

**BYLAWS OF THE SOUTHWEST CHAPTER  
OF THE SOCIETY FOR ECOLOGICAL RESTORATION**

**Revised 2019-04-17**

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**Abbreviations/Titles**

Board: The Board of Directors for the SW Chapter comprised elected officers, representatives, and chairs of standing committees.

SW Chapter: The Society for Ecological Restoration - Southwest Chapter.

Directors: Members of the Board including Officers and Representatives.

Officers: The executive officers of the chapter, i.e., President, Vice-President, Secretary, and Treasurer.

Society: The Society for Ecological Restoration, aka SER

## **Article 1. Mission and Purpose**

**Section 1. Mission Statement.** The mission of the Society for Ecological Restoration (SER) is to promote ecological restoration as a means of sustaining the diversity of life on Earth and reestablishing an ecologically healthy relationship between nature and culture. The mission of the Southwest Chapter (SW Chapter) is aligned with the Society's in general terms. More specifically, the SW Chapter will strive to advance the restoration of the diverse ecosystems of the Southwest, where possible, and mitigate disturbance, where appropriate, to maximize ecological services and resilience to current and future stressors.

**Section 2. Purpose.** The purposes of the SW Chapter mirror the purposes of the Society. The SW Chapter will facilitate the practice and development of restoration, as a scientific and technical discipline, as a strategy for environmental conservation, as an opportunity for ecological research, and as a means to share information among research, practice, and policy with the ultimate goal of establishing a sustainable relationship between humans and the ecosystems of the southwest in which we are embedded.

## **Article 2. Offices**

**Section 1. Registered/Business Office.** The registered office of the SW Chapter will be designated by the Board. The Board may designate a Chapter Coordinator for the SW Chapter.

### **Article 3. Membership**

**Section 1. Eligibility.** Any person, group, business, or organization that supports SER's mission is eligible for membership in the SW Chapter provided they are also members in good standing of the Society (i.e. with membership dues current).

**Section 2. Membership Regions.** The membership is divided into regions within Arizona, New Mexico, southern Utah, southeastern California, and southern Nevada. Current membership regions are listed in Appendix A. Additional regions may be added or the boundaries of existing regions readjusted by the Board as membership needs warrant. This regional approach is intended to help focus the efforts of members working in specific ecoregions (e.g., the Mojave).

**Section 3. Termination of Membership.** The SW Chapter membership of a member shall terminate upon the occurrence of any of the following events: (1) Upon notice from any member of a voluntary termination delivered to the President, Vice President, Secretary, Treasurer, or Chapter Coordinator, in person or by written or electronic mail, and the membership shall terminate effective upon the date of delivery of the notice or the date of its receipt through the mail. (2) Upon a member's failure to renew their membership, by paying dues, on or before their respective due date. A 60-day grace period shall be allowed for paying delinquent dues. In addition, a member may be reinstated after the 60 day period by re-registering as a member and paying all applicable outstanding dues. (3) Upon adoption of a resolution by a majority vote of the Board stating, in a reasonably explicit way, that the member has engaged in conduct materially and seriously prejudicial to the interest or purposes of the Society or the SW Chapter, and

expelling the member on a specified date. The Board shall notify the Society of its intent and shall follow the procedures for expulsion and appeal set down by in the SER bylaws.

**Section 4. Honorary Members.** The Board may recommend individuals for recognition as Honorary Members of the Society and the SW Chapter as provided for in the bylaws of the Society. The Board is not empowered to vote for or instate Honorary Members separate from processes described in the SER bylaws.

#### **Article 4. Membership Meetings**

**Section 1. Annual Meeting.** The SW Chapter will have a minimum of one official meeting per year. Announced meetings of the SW Chapter will be held at such a time and place as the Board determines. If necessary, the Board may change the time and/or place for any meeting announced by the Board.

**Section 2. Special Meetings.** Special meetings for any purpose(s), unless otherwise prescribed by statute, may be called by the Board or by a member designated in a written request by not less than one-tenth of all members of the SW Chapter in good standing.

