

# CHAPTER OPERATING HANDBOOK



## Lost Pines Chapter

*Revised December 2020*

# Table of Contents

CHAPTER ORGANIZATION.....	4
BOARD.....	4
Officers .....	4
Duties of Officers.....	4
President.....	4
Vice President.....	5
Treasurer.....	5
Secretary.....	6
Directors.....	7
Duties of Directors.....	7
Immediate Past President.....	7
Membership Director.....	7
Basic Training Director.....	8
Outreach Director.....	8
Environmental Stewardship Director.....	9
Member at Large.....	9
Advisor(s).....	9
RESPONSIBILITIES OF THE BOARD.....	10
COMMITTEES.....	10
Duties of Committee Chairs and Program Managers.....	10
Advanced Training and Volunteer Services Coordinator.....	10
Junior Master Naturalist Coordinator.....	11
Public Relations Coordinator.....	11
Interpretive Hike Coordinator.....	12
VMS Coordinator.....	12
Food and Fun Coordinator.....	13
Historian/Archivist.....	13
Standing Committees.....	13
Executive Committee.....	14
Basic Training Committee.....	14
Membership Committee.....	14
Environmental Stewardship Committee.....	14
Advanced Training & Volunteer Services Committee.....	15
Outreach Committee.....	15
Junior Master Naturalist Committee.....	15
Food & Fun Committee.....	15
Ad Hoc Committees.....	16
Annual Financial Examination Committee.....	16
Officer Nomination Committee.....	16
MEMBERSHIP .....	17
Member Categories [Ref. TMN Bylaws, Article IV, Membership].....	17
ADOPTION AND AMENDMENT OF THE CHAPTER OPERATING HANDBOOK.....	17
Adoption.....	17
Amendment.....	17

State Office Notification.....	18
APPENDICES.....	18
General Information.....	18
Why the Dragonfly.....	18
Texas Master Naturalist Definition and Mission.....	18
Texas Master Naturalist Standards of Conduct.....	18
Texas Master Naturalist Code of Ethics.....	18
Texas Master Naturalist By-Laws.....	18
Chapter Management and Operation Protocols.....	18
Chapter Contacts.....	18
Member Liability Coverage.....	18
Volunteer and Advanced Training Opportunities.....	19
Volunteer Service Guidelines.....	19
Volunteer Opportunities.....	19
Advanced Training.....	19
Approved Associated Organizations.....	19
Request for Approval of a Project or Event form.....	19
LPMN Minors as Volunteers Release Form.....	19
Reporting Your Hours – the Volunteer Management System (VMS).....	19
VMS Tidbits.....	19
VMS Cheat Sheet.....	19
VMS FAQ.....	19
VMS Help Desk.....	19
Financial Policy and Expense Reimbursement.....	20
Check Request Form.....	20
Financial Policy and Procedures .....	20

## **CHAPTER ORGANIZATION**

The documents governing the Chapter will be Texas Master Naturalist (“TMN”) Bylaws and the guiding practices found in the Chapter Management and Operations Protocols and the Chapter’s Operating Handbook. In case of conflicting language, first the TMN Bylaws, second the Chapter Management and Operations Protocols shall govern the Chapter’s Operating Handbook. The Chapter will be structured for governance as follows.

### ***BOARD***

#### **Officers**

The duly elected Officers shall consist of:

- President
- Vice President
- Treasurer
- Secretary

The terms and limits of office: All elected Officers shall serve for a period of 24 months, and are eligible for re-election.

#### **Duties of Officers**

The duties of Officers are defined as follows:

##### ***President***

- Serve as Chair of the Board of Directors.
- Prepare and distribute the agenda for Board meetings.
- Preside over Board and Chapter meetings.
- Sign all Board-approved documents that may be legally binding on the Chapter.
- Co-sign checks with the Treasurer for amounts over \$1,000.00.
- Present a summary of the Chapter’s accomplishments during the previous year at the Chapter’s first general meeting of the new year.
- Prepare correspondence between the Chapter and the State Office, other Chapters or State agencies as appropriate.
- Review Chapter’s completed annual report before submission to State office.
- Communicate with Board and Chapter Members as needed; conduct email votes on issues between meetings.
- Appoint all committee Chairs and be an ex-officio member of all committees, assisting as

appropriate.

