4. **RESPONSIBILITIES OF BOARD**

- 4.1 Authority** – The Board is responsible for the success of the Chapter and has the authority to conduct the business of the Chapter as defined in the *Bylaws* Article VI, A. 2-3. Board approval requires either a majority vote of Board members in attendance at a Board meeting where a quorum is present, or a majority vote of Board members via electronic media.
- 4.2 Committee oversight** – All committees and their activities are subject to review and approval by the Board.
- 4.3 Expenditure limits** – The Board will honor any expenditure limits set by the Chapter. The Board shall not run a deficit or request a credit line.
- 4.4 Voting** – All business before the Board requires approval by majority vote of Board members in attendance (either in person or via electronic method) at a Board meeting where a quorum is present. All official Board votes shall be recorded in the minutes.
- 4.5 Setting dues** – The Board may set annual membership dues payable to the Chapter, with approval of a majority of Chapter members present at a duly called and convened general membership meeting.
- The Board must notify all voting members at least 30 days prior to the general meeting that the subject of dues or their increase will be brought before the convened general membership for action.
 - The Board, under special circumstances, may waive a part or all of an individual's annual membership dues on a case-by-case basis, if approved by a majority vote of the Board.
 - Dues shall be payable on or before January 31 each calendar year. Members will be encouraged to pay dues on or before December 1 to allow appropriate time for budget planning. Dues not paid at or before the February Chapter meeting will be assessed a \$5 late fee. If dues are not paid at or before the March meeting of each calendar year, all privileges afforded a certified member are rescinded until dues are paid. A TMN member who is not current in the payment of dues will be considered inactive and categorized as such in VMS.
 - Current dues are \$25 with timeline and penalties as addressed in this section. Use of PayPal requires a user's fee. Fiscal year is January 1 through December 31
- 4.6 Records retention** – The Board must conduct Chapter business in compliance with the Chapter records retention policy, and that in turn must meet requirements as outlined in the State policy. [Reference *TMN Chapters Records Retention Policy* at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- Ensure the Chapter has a records retention policy in place.
 - Establish and maintain a remote data storage system (such as Microsoft Teams) that gives 24/7 access to Chapter members responsible for retaining records of their positions.
 - Train all Chapter members who are in leadership positions (officers, Board members, committee chairs, project leaders) in the requirements of the records retention policy and the proper use of the Chapter's designated data storage system.

5. **COMMITTEES**

All committees serve subject to the oversight and approval of the Board. The President appoints committee chairs. The chair is responsible for seeing that the committee fulfills its responsibilities and meets its objectives. Committees may meet in-person or virtually/remotely.

5.1 **Standing committees**

- Advanced Training/Volunteer Service Committee
- Communications Committee
- Executive Committee
- Membership Committee
- Outreach Committee
- Training Class Committee

5.1.1 Advanced training/Volunteer Hours Committee

- a. Serve under the leadership of the Advanced Training/Volunteer Service Director.
- b. Assist in reviewing and approving advanced training and volunteer service opportunities for Chapter members.
- c. Support the Advanced Training/Volunteer Service Director in reviewing, organizing, assigning codes and notifying members of approved advanced training and volunteer service opportunities.
- d. Assist in managing the Chapter's advanced training and volunteer service opportunities in VMS.
- e. Assist in drafting a complete description of those project activities for which volunteer service hours may be accumulated and assure the descriptions are kept up to date where all Chapter members can easily access them (e.g., on the Chapter website).
- f. Assist in organizing and hosting volunteer project fairs or similar events for chapter members (particularly for members-in-training enrolled in the Chapter's initial training course).
- g. Advise project leaders in fulfilling their responsibilities regarding the types of activities allowed by the federal classification guidelines and the TMN mission [see 6.2]
- h. Direct information regarding calendar of events to the communication committee as it becomes available and coordinate publication with webmaster.
- i. Provide training as necessary.

