

CHAPTER OPERATING HANDBOOK

Gideon Lincecum Chapter January 2023



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.

The COH is a resource for all members of the chapter, detailing day-to-day operational procedures to be followed, and it should be shared with all chapter members. All local options, policies and procedures contained in the COH must meet the requirements of Chapter Bylaws and the TMN Chapter Management and Operations Protocols.

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CHAPTER OPERATING HANDBOOK

Gideon Lincecum Chapter

Texas Master Naturalist Program

1. CHAPTER ORGANIZATION

Governing documents - The documents governing this chapter are our *Bylaws*, the Texas Master Naturalist™ Program's *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 *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 chapter advisor. All are voting members of the board.

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

- President
- Vice President
- Secretary
- Treasurer

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

- Advanced Training (AT) Director
- Chapter State Representative
- Communication Director
- Education Director
- Marketing Director
- Membership Director
- Training Class Director (term begins when training class ends)
- Volunteer Service (VS) Projects Director

2.2 Term of office

For officers and directors, the term of office is 24 months, and they are eligible for re-election or re-appointment.

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
- h. Become familiar with the duties and responsibilities of your office as described in TMN program guiding documents and within this *COH*
- i. Prepare and obtain approval of the annual budget request for expenses associated with your office
- j. Attend board of directors and chapter meetings. A board member "absent from three consecutive board meetings without notice and/or excused absence shall be subject to removal by a simple majority vote of the officers of the chapter" (*Bylaws* V.I.1)
- k. Maintain their respective folders in the chapter Dropbox
- l. Maintain an inventory of materials, in Dropbox, related to your role and review and update the inventory annually
- m. Serve as a voting member on the board of directors

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, PayPal and Dropbox
- g. Authorize in writing in advance any payments to be made of \$1,000 or greater from the chapter bank account. If authorization is done via email a copy of the email must be stored in Dropbox.
- 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. 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 chapter advisor
- l. Appoint all committee chairs and serve as an ex-officio member of all committees, assisting as appropriate
- m. 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*, *CMOP*)
- n. 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
- o. Communicate with the TMN state office, other chapters, and state agencies as appropriate
- p. Be the chapter's state representative or appoint an alternate to serve [see 3.3.2]
- q. If there is no immediate past president, reassign the duties of that position [see 3.4.1]

- r. Serve as immediate past president upon completion of term as president
- s. Appoint the secure electronic data storage administrators for the chapter's Dropbox account.
- t. Ensure all board members, committee chairs and project leaders have access to the appropriate files and folders in the chapters secure electronic data storage system

3.2.2 Vice president

- a. See 3.1 - Duties of all board members
- b. Assist the president and act for the president in the president's absence
- c. Meet with the president to recommend chapter and board meeting dates and locations
- d. Arrange for programs for the chapter meetings
 - Ensure that speakers or trip leaders are recognized appropriately, and arrange with treasurer for compensation as necessary
 - Maintain contact information for past and prospective speakers
 - Schedule non-training class chapter field trips as appropriate and notify membership of field trip requirements
- e. Select and secure the venue for upcoming chapter meetings
- f. Participate as a member of the annual financial examination committee [see 5.2.1]
- g. Work with the communication and marketing directors to ensure all chapter meetings, programs, and field trips are publicized in advance to chapter members and to the public
- h. Serve as the chapter's advanced training director [see 3.3.1]
- i. Maintain an inventory list of chapter audio/visual equipment and where equipment is located