**Section 3. Notice of Meetings.** Written notice stating the place, day and hour of the meeting, and the purpose(s) for which the meeting is called, must be delivered not less than 30 days before the meeting, either personally or by written or electronic mail, to each member in good standing at the address recorded on the membership roll. Notice shall be delivered by, or at the direction of, the President,

Secretary, Treasurer, Chapter Coordinator, or other officer or person calling the meeting.

**Section 4. Quorum.** The number of members who participate in an election of Officers via electronic means will constitute the quorum of that voting body. The affirmative vote of a simple majority of members present at an in-person meeting or electronic election is necessary for the adoption of any other matter unless a greater proportion is required elsewhere in these Bylaws.

**Section 5. Conduct of Meetings.** The President, and in his/her absence, the Vice-President, and in their absence, any person chosen by the Directors present, shall call the meeting of the membership to order and shall act as chairperson of the meeting. The Secretary shall act as secretary of all meetings of the members, but in his/her absence, the presiding officer may appoint any other person to act as secretary of the meeting.

**Section 6. Proxies.** At all meetings of the membership, a member entitled to vote may vote in person or by proxy appointed in writing by the member or by his/her duly authorized attorney-in-fact. Such proxy shall be filed with the Secretary, Treasurer or Chapter Coordinator of the SW Chapter before, or at the time of, the meeting. No proxy shall be valid unless it specifies the dates for which it is to be in effect. Unless otherwise provided in the proxy, a proxy may be revoked at any time before a vote is recorded, either by written notice filed with the Secretary, Treasurer or the acting secretary of the meeting, or by oral notice given by the member to the presiding officer during the meeting. The presence of a member who has filed his/her proxy shall not of itself constitute a revocation of that member's proxy. The Board

shall have the power and authority to determine the validity and sufficiency of proxies.

**Section 7. Voting.** Each SW Chapter member is entitled to one vote upon each matter submitted to a vote at an in-person meeting or by electronic election, up to, and including, four members of an organizational membership may cast individual votes. Members may vote in person, by proxy as described above in Article 4, Section 6 or by written or electronic-mail. Written or electronic votes must be received by the Secretary, Treasurer or Chapter Coordinator prior to announced close of voting period.

#### **Article 5. Officers**

**Section 1. Numbers.** The officers of the SW Chapter shall be President, past President, Vice-President, Secretary and Treasurer, all of whom must reside within the geographic boundaries of the SW Chapter. The officers will be nominated from and elected by the general membership. Other officers and assistant officers may be elected or appointed by the Board at any time and for such terms as the Board deems necessary and appropriate.

**Section 2. Powers and Duties.** The powers and duties of the officers shall be updated by resolutions or other directives of the Board (Appendix B). In the absence of such provisions, the respective officers shall have the powers and shall discharge the duties customarily held and performed by like officers of societies/chapters similar in organization and purposes to the SW Chapter.

#### **Article 6. Board of Directors (Board)**

**Section 1. General Powers.** The Board shall manage the business and affairs of the SW Chapter. The Board is responsible for ensuring the fiscal health of the SW Chapter, developing chapter policy, conceptual and strategic planning, operations, funding, and representing the SW Chapter with other organizations and entities. The Board may delegate operational tasks to a Chapter Coordinator or other appointed officers but shall retain oversight responsibility for all operations.

**Section 2. Composition.** The Board will consist of four officers, when possible up to one representative from each active membership region (as defined in Appendix A), a representative-at-large who may be from any of the membership regions, a student from each of the student associations, and the appointed chairs of the standing Board Committees. All Board members (Directors) shall be members in good standing of the Society and Chapter; the Chapter Coordinator, if the position is filled, shall be an ex-officio member of the Board. Student members must be members of the student association of which they represent, have a student membership to SER.

**Section 3. Voting.** Each Director will have one vote, with the exceptions of the President who only votes in the case of a tie, and the student representatives, who do not vote. The Chapter Coordinator will participate in the Board meetings as a non-voting member. Votes may be taken in writing, or by phone, e-mail, or in absentia as described in Article 6, Section 9 below.

