

Foreword

The Mid-Coast Chapter, Texas Master Naturalist, Inc. Policies and Procedures Manual serves as the Chapter Operating Handbook (COH). It is based upon two documents from the TMN State program: (1) Bylaws Template, (2) Chapter Management and Operating Protocols (CMOP). This manual is intended to define and document Mid-Coast Chapter policies, management guidelines, and operating procedures. In case of conflicting language, first the Chapter's Bylaws, and second the CMOP shall govern Chapter operation. This manual includes terms for which State and Chapter nomenclature differ, although purpose is the same. The State term will appear in parentheses following the Mid-Coast Chapter term throughout the manual.

The manual is designed to:

- Maintain a current and easily accessible guide to all Chapter policies and procedures
- Inform the membership of Chapter policies and procedures
- Facilitate continuity of Chapter operation regardless of changes in officers, directors, and committees
- Ensure the periodic review and updating of all Chapter policies and procedures

This Mid-Coast Chapter, Texas Master Naturalist, Inc. Policies and Procedures Manual is organized in sections. Section I defines terms used throughout the manual. Section II addresses policies for operation of the Chapter. Section III delineates the responsibilities and operating procedures for Chapter officers, directors, committees, and committee chairs. Appendices to this document consist of documents from which these policies and procedures are derived, current Chapter forms and templates, and State standards and processes.

Table of Contents

| | |
|---|-----------|
| Foreword..... | i |
| Table of Contents..... | ii |
| Section I—Definitions | 1 |
| Chapter Name | 1 |
| Parent Organization | 1 |
| State Program Objectives | 1 |
| State Program Sponsors | 1 |
| Chapter Mission | 1 |
| Chapter Activities | 1 |
| Reporting Activities..... | 1 |
| Insurance | 3 |
| Fiscal Year | 3 |
| Elected Officers | 3 |
| Board of Directors | 3 |
| Standing Committees | 3 |
| Special Committees | 3 |
| Membership..... | 4 |
| Membership VMS Status..... | 4 |
| Resident..... | 4 |
| Good Standing | 4 |
| Partner | 4 |
| Limited Partner | 4 |
| Partner Resources | 4 |
| Donor | 4 |
| Parliamentary Authority | 4 |
| Policies & Procedures Manual (COH) | 4 |
| Section II—Chapter Policies | 5 |
| Commitment to State TMN Requirements..... | 5 |
| Texas Master Naturalist Title..... | 5 |
| Chapter Description..... | 5 |
| Chapter Management..... | 5 |
| Membership..... | 5 |

| | |
|--|-----------|
| Member Transfer | 7 |
| Dues | 8 |
| Financial Policies | 8 |
| Meetings | 10 |
| Voting | 10 |
| Initial Training (New Class Training) | 11 |
| Volunteer Service | 12 |
| Advanced Training | 15 |
| Certification and Milestone Pins | 16 |
| Election of Officers | 16 |
| Compliance and Disciplinary Actions | 17 |
| Chapter Online Presence | 18 |
| Policies and Procedures Manual | 19 |
| Section III—Responsibilities and Operating Procedures | 21 |
| Officers | 21 |
| President | 21 |
| Vice President | 21 |
| Secretary | 22 |
| Treasurer | 23 |
| Other Members of the Board..... | 25 |
| Past President | 25 |
| Chapter Advisor | 26 |
| Chapter Representative to State | 26 |
| Class Representative (New Class Representative) | 27 |
| Standing Committees and Responsibilities | 27 |
| Executive Committee | 27 |
| Board of Directors | 28 |
| Membership Committee | 28 |
| Education and Training Committee | 31 |
| Projects Committee | 33 |
| Communications Committee | 34 |
| Other Standing Committees | 36 |
| Special Committees | 36 |

| | |
|---|------------|
| Financial Review | 36 |
| Nominating | 36 |
| Policies and Procedures Review | 36 |
| Appendix A— Mid-Coast Chapter, Texas Master Naturalist, Inc. Bylaws | A-1 |
| Appendix B—State and Federal 501(c)(3) Paperwork..... | B-1 |
| Texas Certificate of Incorporation..... | B-1 |
| Texas Articles of Incorporation | B-2 |
| IRS Determination | B-4 |
| Appendix C—Chapter Forms and Templates | C-1 |
| Appendix D—Financial Review Procedures | D-1 |
| Appendix E—Mentoring Program..... | E-1 |
| Appendix F—Supplies and Suppliers | F-1 |
| Design & Hosting:..... | F-2 |
| Website Domain: | F-2 |
| Appendix G—Texas Master Naturalist™ Code of Ethics and Standards of Conduct..... | G-1 |
| Code of Ethics | G-1 |
| Standards of Conduct..... | G-2 |
| Appendix H—TMN State Program Disciplinary Processes | H-1 |
| Appendix I—Mid-Coast Chapter Partners | I-1 |
| Appendix J – Mid-Coast Chapter Records Retention Policy..... | J-1 |

Section I—Definitions

Chapter Name

The name of this organization is the Mid-Coast Chapter, Texas Master Naturalist, Inc. It may also be referred to in this document as the Mid-Coast Chapter, or the Chapter.

Parent Organization

Texas Master Naturalist Program™ or “State Program”

State Program Objectives

1. Improve public understanding of natural resource ecology and management by developing a pool of local knowledge about natural resource ecology that can be used to enhance education and conservation efforts within local communities.
2. Enhance existing natural resources education and outreach activities by providing natural resources training at the local level, thereby developing a supply of dedicated and informed volunteers.
3. Develop a Texas Master Naturalist coordinated volunteer network.

State Program Sponsors

Texas Parks & Wildlife Department (TPWD) and Texas A&M AgriLife Extension

Chapter Mission

The Mid-Coast Chapter takes its mission from the State parent organization: “to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources within the Chapter area.”

Chapter Activities

Chapter activities include meetings, field trips, approved volunteer projects, approved training, and other events that may be deemed appropriate to Chapter goals and the TMN mission.