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. Present the minutes of the last meeting for approval at each chapter and board meeting.
- e. Keep a record of attendance at each meeting and whether a quorum is present and provide this impact data to the Texas Agrilife sponsor via the Texas Agrilife form
- f. 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/>]
- g. At board and chapter meetings, have access to electronic or paper copies of past minutes, the *Bylaws*, *CMOP*, *COH*, and *Robert's Rules of Order (current edition)*
- h. Ensure that a method is in place for maintaining the chapter's paper and electronic files [see 4.6]
- i. Facilitate chapter members' compliance with the chapter records retention policy
- j. 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/>]
- k. Maintain an inventory 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 administrator of these accounts along with usernames and passwords. Inventory should be updated whenever there is a change in administrators
- l. Serve as chair of chapter Dropbox administrators. [See 5.2.6]. Note: Secretary is not required to be designated as a Dropbox administrator
- m. Ensure that vacancies on the Dropbox administrators are filled by the president.
- n. Maintain a roster of all current board and committee members and their contact information

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. Develop and maintain an annual budget for the chapter with input and approval by the board. The proposed budget should be finalized and submitted for approval as soon as possible after the start of the new calendar year.
- d. Pay all bills promptly upon receipt of a written statement, invoice, or receipt and any other required documentation for approved expenses, including PayPal
- e. Make all financial reports and documents available to any chapter member or advisor upon request
- f. Ensure that the treasurer is one of the three authorized signatories on the chapter bank account, PayPal and Dropbox
- g. Assure that signatures on the chapter bank account are kept up to date when changes occur in those authorized (treasurer, president and secretary) to sign on the account
- 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. For any payments of \$1,000 or greater, the president or another designated officer must co-sign the payment instrument with the treasurer. Written authorization must be provided in advance by the president for any payments of \$1,000 or more
- k. Present a financial report at all board and chapter meetings that includes the status of all financial transactions and bank statement reconciliations
- l. Prepare and submit all annual financial records, reports and audits as required by law and sponsoring agencies
- m. Present the financial records to the financial examination committee [see 5.2.1] annually as requested
- n. Maintain the financial records (annual budget and bi-monthly report) of the chapter in such a way that quality financial reports can be produced that are easily understood by any chapter member or advisor. Financial management systems can be a detailed spreadsheet or commercially available programs such as QuickBooks or Quicken. These records must be retained for seven years per *TMN Chapters Records Retention Policy* [<https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- o. File the IRS 990N or other tax form for 501(c)(3) organizations annually by May 15. Retain these documents per *TMN Chapters Records Retention Policy* [<https://txmn.tamu.edu/chapter-resources/chapter-documents/>]
- p. Use a financial management system that meets Generally Accepted Accounting Principles
- q. Retain a detailed account of all income, expenses and disbursements (including a paper copy of such documentation) for seven years plus the current calendar year, according to the chapter records retention policy
- r. Serve as a member of the grants and donations committee. [see 5.2.3]

3.3 Duties of directors

3.3.1 Advanced training director

- a. See 3.1 - Duties of all board members
- b. Chair the advanced training committee [see 5.1.2]
- c. Maintain and utilize a form or process for members to request that a program be considered for AT credit
- d. Working with the AT committee, review and recommend for approval or disapproval all AT requests and events [Reference *CMOP* 5.10]
- e. Coordinate with the membership director to set up and manage AT opportunities in the chapter's Volunteer Management System (VMS)
- f. Notify chapter membership of approved AT opportunities and ensure that upcoming opportunities are on chapter calendars

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 – Duties 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

3.3.3 Communication director

- a. See 3.1 – Duties of all board members
- b. Oversee volunteers or committees to handle these various aspects of chapter communications:
 - history/archives
 - newsletter
 - social media
 - website
- c. 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
- d. Coordinate with TMN website and other state social media outlets as needed
- e. Coordinate with training class director ensuring new class members receive information regarding online resources that are available to them
- f. Serve as an administrator of the chapter electronic storage system (Dropbox)

3.3.4 Education director

- a. See 3.1 – Duties of all board members
- b. Chair the education committee [see 5.1.3]
- c. Oversee volunteers or committees in the various aspects of chapter education programs
 - Public education/outreach presentations given by chapter members
 - Development of high-quality educational materials and presentations, including new topics or expansion of current materials to ensure educational presentations are relevant and informative
- d. Maintain contact with county AgriLife agents, TPWD biologists and other professional resources in our 5-county area to determine how chapter education programs and volunteers can be utilized by these organizations