5.1.2 Executive Committee

- a. The Executive Committee is composed of the elected officers of the Chapter. [Reference *Bylaws* Article VI, B. 2.]
- b. With the Immediate Past President and the Advisor, approve proposed directors to fill vacancies in a position.
- c. In matters of discipline or removal of a member from TMN, review allegations and supporting documentation to make a recommendation to the TMN State Program coordinators. [Reference *Process for Disciplining or Removing Members* at <https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- d. In matters of serious incidences of malfeasance or behavior inconsistent with the principles of the Chapter (of a Board member other than an elected officer), review the issues and vote to remove that Board member from position if necessary. [Reference *Bylaws* Article V, I, 2]

5.1.3 Membership Committee

- a. Serve under the leadership of the Membership Director.
- b. Assist the Membership Director in managing the Chapter's membership records and reports within VMS. The Membership Director may designate a committee member as a VMS administrator to assume some of these responsibilities.
- c. Assist in preparing the monthly Membership and AgriLife Impact reports by tracking and reporting chapter volunteer and advanced training hours, and the names of members who have achieved re-certification or earned milestone awards.
- d. Assist in presenting awards at chapter meetings.

5.1.4 Outreach Committee

- a. Serve under the leadership of the Outreach Director.
- b. Support the Outreach Director in communicating with community members requesting Chapter participation in events, programs, and activities.
- c. Assist with coordinating Chapter membership for the staffing of approved outreach events, programs, and activities.
- d. Manage transporting and setting up items needed to support outreach events, such as tables, banners, and display items. Also assist with maintenance of those items.
- e. Provide hospitality (refreshments), including set-up and clean-up, at in-person Chapter meetings and events. Manage inventory of items needed for hospitality and maintain service items as needed. Recruit helpers as necessary.
- f. Manage a list of Chapter members who may be called upon to present on specific topics of expertise to our local communities.
- g. Assist with identifying avenues for the Chapter to connect with underserved constituencies in our local communities.

5.1.5 Training Class Committee

- a. Read the most current revision of the *BPTMN Training Committee Handbook* to become familiar with the requirements, guidelines, and precedents of the initial training course.
- b. Serve under the leadership of the Training Class Director.
- c. Attend Training Class Committee meetings.
- d. Plan the curriculum for the upcoming class year.
- e. Develop the calendar for the upcoming class year.
- f. Acquire the *TMN State Curriculum* for each class member and prepare additional materials to support the planned training curriculum.
- g. Develop recruiting and publicity materials with support from the Communications Director.
- h. Identify presenters for each class session.
- i. Manage and assist presenters. This includes communications and confirmations, assistance with travel, distributing class materials (e.g., handouts, videos), providing audio-visual or online support, and providing speaker gifts and thank you letters.
- j. Arrange for the training venue and necessary equipment for all class sessions.
- k. Plan and execute class field trips.
- l. Arrange for refreshments/amenities during class sessions.
- m. Establish a method for tracking attendance and ensure that trainees accurately enter class and field trip attendance in VMS.

- n. On a weekly basis, monitor trainee progress toward fulfilling the requirements of the Initial training course.
- o. Participate in the mentor (guide) program. Refer to the *BPTMN Class Guide Handbook*.
- p. Host training class orientation and course completion events.
- q. After the last class session, evaluate the class experience and make recommendations for changes to the next class year.

5.2 Ad hoc committees

Ad hoc committees are formed for a particular and specific short-term purpose. Every Chapter must form the first 2 committees described below. Additional committees or a task force may be formed by the Board as needed to address specific tasks or purposes.

5.2.1 Financial Examination Committee

- a. President appoints the committee chair.
- b. Committee members include the Vice President, Secretary, Treasurer and Training Class Representative.
- c. Conduct the annual examination of Chapter financial records [Reference *Bylaws* Article IX]. The Chapter's fiscal year runs January 1st through December 31st.
- d. Treasurer provides financial records for review.
- e. Results of financial examination will be reported and recorded in the minutes at the Board meeting following the completion of the audit with signed attestations from each committee member. This takes place at the first Board meeting of the next fiscal year.

