

Society for Ecological Restoration Northwest Chapter

POLICY STATEMENTS

Adopted 3/21/2007

INTRODUCTION

Policy Statements of the Society for Ecological Restoration Northwest Chapter, as authorized by the Board of Directors, express the rules and procedures for the day to day operation of the Chapter and Members. The Policy Statements are an expansion of the Bylaws of the Chapter; carry the same requirement for responsible action and are issued to standardize, guide and coordinate the activities of the Chapter and its members. Policy Statements may be amended at any regular or special meeting of the Board of Directors. Proposed amendments to Policy Statements shall be submitted to the Secretary for presentation at the following Board of Directors meeting for consideration and action. Proposed amendments or changes to the Bylaws may be submitted by any officer, elected representative, or member at any meeting of the Board of Directors, or membership and shall be referred to the Bylaws Committee for presentation at the next Board Meeting for action.

POLICY STATEMENT #1 OFFICERS' DUTIES are described in Article V Section 8 of our bylaws. Additional duties are described below.

PRESIDENT

The President shall:

- Coordinate the activities of the Chapters.
- Appoint regular committees and committee chairpersons and coordinators to serve at the President's convenience subject to the approval of the Executive Board.
- Establish and maintain a communication network throughout the Chapter.
- Serve as the Chapter's primary media contact.
- Review all Board of Directors external communications for approval prior to release.

SECRETARY

The Secretary shall:

- Maintain an up to date signed original copy of the Bylaws together with current Policy Statements and will provide copies to authorized persons upon request.
- Submit a copy of the minutes of all regular, special, Executive Board, and Board of Directors minutes to the SERNW Webmaster to be posted on the Chapter's webpage.
- Send a welcome letter to any new elected or appointed Board of Directors Member and include a copy of the Chapter Annual Report for the past year.
- Submit a brief report to SERI Board 30 days prior to the annual SER International Board Meeting
- Pass all records and files over to a successor in office within thirty (30) days after the newly elected Secretary assumes office.
- Assure that out of date Secretary files are stored safely in the designated Chapter storage facility.

TREASURER

The Treasurer shall:

- Maintain a general checking and savings account for the general fund of the Chapter.
- Maintain separate restricted accounts as may be required by grants received by the Chapter for specific purposes.
- Submit Chapter year-end financial report to SER International.
- Assure that the Corporation registration is renewed annually with the Washington Department of State, and the authority to use and sell products displaying the SERNW and SERI logos is renewed every ten (10) years.

- Assure the completion and submission of IRS 990 reports for the Chapter to the Internal Revenue Service (IRS) by March 15 each year, based on current fiscal year ending on December 31.

DIRECTOR AT LARGE

The Director at Large shall:

- Be the Chapter President's representative in their area.
- Provide a direct communication link between the membership in their region and the Board of Directors.
- Strive to carry out such other duties as requested by the President, The Executive Board or the Board of Directors.
- Attend yearly at least one regular meeting or board meeting.

SERI REPRESENTATIVE

THE SERI Representative is a volunteer position responsible for promoting and directing SERI initiative planning process, and working with SERNW to integrate and coordinate the SERI agenda.

Terms: The SERI Representative is for three (3) years and is appointed by the Board of Directors at the Chapter's Annual Meeting. A SERI Representative may serve no more than two (2) consecutive three-year terms. Prompt notice of the result of the appointment will be given to SERI.

Financial Assistance: The SERI Representative is eligible to receive financial assistance, on a reimbursement basis, in the amount of \$500 per year from SERNW to defray expenses related to attending the SERI annual business meeting.

Responsibilities: The SERI Representative must be willing to carry out the following activities, which have been determined to be the minimum requirements for successful leadership at this level:

- Be a SERNW member in good standing, and reside in the region.
- Attend the Annual Meeting of SERI and work with the other SERI Representatives from around the country to establish SERI's overall program direction.
- Work to develop a good understanding of the challenges to ecological restoration and the needs of the chapter, in part by attending chapter meetings throughout the year.
- Impartially represent and advocate for the resource issues identified by the region, and when voting primary consideration to the relative importance of issues to the organization as a whole, regardless of personal commitment to other or competing issues.
- Serve in an advisory role to the President and perform other duties as requested.