3.3.5 Marketing director

- e. See 3.1 – Duties of all board members
- f. Oversee volunteers or committees to handle these various aspects of chapter marketing:
 - recruiting
 - publicity
- g. Write publicity press releases for print, radio and electronic media covering training class application, chapter meetings and special events
- h. Work with training class director and membership director to develop recruiting materials
- i. Maintain and arrange for printing and distribution of recruiting and promotional materials
- j. Chair the scholarship committee [see 5.2.5]

3.3.6 Membership director

- a. See 3.1 – Duties of all board members

- b. Chair the membership committee [see 5.1.4]
- c. Maintain a roster of all chapter members with pertinent contact information and member photos; distribute updated roster annually to chapter members after January 30th
- d. Ensure that rosters with member contact information are not shared on public sites such as the chapter website or social media platforms
- e. Manage the chapter's use of the TMN Volunteer Management System for reporting VS and AT hours [Reference *CMOP*, 5. and 6 and Appendix 4]
- f. Serve as lead VMS administrator for the chapter. Ensure that there is a process for reviewing and approving hours logged by members
- g. Supervise other chapter VMS administrators
- h. Ensure all members are trained in the use of the VMS
- i. Ensure all member VMS profiles are up to date to allow for an annual criminal background check
- j. Publish names of members achieving certification and milestone awards
- k. Present awards at chapter meetings
- l. Coordinate with training class director to manage training class application process
- m. Serve as the chapter Google Groups administrator, train members in the use of Google Groups for chapter email communications

3.3.7 Training class director

Note about term of office: The term of the new training class director begins as soon as the current training class concludes.

- a. See 3.1 – Duties of all board members
- b. Chair the training class committee [see 5.1.5]
- c. Develop a budget for the class and submit to the board for approval
- d. Recommend class tuition fees to the board for approval
- e. Work with marketing director to develop recruiting material
- f. Work with the communication director to manage the training class applications
- g. Present to the board for approval a proposed class syllabus that covers the state-approved curriculum for Initial Training [Reference *CMOP* 2.3]
- h. Serve as manager for the training class, including planning, curriculum development, calendar, instructors, venues, attendance tracking and other items to ensure success of the class
- i. Coordinate all communications with trainees
- j. Ensure that a mentoring (buddy) program is in place for trainees [Reference *CMOP Appendix 3*]
- k. Ensure each trainee receives appropriate instruction to use VMS

3.3.8 Volunteer service projects director

- a. See 3.1 – Duties of all board members
- b. Chair the volunteer service (VS) projects committee [see 5.1.6]
- c. Maintain and utilize a form and process for members to request approval of a new VS project, using as a guideline the information required for setting up a new opportunity in VMS [Reference <https://texasmasternaturalist.freshdesk.com/support/home/>]
- d. With the VS projects committee, review and recommend for approval or disapproval all chapter VS project requests [Reference *CMOP*, 6.8 Appendix 2]
- e. Coordinate with the membership director/VMS administrator to add or modify volunteer opportunities in VMS
- f. Coordinate with the communication director to add or modify volunteer opportunities on the chapter website
- g. Coordinate with project leaders to ensure their responsibilities are met [see 6.2]
- h. Ensure that a complete description of every volunteer service project is accessible to all chapter members through the chapter website, event calendar, email announcements and any other communication methods used by the chapter

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 – Duties of all board members
- b. Provide continuity from prior board to ensure local policies and procedures are being followed
- c. Provide counsel to officers and directors on fulfilling duties and responsibilities
- d. Assist the president as requested
- e. 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/>]
- f. Chair the nomination committee [see 5.2.2] [Reference *Bylaws*, Article V, E, 2]

3.4.2 Advisor

The duties and responsibilities of the chapter advisor are described in detail in Appendix 1 of the *CMOP* and in Article V, B of the *Bylaws*. Also see 3.1 – Duties of all board members

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*. [Reference Article VI, A, 2-3]

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.