5.2.2 Nomination Committee

This committee must be used for the selection of officer candidates. It may be used for recommending director candidates and committee chair candidates.

- a. For elected officers, proceed in accordance with *Bylaws* Article V, D., 2.
- b. For director positions, proceed in accordance with *Bylaws* Article V, E., 2. and 3.
- c. For committee chair positions, proceed in accordance with *Bylaws* Article V, E., 1.
- d. The President appoints members to the committee, chaired by the Immediate Past President.
- e. Committee must review the required skills, duties, and responsibilities of each position with the proposed candidate to assess the candidate's understanding and willingness to perform the functions of the position prior to nominating the candidate.
- f. Committee presents a slate of candidates to the President, considering the following attributes. Selection of candidates based on these attributes would maintain experience and continuity for the Board while recruiting new members to serve.
 - 1) Officer candidates must be certified Texas Master Naturalists and members in good standing. An exception is made for Chapters in their first year of operation.
 - 2) The committee shall endeavor to select candidates from the Chapter membership who demonstrate appropriate skills for managing the position for which they are being nominated. Candidates should not be selected only on length of time in a certain position, length of time in the chapter, or on amount of service hours attained.
 - 3) Where possible, candidates should be selected with an eye to increasing diversity. Diversity considerations should not be limited to sex, ethnicity, creed, or national origin, but include attributes such as age, sexual orientation, gender identity, formal education, background experience, and county of residence.
 - 4) Preference may be given to candidates whose total time in any Board capacity and total time of service in a single Board position is less than other candidates for the same position.

- g. Election procedure:
 - 1) President must publish the slate of officer candidates to the Chapter membership in writing at least 15 days prior to the October general membership meeting of the calendar year.
 - 2) Nomination Committee will conduct the election at the November general membership meeting.
- h. The Nomination Committee will also serve when an Officer or Board member vacancy occurs, which requires filling.
- i. The Nomination Committee may serve at the request of the incoming President up their election to present a slate of Director candidates.
- j. TMN State Program coordinators may provide oversight to a Chapter's nomination process.

5.2.3 Asian American Outreach (ASAMO) Committee

The ASAMO Committee aims to engage with Asian Americans in our communities and introduce and cultivate interest in the TMN Program. The committee will provide periodic updates to the Board highlighting their progress and outcomes.

- a. The President appoints members to the committee. The committee or the general membership may at any time recommend to the President committee candidates.
- b. The Outreach Director acts as an ex officio committee member. They also act as the committee's Board liaison and will report committee recommendations and activities to the Board.
- c. The committee selects a chair from among its members.
- d. The committee shall meet at least quarterly.
- e. Committee members are active attendees and participants in the various Chapter outreach events throughout the year, as ambassadors to the Asian American community.
- f. The committee chair takes high level meeting minutes including meeting date/time, those in attendance or not and whether attendees were in person or remote, statement of major points of discussion, and brief statements of conclusions and recommendations. They also distribute the minutes to all in attendance and incorporate any feedback. Finalized meeting minutes are forwarded to the Outreach Director for archiving.
- g. One or more committee members may be asked to attend a Board meeting to apprise the Board of the committee's activities in person.

5.2.4 Accessibility Committee

The Accessibility Committee contributes to Chapter in its role of advocating for the removal of barriers to experiencing nature.

- a. The President appoints members to the committee. The committee or the general membership may at any time recommend to the President committee candidates.
- b. The President appoints the committee chair.
- c. The President acts as an ex officio committee member and as the committee's Board liaison, and shares committee recommendations and activities to the Board.
- d. The committee shall meet at least quarterly.
- e. The committee chair takes high level meeting minutes including meeting date/time, those in attendance or not and whether attendees were in person or remote, statement of major points of discussion, and brief statements of conclusions and recommendations. They also distribute the minutes to all in attendance and incorporate any feedback.
- f. The committee chair updates the President monthly on its activities and meetings and provides them a copy of any meeting minutes.