Reporting Activities

Volunteer service and training are reported through the Texas Parks and Wildlife Volunteer Management System (VMS). To assist the TMN State Program in its administrative functions, Chapters are required to use the following Service Activity codes when reporting hours. Reported hours are monitored by the chapter’s VMS Data Manager.

| Service Activity | Code | Description | Examples |
|---|------|---|--|
| Training or Educating Others (Direct Education) | TR | Organizing, instructing or staffing an educational activity with a planned learning objective, planned start & end times, & a single agenda | <ul style="list-style-type: none">♦ Classroom instruction♦ Workshops, Presentations♦ Leading Chapter MN trainee class♦ AT you prepare and present as a TMN member |

| Service Activity | Code | Description | Examples |
|---|------|---|---|
| Advanced Training | AT | Attending advanced training as a participant | <ul style="list-style-type: none"> ♦ AT during TMN State Meeting ♦ Chapter Training for specific volunteer service projects |
| Public Outreach (Indirect Education) | PO | Leading, organizing, or staffing an educational activity where participants come and go. <or> Writing an educational article or brochure | <ul style="list-style-type: none"> ♦ Manning booth or visitor center ♦ Writing articles, newsletters ♦ Docent at TMN partner facility ♦ Interpretive hikes ♦ Chapter native plant sale & preparation |
| Technical Guidance | TG | Technical work for natural resource management or other consultation expertise & recommendations to cooperators, Chapters, partners, or land owners | <ul style="list-style-type: none"> ♦ Site visits for & writing ecosystem management plans ♦ City/Community/Regional Habitat Conservation Plan Committee ♦ Expert work for WWF, ANWR, or other partners |
| Natural Resource Management (including Resource Stewardship & Conservation) | RM | Activities that improve the health of a public natural area or resource. Natural resource management, restoration rescue and rehabilitation. | <ul style="list-style-type: none"> ♦ Restoring/improving natural habitat ♦ Invasive species or trash removal ♦ Native plant or wildlife rescue ♦ Wildlife houses, towers, chimneys ♦ Developing an eco-system plan |
| Nature/Public Access | NPA | Field activities that improve & manage the public's access to natural areas or resources. Creating and/or maintaining nature trails, wildscapes or interpretive areas | <ul style="list-style-type: none"> ♦ Developing new or maintaining/improving existing: <ul style="list-style-type: none"> ~ Hiking trails ~ Interpretive gardens ~ Wildlife-viewing blinds |
| Field Research (Including Surveys & Citizen Science) | FR | Planning, leading or participating in data collection and/or analysis of natural resources where results are intended to further scientific understanding. | <ul style="list-style-type: none"> ♦ Field surveys ♦ Banding and tagging ♦ Texas Nature Trackers Programs ♦ Stream Watch/Stream Team/Water Quality Monitoring |
| Chapter & Program Support, Business and Administration | CB | Activities related to managing and running a Texas Master Naturalist Chapter and its committees | <ul style="list-style-type: none"> ♦ Board or committee duties ♦ Chapter Newsletter or website ♦ Management of Chapter records ♦ Hours-reporting oversight ♦ Representing Chapter ♦ Assistance to State Program |
| Other (< 5% of Chapter hours should be categorized as OT, & use should be justified) | OT | Any TMN-mission-related activity approved by the Chapter that is not defined above. | <ul style="list-style-type: none"> ♦ Serving as a Board or committee member for an environmental organization ♦ Supporting partner organization (e.g., H/BC, FAMI) activities that are not TMN-mission-related but allow the partner to complete their own environmental missions |

Insurance

Coverage is available by TPWD as well as Texas A&M AgriLife Extension Service for approved volunteer activities. Each Chapter is responsible to perform due diligence and to understand the limits of all aspects of insurance coverage: personal liability, volunteer event property liability, and Chapter Directors and Officers (D&O) Insurance as pertains to the local Chapter. Resources for Texas Master Naturalist Insurance & Liability Protection can be found at: <https://txmn.org/wp-content/blogs.dir/1/files/2013/04/TMN-One-Pager-Insurance-Final-12-2016.pdf>

Fiscal Year

The fiscal year of this organization runs from January 1 to December 31 of each year.

Elected Officers

The Officers of this organization are President, Vice President, Secretary, and Treasurer. All officers must be members in good standing. Officers serve for a period of 12 months and are eligible for re-election. Officers comprise the Executive Committee.

Board of Directors

The elected officers, plus the immediate past-president, directors of the standing committees, a representative from at least one of the sponsoring organizations as chapter advisor, and a representative from the most recent training class constitute the Board of Directors. For this Policies and Procedures Manual and all chapter operating procedures, the terms “Board of Directors” and “Board” mean the same and may be used interchangeably.

Standing Committees

Standing committees are led by directors and carry out the missions of the Chapter. Committee directors are appointed by the President with the consent of the Board of Directors. Committee directors choose their own committee members. Current standing committees are:

- Membership
- Initial Training (New Class Training)
- Advanced Training
- Projects
- Communications

Special Committees

A special committee may be appointed by the President to perform a specific task. Once the task is completed, the committee is disbanded. Special committees likely to be appointed include:

- Financial Review
- Nominating
- Policies and Procedures Review

Membership

Member categories are: Texas Master Naturalist Member-in-Training, Texas Master Naturalist Associate (State term: Pledge), Certified Texas Master Naturalist, Texas Master Naturalist member, Texas Master Naturalist Life Member, and Texas Master Naturalist Honorary Member. See details of each category at [Membership in Section II](#).

Membership VMS Status

- TMN-Active—paying dues and reporting hours
- TMN-Inactive—not paying dues, not reporting, dropped out, or moved without transferring to another chapter
- Not Eligible—honorary members, advisors

Resident

A resident owns or rents property within the appropriate area.

Good Standing

Members are in good standing if current in dues payment and in compliance with Master Naturalist Code of Ethics and Standards of Conduct.

Partner

A Chapter Partner provides *partner resources* (See definition) to the Chapter in exchange for and support of volunteer service. Chapter partners may change depending on project needs of the community and the resource needs of the Chapter. The partnership can be dissolved at any time by written request from either partner.

Limited Partner

Limited Partners provide Mid-Coast Chapter members with volunteer opportunities that meet the TMN mission but provide no resources in support of the activity. A list of current chapter partners is available at [Appendix I](#).

Partner Resources

Partner resources include supplies, equipment, or other assets necessary to carry out a volunteer project. Partners may provide meeting space or other support for conducting Chapter business.

Donor

A donor is a business, organization, or person giving money or other resources to the Chapter with no compensation in return.

Parliamentary Authority

All Chapter meetings are conducted in accordance with Robert's Rules of Order.

Policies & Procedures Manual (COH)

This document serves as the COH for the Mid-Coast Chapter, Texas Master Naturalist Inc. chapter.

Section II—Chapter Policies

Commitment to State TMN Requirements

The Mid-Coast Chapter agrees to comply with State requirements and standards in return for the general supervision, guidance, supplies, resources, and cooperative helpfulness afforded by the Texas Master Naturalist Program. The Chapter agrees to produce and submit an annual report conforming to the standards set forth by the State Advisory Committee.

Texas Master Naturalist Title

The title, Texas Master Naturalist™ or Master Naturalist (in Texas) is a trademark of the Master Naturalist program and is to be used only by individuals trained through recognized Master Naturalist Chapters. The Texas Master Naturalist title may not be used for advertising or other business, personal, or professional purposes. The Texas Master Naturalist title may not be identified with any political viewpoint and may not be used by groups or individuals as they participate in political advocacy. The title is to be used only when doing unpaid volunteer work associated with and approved by the program. Violation of the policy concerning the use of the title of Texas Master Naturalist is grounds for disciplinary action or possible grounds for revoking the charter of the Chapter.

Chapter Description

The Mid-Coast Chapter, Texas Master Naturalist, Inc. is incorporated as a Texas Nonprofit Corporation and has been determined by the Internal Revenue Service (IRS) to be a tax-exempt corporation as described in section 501(c)(3) of the Internal Revenue Code as a nonprofit, educational, and charitable association. See [Appendix B](#) for incorporation documents and IRS determination.