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 members present at a duly called and convened general membership meeting.

- a. The board must notify voting members at least 15 days prior to the general meeting that the subject of dues or their increase will be brought before the convened general membership for action.
- b. The board, under special circumstances, may waive 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.
- c. Dues shall be payable on or before January 31 each calendar year. If dues are not paid by January 31 each calendar year, then all privileges afforded a TMN 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.

4.6 Records retention - The board must conduct chapter business in compliance with the chapter records retention policy, 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/>]

- a. Ensure the chapter has a records retention policy in place
- b. Establish and maintain a remote data storage system that gives appropriate access to chapter members responsible for retaining records of their positions. This chapter uses Dropbox

- c. 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 Dropbox

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 remotely.

5.1 Standing committees

5.1.1 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 coordinator [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]

5.1.2 Advanced training committee

- a. Support AT director (vice president) in reviewing and approving AT opportunities for chapter members
- b. Assist in publicizing approved AT opportunities to chapter members in a timely fashion by a variety of means such as email notifications or website event calendars
- c. Assist in managing the chapter's AT opportunities in VMS

5.1.3 Education committee

- a. Serve under the leadership of the education director
- b. Maintain a presence at local events to educate attendees about the natural world and their part in it, and stimulate them to be better stewards of the natural world
- c. Help plan, develop, maintain, implement, and evaluate the chapter training programs to be used by chapter members as part of outreach programs
- d. Identify new topics for training materials/programs that could be implemented by the chapter
- e. Ensure that chapter training materials/programs to be used with school-age children are coordinated to the appropriate TEKS (Texas Essential Knowledge and Skills) standards for that grade level.
- f. Train chapter members on how to use training materials

5.1.4 Grants and donations committee

- a. Any grants or donations solicited for the chapter must be approved by the chapter board in advance of submitting application to grantor
- b. Functions of this committee 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
- c. Membership on the grants and donations committee will include the chapter treasurer and the project leader of a project that has grant funding or receives donations
- d. 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 state office any news of grants or donations received.
- e. 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
- f. Renewal of a grant that has been previously approved by the grants and donations committee and the TMN board does not require additional board approval. Grant committee chairman will inform board of grant renewal.
- g. Volunteer service hours cannot be used as match for any grant or MOU/MOA associated with a grant or donation
NOTE: Volunteer services hours can be used as part of the application process for company matching funds application
- h. Chapters cannot enter into any contract, MOU, or MOA without prior review and approval by the TMN state office

5.1.5 Hospitality committee

- a. Coordinate general membership meeting host activities
- b. Coordinate with training committee regarding any hosting activities the chapter provides
- c. Coordinate with vice president for arrangements for chapter holiday volunteer recognition event; chapter provides the meat course; solicit members to bring side dishes
- d. Maintain chapter hospitality items, including coffee pots, coffee supplies, paper goods, and cups

5.1.6 Membership committee

Membership committee members should be trained VMS administrators.

- a. Assist the membership director in managing the chapter's records and reports within VMS (The membership director may designate an assistant VMS administrator to assume some of these responsibilities.)
- b. Support the membership director in ensuring the accuracy of hours and activities logged into VMS (The membership director may designate an assistant VMS administrator to assume some of these responsibilities.)
- c. Assist in maintaining the current roster of members
- d. Assist the membership director in tracking and reporting the names of members who have completed the Initial Training course, achieved initial certification, achieved re-certification, and earned milestone awards
- e. Help publicize and celebrate member achievements (e.g., at chapter meetings, on the chapter website, in newsletters, at volunteer recognition events)