- g. One or more committee members may be asked to attend a Board meeting to apprise the Board of the committee's activities in person.

5.2.5 Grant Committee

The Grant Committee makes recommendations to the Board for funding Chapter member projects and programs that align with the Chapter's mission of education, restoration, and conservation.

- a. The President appoints members to the committee. The committee or the general membership may at any time recommend to the President committee candidates.
- b. The President appoints the committee chair.
- c. The President acts as an ex officio committee member and as the committee's Board liaison, and shares committee recommendations and activities to the Board.
- d. The committee will solicit grant applications, evaluate them against an established rubric, and recommend projects and programs for grant awards. [See Appendix 5]
- e. The committee chair updates the President as needed on its activities.
- f. One or more committee members may be asked to attend a Board meeting to apprise the Board of the committee's activities in person.

6. **CHAPTER PROJECTS**

6.1 New projects – A new or expanded volunteer service project may be proposed by any active Chapter member, following the instructions provided by the volunteer service projects director. Members may request approval for a new project via the online form at <https://txmn.org/bptmn/opportunity-request-form/>.

6.2 Travel time – Members may include a reasonable, typical amount of travel time when recording volunteer service hours. Travel time should not include side trips for personal activities.

6.3 Responsibilities of project leaders

- a. Keep the Chapter membership informed of events concerning your project, including information about location, date, time, and equipment needed for workdays.
- b. Provide contact information for the leader at each workday.
- c. Ensure that the President and Communications Director are informed of details so event listings can be kept up to date on the Chapter website.
- d. Record impact data in VMS about each workday or appoint one of the volunteers to do it.
- e. Report on your project periodically via the newsletter, email blasts, newspaper articles, or at a Chapter meeting.
- f. Submit a budget request for expenses associated with your project.
- g. Work with the Board to solicit grants or donations if appropriate. The TMN Program Office must be notified of any grants of \$5,000 or more received by the Chapter.
- h. Maintain contact with partners at the event venue or worksite for your project. Partners may include cities, counties, schools, parks, non-profit organizations, or site supervisors.
- i. Maintain an updated file for your project on the Chapter's data storage system. Include pictures, reports on workdays, and partner and volunteer contact information.

7. MEMBERSHIP [Reference Bylaws Article IV]

7.1 Non-discrimination and inclusion - Membership in the Chapter is open to individuals aged 18 or over, based on the equal opportunity policies of the state sponsoring agencies, TPWD and AgriLife Extension.

7.2 Member categories

- Texas Master Naturalist-in-Training (Member-in-Training) – a member enrolled in a Chapter’s initial training course
- Texas Master Naturalist – an active member who has completed the initial training course requirements
- Certified Texas Master Naturalist – an active member who has met all the requirements of initial certification and thereafter, attains annual recertification

7.3 Membership status

7.3.1 Criminal background check – To remain a Chapter member, members of any membership category are required to submit to and pass an annual criminal background check.

7.3.2 Dues – Members must be current in the payment of any dues set by the Chapter.

7.3.3 Transfers – Members may transfer between chapters within the state of Texas [Reference *CMOP* 3.2].

7.3.4 Reinstatement - Members who have been moved to inactive status may petition a local Chapter for reinstatement, provided all Chapter membership requirements are met.

8. MEETINGS

8.1 Chapter meetings - Our Chapter has regularly scheduled membership meetings 12 times per year on the second Tuesday of each month at 7 pm unless otherwise advertised. Any number of members present at a meeting, in person or remotely/virtually, constitutes a quorum.

8.2 Board meetings - Our Board has regularly scheduled meetings 12 times per year at 7 pm on the Thursday before the scheduled Chapter meeting. A majority of the members of the Board must be present in person or remotely/virtually to constitute a quorum.