For purposes of the nonprofit corporation, the Mid-Coast Chapter's home address is defined as the address of the Chapter member responsible for communications with state and federal offices. The Chapter area currently consists of eight counties: Matagorda, Jackson, Victoria, Calhoun, Refugio, Goliad, Aransas, and San Patricio.

Chapter Management

The management authority of the Chapter is the will of the members in good standing. The will of the membership is expressed by attending membership meetings and making and voting on motions at those meetings. Chapter Bylaws ([Appendix A](#)) delegate day-to-day management of the Chapter affairs to the Board.

Membership

Membership in the Chapter is open to qualifying individuals regardless of race, age (must be 18 years of age or older), sex, religion, disability, or national origin.

New members come into the Chapter through the initial training (new class) program. Applicants are accepted in this order:

(1) Mid-Coast area applicants deferred from the previous year's training

- (2) Former members needing to retake training
- (3) Residents of the Mid-Coast Chapter area
- (4) Other applicants deferred from the previous year's training
- (5) Applicants from adjacent counties with no TMN chapter
- (6) Applicants from nearby counties that have a TMN chapter
- (7) Applicants from other areas of Texas

Members are expected to volunteer in our Mid-Coast area or on projects approved by the Projects Committee.

Mid-Coast Chapter Bylaws recognize four categories of membership: Member-in-Training, Texas Master Naturalist Associate, Texas Master Naturalist Member, and Certified Texas Master Naturalist. The Chapter may also choose to confer honorary membership, and awards life membership to members who perform 5,000 hours of volunteer service.

Member-in-Training

Individuals currently enrolled in the Texas Master Naturalist training course may vote and participate in activities of the Chapter, but may not hold office. Members-in-Training must participate in a minimum of 40 hours of initial training to become Associates.

Associate (State term: Pledge)

Individuals who have completed a minimum of 40 hours of training, but who have not completed the requirements for certification or recertification as a Texas Master Naturalist are Associates and may participate in all activities of the Chapter, may vote, and may hold office. Associates must attain certification by completing a minimum of 8 hours of approved advanced training and a minimum of 40 hours of approved volunteer service within 12 months of the end of their initial training. Failure to do so will result in suspension of membership. The Board of Directors may consider an exception to this rule in special circumstances.

Trainees who drop out before completing initial training classes will be required to retake the initial training if they wish to rejoin the Chapter.

Certified Member

Individuals who have completed the requirements and received certification as a Texas Master Naturalist are Certified Members and may participate in all activities of the Chapter, may vote, and may hold office. To retain the 'Certified Member' status, members must perform a minimum of 40 hours of volunteer service and receive 8 hours of advanced training each year. A Certified Member in good standing who does not maintain certification for any given year will be classified as a Texas Master Naturalist Member until recertification is attained.

Certified Members who resign may rejoin the Chapter by sending a letter asking to be reinstated. Their previous hours and milestones will be verified, a criminal background check will be done if applicable, and dues must be paid for the current year. Since they

were previously certified, no training will be necessary. Their status will be Texas Master Naturalist Member until they have completed the recertification requirements.

Texas Master Naturalist Member

A volunteer who has previously been a Certified Texas Master Naturalist but has not yet completed the required volunteer service of 40 hours and 8 hours of advanced training toward current-year recertification requirements.

Life Member

An individual who performs 5,000 hours of volunteer service will be designated Life Member and be absolved from paying dues for life. A Life Member may participate in all activities of the Chapter, may vote, and may hold office.

Honorary Member

The Chapter may choose to honor a person for outstanding service to the Chapter by offering them honorary membership in the Chapter. Honorary members shall have all the rights and privileges of other members except that they do not pay dues and may not vote, hold office, or chair standing committees. An honorary member may be proposed to the Board of Directors by any member in good standing. If approved, the nominated person shall be elected by the majority vote of members present at any general membership meeting.

Member Transfer

When a Texas Master Naturalist member from another area wishes to become active in the Mid-Coast Chapter or when a Mid-Coast member wishes to transfer to another area chapter, that member may do so under the following conditions, given approval by the Board of Directors:

1. The transferee brings a letter from their former chapter certifying that the transferee is a member in good standing. The letter should specify the transferee's accrued volunteer hours and training hours for the current and previous years and whether the transferee has received annual certification and any due milestone awards.
2. The Mid-Coast Chapter will accept all volunteer service and advanced training hours certified in the transfer letter from the former chapter. The transferee will not owe dues for the year in which the transfer occurs.
3. The transferee must agree to adhere to all the rules and policies of the Mid-Coast Chapter.
4. It is strongly recommended that a transferee arrange with the Initial Training Chair to complete training that is specific to the Mid-Coast area.
5. Transferees from other U.S. State programs: Due to the significant differences among other Master Naturalist programs in other U.S. states in regard to training, program requirements and certification standards, accepting transferees from other states is not recommended. However, potential transfers will be given preference as an applicant for the next training class.

The actual transfer is performed in VMS by State administrators. In compliance with State requirements, TMN members may not carry membership in multiple chapters.

Dues

- The Board of Directors may propose a change in the amount of annual dues payable to the Chapter. All members must be notified 30 days prior to the meeting at which the dues change will be addressed. A majority vote of members present is required for passage.
- Currently annual (January-December) dues are \$15.00 for an individual or \$25.00 for a couple.
- Certified and previously certified members owe dues in January of each year. Members who have not yet certified and Members-in-Training owe dues beginning in January of the year following their initial training.
- All dues must be paid by the end of March. Failure to pay dues will result in suspension of membership and change of VMS status to TMN-Inactive. The Board of Directors may consider an exception to this rule in special circumstances.
- Dues may be paid by check, payable to Mid-Coast Chapter TMN and sent to the Treasurer, or by credit card, following instructions on the Chapter website.

Financial Policies

Chapter Funds

All Chapter funds shall be handled in accordance with State's CMOP. Chapter funds will be maintained in one or more bank accounts authorized by the Board of Directors and managed by the Treasurer using approved software. All received cash and checks will be directed to the Treasurer. Checks will be made payable to the Chapter.

The Treasurer or President shall sign all checks, drafts, or other instruments for payment of Chapter money or notes up to \$1000.00 for the Chapter. The Treasurer and President or the Treasurer and one other officer approved by the Board shall co-sign all checks, drafts or other instruments for payment of money or notes of \$1000.00 or greater for the Chapter. Writing multiple checks, drafts or other instruments for payment of Chapter money or notes to the same entity for the same purpose to avoid the two-signature requirement is prohibited.

Gifts and Donations

Accepting Donations

The Chapter is authorized to accept and receive contributions and donations from any source. However, the Chapter retains the right to refuse any gift which, in the judgment of the Board of Directors, would not be in the best interest of the Chapter.

Acceptance of any gift or donation—restricted or unrestricted—does not imply any form of endorsement by the Chapter. Nor does it imply any benefit—past, present, or future—to be granted by the Chapter.