- Appoint and present a slate of candidates for all new Director positions for review and approval by a majority vote of the elected Officers, Past-President, and Advisor(s).
- Become Immediate Past President upon completion of term as President.
- Encourage all Officers and Directors to read and be familiar with their duties, responsibilities and program guiding documents (i.e. Bylaws, Protocols, etc.) stated in the Chapter Operating Handbook.
- Facilitate a retreat of all newly elected Officers and Directors with the outgoing Board members before the first Board meeting in January to facilitate responsibility exchange and to chart the Chapter's new year.
- Present recognition awards to out-going Officers and Board members.
- Prepare and manage an annual budget to support administrative expenses.

### ***Vice President***

- Act in the absence of the President.
- Schedule venues and speakers for each monthly Chapter meeting.
- Arrange access to meeting venue.
- Introduce speaker at Chapter meeting.
- Research advanced training and volunteer opportunities with partner and affiliated agencies and others.
- Circulate description of volunteer and advanced training opportunities that are not preapproved to the Advanced Training Committee for review and approval. Provide more information to the committee as necessary.
- Post volunteer and advanced training opportunities on Meetup.com for Chapter members' consideration.
- Forward new, approved volunteer and advanced training opportunities to VMS Coordinator to be added to the TMN Volunteer Management System (VMS).
- Keep in touch with upcoming speaker, obtain biography for introduction, coordinate copying any handouts needed.
- Responsible for the Chapter's audio visual equipment used at Chapter meetings and Chapter sponsored events and training.
- Serve on the annual Financial Examination Committee.

### ***Treasurer***

Knowledge of and experience with Quickbooks software is desirable. Knowledge of generally accepted accounting principles or bookkeeping is valuable. Computer skills regarding file formats and download protocols are helpful.

- Receive all dues and monies for the Chapter and maintain funds in a Chapter bank account.
- Develop and maintain an annual budget for the Chapter with input and approval by the Board of Directors.
- Pay all bills upon receipt of a written statement or receipt. Treasurer or President shall sign all checks, drafts or other instruments for payment of money or notes of the Chapter. Treasurer or President and one other Officer shall sign all checks, drafts or other instruments for payments greater than \$1,000.00.
- Submit all annual financial records, reports, including federal tax returns, and audits as required by law (and/or sponsoring agencies).
- Present a financial report at all Board meetings.
- Coordinate the annual financial audit performed by the Financial Examination Committee. Provide financial records necessary for the audit. Audit report will be presented at the last Board meeting of the calendar year for approval.
- Keep an account of all income, expenses, disbursements and other financial matters, including a hard copy file of such documentation, for seven years plus the current calendar year.
- Make available all financial reports and documents to any Chapter member and/or Advisors as may be requested.
- Maintain Chapter financial internet accounts, e.g., PayPal and Square.
- Maintain and update Chapter Financial Policies and Procedures, as necessary.

### **Secretary**

- Conduct all necessary Chapter correspondence.
- Record, publish and preserve the minutes of all meetings of the Board of Directors, General Membership meetings and special meetings.
- Furnish the minutes to all Board members and make them available to other Chapter members when requested.
- Keep a record of attendance at each meeting and determine whether a quorum is present.
- Maintain a hard copy file of all minutes and correspondence.
- Prepare annual report as required by the TMN State Organization, with support from the VMS Coordinator and other Board members, as needed.
- Bring to each Board meeting the minute book, a copy of the TMN Bylaws, Chapter Management and Operations Protocols, the Chapter Operating Handbook, a list of all committee membership and a copy of the parliamentary authority adopted by the Chapter.
- Serve as backup to the Vice President on the annual Financial Examination Committee.

### **Directors**

The duly Appointed Directors shall consist of, but are not limited to, the following:

- Immediate Past President
- Membership Director
- Basic Training Director
- Outreach Director
- Environmental Stewardship Director
- Member at Large
- Advisor(s)

All Director positions are by appointment and approved according to the TMN Bylaws ARTICLE V, F and G.