8.3 Meeting remotely - All meetings may be conducted by remote communication technology if the following requirements are met:

- a. Reasonable notice is given to persons entitled to participate in the meeting and includes relevant information to be discussed
- b. The system provides access to the meeting in a manner or using a method by which all meeting participants can communicate with each other.
- c. Minutes include documentation that the requirements in a. and b. above were met.

8.4 Minutes – Minutes are the legal record of a meeting and are never destroyed. They include actions considered by the Board or general membership and business topics discussed. These items should always be included:

- a. Date and place of meeting. If held by remote communication technology or with a combination of remote and in-person attendees, that must be stated [see 8.3]
- b. Who presided at the meeting and who recorded minutes if the Secretary was absent

- c. Time of call to order and of adjournment
- d. The number of members in attendance (to establish a quorum). May include the titles of officers and directors in attendance.
- e. Whether previous minutes were approved (as published or as corrected)
- f. Summary of the Treasurer's report (beginning balance, totals of income and expenses, and ending balance). Entire report will be attached to the minutes.
- g. Motions made and votes taken. Include names of those making motions; names of seconders are not necessary. Discussion on motions is not usually included, but may be signified by a phrase such as, "After much discussion, the motion carried."
- h. The fact that a report from a committee was given, but not usually the details of the report unless it involves a recommendation or requires a vote.
- i. Name of presenter of a program and the topic, but no summary of the program.

9. AMENDMENT OF CHAPTER OPERATING HANDBOOK

9.1 Amendment or revision

- 9.1.1 Board approval - Amendments or revisions to this *COH* must be approved by a two-thirds vote of the Board members in attendance, either in person or remotely/virtually, at a regular Board meeting
- 9.1.2 Notification requirements - The general membership must be notified in writing (conventional mail, email, or other equivalent means) of the proposed amendments or revisions at least 15 days before the next Chapter meeting, with notice that the ratification vote will be held at that meeting.
- 9.1.3 Membership approval - The general membership will have the opportunity to discuss the changes at the meeting. Approval requires a majority vote of those in attendance, either in person or remotely/virtually.

- 9.2 TMN State Office notification** - Once a chapter has adopted, revised, or amended the *COH*, an electronic copy must be sent to the TMN program office within 30 days.

10. REFERENCES AND RESOURCES

Note that website links given below are accurate as of February 2023.

- 10.1 TMN state website:** <https://txmn.tamu.edu/>

- 10.2 Chapter website:** <https://txmn.org/bptmn/>

- 10.3 State level chapter documents:**

Included are the *CMOP 2023*, *Chapter Records Retention Policy 2023*, *TMN Code of Ethics*, and *Standards of Conduct*

<https://txmn.tamu.edu/chapter-resources/chapter-documents/>

10.4 BPTMN Training Committee Handbook 2023:

The *BPTMN Training Committee Handbook* is on file with the Chapter's Training Class Director.

10.5 Volunteer Management System (VMS) helpdesk:

<https://texasmasternaturalist.freshdesk.com/support/home/>

10.6 *Volunteer Management System Administrator Guide for Texas Master Naturalist Chapter Administrators (December 2022)*

<https://texasmasternaturalist.freshdesk.com/helpdesk/attachments/1126765860>

10.7 TMN Guidance for Citizen Science Volunteer Service Hours:

<https://txmn.tamu.edu/wp-content/uploads/2020/07/TMN-Guidance-for-Citizen-Science-Volunteer-Service-Hours-Final.pdf>