Making Donations

The State's recommendation is that chapters donate member's time and expertise to outside natural resource conservation, education, and management versus donating money to outside organizations. The Texas Master Naturalist program and Chapters are to be service organizations first and foremost versus donors of monetary funds.

If the Chapter chooses to donate to an outside organization it will be done in compliance guidelines in the State's CMOP.

In the case of a Chapter member's death, the Executive Committee may make a donation in accordance with family wishes to the value of \$100 without Board approval.

Grants

The Chapter may apply for grants from any source. The decision to apply for a grant will be made by the Board of Directors and the grant application signed by the President. Granted funds will be accounted for separately from general Chapter funds.

Budgets

The Chapter will operate under an annual budget developed by the Board of Directors at the first Board meeting of the year and submitted to the Chapter for approval at the first general membership meeting of the year. This budget will remain in effect for 12 months from Chapter approval.

Purchasing

All purchases will be made as a part of an established budget or as otherwise authorized by the Board of Directors. As a 501(c)(3) nonprofit corporation, the Chapter has tax-exempt status. When possible, purchases will be made from sources that recognize the Chapter's tax-exempt status.

Contracts

Issuance or acceptance of a contract does not imply any endorsement or benefit beyond the deliverable products and services expressly contained in the contract.

Financial Review

A Financial Review Committee will conduct an annual examination of the financial records of the Chapter prior to the last Board meeting of the year in accordance with the Chapter bylaws. This review will be conducted in accordance with the procedures at [Appendix D](#). Results of the financial review will be reported at the next general membership meeting.

Records

Financial records will be retained for a minimum of 5 years. Records will be retained in a secure manner and made accessible as required. in accordance with State's records-retention policy. (see [Appendix J](#))

Meetings

Board of Directors meetings will be held on the second Saturday of the first month of each quarter, beginning in January. Meetings may be rescheduled due to special circumstances. Additional board meetings may be called by the President. All board meetings are open to the membership. A simple majority of the membership of the Board of Directors shall constitute a quorum.

General membership meetings will be held on the second Saturday of the second month of each quarter, beginning in February. The Board may reschedule meetings due to special circumstances. The last general membership meeting of the year shall be designated the annual meeting. Those members in good standing present at each duly called and convened meeting shall constitute a quorum. Other membership meetings may be called by the Board of Directors.

Members will be notified by email of all board and general membership meetings 10 days prior to the date of the meeting. Special meetings shall be announced to members by phone, mail, e-mail, or other equivalent means at least two days before the meeting date.

The President is responsible to establish and publish the agenda for all meetings. Any member wishing to add an agenda item for any meeting should contact the President for approval.

Voting

Actions Requiring Membership Votes

Routine matters of business—simple majority of members in good standing present at a meeting

Election of Officers—according to procedures at [Election of Officers](#)

Dues Changes—simple majority according to procedures at [Dues](#)

Policies and Procedures (COH) changes—simple majority; according to procedures at [P&P Amendment](#)

Chapter Dissolution—The Chapter may be dissolved according to procedures at [Dissolution of Mid-Coast Chapter, Texas Master Naturalist, Inc.](#)

Voting Procedures

Members will be notified at least 10 days prior to the meeting at which an issue will be voted upon, except in the case of special meetings called by the Board of Directors as stated in Article VII, section D of the [Chapter Bylaws](#).

Voting at a Meeting

Members present at the meeting may vote by voice vote, a show of hands, or paper ballot. The Secretary will certify that members voting are in good standing.

Absentee Voting

Members in good standing may request a ballot upon receiving notification of the vote and return it to the Secretary by U.S. mail by the date of the vote. Votes received after the date of the meeting will not be counted.

Proxy Voting

A member may not vote as proxy for another member. A paper ballot in a signed, sealed envelope may be hand-carried to a meeting by another member.

Initial Training (New Class Training)

State minimum training requirements include 40 hours of combined classroom and field experiences designed to introduce Members-in-Training to the ecosystems of the Mid-Coast Chapter area. The intent of the training is to provide Members-in-Training with the information, tools, and skills they need to teach this information to others. Each Member-in-Training shall receive an official TMN Program Statewide Curriculum. The State curriculum is used as resource material to augment Chapter materials developed by experts in the ecosystems of the Mid-Coast area.

The Mid-Coast Chapter offers approximately 52 hours of initial training toward Texas Master Naturalist certification. If a trainee cannot complete the minimum 40 hours of initial training, the Chapter allows the hours to be made up at that specific session during the initial training the following year, or special arrangements must be made on a case-by-case basis. Until the 40 hours of training are completed, a volunteer cannot become a Certified Texas Master Naturalist but may earn volunteer service hours or advanced training hours toward certification. The Board of Directors may consider an exception to this rule in special circumstances, such as medical problems.

Upon completion of initial Mid-Coast Texas Master Naturalist training, the Member-in-Training becomes an Associate and receives a Mid-Coast Chapter name badge. Upon completion of all the requirements within the first year, the member becomes a Certified Master Naturalist and is awarded a state certificate.

A Member-in-Training may also attend the same subject class of a neighboring chapter within the same ecoregion, given prior permission from the neighboring chapter.

New Members come into the Chapter through the training program. Class size is currently limited to 17 per class. The Board can change the class size at the meeting when the fees are set. To accommodate special cases, the Initial Training Director, in conjunction with the Membership Director, may increase the number to no more than 20. The Chapter reserves the right to cancel the initial training program for any year in which too few applications are received to make up a viable class, but experience has shown that cancellation should be undertaken in only the most extreme circumstances.

Initial training is typically held once a year beginning in February and continuing every other Saturday through May.

Members-in-Training may not bring guests. Sessions are paid for only in part by registration fees, and guests cannot be accommodated because of expense, class-size limits, and transportation considerations.

Members-in-Training are advised to bring lunches both because many sessions are at great distances from restaurants and because eating together may foster additional idea exchange and learning.

The dates for each session are subject to change, based on the needs of the subject-matter experts who provide the training. At least half of initial training is field-oriented. Topics may include:

- Orientation to Texas Master Naturalist program
 - ~ Roles, responsibilities, and benefits of being a Texas Master Naturalist
 - ~ Information about State and Chapter organization
 - ~ Training agenda and what to bring to each session
 - ~ Chapter communication by email: trainees without it will need to make arrangements to get information
 - ~ Volunteering
 - ~ Advanced Training
 - ~ Reporting Procedures
 - ~ What makes a Master Naturalist
 - ~ Historical perspectives of naturalists in Texas and elsewhere
 - ~ Traditional disciplines of a naturalist
- Observation Skills and Field Notes
- Ecological Concepts; Geology and Ecology of Texas
- Archaeology and Early Inhabitants of the Mid-Coast Area
- Interpreting Nature
- Mid-Coast Texas Ecology
- Upland Ecology
- Bay Ecology
- Barrier Island Ecology
- Coastal Prairie and Wetland Ecology
- Riparian/Riverine Ecology
- Management of natural systems
- Natural Resource Stewardship, Laws, Regulations, Ethics and Citizen Science
- Other topics as approved