The terms and limits of office: All appointed Directors shall serve for a period of 24 months, and are eligible for reappointment.

## **Duties of Directors**

The duty of Directors will be to assist Chapter Officers with their respective responsibilities. All Directors are voting members of the Board. Specific Director duties are as follows:

### ***Immediate Past President***

- Provide continuity from prior Board of Directors with counsel for undocumented procedures and work to document those procedures.
- Lead an annual review and update if necessary of the Chapter Operating Handbook.
- Assist the President.
- Assume the responsibility as the State Representative for the Chapter if that position is not otherwise filled.
- Chair the Nominating Committee [Ref. Chapter Bylaws, Article V, E, 2].
- In the absence of an Immediate Past President, the President will reassign above responsibilities as needed.

### ***Membership Director***

- Oversee the Membership Committee and delegate duties as appropriate.
- Oversee the VMS Coordinator who is responsible for managing all aspects of the Chapter's Volunteer Management System.
- Maintain inventory of award pins. Order name tags and prepare certificates to be awarded at initial certification.
- Present awards quarterly, or as appropriate, at Chapter meetings.
- Maintain and manage TMN Chapter merchandise inventory. Merchandise may include, but is

not limited to, coffee mugs, t-shirts, hats, koozies, lanyards and CoCoRaHS rain gauges.

- Ensure that TMN Chapter merchandise is available for purchase quarterly at Chapter meetings;
  - Follow procedures outlined in the Chapter's Financial Policies and Procedures manual for purchase of merchandise; and
  - Coordinate with Basic Training Director and Vice President to ensure speaker gifts are available when needed.
- Prepare and manage an annual budget to support the activities of the Membership Committee.

### ***Basic Training Director***

- Oversee the Training Committee and delegate duties as appropriate.
- Serve as Coordinator for the New Class, ensuring the following tasks are completed:
  - development of student recruitment strategy;
  - development of New Class application process;
  - New Class calendar planning;
  - curriculum development, as necessary;
  - instructor recruitment and venue scheduling;
  - New Class Orientation planning; and
  - commencement planning.
- Recommend New Class tuition fee changes to Board of Directors.
- Ensure successful management of the Mentor Program [Ref. State Management and Operations Protocols, Appendix II, Mentor Program].
- Ensure new Members-in-Training receive sufficient training and support to successfully utilize the TMN VMS.
- Prepare and manage a budget to support the activities of the Basic Training Committee.

### ***Outreach Director***

- Manage and maintain Chapter outreach communications tasks;
  - Newsletter
  - Blog
  - Facebook
  - Website
- Coordinate in-person Chapter outreach events.
- Manage public educational events.



- Keep skills/presentation/props inventory for Chapter use.
- Provide guidance to the website manager on website content, timeliness, and images as it pertains to Outreach related issues and events.
- Provide guidance to the Facebook manager on website content, timeliness and images as it pertains to Outreach issues and events.
- Support the Public Relations Coordinator.
- Support the Interpretive Hike Coordinator.
- Act as a formal point of contact for all incoming inquiries to the Chapter website and other portals.

### ***Environmental Stewardship Director***

- Review, research and coordinate Chapter environmental improvement projects, including but not limited to:
  - water testing,
  - bio-census,
  - garden installations,
  - nature trails,
  - wildlife habitat,
  - the Bridge Maniacs,

### ***Member at Large***

- Provide continuity and act as a resource to the Board of Directors.
- Assume responsibility as State Representative for the Chapter if that position is not otherwise filled.

### ***Chapter State Representative***

- Work as a Chapter liaison with the State Program Coordinator.
- Represent the Chapter in State level matters of the Texas Master Naturalist Program.
- Review draft State Documents as requested.
- Enhance the communication between the State and the Chapters.
- Help guide and educate the Member Chapter's new Officers and Directors through use of the state governing documents.
- Participate in conference calls as requested i. Attend the Annual State Conference if possible j. Attend the semi-annual State Volunteer Representatives Council meetings.

### ***New Class Representative***

- Represent the New Class as a member on the Board attending all Board meetings.
- Participate as a member of the New Class Committee.
- Participate as a member of the annual Financial Examination Committee.
- Attend selected New Class training sessions to provide the new class insight into the New Class Representative Board position.