**Section 4. Meetings.** The Board meets at least two times per calendar year, to conduct regular Board business, preferably on a semiannual basis. At least one of these meetings must be face-to-face; the others may be conducted via a



teleconference to be arranged by the President, Chapter Coordinator or designated Officer. The required face-to-face meeting may be held the day before, during, and/or immediately after and at the same venue as a regular meeting of the members. The general membership may attend Board meetings on a space-available basis but may not participate in any manner except by invitation of the President.

**Section 5. Special Meetings.** Special meetings of the Board may be called by, or at the request of, any one of the Officers or by one-third of the Directors then in office. The person or persons calling such special meetings of the Board may fix any place within the geographic boundary of the SW Chapter as the place for holding such special meetings. Special meetings may also be held in conjunction with the Society meeting, as long as a quorum of the SW Chapter Board is present. Special meetings may be held electronically or via teleconference as long as all Directors in attendance are not restricted from full discourse and participation.

**Section 6. Notice.** Notice of each meeting of the Board shall be provided in writing and delivered personally, mailed, e-mailed, or faxed to each Director at the address shown on the membership roll. Notification shall occur not less than seven days before the date of the meeting.

**Section 7. Quorum.** A simple majority of the Board then in office shall constitute a quorum for the transaction of official business at any meeting of the Board. A majority of the Directors present may adjourn or reschedule any meeting.

**Section 8. Proxies.** At all meetings of the Board, a Director entitled to vote may vote in person or by proxy appointed in writing by the Director or by his/her duly-authorized attorney-in-fact. Such proxy shall be filed with the Secretary, Treasurer

or the Chapter Coordinator of the SW Chapter before or at the time of the meeting. No proxy shall be valid unless it specifies the dates for which it is to be in effect. Unless otherwise provided in the proxy, a proxy may be revoked at any time before it is voted, either by written notice filed with the Secretary, Treasurer or the acting secretary of the meeting, or by oral notice given by the Director to the presiding officer during the meeting. The presence of a Director who has filed his/her proxy shall not of itself constitute a revocation of that Director's proxy. The Board shall have the power and authority to make rules establishing presumptions as to the validity and sufficiency of proxies.

**Section 9. Motions.** Motions should be pre-filed prior to meetings of the Board by submitting them to the Secretary, who shall distribute them to all Directors. Motions may be pre-filed without a second. The Chair may draft and pre-file motions. All motions are recommended to contain the following elements: relationship to SER's strategic and operational planning, positive outcomes expected, recommended course of action and individuals/groups required to take action, unambiguous draft motion language, and resource implications.

**Section 10. Consent without Meeting.** Any action permitted or required by the Articles of Incorporation, these Bylaws, or any provision of law to be taken by the Board at a meeting may be taken by consent *in absentia* without a meeting if consent is obtained from the Directors in writing, by phone, or by e-mail by the another Director, subject to the following provisions: 1) Resolutions of an operational nature or involving the implementation of existing policies require a two-thirds majority vote of all Directors in office. 2) Trailing issues--that is, matters discussed at a meeting but not voted on--require a simple majority vote of those Directors that were present for the discussion. 3) New policy resolutions, excluding trailing

issues, require a two-thirds majority vote of all Directors in office. If one-third of the standing Directors vote for a discussion on the resolution then the vote is deferred until a meeting or conference call is conducted. Failure to respond to a request for vote is not considered an abstention. (E.g. if the Board has 15 members, an action in absentia can only be passed if at least 9 Directors vote for the action.) The Board cannot amend the SW Chapter Bylaws when voting *in absentia*. Resolutions to be adopted by consent *in absentia* do not require seconding and may be made by any Director, including the President. A vote is complete as soon as the minimum number of votes to pass or fail a resolution has been cast.

**Section 11. Ratification of Actions.** All resolutions that were passed by the Board in an electronic meeting or action without meeting shall be sent by mail or electronic medium to all Directors by the Secretary within 30 days of the completion of the vote. The Secretary shall indicate how each Director voted. All resolutions that were passed by the Board in an electronic meeting or action without meeting (in absentia) shall be presented in writing to the full Board at the next quarterly Board meeting and subsequently included in the formal minutes of that meeting.