Volunteer Service

To become and remain a certified Texas Master Naturalist with the Mid-Coast Chapter, a member must complete a minimum of 40 hours of approved volunteer service per year. The pre-approval of volunteer service projects and opportunities is important to:

- Ensure that volunteers are covered by the insurance provided through parent organizations

- Provide an up-to-date list of service projects for volunteers of the Chapter
- Ensure the goals of the organization and the partners are met

To be approved, volunteer service must meet the following guidelines:

1. Volunteer work must be of a type that furthers our TMN mission statement: "To provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within our communities." Example: Volunteers may plant, label, and maintain a native plant garden at a nonprofit or public-owned facility, but a rose garden - even at such a facility - does not further our mission. This mission includes educating the public on natural resources, but it also includes managing, maintaining, and improving the environment for the benefit of wildlife and the public.
2. Volunteer work must be performed to support the Mid-Coast Chapter mission rather than to benefit another organization. Example: A member of both the Aransas Bird and Nature Club and TMN can get volunteer credit by presenting a TMN program to the bird club, but a TMN member who is also the secretary of the bird club cannot get TMN credit for hours doing that secretarial job, because it directly benefits that club and does not further the TMN mission.
3. It is expected that all volunteer service will be performed in the eight-county Mid-Coast Chapter area, or in surrounding areas with approval by the Projects Committee.
4. Volunteers who belong to two organizations that both require volunteer service as part of membership may not count the same work hours twice, getting credit from both organizations. Example: An individual who is both a Master Gardener and a Master Naturalist may not report the same hours to both organizations. Members may report the same volunteer service hours both to the Chapter and to Partner organizations that track hours only for grant-writing purposes. Example: An individual doing work for Welder Wildlife Foundation may report the same hours to TMN and WWF because WWF does not require service hours as part of membership.
5. Volunteer work that results in a profit to another organization cannot be approved:
 - ~ Volunteers may not count volunteer work for a for-profit organization.
 - ~ Volunteers may not count work for a nonprofit organization that results in the organization earning money for its own programs. Example: Growing native plants for a Master Gardener plant sale would not be allowed but helping them grow native plants for free distribution to promote native-plant use would be acceptable.
6. Volunteer work for the Mid-Coast Chapter that can be counted:
 - ~ Approved fund-raising efforts
 - ~ Hours spent by officers and committee chairs preparing for, executing, and reporting official Chapter functions
 - ~ Attendance at Chapter meetings
7. Paid work cannot be counted for volunteer service credit. Many Chapter members do very valuable work that meets the TMN mission statement criterion, but cannot count the hours because it is part of their job. Examples:

- ~ Reporters cannot get credit for writing an environmental story for which they are paid
 - ~ Teachers cannot get credit for working with students on a nature program they are required by their teaching contract to sponsor
 - ~ Paid nature-tour interpreters cannot get credit for hours spent on their tours
8. All volunteer work must be approved before a Volunteer can get credit for it.
 - ~ Specific projects published through the Chapter are already approved.
 - ~ Volunteer efforts must be approved by the Projects Committee Chair or designee.
 - ~ Volunteer efforts for any of our Partners are approved if they provide educational or environmental benefits toward meeting the TMN mission. A list of current partners is on the Chapter website at <http://www.midcoast-tmn.org>.
 9. All volunteer work is to be approved using the [MCTMN Request for Volunteer Service Approval](#) form, which is automatically submitted to the Projects Committee for consideration. Once volunteer work has been approved, the volunteer uses the TPWD VMS to quickly and briefly report volunteer work to the Chapter's designated VMS Data Manager. All forms are shown at [Appendix C](#).
 10. Volunteer hour credit is earned for time spent preparing for a volunteer activity or presentation as well as for the actual activity or presentation. Travel time to and from any volunteer activity earns volunteer credit.

| Volunteer Service Examples | | |
|--|--|---|
| Bad/Unacceptable | Better | Best |
| Being "on call" as a wildlife rescuer for a non-partner organization | Performing licensed wildlife transport service | Performing licensed wildlife rescue service in cooperation with a partnering rehabilitation and public education nonprofit organization |
| Planting exotic plants or a vegetable garden | Planting native plants or a wildscape at a local school | Leading 5 th graders and staff in implementing a native plant garden or wildscape at a local school |
| Monarch monitoring in Colorado | Monarch monitoring in Texas | Monarch monitoring within your local chapter's area |
| Cleaning the elephant cage at a zoo | Caring for the prairie chicken area at a local zoo that is in partnership with the local chapter | Leading interpretive programs about prairie chickens at a local zoo that is in partnership with the local chapter |
| Maintenance at a private native plant nursery | Maintenance of a demonstration garden at a park/nature center or being part of a native plant propagation team | Holding a workshop on how to install and maintain a wildscape or other similar type of native habitat |
| Conducting wildlife management activities on your own land | Conducting wildlife management practices/activities on public land | Teaching/assisting landowners to develop their own wildlife management plans that the landowner would carry out |

| Volunteer Service Examples | | |
|---|---|---|
| Bad/Unacceptable | Better | Best |
| A teacher receiving service credit for natural resource education activities he/she conducts in their classroom | A teacher receiving service credit for natural resource education activities he/she conducts as an unpaid after-school environmental club leader | Teacher/volunteer who organizes & conducts a natural resource workshop for other Master Naturalists or the general public |
| Stream clean-up by a volunteer who is employed by and works for a local watershed protection program | Stream clean-up by volunteers who do not work for a local watershed protection program | TMN Volunteers conducting stream or watershed restoration practices. Or TMN volunteers coordinating a stream clean-up for the local community to participate in |
| Receiving service credit for time spent as a Board member or Committee member for an organization whose mission is NOT involved with natural resources or the environment | Receiving service credit for time spent serving as a Board or Committee member for a nonprofit organization devoted to education, conservation and management of natural resources or the environment | Receiving service credit for the time spent serving as a Board or Committee member at any level within the TMN program |
| Developing trails and habitat on your own property | Conducting endangered species surveys; developing nature trails or habitat brush piles at a local park/nature center which is in a partnership with your local chapter. | Maintaining a nature classroom/ training area for that same partner who also allows the Chapter to keep an office and/or hold Chapter meetings in this same space |

- ~ 11. All Texas Master Naturalist Members are required to have a criminal background check (CBC) when working on any approved project. TPWD conducts the checks and information is available through the VMS.

Advanced Training

To become and remain a Certified Texas Master Naturalist with the Mid-Coast Chapter, a member must complete a minimum of 8 hours of approved advanced training per year.

The purpose of advanced training is to provide Texas Master Naturalists an opportunity to focus their interests on one—or a few—specific topics that interest them. Advanced training promotes continued learning and development and provides the experienced Master Naturalist with tools to work in more advanced volunteer efforts.

