

Review of Board Authority Bylaws, Operating Handbook and VMN Volunteer Handbook and Policy Guidelines

By-Laws Reviewed for Board Responsibilities/Authority:

ARTICLE VI Board of Directors and Executive Committee

A. Composition, Rights and Responsibilities:

3. Authority: The Board of Directors shall have the power to conduct the business of the Chapter as defined in these bylaws or approved by the membership. (emphasis mine)

4. Authority Boundaries: All resolutions and actions that do not fall within the assigned duties of the Board of Directors or are not assigned by these bylaws will be presented to, and voted upon by the general membership at a duly called and convened general meeting. (emphasis mine)

B. Executive Committee:

1. Composition: The Executive Committee shall include the officers of the chapter and the advisor.

2. Authority: In the event that board action is required before a Board meeting can be called or the matter does not warrant calling a special meeting, the Executive Committee may take action with the same authority and boundaries as the board. Such action must be reported to the entire board within one day of taking the action. (emphasis mine)

Assigned duties review:

Operating Handbook: (from various position duties descriptions of various Board members)

1. Approve Chair and members of the Audit (Financial Records Review) Committee selected by the President. Members are to include the Chapter Advisor and at least two **active Certified** VMN volunteers who are not currently serving on the Board (emphasis mine)
2. Approve any documents that are legally binding on the Chapter – **added by Rivanna**
3. Approve president's selection of the Nominating Committee. Chair of the Nominating Committee is automatically the immediate Past President (Sophia).
4. Approve Annual Budget
5. Approves 5th year "auditor"

By-laws:

1. ARTICLE IV
Membership

G. Dues.

- 1. Establishment of Dues:** The Board of Directors may set and change, the amount of an initiation fee, if any, and the annual dues, if any, payable to the Chapter. The Board of Directors must notify all voting members immediately of a decision to change the dues. 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.

G. Dues. (from Template)

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 Chapter. The Board of Directors must notify all voting members 60 days prior to the general meeting that

This is up for review as a proposed amendment in 2015. See template version below

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. ARTICLE VI

Board of Directors and Executive Committee

A. Composition, Rights and Responsibilities:

8. Compensation: Board members will receive no monetary compensation for serving on the Board other than expenses that are approved by the Board. Board Members may count their hours of service to the Board as volunteer hours, as determined by their Chapter Bylaws, (reference to "Article IV" was removed by Rivanna in this section)

3. ARTICLE VII

Meetings

A. **Board Meetings:**

4. Time and Location: Meetings shall be conducted at a time and location designated by the Board of Directors.

B. **General Membership Meetings:**

2. Time and Location: Meetings shall be conducted at a time and location designated by the Board of Directors.

C. **Annual Meeting (Election of Officers)** from the state template

1. Scheduling. *Note: The Board of Directors shall designate the month in which the Annual Meeting will be held*

D. **Special Meetings:**

1. Calling a Special Meeting: A special meeting may be called at the discretion of the Board of Directors.

E. **Board Action without a Meeting:**

1. Rationale: In the event that Board action is required before a meeting can be called or the matter does not warrant calling a special meeting, Board action may be taken without a meeting.

4. ARTICLE IX

Financial Controls

D. **Gifts and donations:**

3. Right of Refusal: It will be the general policy of the Chapter to accept contributions from any source. However, the Chapter retains the right to refuse any gift where, *in the judgment of the Board of Directors*, the reputation or perceived image of the grantor may be deemed injurious to the Chapter.

VMN Volunteer Handbook and Policy Guidelines:

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Advanced Training Requirements

The *Chapter Board of Directors and/or* the Chapter Advanced Training Committee should use the following criteria . . .

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VMNs and Relocation

It will be up to the new chapter's Board of Directors to determine if the transferee needs to complete additional training that is specific to the new area, chapter and/or physiographic region during the new chapter's next class training period.

Membership in Multiple Chapters

Being a Virginia Master Naturalist is a significant commitment, and actively participating in training, volunteer projects, chapter activities, and chapter administration takes a lot of time. For that reason, Virginia Master Naturalists are strongly encouraged to choose just one chapter for their membership. It is recognized, however, that some volunteers have the time and energy to fully commit to two chapters and have worthwhile reasons for membership in two chapters (such as two residences, or a long history of participation with a nearby chapter). **Volunteers may be members of two chapters if they have the approval of the board of directors and chapter advisors of both chapters.** Volunteers in this situation need to fully commit to both chapters, and they are expected to keep separate records with each chapter for certification requirements.

Discipline and Removal of VMNs

Policy and Procedures for the Disciplining and/or Removal of Members:

Local Chapters should be instrumental in making members aware of these key elements of the State Program as well as their own bylaws, policies and procedures. Chapters shall be vigilant and responsible for ensuring members and affiliates are following policy.

3. Applicability. All Volunteers, Coordinating Committee Members, Planning Committee Members, Local Chapter Board Members, Chapter Committee Chairpersons, Advisors and State Steering Committee Members are subject to the same level of conduct.

b. Formal Process In order to demonstrate grounds for this action, the case must be presented in writing. If the case involves a volunteer, committee member, or committee, then the written case must be **submitted to the Chapter Board of Directors.** If the infraction involves a Chapter Officer, member of the Board of Directors, or a member of the Chapter Planning Committee, the written case must be submitted to the Chapter Advisor(s). If the case involves a Chapter Advisor, or a member of the State Steering Committee, the written case must be submitted to the State Program Coordinator.

A case may be brought to the attention of the local Chapter by:

- general public, non-affiliates of the Virginia Master Naturalist program
- partnering organizations of the Chapter or State Program
- member(s) of the chapter
- member(s) of the chapter Board of Directors
- Chapter Advisor(s)
- member(s) of the State Steering Committee

c. The offending individual(s) shall be notified of the allegations within 7 days after the written case has been submitted. The individual(s) shall have 30 days to respond in writing to the case details before suggestions toward disciplinary action are made.

d. **The Chapter Advisor(s) and/or the Chapter Board of Directors shall review the documented case and make recommendations toward disciplinary action** and submit this information in writing to the State Program Coordinator. The submitted documentation must include a statement(s) from the offending person(s) and the original written case submitted to the committee(s). The State Program Coordinator may contact all involved parties regarding the case prior to taking the case to the State Steering Committee. The Program Coordinator will notify (in writing) the petitioners with the acceptance or non-acceptance of the outlined grounds and recommendations on the further process of disciplinary action.

e. The person(s) affected by the documented allegations and disciplinary action shall also be notified by the Program Coordinator of the case and the final disciplinary action.

f. Appeal Process. The individual(s) have 30 days to respond or **appeal to the Chapter Board of Directors, Chapter Advisor, or State Program Coordinator.** No response indicates an acceptance of the case recommendation and disciplinary action unless otherwise stated within the disciplinary course of action. **In the case of an appeal, the Chapter Board of Directors or Chapter Advisor shall make a recommendation** and resubmit the case to the State Program Coordinator for final resolution. Circumstances that may warrant reconsideration requests may include substantive error or omission of information that was submitted to the Program Coordinator.