

# CHAPTER OPERATING HANDBOOK



## **El Camino Real Master Naturalists**

**Chapter of the**

**Texas Master Naturalist Program**

# **CHAPTER OPERATING HANDBOOK**

**(COH)**

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## **A: DUES**

1. **Establishment of Dues.** The Board of Directors may, with approval of a majority of members present at a duly called and convened general membership meeting, set and change the amount of an initiation fee, if any, and the annual dues, if any, payable to the ECRC. The Board of Directors must notify all voting members 60 days prior to the general meeting that subject of increased dues will be brought before the convened general membership for action. The Board of Directors under special circumstances may waive individual membership fees, on a case-by-case basis, if set by a majority vote of the Board of Directors.
2. **Dues Schedule.** Dues shall be payable in advance of the first day of January in each fiscal year. The dues for the ECRC Chapter are \$20.00 per year. If dues are not paid by March 31 in each fiscal year, then all privileges afforded a certified member are rescinded until dues are paid.

## **B: ADDITIONAL BOARD MEMBERS.**

1. Past President
2. Chair - Training Committee
3. Chair - Membership
4. Chair - Volunteer Service Projects Committee
5. Chair - Advanced Training Committee
6. Chair - Communication Committee
7. Chair - Host Committee
8. Historian

## **C: DUTIES OF OFFICERS**

1. President.
  - a. Preside at all meetings of the ECRC.
  - b. Serve as Chair of the Board of Directors.
  - c. Appoint, subject to the Board's approval, committees and committee chairs
  - d. Be an ex-officio member of all committees.
  - e. Sign all Board-approved documents that may be legally binding on the ECRC
  - f. Co-sign checks with another officer in the absence of the Treasurer.
  - g. Present an annual report at the last annual meeting of the ECRC
  - h. Become Immediate Past President upon completion of term as President.
  - i. Works with the membership chair to fulfill and submit the ECRC's annual report to the state office annually.
  - j. Votes when there is a tie.

- k. Assume the responsibility of State Representative until that position can be fulfilled.
  2. Vice President.
    - a. Assist the President and act for the President in his absence.
    - b. Chair the Program Committee.
  3. Secretary.
    - a. Conduct all necessary chapter correspondence.
    - b. Record, publish and preserve the minutes of all meetings of the Board of Directors, General Membership meetings or special meetings;
    - c. Furnish the minutes to all Board members and make them available to other Chapter members when requested
    - d. Keep a record of attendance at each meeting and whether a quorum is present.
    - e. Maintain a hard copy file of all minutes and correspondence.
    - f. Bring to each meeting the minute book, a copy of the bylaws, rules and policies, a list of all committees and a copy of the parliamentary authority adopted by the ECRC;
    - g. Publish notice of membership meetings and field trips.
  4. Treasurer.
    - a. Maintain budget and accounting records.
    - b. Receive all dues and monies for the association and maintain them in a separate chapter bank account.
    - c. Keep an account of all income, expenses, disbursements and other financial matters.
    - d. Keep a list of all donated or purchased inventory, equipment or other property. Update list, monthly or as needed.
    - e. Pay all bills upon receipt of a written statement or receipt. Treasurer or President and one other officer shall sign all checks, drafts or other instruments for payment of money or notes of the ECRC.
    - f. Make a monthly report to the membership
    - g. Develop an annual budget for approval by the Board of Directors.
    - h. Present the financial records for audit on or before the last day of the fiscal year.
    - i. Submit all annual financial records and audits as required by law
- The Officers for the First Term of the ECRC Chapter shall commence on April 8, 2008 and end on December 31, 2009.
  - ALL OFFICERS SHALL HAVE A NOTEBOOK FOR RECORD KEEPING TO BE PASSED ON TO INCOMING OFFICERS.

## **D: DUTIES OF OTHER BOARD MEMBERS.**

1. Past President
  - a. Assist the President.

- b. Chair the Nominating Committee.
  - c. Provide continuity from prior Board of Directors
  - d. Assume the responsibility as the State Representative for the ECRC if that position is not otherwise filled.
  - e. In the absence of a past-president, the president will reassign necessary responsibilities.
2. Advisors – Additional Duties.
- a. Advises, recommends and informs the ECRC on appropriate business.
  - b. Review the ECRC’s financial status and participate as a member of the annual audit committee.
  - c. Assist the State Program Advisory Committee in implementing and enforcing program regulations and policies.
  - d. Facilitate opportunities for Master Naturalist volunteers to exercise initiative and judgment within proper measure of autonomy when coordinating chapter events and activities.
  - e. Participates in event planning and attends events when possible or when identified as necessary through the planning process.