To be approved as advanced training, an activity must meet one or more of the following criteria:

1. Provides natural resource information applicable to Mid-Coast Texas
2. Builds on the Mid-Coast Chapter core curriculum
3. Promotes continued learning and development of naturalist skills
4. Teaches knowledge and skills required to work in an approved volunteer effort
5. Provides information required for the development of new volunteer efforts

If an opportunity for advanced training has not already been approved, a Chapter member can complete the [MCTMN Request for Advanced Training Approval](#) form to provide detailed information about the proposed training to the Education and Training Committee and request approval. Chapter members report advanced training using

VMS. Travel time to and from the training does not contribute to the learning experience and may not be counted as part of the training hours earned. All forms are shown at [Appendix C](#).

Certification and Milestone Pins

A volunteer shall be presented with a Texas Master Naturalist certificate and an enameled dragonfly pin when that volunteer has completed all of the required 40 hours of Texas Master Naturalist training; the minimum 40 hours of service; and the minimum 8 hours of advanced training. Mid-Coast Chapter Members-in-Training have one year from the end of their initial training to complete their requirements for certification. Members-in-training may begin their volunteer service during their initial training.

The Master Naturalist program offers a series of pins commemorating milestone achievements within the program. The milestone pins honor those members who have volunteered:

- 250 hours (bronze dragonfly pin)
- 500 hours (brushed silver dragonfly pin)
- 1,000 hours (brushed gold dragonfly pin)
- 2,500 hours (polished silver dragonfly)
- 4,000 hours (polished gold dragonfly with ruby)
- 5,000 hours of service (polished gold dragonfly with diamond)
- 10,000 hours (polished gold dragonfly with emerald)

The State Program is developing 15,000- and 20,000-hour awards and may develop other official milestone pins beyond 20,000 hours as needed. These milestones are cumulative. A volunteer may reach milestones over the course of several years. Volunteers should only receive one of each of these pins during their involvement in the program.

The Master Naturalist program has a specially designed pin for each calendar year a certified volunteer maintains his or her certification. A new pin is designed for each year, and this pin is only available during that calendar year. Members may receive the annual pin for the year they complete their initial certification provided they complete an additional 40 hours (total of 80) of volunteer service and 8 hours (total of 16) of advanced training within the same calendar year as they receive their initial certification. Each volunteer will receive only one annual pin during a given year.

Election of Officers

Officers are elected by a simple majority of the votes cast by paper ballot at the annual meeting. In cases where there is only one candidate for office, election may be by voice vote. Members who cannot attend the meeting may vote absentee by requesting a copy of the ballot from the Nominating Committee and returning it prior to the election.

Election Process as Stated in the Bylaws

- a. **Nomination**—The Officer Nominating Committee, chaired by the Past-President with a minimum of two additional ad-hoc members who are selected by the President with

Board approval, shall submit a slate of candidates for Officers to the President. The President must publish the slate to the Chapter membership in writing 15 days prior to the last general membership meeting before the end of each calendar year.

- b. **State Coordination**—The State Master Naturalist Coordinator(s) may provide oversight and additional input to an individual chapter's nomination process.
- c. **Nominations from the Floor**—Nominations for all positions will be accepted from the floor prior to a vote.
- d. **Election**—The election shall take place by secret ballot, or as stated in the local Chapter Operating Handbook, at the last general membership meeting of the calendar year and winners determined by a simple majority.
- e. **Single Candidate**—If only one candidate is nominated for an office, that candidate may be elected by voice vote.
- f. **Assumption of Office**—The newly elected officers shall assume their duties within the month of January of the following calendar year. Outgoing officers are still responsible for all duties related to their term of office from the date of the election through the first Board of Directors meeting of the new year:
 - ~ Participate in preparing the annual report to State for their year in office
 - ~ Train their successors
 - ~ Pass accurate and complete records to successors

Compliance and Disciplinary Actions

All members of the Chapter will adhere to the Code of Ethics and Standards of Conduct as established by the Texas Master Naturalist Program, [Appendix G](#). Violation of either is a serious matter that reflects unfavorably on the entire Chapter. The Texas Master Naturalist Program has established a formal process to investigate a charge of misconduct and to take disciplinary action. This process is at [Appendix H](#).

Discipline and/or Removal of Members

The Mid-Coast Chapter will follow State-established processes for discipline or removal of members not compliant with the Code of Ethics or Standards of Conduct.

Removal and Replacement of Officers or Committee Chairs

If an elected officer is removed, a replacement shall be elected by a simple majority vote of the members present at a general membership meeting.

- **Attendance**—Any officer absent from three consecutive Board of Directors meetings without notice and/or excused absence shall be subject to removal by a simple majority vote of the Board of Directors. Any Board member other than an officer absent from three consecutive Board of Directors meetings without notice and/or excused absence shall be subject to removal by a simple majority vote of the Officers of the Chapter.
- **For Cause**—Any officer in serious malfeasance of their responsibilities or behavior inconsistent with the principles of the Texas Master Naturalist Chapter may be removed from office by a two-thirds vote of the remaining Board of

Directors. Any Board member other than an officer in serious malfeasance of their responsibilities or behavior inconsistent with the principles of the Texas Master Naturalist Chapter may be removed from office by a two-thirds vote of the officers of the Chapter.

If an elected officer is removed or resigns, a replacement shall be appointed by the Board of Directors to complete the remainder of the term. The president may appoint an interim chair to complete the term of a removed committee chair.

Dissolution of Mid-Coast Chapter, Texas Master Naturalist, Inc.

The Chapter can be dissolved by the membership or by the TMN State Committee. Procedures are in Article XI of the [Chapter Bylaws](#).

Upon dissolution of the corporation, assets shall be distributed according to the Bylaws if they are not in conflict with State and Federal law governing 501(c) (3) nonprofit corporations.

Revocation of Charter

If the State organization determines that the Mid-Coast Chapter has failed to comply with State requirements and policies, it may revoke the Chapter charter. The Chapter agrees to abide by revocation of the Charter along with the right to use the Texas Master Naturalist name, title, and trademarks. See [Appendix H](#) for State processes.

Chapter Online Presence

Website

The Chapter manages a website at <http://midcoast-tmn.org/> that is maintained and updated by the Webmaster as directed by the Communications Director. **Purpose**—to provide information about Chapter activities and resources. **Policy**—News articles and such types of information are not posted on the website because of accuracy and copyright infringement issues. The site adheres to subject matter that is directly related to our specific Chapter with two exceptions: 1) links to TMN-mission-related sites and 2) articles written by members.

Flickr Account

The Chapter manages an account at <https://www.flickr.com/photos/midcoast-tmn/>. **Purpose**—posting of member photos without overburdening the ISP supporting the website. **Policy**—The Communications Director approves and posts or directs posting of photos.

Facebook

The Chapter maintains a Facebook group at <https://www.facebook.com/groups/MidCoastTMN/>. **Purpose**—to allow members to post articles, photos, and other information that may be of interest to group members. **Policy**—The site is managed by an administrator who can remove posted material as required, and membership is by invitation.

