

Society for Ecological Restoration Northwest Chapter

POLICY STATEMENTS
Adopted 3/21/2007
Amended 8/2/2008, 8/30/2009

Table of Contents

POLICY STATEMENT #1-	OFFICERS & DIRECTORS DUTIES	Page 2
POLICY STATEMENT #2 -	MEMBERSHIP CATEGORIES AND RATES	Page 3
POLICY STATEMENT #3 -	TRAVEL EXPENSE REIMBURSEMENT POLICY	Page 3
POLICY STATEMENT #4 -	CORPORATION STATEMENT and LOGO	Page 4
POLICY STATEMENT #5 -	BYLAWS COMMITTEE	Page 4
POLICY STATEMENT #6 -	ANNUAL CHAPTER AWARDS	Page 4
POLICY STATEMENT #7 -	CHECK WRITING POLICY	Page 5
POLICY STATEMENT #8 -	CHAPTER BUDGET	Page 5
POLICY STATEMENT # 9	EQUAL OPPORTUNITY	Page 5
POLICY STATEMENT #10 -	SERNW DOCUMENT RETENTION POLICY	Page 5
POLICY STATEMENT #11 -	ELECTION AND VOTING OVERSITE	Page 7

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 and DIRECTORS 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.

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 - MEMBERSHIP CATEGORIES AND RATES

All board members are required to be SERI Basic Member or higher before serving on the SERNW Board of Directors. Other chapter members, except for Associate members, are not required to belong to SERI, although the membership is recommended.

Membership categories and rights of membership are as listed in the following table:

Category	Rate	Voting Rights	Meeting Discounts	Listserve
Organizational	\$50	Y	Y	Y
Family	\$25	Y	Y	Y
Individual	\$15	Y	Y	Y
Student	\$5	N	Y	Y
Associate*	Free	N	N	Y

* Associate members must be SERI Basic Member or higher in good standing.

POLICY STATEMENT #3 - 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 board member must be a member in good standing to be 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 board member must be a member in good standing to be eligible for reimbursement.
3. It shall be policy to reimburse, upon request to the President or Finance Committee, reasonable travel cancellation costs incurred by registered speakers at SERNW sponsored conferences and symposia which are rescheduled or cancelled with less than 30 days notice.
4. It shall be policy to reimburse travel expenses for up to one member of each student guild that is affiliated with SERNW for attendance at the annual meeting of representatives from student guilds associated with SERNW, when it occurs as a component of the SERNW annual meeting.
5. 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.
6. 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.
7. 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.
8. 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 \$0.295 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 #4 - 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 #5 - 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 annually conduct a Bylaw review in preparation for the Annual Meeting, and as required. 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 #6 - ANNUAL CHAPTER AWARDS

PRESIDENT'S AWARD:

To be awarded at the discretion of the Chapter 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 #7 - 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 #8 - 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 #9 - 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.

POLICY STATEMENT #10 - SERNW DOCUMENT RETENTION POLICY

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by SERNW in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate SERNW's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

SERNW follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
IRS 990 Tax Returns	Permanent

Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years
Bank Records	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll and Employment Tax Records*	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent
Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
Employee Records*	
Employment and Termination Agreements	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Donor Records and Acknowledgement Letters	7 years
Grant Applications and Contracts	5 years after completion
Legal, Insurance and Safety Records	
Insurance Policies	Permanent
Stock and Bond Records	Permanent
General Contracts	3 years after termination

*SERNW does not currently (2009) have any payroll recipients or employees.

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

SERNW’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping SERNW operating in an emergency will be duplicated or backed up at least every six months.

VI. Document Destruction

SERNW’s Executive Vice President is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction.

VII. Compliance

The Treasurer will periodically review these procedures to ensure that they are in compliance with new or revised regulations.

POLICY STATEMENT #11 - ELECTION AND VOTING OVERSITE

Prior to distribution of any ballot to the general membership, the membership rolls will be reviewed and verified by the secretary with support from SERI. The intent of SERNW elections is to involve all current SERNW members in each election and it is the responsibility of the member to ensure that SERNW has a current address on file. Should a technical issue arise wherein it is identified that not all members received a ballot due to an administrative error, those members will be sent a ballot and asked to reply within one week. At the conclusion of that week, the election will be considered final.