### ***Advisor(s)***

[Ref. State Chapter Management and Operations Protocols, Appendix I, Advisor Guidelines]

The Chapter-Advisor relationship is not a one-way street, in that the Chapter and its leaders also have responsibilities. These responsibilities include an appropriate level of communication, providing opportunities for Advisor interaction and a commitment to the success of the organization.

## ***RESPONSIBILITIES OF THE BOARD***

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 TMN Bylaws, approved by the membership.

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. All official Board communications, i.e., voting, etc., via electronic media, shall be recorded and contained in the Chapter Secretary's records.

Board responsibilities include:

- **Committee Oversight.** All committees and their activities are subject to review and approval by the Board.
- **Expenditure Limits.** The Board will honor expenditure limits as set forth in the local Chapter Operating Handbook.
- **Chapter Business.** The Board shall conduct the business functions of the Chapter as may be stated in the TMN Bylaws, Chapter Management and Operations Protocols and the local Chapter Operating Handbook.
- **Establishment of Dues.** The Board of Directors may set and change the amount of the annual dues payable to the Chapter, with approval of a majority of members present at a duly called and convened general membership meeting.

The Board of Directors must notify all voting members 60 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 of Directors, under special circumstances, may waive—in part or in whole-- individual membership fees on a case-by-case basis, if approved by a majority vote of the Board of Directors.

- **Dues Schedule.** Dues are payable the first day of January for each fiscal 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. A Texas Master Naturalist Member who is not current in the payment of dues, if required, by the end of the calendar year, will be considered “inactive” for purposes of the State Annual Report.

## **COMMITTEES**

All committees, committee chairs, and program managers serve subject to the oversight and approval of the Board. The President appoints the Chair of the standing committees. The Chair is responsible for seeing that the Committee fulfills the responsibilities and objectives for which it was formed.

### **Duties of Committee Chairs and Program Managers**

#### ***Advanced Training and Volunteer Services Coordinator***

- Assist the Vice President in managing the duties of the Advanced Training and Volunteer Services Committee.
- Develop and maintain the process by which Chapter Members request approval for new advanced training and volunteer opportunities.
- Review and submit to the Advanced Training and Volunteer Services Committee for approval, or disapproval, requests for approval of new projects, programs, events and training.
- Work with VMS Coordinator in assigning codes and titles for new approved events (advanced training and volunteer) and notify Chapter Members of the same.
- Post all advanced training and volunteer service opportunities on Chapter’s Meetup site.
- Supported by the Vice-President.

#### ***Junior Master Naturalist Coordinator***

- Oversee Junior Master Naturalist (“JMN”) Committee when convened. The JMN committee is responsible for all aspects of the JMN program, including:
  - development of a program marketing, application process, and trainee recruitment plans,
  - curriculum development,
  - session scheduling and venue procurement,
  - recruitment and scheduling of speakers,
  - maintenance of appropriate liability documents.
  - plan and facilitate JMN field trips.
  - arrange for refreshments during meetings.
- Prepare and manage a budget to support the activities of the JMN program.
- Supported by the Outreach Director.

### ***Public Relations Coordinator***

- Manage and maintain the marketing, communications, and public relations tasks of the Chapter.
- Develop and execute an annual public relations plan, to include:
  - news releases;
  - stories of general interest; and
  - advertisements as appropriate, etc.
- Establish and maintain good working relationships with area newspaper editors and staff.
- Develop a marketing strategy to guide internal communications and external public relations strategies, content, and scheduling.
- Solicit writing and photography expertise from within the Chapter to support the marketing strategy.
- Solicit, receive and manage photos and images of Chapter events and activities.
- Recruit a website manager and Facebook manager.
- Provide guidance to the website manager on website content, timeliness, and images as it pertains to Public Relations issues and events.
- Provide guidance to the Facebook manager on content, timeliness, and images as it pertains to Public Relations issues and events.
- Manage and work to enhance Chapter relationships with the State parks personnel, LCRA, PPLT, and other partner agencies and public entities.
- Develop and manage an annual budget to support Chapter marketing and public relations tasks.
- Supported by the Outreach Director.