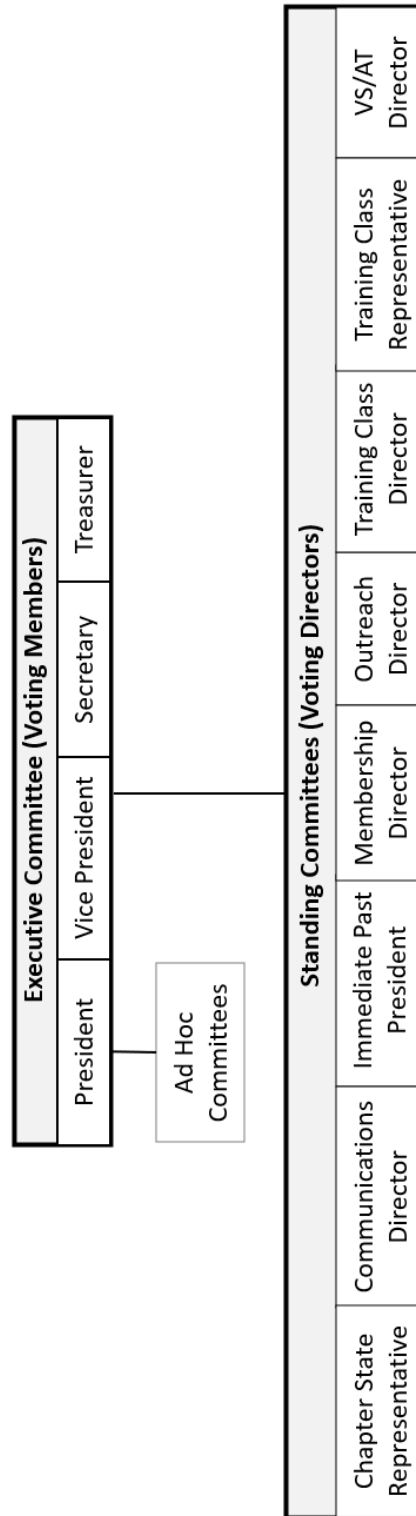
10.8 Quick Guide – Community Citizen Science Projects

<https://txmn.tamu.edu/wp-content/uploads/2020/07/Quick-Guide-Community-Citizen-Science-Projects.pdf>

11. APPENDICES

APPENDIX 1 LOCAL LEVEL ORGANIZATION CHART

Blackland Prairie Chapter Governing Board



Note: All actions by a committee must be submitted to the Board of Directors for approval and submission into the official minutes of the Chapter.

APPENDIX 2 GRANTS, DONATIONS, AND CONTRACTS COMMITTEE

If in the future the Chapter institutes a Grants, Donations, and Contracts Committee, the following duties suggested by the TMN State Program Office should be adopted.

- j. Any grants or donations solicited for the Chapter must be approved by the Board
- k. Membership on the grants and donations committee should at least include the Chapter Treasurer and the project leader of a project that has grant funding or receives donations
- l. Any Chapter that receives a grant or donation of \$5,000 or more must notify the TMN State Office. Chapters are encouraged to share with the TMN State Program coordinators any news of grants or donations received.
- m. The term of service for the committee or any subcommittees is based on the specific functions performed by the committee or on the required reporting period of a Memorandum of Understanding/Agreement (MOU/MOA), grant, donation, or project
- n. Volunteer service hours cannot be used as match for any grant, contract, or MOU/MOA
- o. Chapters cannot enter any contract, MOU, or MOA without prior review and approval by the TMN State Office.
- p. Functions of this committee may include:
 - 1) Review grant opportunities for the Chapter
 - 2) Coordinate grant application process
 - 3) Track progress of grants
 - 4) Ensure that reports are made to grantors as to the progress on grant spending
 - 5) Monitor MOUs and MOAs. Form ad hoc subcommittees as necessary for monitoring each MOU/MOA. The project leader of projects that fall under the MOU or MOA should chair the subcommittee and must report regularly to the Executive Committee.

APPENDIX 3 TMN OPPORTUNITY CATEGORIES (FEDERAL REPORTING CATEGORIES)

Note that codes may not be used by the Chapter when entering opportunities.