POLICY STATEMENT #2 - TRAVEL EXPENSE REIMBURSEMENT POLICY

The intent of volunteer travel reimbursement is to assist those board members and other volunteers who must travel great distance, or are economically challenged, and can not afford to personally cover the costs of travel, or whose business or employer can't assist with the costs of volunteer travel. Further, it is the intent of reimbursement to cover travel for board members only to attend regularly scheduled meetings, whose attendance is necessary to further the goals of the society.

1. It shall be policy to reimburse reasonable expenses incurred by board members of the Society when attending official meetings of SERNW. A boardmember must be a member in good standing to eligible for reimbursement.
2. It shall be policy to reimburse, upon prior request to the President or Finance Committee, reasonable expenses incurred by board members of SERNW when engaged on official business of SERNW. A boardmember must be a member in good standing to eligible for reimbursement.
3. Request for reimbursement shall be made by Payment Voucher with receipts attached to it or electronically with receipts to follow. The Payment Voucher should describe in sufficient detail for an approving officer/tax auditor to understand, the nature and purposes of the expense incurred. Failure to provide receipts will result in 1099's being issued to the volunteers and reported to the IRS.
4. Vouchers shall be submitted within 60 days after the meeting for which expenses were incurred. The Treasurer may reject vouchers that are submitted more than 60 days after said meeting. In no case will vouchers that are 90

days or older be honored. For events occurring near the close of each fiscal year, (December 31st) vouchers must be submitted by January 31st.

5. The total for all reimbursement requests are not to exceed the budgeted amount as approved by the Board. In exceptional circumstances the Executive Committee may authorize reimbursements beyond the budgeted amount.

6. Claims for reimbursement from SERNW appropriations for SERNW member participation in SERNW activities will be approved by the Treasurer on demonstration of a satisfactory report to SERNW, in addition to all other conditions for reimbursement being satisfied.

Reimbursable (upon prior request to the President or Finance Committee)

- Travel by air (or rail) at coach rate booked 21 days in advance, including reasonable expenses to and from the airport (or station) and parking.
- Automobile mileage: By private automobile at IRS non-profit rate (\$0.14 a mile) or actual reimbursement for gasoline.
- Actual hotel expense, single occupancy, lowest rate.
- Meal expenses up to \$35.00 per 24-hour period.
- Out of pocket expenses for meeting rooms and materials.

POLICY STATEMENT #3 - CORPORATION STATEMENT and LOGO

Under the laws of the State of Washington the Society for Ecological Restoration Northwest Chapter is a non-profit 501©3, Tax Exempt Corporation. The official logo of the Corporation is a registered trademark in the State of Washington.

POLICY STATEMENT #4 - BYLAWS COMMITTEE

The Chairperson of the Committee shall be the Executive Vice President. The Committee must meet at or before each Annual Meeting and at such other meetings as called by the Chairperson. The Committee shall receive from the officers and members, all changes to the Chapter Bylaws and present them in proper form to the Board for consideration.

POLICY STATEMENT #5 - ANNUAL CHAPTER AWARDS

PRESIDENT'S AWARD:

To be awarded at the discretion of the Council President.

CONSERVATIONIST OF THE YEAR:

For recognition of year-long efforts to preserve, protect, restore or enhance environments necessary for healthy ecosystems.

SPECIAL AWARDS:

To be awarded to a member who has contributed time, talent and outstanding service in support of SERNW.

All awards will be decided by the Awards Committee with the exception of the President's Award by December 31st. Nominations should not exceed one standard typewritten page.

POLICY STATEMENT #6 - CHECK WRITING POLICY

All expenditures of Chapter funds not included in the approved budget, or exceeding budgeted amounts, shall be approved by the Chapter President before payment is made.

POLICY STATEMENT #7 - CHAPTER BUDGET

It shall be the policy of the Society of Ecological Restoration Northwest Chapter to manage the financial affairs of the Chapter through the use of a Programmed Budget. It shall be the joint responsibility of the Budget Committee assisted by the Treasurer to establish said Budget. The Programmed Budget shall be reviewed and approved by Board of Directors at the first meeting of each year.

POLICY STATEMENT # 8 - EQUAL OPPORTUNITY

Membership, candidacy for office, appointment to committees, internship, employment or provision of services shall not be denied to any individual on the basis of age, ancestry, color, creed, disability (mental, physical or sensory), marital status, national origin, political belief, race, religious persuasion, sex or sexual orientation. This policy is not intended to preclude provision of services that infer a limitation based on age.