All Chapter online presences will adhere to the TMN Code of Ethics and Standards of Conduct. No posted information or photos shall be devoted to advocacy, lobbying,

politically or privately promoting issues, agendas or businesses and personal endeavors, by propaganda or otherwise, using the Master Naturalist name or themselves as a Texas Master Naturalist.

Policies and Procedures Manual

Purpose

The Mid-Coast Chapter, Texas Master Naturalist, Inc. Policies and Procedures Manual serves as the Chapter Operating Handbook. This manual is intended to define and document Chapter policies, management guidelines, and operating procedures. The manual is designed to:

- Maintain a current, easily accessible guide to all Chapter policies and procedures
- Notify the membership of Chapter policies and procedures
- Facilitate continuity of Chapter operation regardless of changes in officers and committees
- Ensure the periodic review and updating of all Chapter policies and procedures

Adoption

The initial version of the Policies and Procedures Manual was submitted to the Board of Directors for section-by-section discussion and approval. The version of the manual approved by the Board of Directors was sent to all members via email more than 10 days before the general membership meeting February 16, 2008. At that meeting, the members present voted to adopt the manual.

Amendment

When a situation arises that requires a formal process for which no policy or procedure exists, appropriate guidelines will be developed and amended to the current Mid-Coast Chapter Policies and Procedures Manual. Any Chapter member may present a proposed change in writing to the Board of Directors. The proposed change must be presented via conventional mail, email, or other equivalent means at least 10 days before the next quarterly Board meeting.

Changes or amendments to the Policies and Procedures Manual may be approved by the Board of Directors at their regular quarterly meeting by a simple majority vote of Board members in attendance. Changes or amendments approved by the Board will be sent to the Chapter membership via conventional mail, email, or other equivalent means at least 10 days before the next regular Chapter meeting and presented at that meeting for approval by Chapter membership. Changes and amendments must be approved by a simple majority of members present.

Appendices provide specific details, templates sources, and other elements documenting Chapter operation in the past for use by the organization in future. Changes to appendices are clerical and can be approved by the Board of Directors, not requiring a vote by the full membership.

The Board of Directors can approve clerical changes to correct errors in the Policies and Procedures Manual.

Review

This Policies and Procedures Manual will be reviewed annually by a three-member committee appointed by the President at the mid-year Board meeting and approved by the Board of Directors. Recommended revisions will be forwarded to the Board of Directors prior to the last Board meeting of the year.

Once the Chapter has adopted a revised or amended Policies and Procedures Manual (COH), an electronic copy will be sent to the State Office within 30 days.

Section III—Responsibilities and Operating Procedures

Officers

Due to the Chapter's large area and to make operations of the Chapter continuous, tasks may be delegated among Chapter Officers with the knowledge and consent of the Board of Directors as a whole. Officers are expected to train their successors during the period between election and assumption of office. Officers are responsible for preparing an annual budget for expenses they expect to incur in carrying out their duties.

President

Mission—to serve as the chief executive officer of the Chapter

Policy—Responsible for overseeing the business of the Chapter. It is the duty of the President to propose goals for the year and to serve as liaison among committees, the Board of Directors, and membership.

Responsibilities

- Establish and publish the agenda for all meetings
- Preside at all meetings of the Chapter
- Serve as Chair of the Executive Committee and the Board of Directors
- Appoint committee directors, subject to Board approval
- Serve as an ex-officio member of all committees
- Sign all approved documents that may be legally binding on the Chapter
- Notify members of their suspension from the Chapter for non-payment of dues or failure to certify
- Work with the Board of Directors to prepare and submit the Chapter's annual report to the state office.
- Present all certifications and awards
- Vote when necessary to break a tie
- Serve as Chapter Representative to State meetings

Vice President

Mission—to assist the President

Policy—Substitutes for the president as necessary

Responsibilities

- Act for the President in his absence
- Establish locations for meetings
- Work with the Projects and Education and Training Chairs to provide training or volunteer opportunities in conjunction with general membership meetings
- Serve as Financial Review Committee Chair

Secretary

Mission—to maintain all current and recent non-financial Chapter records

Policy—Ensures that all non-financial activities of the Chapter are recorded, maintained, and accessible to the Board of Directors and general membership. Records will be retained in accordance with the Records Retention Policy (See [Appendix J](#)).

Recording and Record-Maintenance Responsibilities

- Record, publish, and preserve the minutes of all meetings of the Board of Directors, general membership meetings, and special meetings
- Keep a record of attendance at each meeting and whether a quorum is present
- Maintain hard-copy or electronic copies of all minutes and legally binding correspondence
- Monitor VMS criminal background check (CBC) records and provide information as required.
- Bring to each meeting electronic or paper copies of the agenda, Board of Directors and general membership minutes for the current and prior year, a copy of the Bylaws, Policies and Procedures Manual, and a copy of the parliamentary authority adopted by the Chapter
- Notify the membership of all scheduled meetings
- Support all committee functions by providing information from chapter records as required
- Pass accurate and complete records to successor

Recording & Record-Maintenance Procedures

1. Minutes

- ~ Take minutes at all Chapter meetings. Use the template at [Appendix C](#) to type up minutes and save the file using a name that shows whether it was a Board of Directors or a general membership meeting and the date (e.g., BOD_7-8-07.doc)
- ~ Send Board minutes to the president for approval or changes
- ~ Send finalized Board minutes to all members of the Chapter
- ~ Send general membership meeting minutes to the president for approval or changes
- ~ Send approved general membership meeting minutes to the Webmaster for posting on the website

2. Criminal Background Checks

- ~ Use VMS to monitor status of member CBC records
- ~ Provide CBC information to project leaders or others when requested

3. Record-keeping

- ~ Retain copies of all minutes
- ~ Retain copies of all official Chapter correspondence and documents

- ~ Retain sign-in sheets of the Chapter and Board of Directors meetings

Treasurer

Mission— to serve as Chief Financial Officer for the Chapter

Policy—Records and maintains all Chapter financial transactions using approved software.

Responsibilities:

- Receive dues and provide information to the Membership Director and to the VMS Data Manager for VMS update of member active/inactive status
- Notify the President of members to be suspended for non-payment of dues after third reminder and prior to March 31.
- Maintain sufficiently detailed records to allow for verification of financial transactions
- Report current financial status, organized into appropriate categories, to the Board of Directors and general membership at their respective meetings
- Keep an up-to-date list of all donated or purchased inventory, equipment or other property that has a useful life of more than 2 years
- Bring to each meeting all the current year's financial records
- Participate in the development of an annual budget with the Board of Directors
- Submit all financial records to the Financial Review Committee
- Coordinate acquisition of a Chapter bank account signature card
- File IRS reports and stay abreast of IRS and State tax filing requirements and changes
- Administer Chapter Square account for accepting credit-card payments
- Pass all financial records to successor

Treasurer Operating Procedures

1. Receipts

- ~ Receive dues and notify the Secretary or VMS Data Manager of receipt for VMS update of member active/inactive status
- ~ Deposit all checks, and cash in excess of \$10.00 in the Chapter bank account within 10 business days of receipt.
- ~ Document all cash received and retain documentation for Chapter records. Get donor's contact information and provide a receipt.
- ~ For donations greater than \$25, notify the President so a letter of appreciation can be written to serve as a receipt for tax purposes.
- ~ At events where cash is collected, at least two persons shall count the cash and document the amount received. The Treasurer should be one of these persons if possible.