Opportunity	Code	Description	Examples
Training & Educating Others (Direct)	TR	Leading, organizing, instruction or staffing an educational activity where participants have a planned learning objective and generally stay for the full event (e.g., planned start and end times with a single agenda).	<ul style="list-style-type: none"> • Classroom instruction • Workshops • Presentations • Webinars • Chapter initial training
Advanced Training	AT	Advanced training you attend as a participant	<ul style="list-style-type: none"> • AT sessions at TMN Statewide Annual Meeting • Rainwater Harvesting Steward Program Training • Project WILD Instructor/Facilitator Training
Public Outreach (Indirect)	PO	Leading, organizing, or staffing an educational activity where participants come and go and they can inquire on a broad set of topics. <or> Writing an educational article or brochure.	<ul style="list-style-type: none"> • Manning booth or visitor center • Writing articles or brochures • Staffing wildlife hotline
Technical Guidance	TG	Any work that provides written management recommendations to landowners and/or land managers.	<ul style="list-style-type: none"> • Writing ecosystem management plans • Land Management Assistance Program (LMAP) • City/Community/ Regional Habitat Conservation Plan Committee
Natural Resource Management	RM	Activities that improve the health of a natural area or resource. Natural resource management, restoration rescue and rehabilitation.	<ul style="list-style-type: none"> • Invasive species or trash removal • Plant rescue • Restoring or improving natural habitat • Wildlife houses, towers, chimneys • Developing an eco-system plan

Nature/Public Access	NPA	Field-based activities that improve and manage the public's access to natural areas or resources. Creating and/or maintaining nature trails, wildscapes and/or interpretive areas	Developing new or improving existing: <ul style="list-style-type: none"> • Hiking trails • Interpretive gardens • Wildlife viewing blinds • Wildscapes • Interpretive hikes
Field Research (Including Surveys)	FR	Planning, leading or participating in data collection and/or analysis of natural resources where the results are intended to further scientific understanding.	<ul style="list-style-type: none"> • Field surveys • Banding and tagging • Species watch
Chapter & Program Business/ Administration	CB	Activities related to managing and running a master naturalist chapter and its committees.	<ul style="list-style-type: none"> • Board of Director or committee duties • Newsletter or website management • Management of chapter records • Hours reporting • Chapter reporting • Representing chapter at multi-chapter events • Other chapter administration • Assistance to State Program and State Program Office
Other	OT	Any activity approved by a chapter that is not defined above. <i>In general, a chapter should only have a small percentage of hours in this activity (< 5%). When this activity code is used a chapter should investigate the reason.</i>	<ul style="list-style-type: none"> • Animal rescue

APPENDIX 4 TPWD OPEN CARRY OF FIREARMS – TPWD VOLUNTEER POLICY

Open Carry of Firearms- TPWD Volunteer Policy Date: December 2015

General Policy- Members of the public are authorized to carry firearms in accordance with state law in the areas of the Department that are generally accessible to the public. Department volunteers will not take actions to discourage members of the public from the lawful carrying of firearms in areas of the Department that are generally accessible to the public.

On-Duty Prohibition for Volunteer Open Carry- Volunteers shall not openly carry firearms either on Department premises or while on-duty for the Department unless the volunteers have specific volunteer duties that require firearms handling and the volunteer is handling firearms in the manner required for performing those volunteer duties. A non-commissioned volunteer holding a handgun license under Government Code Chapter 411 may possess a handgun on department property if carried where the presence of the handgun is not openly discernible to the ordinary observation of a reasonable person.

Prohibition Relating to Department Clothing and Weapons- A volunteer whether on or off duty, shall not wear any clothing, identification card, or other items identifying the volunteer as a Department volunteer while openly carrying a firearm. A volunteer with a job duty that requires the handling or transportation of firearms or other firearms equipment may possess that equipment while wearing an approved uniform or Department identification in a manner approved by a volunteer supervisor.