5.1.7 Training class committee

- a. Serve under the leadership of the training class director
- b. Help plan, implement, and evaluate the chapter training curriculum and develop the calendar for Initial Training course.
- c. Acquire the *TMN State Curriculum* for each class member and prepare additional class materials
- d. Help select presenters and assist with their class/presentation including materials, handouts, and audio-visual equipment, as needed
- e. Arrange for speaker gifts, travel, lodging needs, confirmation, and thank you letters
- f. Arrange for publicity, e.g., newspaper articles, flyers, brochures, electronic media
- g. Arrange for training venue and required facilities equipment for all class periods

- h. Manage the chapter's mentor program in coordination with the training class director [Reference *CMOP*, Appendix 3.]
- i. Assist with class field trips
- j. Ensure there is a method in place for tracking attendance of trainees and monitoring their progress toward completion of Initial Training course
- k. Host training class orientation and course completion events
- l. Arrange for refreshments/amenities during class periods

5.1.8 Scholarship committee

The scholarship committee serves under the marketing director. It is responsible for qualifying and awarding eligible candidates within our five-county area to receive a scholarship from the chapter to assist with their education.

- a. Maintain the chapter's scholarship application in coordination with county AgriLife Extension agents
- b. Coordinate with county AgriLife Extension agents in the selection and awarding of an annual scholarship to graduating seniors in each county
- c. Determine scholarship amount during annual budgeting process. Upon recommendation of the particular AgriLife Extension agent and with the approval of board and scholarship committee, amount per county may be split between two graduating seniors in one county
- d. Review and approve selection of recipients, suggested by AgriLife Extension agents or others, based on using the following structure
 - 1) Must be an active 4-H or FFA member in good standing within the multi-county area
 - 2) Must be a graduating senior OR incoming college freshman
 - 3) if a 4-H member
 - a. Must have completed the Star Award Interview Process,
 - b. Preference is that the recipient be the current year 4-H Gold Star Recipient for each county
 - In a case where there is more than one Gold Star awarded, the highest performing graduating senior should be the recipient
 - In a case where there is no graduating senior Gold Star awarded, the highest performing graduating senior should be the recipient
- e. Maintain contact with recipients during their first year of post-high school to facilitate their reporting back to the chapter. Recipients are required to report back to the chapter within a year on how they have or how they will use this award.
- f. Members of scholarship committee or a board member will present the award at the respective annual county scholarship awards meeting
- g. Other scholarship funds may be awarded for other purposes, such as attendance at 4-H Brigades, on a case-by-case basis by board of directors vote

5.1.9 Volunteer service projects committee

- a. Support VS projects director in reviewing and approving volunteer opportunities for chapter members.
- b. Assist in publicizing approved volunteer project opportunities to chapter members in a timely fashion by a variety of means such as email notifications and the website event calendar
- c. 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).
- d. Assist in organizing and hosting volunteer project fairs or similar events for chapter members (in particular for members-in-training enrolled in the chapter's Initial Training course)
- e. Assist in managing project opportunities in the chapter's VMS
- f. Assist project leaders in fulfilling their responsibilities [see 6.2]

5.2 Ad hoc committees

Ad hoc committees are formed for a particular and specific short-term purpose. Every chapter must form the two 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. Conduct the annual examination of chapter financial records [Reference *Bylaws* Article IX]
- b. Members include vice-president, secretary and chapter advisor
- c. President appoints the chair
- 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

5.2.2 Nomination committee

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

- a. For elected officers, proceed in accordance with *Bylaws*, Article V, D. 2. Election Process.
- b. For director positions, proceed in accordance with *Bylaws*, Article V, E. 2 & 3
- c. President appoints members to the committee, chaired by the immediate past president.
- d. 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
- e. Present 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.
- f. Election procedure:
 - 1) President must publish the slate of officer candidates to the chapter membership in writing at least 15 days prior to the last general membership meeting of the calendar year
 - 2) Nomination committee will conduct the election at the last general membership meeting of the calendar year
 - 3) Elections are held every two years
- g. TMN state program coordinator may provide oversight to a chapter's nomination process.