### ***Interpretive Hike Coordinator***

- Train hike leaders.
- Coordinate and schedule seasonal interpretive hike programs for the public and private groups.
- Act as communication point person between the state parks and the chapter regarding the Interpretive Hike program.
- Supported by the Outreach Director.

### ***VMS Coordinator***

- Standing member of the Membership Committee.
- Manage the Chapter's Volunteer Management System (VMS):
  - Recruit and manage VMS data entry volunteers;
  - Ensure Chapter members are appropriately trained to enter and maintain volunteer and advanced training hours in VMS;

- Provide Chapter members who do not have online access to VMS, the Chapter Activity form to allow manual reporting of volunteer service and advanced training hours;
- Ensure Chapter member hours are reviewed and approved in a timely manner;
- Manage hours reported to ensure timely recognition of Chapter members' certification and milestone awards;
- Manage coding and entry of new volunteer and advanced training opportunities to VMS;
- Maintain the Chapter's use of VMS [Ref. State Chapter Management and Operations Protocols, Article VI, Volunteer Service Requirements] for reporting volunteer service hours and advanced training hours.
- Maintain a roster of all Chapter members with pertinent contact information.
- Assist the Secretary with preparation of annual reporting as required by the TMN State Organization.
- Supported by the Membership Director.

### ***Food and Fun Coordinator***

Oversee the responsibilities of the Food and Fun Committee which include:

- Planning and coordinating all Chapter social events:
  - event scheduling,
  - venue reservations,
  - food,
  - supplies
- Coordinating the meals and refreshments for monthly Chapter meetings.
- Supported by the President

### ***Historian/Archivist***

- Maintain the historical records of the Chapter. Historical records include:
  - Basic Training classes;
  - Chapter projects,
  - Events and meetings;
  - Chapter member recognition;
  - Chapter scrapbook
  - Chapter Newsletter archives.
- Organize Chapter history through documents, photos, articles and electronic media.

- Supported by the Public Relations Coordinator.

## **Standing Committees**

The current Standing Committees are:

- Executive Committee
- Basic Training Committee
- Membership Committee
- Environmental Stewardship Committee
- Advanced Training & Volunteer Services Committee
- Outreach Committee
- Food & Fun Committee

### ***Executive Committee***

The Executive Committee shall be comprised of the Officers of the Chapter Authority [Ref. Chapter Bylaws, Article VI, B. 2, Authority].

### ***Basic Training Committee***

Serves under the leadership of the Basic Training Director.

- Plan, implement and evaluate the Chapter training curriculum and develop training calendar.
- Acquire the TMN State Curriculum for Members-in-Training and prepare additional class materials.
- Select all presenters and make arrangements for their class/presentation including materials, handouts and audio-visual equipment needed for the class/presentation.
- Arrange for speaker gifts, travel, lodging needs, confirmation, and thank you letters.
- Arrange for publicity – newspapers, flyers, brochures, electronic media.
- Arrange training venue and required facilities equipment for all class periods.
- Facilitate class field outings/trips.
- Host initial New Class social and presentation reception.
- Arrange for refreshment amenities during class periods.

### ***Membership Committee***

Serves under the leadership of the Membership Director.

- Manage and/or assist in managing the Chapter's records and reports within the TMN VMS. VMS Coordinator is a standing member of this committee.

- Maintain a roster of the Chapter member names, including Members-in-Training, plus pertinent contact information within the TMN VMS.
- Maintain a record of volunteer and advanced training hours within the TMN VMS.
- Support the Chapter Secretary with preparation of any required annual reporting to the TMN State Organization.
- Report members achieving certification and milestone awards regularly.
- Plan and facilitate awards ceremonies.

### ***Environmental Stewardship Committee***

Serves under the leadership of the Environmental Stewardship Director.

- Coordinate Chapter environmental improvement projects, including water testing, bio-census, garden installations, nature trails, wildlife habitat, Bridge Maniacs and River Rats.
- The Environmental Stewardship Committee consists of: the Environmental Stewardship Director, Water Testing Coordinator, Bio-Census Coordinator, Bridge Maniac Coordinator, and the River Rat Coordinator.