Visitors to Non-Public Secure Portions of Department Facilities- The Department may post signs designating non-public secure areas of Department facilities pursuant to Government code 411.207. Non-commissioned visitors to the designated non-public secure areas shall be directed to secure any personally owned weapons in their locked personal vehicle prior to entering a Department secure area.

12. APPENDIX 5 GRANT COMMITTEE GUIDELINES AND GRANT APPLICATION

Grant Application 2022

Statement of Purpose:

The Grant Committee of the Blackland Prairie Texas Master Naturalist Chapter provides funding to Chapter Members for projects and programs that align with the Chapter's motto of education, restoration, and conservation.

Types of Grants:

- Micro Grant up to \$500.00 reimbursement

Please note, at the discretion of the Grant Committee and with the approval of the Board, grant allocations may be awarded at higher levels or for multi-year opportunities.

Eligibility:

- Project must provide for education, restoration, and preservation in Collin, Hunt, or contiguous counties.
- Project applicant will need to be a Blackland Prairie Chapter member in good standing and a certified master naturalist.
- Project must demonstrate a well thought out plan and leadership.
- Members of the Grant Committee may submit grant applications for their projects, but must recuse themselves from participating in the committee's assessment of their project.
- Project must be approved for granting before any reimbursement can take place and the chapter will not refund past expenditures prior to the grant award.

Proposal Criteria:

1. Proposal must outline innovative and comprehensive projects for education, restoration, or conservation consistent with the Chapter's mission statement:
The Texas Master Naturalist Program's mission is to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the State of Texas.
2. Update reports are due to your BPTMN Grant Committee/Board Member liaison every 90 days from the day the grant is awarded. A final wrap-up report is due at the end of the project or one year after the grant is awarded. It is the grantee's responsibility to update the Grant Committee. The update reports should include expenditure receipts along with reimbursement forms, project images, and project summaries. All receipts must be submitted prior to submitting the one-year report. Reports may be used in *Shaking the Trees*, the chapter's newsletter.
3. Award recipients are encouraged to participate in a presentation to the Chapter in some form, ex. new member orientation, chapter meeting presentation, deep dive, etc.

<Insert Application form or link to Application>

Grant Committee Guidelines

The Grant Committee solicits grant applications from the general membership for monetary grants to support their projects and programs. Projects and programs must align with the Chapter's mission of education, restoration, and conservation. The committee assesses the applications against rubric below and makes funding recommendations to the Board.

The committee will follow these guidelines:

- The Grant Committee will open up the grant application season once a year beginning August 1st with applications due by September 1st. The Board shall award approved applications during the September Board meeting. Projects will begin in January and end in December to align with the Chapter's fiscal year.
- It is suggested that the initial committee members would serve through at least one round of applications before new committee members are appointed.
- Advertising will be done through the Chapter's website and directly to members. Notice of open application season may be placed in *Shaking the Trees* and shared during Chapter meetings.
- Ongoing support of the granting program may be done through North Texas Giving Day, a Chapter grant account, or other means if the Board chooses to continue this program once initial grant funding is depleted.
- The Grant Committee will operate from a rubric when scoring applications.
- Applicant must sign and return a grant award letter outlining the project agreement with the Chapter and the method for reimbursement.
- Any Grant Committee member or Board member will not be able to submit a grant application.
- Once approved, the project may not be changed without Board approval.

Grant Committee Assessment Rubric:

While the rubric will be the primary scoring component, the committee reserves the right to discuss and review applications and present a final slate to the Board.

- Overall Budget - does the budget match the scope of the project? Is this a reasonable curated budget? Score: 0-20 points
 - Matching funds - are matching funds available to use? Are there additional in-kind resources being applied to the project? Score: +5 points
- Project Planning - is there a solid plan outlining the entire scope of the project's goals, objectives, and process? Is the timeline reasonable and easy to maintain? Score: 0-50 points
 - Is this a new project? Score: +10 points
 - Is this project located in Collin or Hunt County? Score: +10 points
 - Does this project work with any of our chapter's current partner organizations? Score: +5 points