**Section 12. Continuity between Sessions.** The Officers, as a group, are empowered to function in place of the entire Board when the Board is not in session and when an electronic or other special meeting is not feasible. Any actions taken by the Officers, other than operational actions, are subject to ratification by the Board.

## **Article 7. General Elections**

**Section 1. Timing and Electorate.** Regular elections will be scheduled in advance of the regular annual meeting, generally in September, and voting shall occur by absentee ballots. All elective offices shall be voted on by the general membership, with the exception of the student representatives who are elected by the student association they represent. Ballots shall be accepted by physical or electronic mail up to a specific date determined by the Board and explicitly announced. The results shall be announced within four weeks after the deadline for casting ballots. New Directors will begin their tenure at the beginning of the following calendar year (January 1).

**Section 2. Nomination and Eligibility.** Any member who is eligible to vote may declare candidacy for office, or nominate another member for candidacy, by submitting in writing or e-mail to the Elections Committee. No nomination shall be accepted prior to consent of the nominee. Candidates for regional representative must reside in that region. The Elections Committee shall verify eligibility of candidates, include all deemed eligible on the ballot, distribute a list of candidates for each post under vote, and collect and tally votes. Members may write-in votes for individuals not on the ballot. The Board informs all members about nomination opportunities at least four weeks prior to an election and that members that are interested must declare their interest in candidacy for an office at least two weeks before election.

**Section 3. Confirmation.** The candidate for a specific post receiving the largest number of votes cast for that post shall be elected. In the case of a tie vote, the winner shall be selected by chance, such as by a coin toss. Votes for write-in candidates shall be counted only after the Elections Committee has confirmed their eligibility and willingness to be elected. If the entire slate of candidates is running

unopposed, the electorate may choose to accept the slate by acclamation instead of casting ballots.

**Section 4. Terms of Office.** The President, Vice-President, Secretary, and Treasurer serve for two years and the past-President for one year. Officers are eligible for re-election for no more than one additional consecutive term in the same office without taking a one term break. The terms of the representatives shall be staggered with Regional, Arizona, and Southern Utah representatives elected in even years and New Mexico, SE California, and Southern Nevada representatives elected in odd years. Should there be no candidate for elected office, the Board may re-appoint an existing board member to an additional term.

**Section 5. Tenure of Office.** Officers and representatives shall hold office for the term to which elected and until the terms of their duly elected successors begin, or until their death, disqualification, resignation, or removal. Any Director may be removed from office by affirmative vote of a majority of the general members in good standing or two-thirds majority vote by other Directors. A Director may resign at any time by filing a written resignation with the Secretary.

**Section 6. Disqualification.** Regional representatives on the Board who move from their respective regions to reside elsewhere may continue serving only until the next regular election, when new regional representatives shall be elected.

**Section 7. Vacancies.** Should the office of President become vacant, the Vice-President shall serve as President for the remainder of that term of office. Any other vacancy caused by the resignation, removal, disqualification, or death of a Director

may be filled until the next regular election by the affirmative vote of a simple majority of the Directors then in office. If a vacancy was created by the removal of a Director by vote of the members, the members shall have the right to fill such vacancy at the same or subsequent membership meeting. An appointment by the Board to fill a vacancy shall not disqualify the appointee from candidacy to that same office in the next consecutive election or elections. A Director, whose position on the Board is not scheduled for election, may retain that position following an unsuccessful candidacy for another position on the Board.

## **Article 8. Committees**

**Section 1. Establishment.** Committees may be established or disestablished by resolution of the Board. The purpose and powers of each committee shall be provided in the establishing resolution. Members of each committee, once established, shall determine its size and composition. Except as otherwise provided in such resolution or these Bylaws, the President shall be an *ex officio* member of each committee. There shall be two kinds of committees: standing committees and *ad hoc* committees. The chairs of standing committees are also members of the Board during the duration of their chair.