### ***Advanced Training & Volunteer Services Committee***

Serves under the leadership of the Vice President

- Research and manage advanced training and volunteer opportunities for the Chapter.
- Review and vote to approve or disapprove all Chapter advanced training and volunteer service opportunity requests submitted via the Chapter's Request For Project Approval form, adhering to State Chapter Management and Operations Protocols Articles VI and VII, *Advanced Training Requirements and Volunteer Service Requirements*.
- Post all volunteer and advanced training opportunities on Chapter's Meetup site.
- Assist with managing the Chapter's advanced training and volunteer opportunities within the TMN VMS.

### ***Outreach Committee***

Serves under the leadership of the Outreach Director.

- Plan chapter participation in public outreach events and coordinate volunteer efforts for those events.
- Help with behind-the-scenes work for outreach events, such as creating handouts, sending emails, collecting materials, and brainstorming event themes
- Participate in public outreach events

### ***Food & Fun Committee***

Serves under the leadership of the Food and Fun Coordinator.

- Plan and coordinate chapter social events, i.e. annual holiday party, training class graduation, etc.
- Coordinate meals and refreshments for meetings and special events.
- Maintain a supply of paper plates, napkins, cups, plastic ware, and bottles water.

## **Ad Hoc Committees**

Ad Hoc committees are formed for a particular and specific short term purpose. Examples of Ad Hoc committees follow:

### ***Annual Financial Examination Committee***

Responsible for conducting the annual examination of the financial records of the Chapter. Members will include the Vice-President, Secretary, and/or Advisor. The President appoints the Chair person. The Treasurer provides the financial records for review.

### ***Officer Nomination Committee***

Proceed in accordance with Chapter Bylaws, Article V, E. 2. Election Process.

- The Past President will chair the Officer Nomination Committee formed by Chapter Members who are appointed by the Chapter President. The committee will present their slate of Officer candidates to the President.
- The Officer Nomination Committee shall endeavor to select candidates from the Chapter Membership who demonstrate appropriate skills for managing the office of President, Vice President, Secretary and Treasurer; and where possible, with an eye to increasing diversity. Diversity being not limited to sex, race, creed, or national origin, but including attributes such as age, formal education, background experience, and county of residence. 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. Selection of candidates based on these additional diversity attributes would maintain experience and continuity for the Board while recruiting new members to serve. Officer candidates must be Certified Members of the Chapter, except for Chapters in their first year of operation.
- The Officer Nomination Committee must review the required skills, duties and responsibilities of each Officer position with the proposed candidate to assess the candidate's understanding and willingness to perform the functions of the office prior to nominating the candidate for any position.
- The President must publish the slate of candidates to the Chapter membership in writing, 15 days prior to the last general membership meeting before the end of the calendar year.
- The Officer Nomination Committee will present a slate of candidates at the last general membership meeting of the calendar year and conduct the election process via voice vote if no nominations from the floor are made. Nominations for all positions will be accepted from the floor at which time the vote will be taken by secret ballot.
- This committee will also serve when an Officer or Board vacancy occurs which requires



candidates. The committee may serve at the request of the incoming President upon his/her election to present a slate of Director Candidates.

Other Ad Hoc Committees. May be formed by the Board as needed to address specific tasks or purposes.

## **MEMBERSHIP**

Membership open to qualifying individuals over the age of 18, regardless of race, sex, religion, disability, or national origin.

Where Chapters have established dues by a majority vote of Chapter members, a qualifying member must be current in the payment of those dues as defined in this handbook.

Members may transfer between Chapters within the State of Texas, but must meet all requirements of membership for the Chapter into which they are transferring.

Members who may have been 'inactive' for some reason, may petition a local Chapter for reinstatement, providing all Chapter membership requirements are met.

### ***Member Categories [Ref. TMN Bylaws, Article IV, Membership]***

- Texas Master Naturalist-in-Training
- Texas Master Naturalist Pledge
- Certified Texas Master Naturalist
- Texas Master Naturalist Member
- Honorary Texas Master Naturalist

## **ADOPTION AND AMENDMENT OF THE CHAPTER OPERATING HANDBOOK**

### ***Adoption***

Initial adoption and ratification of the Chapter Operating Handbook and Appendices will be by a majority vote of those present at the next scheduled general membership meeting. A written version of the proposed Chapter Operating Handbook must be distributed to the general membership ten (10) days before the meeting, with notice that the ratification vote will be held at the next general membership meeting. Written distribution may be via conventional mail, email or other equivalent means.