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 VS projects director. Members should use the [New Volunteer Project Approval Request](https://txmn.org/glc/files/2020/07/New-Vol-Project-Request.pdf) form when submitting a new project to the VS Director. (<https://txmn.org/glc/files/2020/07/New-Vol-Project-Request.pdf>)

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. Travel time

cannot be recorded as part of attending AT programs. Check with the VS project director before recording travel time for work on out of chapter area projects.

6.3 Responsibilities of project leaders

- 6.3.1 Workdays - keep the chapter membership informed of events concerning your project, including information about location, date, time, and equipment needed for workdays
- 6.3.2 Contact Information - provide contact information for the leader at each workday
- 6.3.3 Calendar - ensure that the president and website editor or calendar keeper are informed of details so event listings can be kept up to date
- 6.3.4 Impact Data - record impact data in VMS about each workday or appoint one of the volunteers to do it. Only one person records impact data about each event.
- 6.3.5 Reporting - report on your project periodically via the newsletter, email blasts, newspaper articles, or at a chapter meeting.
- 6.3.6 Budget - submit a budget request for expenses associated with your project. *Any expenses over \$500 must be preapproved*
- 6.3.7 Grants and donations - work with the chapter's grants and donations committee to solicit grants or donations if appropriate. The TMN state office must be notified of any grants of \$5,000 or more received by the chapter. [See 5.2.3]. Regular reporting on the status of such monies should be included in any project report or upon request of the grant committee or board
- 6.3.8 Partners - 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)
- 6.3.9 Recordkeeping - maintain an updated file for your project on the chapter's Dropbox. 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 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 - All persons who are chapter members in any category must submit to and pass the required 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 the chapter for reinstatement, providing all chapter membership requirements are met

8. MEETINGS

- 8.1. Chapter meetings** - Our chapter has regularly scheduled membership meetings 6 times per year on the third Saturday of odd-numbered months at 9:30 a.m. 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 6 times per year on the last Friday of a month at 9:30 a.m. 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:
- Reasonable notice is given to persons entitled to participate in the meeting and includes relevant information to be discussed
 - The system provides access to the meeting in a manner or using a method by which all meeting participants can communicate with each other
 - 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:
- 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]
 - Who presided at the meeting and who recorded minutes if the secretary was absent
 - Time of call to order and of adjournment
 - The number of members in attendance (to establish a quorum). May include the titles of officers and directors in attendance
 - Whether previous minutes were approved (as published or as corrected)
 - Summary of the treasurer’s report (beginning balance, totals of income and expenses, and ending balance). Entire report will be attached to the minutes
 - 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.”
 - 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
 - Name of presenter of a program and the topic, but no summary of the program

9. ADOPTION AND AMENDMENT OF HANDBOOK

- 9.1 Initial adoption** - For a new chapter, the proposed COH must be distributed to chapter members in writing (conventional mail, email, or equivalent means) at least 15 days before the next general meeting, with notice that the ratification vote will be held at that meeting
- 9.2 Amendment or revision**
- 9.2.1 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
- 9.2.2 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
- 9.2.3 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

9.3 State office notification

Once a chapter has adopted, revised, or amended the *COH*, an electronic copy must be sent to the TMN state office within 30 days

10. REFERENCES AND RESOURCES

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

10.2 State documents: All referenced state documents (or guides to creating chapter-specific documents) can be found on the state website at <https://txmn.tamu.edu/chapter-resources/chapter-documents/> .

10.3 VMS help desk: <https://texasmasternaturalist.freshdesk.com/support/home/>

10.4 Chapter website: <https://txmn.org/glc>

10.5 Chapter Facebook: [Texas Master Naturalist - Gideon Lincecum Chapter | Facebook](#)