**Section 2. Standing Committees.** Standing committee status shall be granted to those committees with continuing, long-term responsibilities. There shall be two kinds of standing committees: Board Committees whose business requires direct leadership and action by the Board, and Operational Committees, whose business may be delegated by the Board to the Chapter Coordinator or to a SW Chapter member for leadership. The chairperson of each standing committee shall be approved by the Board for a term of one year and may be re-appointed by the Board

annually. Chairpersons of standing committees may also be duly elected members of the Board. The chairperson of each standing committee shall appoint committee members, at least one of whom shall be a current Director. Chairpersons shall report to the Board through the President. The current list of standing committees and their essential responsibilities comprise Appendix C.

**Section 3. Ad Hoc Committees.** Additional, special committees may be appointed at any time by the President or the Board, or may be created by any group of members. These committees are more discrete in scope or length of appointment than standing committees.

#### **Article 9. Resolutions**

**Section 1. Establishment.** Resolutions proposed from within the general membership shall be submitted to the Secretary for referral for Board action.

#### **Article 10. Rules of Procedures**

**Section 1. Conduct of Meetings.** All meetings will be governed by Robert's Rules of Order, except as specified by vote of membership in attendance.

**Section 2. Notice by Mail.** Whenever notice by mail is provided for in these Bylaws such notice shall be deemed to have been delivered when deposited in the United States Mail prepaid to the member's address as shown on the membership roll or sent via electronic mail to the member's electronic mailing address as shown on the membership roll.

**Section 3. Notice by Electronic Mail.** In order to facilitate communication and increase efficiency, the SW Chapter will utilize electronic means to disseminate

information to chapter members and among the Board. The Board may use electronic mail to cast a vote on any resolution or other pertinent business that necessitates Board approval yet does not require a majority vote by the general membership.

**Section 4. Waiver of Notice.** Whenever any notice is required to be given to any member or director of the Society under the provisions of these Bylaws or under the provisions of the Articles of Incorporation, a waiver in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. The attendance of a member at a meeting shall constitute a waiver of notice of such meetings, except where a member attends a meeting and objects to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting.

#### **Article 11. Fiscal Year**

**Section 1. Fiscal Year.** The Fiscal year of the Society shall be the calendar year.

#### **Article 12. Contracts, Loans, Checks, Deposits, Gifts and Donations**

**Section 1. Contracts.** The Board may authorize any officer(s) or agent(s), to enter into any contract or execute or deliver any instrument in the name of and on behalf of the SW Chapter. Such authorizations may be general or confined to a specific instance. In the absence of said designation, all authorizations may be executed in the name of the SW Chapter by the President, Vice President, Secretary, and



Treasurer, or Chapter Coordinator, with each having full authority as a signing officer.

**Section 2. Loans.** No loans shall be contracted on behalf of the SW Chapter and no evidence of such indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Board. Such authorization may be general or confined to specific instances.

**Section 3. Checks and Drafts.** All checks, drafts, or other indebtedness issued in the name of the SW Chapter shall be signed by one of the following: President, Secretary, Treasurer, or Chapter Coordinator. Expenditures in the sum of \$1000 or more must be approved by a resolution of the Board.

**Section 4. Deposits.** All funds of the SW Chapter shall be deposited upon receipt to the credit of the Chapter in such banks, trust companies or other depositories as may be selected by or under the authority of a resolution of the Board.

**Section 5. Gifts and Donations.** The Board shall be authorized to accept and receive contributions and donations from any and all sources. Acceptance of any grant or gift restricted or unrestricted does not imply endorsement by SER of the source, its services, products or policies, nor does it imply any past, present or future benefit to be granted by SER. Acceptance of any contract does not imply any endorsement, benefit or product beyond the deliverable services and products expressly contained in the contract. It will be the general policy of the SW Chapter to accept unrestricted contributions and restricted grants from any source. However the SW Chapter retains the right to refuse any gift or grant if the Board judges the

reputation or perceived image of the grantor, or the conditions of the grant inconsistent with SER's mission, goals, and/or priorities.

### **Article 13. Co-sponsorship of Events**

**Section 1.** In an effort to promote ecological restoration and establish ecologically healthy relationships within the borders represented by it, the SW Chapter will actively engage in the co-sponsorship of educational events, symposia, and field days with other organizations, institutions, or agencies of like mind. Such events may be selected by a simple resolution of the Board.