### ***Amendment***

Changes and amendments may be proposed 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 (10) days before the next Board meeting and be given an opportunity to voice any concerns about the changes or amendments at that Board meeting.

The general membership must then be notified in written form of the final proposed changes or

amendments ten (10) days before the next general membership meeting at which time a membership vote will be held. Written form may be via conventional mail, email or other equivalent means.

### ***State Office Notification***

Once a Chapter has adopted a revised and/or amended Chapter Operating Handbook, an electronic copy must be sent to the State Office for its files.

## **APPENDICES**

### ***General Information***

#### **Why the Dragonfly**

<https://www.dropbox.com/s/cxjephnox7ymxiw/WhyDragonfly.pdf?dl=0>

#### **Texas Master Naturalist Definition and Mission**

<https://www.dropbox.com/s/5gbe4xhlmutu764/TMNDefinitionMission.pdf?dl=0>

#### **Texas Master Naturalist Standards of Conduct**

<https://www.dropbox.com/s/tss2m3uwacmmtaa/StandardsConduct.pdf?dl=0>

#### **Texas Master Naturalist Code of Ethics**

<https://www.dropbox.com/s/gw92ykw5af9cgl/CodeEthics.pdf?dl=0>

#### **Texas Master Naturalist By-Laws**

<https://www.dropbox.com/s/i5bteetto9shad0/Bylaws.pdf?dl=0>

#### **Chapter Management and Operation Protocols**

<https://txmn.org/files/2018/03/Chapter-Management-and-Operations-Protocols-for-2018.pdf>

#### **Chapter Contacts**

<https://txmn.org/lostpines/officers-committees/>

#### **Member Liability Coverage**

<http://txmn.org/wp-content/blogs.dir/1/files/2013/04/TMN-One-Pager-Insurance-Final-12-2016.pdf>

## ***Volunteer and Advanced Training Opportunities***

### **Volunteer Service Guidelines**

<https://txmn.org/lostpines/volunteer/guidelines/>

#### **▪ Volunteer Opportunities**

<https://txmn.org/lostpines/volunteer/opportunities/>

### **Advanced Training**

<https://txmn.org/lostpines/training/advanced-training/>

### **Approved Associated Organizations**

[https://www.dropbox.com/s/kyiwowwyp5xcdw3/Partner%20Agencies\\_Rev2019.pdf?dl=0](https://www.dropbox.com/s/kyiwowwyp5xcdw3/Partner%20Agencies_Rev2019.pdf?dl=0)

### **Request for Approval of a Project or Event form**

<https://www.dropbox.com/s/7tx3qtnjudejzan/LPMNProjectForm.pdf?dl=0>

### **LPMN Minors as Volunteers Release Form**

<http://txmn.org/lostpines/files/2015/07/AGREEMENT-OF-RELEASE-AND-INDEMNITY-MINOR-VOLUNTEER.pdf>

## ***Reporting Your Hours – the Volunteer Management System (VMS)***

### **VMS Tidbits**

<https://www.dropbox.com/s/n1wpm9skkkxedh8/VMSTidbits.pdf?dl=0>

### **VMS Cheat Sheet**

<https://www.dropbox.com/s/s7b8n9zgq1kgyh9/VMSCheatSheet.pdf?dl=0>

### **VMS FAQ**

<https://txmn.org/lostpines/members-area/reporting-faq/>

### **VMS Help Desk**

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

## ***Financial Policy and Expense Reimbursement***

### **Check Request Form**

[http://txmn.org/lostpines/files/2016/02/Check\\_Request-Form-new.pdf](http://txmn.org/lostpines/files/2016/02/Check_Request-Form-new.pdf)

### **Financial Policy and Procedures**

<https://www.dropbox.com/s/8x8qaxlmmrvom8c/FinancialPolicy.pdf?dl=0>