## **E: STANDING COMMITTEES**

1. Training Committee
- a. Coordinates training of Master Naturalists for the ECRC’s training program.
  - b. Plans, implements and evaluates the ECRC training curriculum and develops training calendar.
  - c. With the Treasurer develops the class budget and recommends the class tuition to the board.
  - d. Acquires and prepares class manuals
  - e. Select all presenters and make arrangements for their class/presentation including materials, handouts and audio-visual equipment needed for the class/presentation.
  - f. Arranges for speaker gifts, travel and lodging needs, and confirmation and thank you letters.
  - g. Arranges for publicity – Newspaper, flyers, Internet.
  - h. Arranges for location and room seating and equipment for all classes.
  - i. Responsible for taping the classes, editing the recordings into DVD disks for archival and future training use.
  - j. Manages the on-going class through graduation.
2. Membership Committee
- a. Maintain a roster of the ECRC’s member names including in-training members plus addresses, phone numbers and Internet/email addresses.
  - b. Maintain a record of volunteer and advanced training hours and class training attendance.
  - c. Notifies the Board of members meeting certification and threshold hour achievements.

- d. Orders and maintains the member certification and recognition awards (e.g. shirts, name tags, certificates, business cards, pins).
  - e. Ensures members have a current signed liability form on file.
  - f. Maintain a record of high level interests and specific expertise of members.
3. Volunteer Service Projects Committee
    - a. Approves and notifies chapter membership regarding Volunteer Service opportunities and projects.
    - b. Uses the state Master Naturalist™ Program, Chapter Management Guidelines section on Volunteer Service Requirements.
  4. Advanced Training Committee
    - a. Approves and notifies chapter membership regarding Advanced Training.
    - b. Uses the State Master Naturalist™ Program Chapter Management Guidelines section on Advanced Training Requirements and Chapter guidelines (see Chapter Policy and Procedures Advanced Training section) to review Advanced Training for approval.
  5. Program Committee
    - a. Develops and maintains chapter calendar of activities
    - b. Schedule chapter programs and field trips for membership meetings
    - c. Notifies membership of field trip requirements (i.e. water, safety, maps, logistics, etc.)
    - d. Ensure speakers or trip leader is recognized appropriately.
  6. Communications Committee
    - a. Responsible for collecting chapter and state news, producing and distribution of the ECRC Newsletter.
    - b. Officers and members will contribute the contents of the Newsletter.
    - c. Responsible for the ECRC outreach activities
    - d. Staffs outreach booths
    - e. Creates and maintains chapter brochure
    - f. Acquires and maintains a chapter display board
    - g. Builds and supports a chapter web page
    - h. Assists the Training Committee in promoting the ECRC.
  7. Historian
    - a. Maintains the historical records of the ECRC.
    - b. Historical records include but not limited to: Training classes, projects, recognitions, events, elections, meetings, and Chapter Newsletter archives.
  8. Host Committee
    - i. Assist Training Chairman with class host activities – drinks, snacks, catered lunches, making handouts.
    - j. Coordinates General Membership meeting host activities – drinks, snacks, party activities.

ALL COMMITTEE CHAIRPERSONS SHALL HAVE A FOLDER FOR RECORD KEEPING TO BE PASSED ON TO INCOMING CHAIRPERSONS.

**F: AD HOC COMMITTEES.** Ad Hoc committees are formed for a particular and specific short term purpose.

1. Audit Committee. Responsible for conducting the annual audit of the financial records of the ECRC. Members will include the vice-president, secretary and advisor (at least one).
2. Nomination Committee. Responsible for selecting the annual ballot of officers and board members. Will also serve when an officer vacancy occurs that requires filling. The committee will present a slate of candidates at the annual meeting.
3. Other Ad Hoc Committees. Can be formed by the Board as needed to address specific tasks or purposes.

## **G: ACTIVE MEMBERSHIP**

Active members are those members who pay the ECRC dues for the current year, are active on a committee, and/or indicate that they wish to remain active members. Lack of contact with the ECRC through attendance at one or more meetings or chapter activities during the preceding year or lack of written notice to the ECRC that they wish to remain an active member will indicate that they do not wish to remain active members.

## **H: ADOPTION AND AMENDMENT OF THE OPERATING HANDBOOK COH)**

1. Adoption. Initial adoption and ratification of the COH is by a majority vote of those present at a general meeting following written distribution of the proposed COH to the general membership ten days before the meeting with notice that the ratification vote will be held at the general meeting. Written distribution may be via conventional mail, email or other equivalent means.
2. Amendment. Changes and amendments may be made by the board of directors at a regular board meeting with a two-thirds vote of the board members in attendance. The general membership must be notified in written form of the proposed changes or amendments ten days before the meeting and be given an opportunity at the board meeting to voice any concerns about the changes or amendments. Written form may be via conventional mail, email or other equivalent means.