### **Article 14. Amendments**

**Section 1. By members.** These Bylaws, including appendices, may be altered, amended, or repealed and new Bylaws may be adopted by the membership by affirmative vote of not less than a majority of the members present or represented by proxy at any business or special meeting of the members at which a quorum is in attendance. Prior notice of specific intent to alter, amend or repeal these Bylaws must be given as required in Article 5, Section 3 of these Bylaws. Appendices contain only items of fact, and thus shall be altered by the Secretary to conform to current conditions.

**Section 2. By Directors.** These Bylaws may also be altered, amended or repealed and new Bylaws may be adopted by the Board by affirmative vote of a majority of the Directors present at any meeting at which a quorum is in attendance; but no Bylaw adopted by the membership shall be amended or repealed by the Board if the Bylaw so adopted so provides.

**Section 3. Implied Amendments.** Implied Amendments. Any action taken or authorized in good faith by the membership or by the Board, which would be inconsistent with the Bylaws then in effect but is taken or authorized by affirmative vote of not less than the number of members of the number of Directors required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended as far, but only as far, as is necessary to permit the specific action so taken or authorized.

**APPENDIX A. SW Chapter Membership Regions**

Membership regions shall be loosely divided along state boundaries and/or ecoregions within states.

Current SW Chapter regions are as follows:

Arizona

New Mexico

Southeastern California (Mojave and Colorado Desert subdivision of the Sonoran Desert)

Southern Utah (Colorado Plateau portion of Utah)

Southern Nevada (Mojave portion of Nevada)

**APPENDIX B. Resolution for duties of directors**

The Board of Directors are: President, Vice-President, Secretary, Treasurer, Regional Representatives from each of 5 sub-regions (Arizona, New Mexico, Southern Utah,

Southern Nevada, SE. California; see included map), a student from each of the student associations, and a Representative at Large.

**Duties of the Board in General**

- A. All Chapter Board members are members in good standing with SER. The Chapter will provide SER, annually, a current list of the Chapter’s officers and directors, including mailing addresses, phone numbers, and email addresses.
- B. The Chapter will strive to maintain a minimum of fifty (50) active members who are members in good standing with SER, including a minimum of four (4) Standard Business or Business Flex members.
- C. The Chapter will strive to provide at least two (2) member benefits per year (e.g. newsletter, workshop, field trip, conference, etc.).
- D. As part of this agreement, and to promote membership in the chapter and SER, Chapters will strongly consider setting the difference between member and non-member conference registration rates at a value greater than the cost of full membership. Alternatively, non-member conference and event registration rates could be set proportionally 25-35% higher than member rates
- E. When partnering with allied organizations on joint conferences, chapters must ensure that all parties are authorized by registrants to receive personal data, such as contact information, email address, and membership interests.
- F. The Chapter provides SER with an annual year-end financial report.
- G. The Chapter provides SER with an annual report listing activities and accomplishments of the prior year by 15 March of each year.
- H. The Chapter abides by its Chapter Recognition Agreement.
- I. The Chapter remains current with filing requirements (and payments, if applicable) to governmental authorities.
- J. Like SER. The Chapter will treat all people fairly, avoiding ALL FORMS OF discrimination.

**Commented [MML1]:** All duties updated per the new SER MOU (signed July 2019)

**President**

- Calls and leads one chapter membership meeting per year (in person, or virtually);

- Calls and leads quarterly board of directors meetings;
- Ensures yearly planning and implementation of chapter member benefits or services;
- Seeks members to serve on board committees and encourages all duties required of other board members are accomplished;
- Reviews documents, solicitations, newsletters, reports, budget, or any other critical products representing SER-SW;
- Submits an end-of-year letter to the members;
- Provides SER Executive Office with annual report at the end of the fiscal year;
- Represents SER SW in the SER Quarterly Chapter Call, or encourages a representative from other Board Members.

***Vice-President***

- Assists the President, as needed;
- Serves as chair of conference committee;
- Serves as secondary signatory on the SER-SW operating bank account, if needed;
- Oversee e-mail communications, either directly or through delegation

***Secretary***

- Records and maintains minutes of the board of director meetings and other meetings, as requested;
- Ensures bylaws (<http://chapter.ser.org/southwest/files/2012/08/SERSWBylaws.pdf>) are implemented, or modified, as needed and current copies are submitted to SER Executive Office;
- Archive official Board and Chapter documents;

- Assists the SER-SW President to set up board conference calls and any face-to-face board meetings;
- Distributes relevant information to chapter members as requested by Board;
- Serves as secondary signatory on the SER-SW operating bank account, if needed

***Treasurer***

- Ensures that chapter remains current with government filing requirements and all necessary payments to transact the business of the Chapter;
- Maintains SER-SW treasury records;
- Signatory on SER-SW bank accounts;
- Prepares and effects Quarterly Membership Deposits;
- Prepares annual financial reports of SER-SW income and expenses and provide SER Executive Office with year-to-end financial report;
- Submits and/or responds to any required federal or state agency revenue filings, letters or requests for information;
- Prepares annual budget;
- Prepares conference budget;
- Serves as treasurer of conference committee
- Prepares and submits financial reports as scheduled/requested by the President or the Board of Directors;
- Prepares and submits financial reports to SER-SW Secretary for newsletter, as requested.
- Assists in setting up a system payment by credit card for conferences or other sponsored activities, if needed;
- Reconciles bank accounts, monthly;

- Maintains records of income and expenses and makes deposits for SER-SW benefit activities, (Conference and Membership Deposits) if needed;
- Submits Annual Corporation Commission filing and payment;
- Prepares Annual Federal 990 Return of Organization Exempt From Income Tax, 990 EZ or 990 N-Postcard;
- Participates in the SER Quarterly Chapter Call.
- Supports SER-SW committees, programs, activities, enterprises with finance related information, research, tasks and training.

***Regional Representatives, Student Representatives and Representatives at Large***

- Actively participates in one standing committee;
- Participates in Board of Directors meetings;

**Appendix C. Standing Committees**

Of the following listed committees, not all are currently functioning within the SW Chapter, but all have been provided for in current strategic planning for the SW Chapter. As the need arises, committees can be integrated into the workings of the SW Chapter.

**Standing Board Committees**

Communications: The Communications Committee oversees publication of an electronic newsletter for the SW Chapter and update of the SW Chapter web page on the Society website; as well as identifying and implementing targeted outreach activities.

Conference: The Conference Committee oversees the annual meeting and any other events hosted by the SW Chapter. Responsibilities include setting the date and venue, making local arrangements, programming, coordinating promotional material with the SW Chapter Newsletter editor and/or others for dissemination. The Executive Committee may choose to take on the responsibilities of the Conference Committee instead of convening a separate committee during conference years.

Elections: The Election Committee calls for nominations, solicits candidates, receives and tallies votes, and coordinates the dissemination of election results via the SW Chapter Newsletter and/or other means.

Executive: The Executive Committee consists of the President, Vice President, Secretary, and Treasurer. The committee acts on behalf of the Board when not in session or when a full Board meeting is not feasible.

Finance: The Finance Committee works with the Board to develop annual budgets for the SW Chapter. The committee is also responsible for approaching foundations and other philanthropists and securing funding for special projects.

Planning: The Planning Committee works with the Board to develop strategic plans for organizational operations and development.

### **Standing Operations Committees**

Awards: The Awards Committee shall deal with all aspects of the SW Chapter awards program including nominations, evaluations, selections, and presentations.



Membership will represent all membership regions. Prior to the presentation of any award, the Awards Committee will obtain, through the President, authorization from the Board or Officers.

Education: The Education Committee will provide a link between the SW Chapter and schools around the state. This link will be used to promote special cooperative programs or exemplary projects.

Environmental Ethics/Policy: Advisory position on how to promote philosophy, broaden scale and scope of environmental ethics and policy in order to reach the largest number of landowners and policy makers.

Membership: The Membership Committee will work on strategies for increasing membership while helping to develop means for better serving existing members.

Training: The Training Coordinator shall work to develop and implement locally relevant training programs.