2. Disbursements

- ~ Maintain possession of all blank checks.
- ~ Make each disbursement in response to a payment request form supported by a vendor invoice or store receipt except for gifts, donations, and honoraria, as authorized by the Board, which do not require an invoice or receipt.
- ~ Advise members making a purchase to provide the vendor with a completed copy of the tax exemption certificate form.
- ~ Obtain necessary signatures on checks. The Treasurer or President shall sign all checks, drafts or other instruments for payment of Chapter money or notes up to \$1000.00 for the Chapter. The Treasurer and President or the Treasurer and one other Officer approved by the Board shall sign all checks, drafts or other instruments for payment of money or notes of \$1000.00 or greater for the Chapter.

3. Book Inventory

- ~ Inventory control—The Chapter holds copies of **Aransas—A Naturalist's Guide**, a gift from Doc and Martha McAlister. A member shall be designated as inventory-control person and shall maintain custody of the books. Annually, that inventory-control person will report the quantity of books as of December 31 to the Treasurer so that the year-end financial statements will reflect the actual number of books used during the year and on hand at the end of the year.
- ~ Issuing books—The inventory-control person will periodically receive requests from the Initial Training Chair for books to be given to students in a training session, from the Outreach Committee chair for books to be sold, or requests for books to be donated. Upon issuing the books for these purposes, the inventory-control person will notify the Treasurer by email of the number of books issued.
- ~ Book sales—The two types of sales are: “wholesale” to our various partners who resell the books for their outreach purposes, and “retail” to the general public. The member in charge of any sales will make prior arrangements with the Treasurer for the prompt deposit of sales proceeds.
- ~ Returning books—The inventory-control person may receive returns of unused books and will notify the Treasurer of the number of books returned.

4. Equipment Inventory

- ~ Maintain a register of each item of equipment, including brand name, model number/name, serial number (if applicable), cost, where purchased, and current location.
- ~ File a copy with other Chapter records and provide a copy to the Secretary.

5. Record-Keeping

- ~ Maintain the approved-software check register, reconciled monthly to the bank statement.
- ~ File copies of all support documentation.
- ~ Pass all current and prior year financial records to the incoming Treasurer.

- ~ Inventory unused checks, pass them to the incoming Treasurer, and obtain a signed receipt.
- 6. Internet Banking
 - ~ Monitoring of the Chapter's bank account is allowed via Internet
 - ~ The Treasurer and the President shall have access to monitor the account
- 7. Budgeting—Compile a fiscal-year budget based on input from the officers and committee chairs.
- 8. Signature Forms
 - ~ Provide a supply of signature information forms at the end-of-year meeting. All incoming officers must complete a form and supply a copy of their driver's license to the Treasurer.
 - ~ Deliver all forms and photocopies to the bank along with a copy of the November meeting minutes that shows the election of new officers. Do not send any personal information such as social security numbers or dates of birth by email.
 - ~ Obtain signatures of officers on bank documents and deliver to bank
 - ~ Repeat the process if there is a change of officers during the year
- 9. IRS and State Reporting
 - ~ File all financial reports to IRS
 - ~ File Form 8822-B, Change of Address or Responsible Party — Business, when treasurer changes
 - ~ File Texas Form 401 - Change of Registered Agent/Office
- 10. Square account for credit card payment
 - ~ Assign access to Square point of sale system on request from Chapter members, for use at fund-raising events.
 - ~ Monitor credit card payments to Chapter account

Other Members of the Board

Past President

Mission—Provide continuity of Chapter knowledge and support the new President and the Board of Directors

Policy—Provides Chapter management continuity

Responsibilities

- Continue to serve on the Board of Directors upon completion of term as President
- Present the annual report at the first general membership meeting of the Chapter
- Serve as Nominating Committee Chair
- Lead an annual review and update if necessary of the Policies and Procedures Manual (COH)

- In the absence of an immediate Past President, the current President will reassign responsibilities as needed.

Chapter Advisor

Mission

- Assist the Mid-Coast Chapter in maintaining the original goals, mission, vision, and operational framework set forth by its organizers
- Assist the Chapter in developing additional goals that are within the parameters of the statewide Texas Master Naturalist program

Policy—Supports the Chapter and is available to advise, recommend, inform, and notify the Chapter and its members of the Texas Master Naturalist State policies and guidelines and other agency or organization guidelines that establish expectations for volunteer requirements, behavior, and activities.

When a vacancy arises in the Chapter Advisor position, the replacement is selected collaboratively by the TMN state coordinator, the exiting advisor, and the Chapter President with the advice and consent of the Board of Directors. It is strongly recommended that any advisor take the initial training as a Texas Master Naturalist, whether or not he or she performs volunteer service as a Master Naturalist.

Responsibilities

- Ensure that the Mid-Coast Chapter and its officers know State policies and guidelines and the consequences for choosing to operate outside their parameters
- Be familiar with the goals, activities, and mission of the Mid-Coast Chapter
- Serve as a member of the Board of Directors
- Meet with the officers of the Chapter to discuss expectations for roles and responsibilities
- Participate in event planning and attend events when possible
- Be aware of the Chapter's financial status via review of financial statements
- Notify the State Program Advisory Committee of Chapter concerns

Chapter Representative to State

Mission—to provide direct communications between the Mid-Coast Chapter and the State organization

Policy—The current Chapter President serves as the Chapter Representative to State

Responsibilities

- Represent the Chapter in state-level matters of the Texas Master Naturalist program
- Participate in the State Volunteer Representatives Council meetings

Class Representative (New Class Representative)

Mission—to serve as a member of the Board of Directors to act as liaison between the Board and the represented class

Policy—Is elected by the members of each training class near the end of training and serves for one year, beginning at graduation of that class and continuing until graduation of the following year's class.

Responsibilities

- Represent the class in Board of Directors meetings
- Provide direct communication between the Board and the class
- Bring class input on initial training to the Education and Training committee
- Encourage class members to work toward certification and to actively participate in Chapter activities
- Present a final report on the year's activities as Class Representative at the next Board meeting following graduation
- Serve as a member of the Education and Training committee to provide class perspective on initial training.
- Serve on the Financial Review committee

Standing Committees and Responsibilities

All standing committees—Membership, Initial Training, Advanced Training, Projects, and Communications—are responsible for preparing an annual budget for expenses expected to be incurred in carrying out their responsibilities. This budget must be submitted to the Board of Directors for approval.

Each Director and committee chair is responsible for presenting a report of the prior year's activities to the incoming Board at the first meeting of the new year. This report should include successes, failures, and suggested improvements.

Each Director and committee chair is responsible for providing the Secretary with a copy of any Chapter correspondence—including all emails—or other documents for the Chapter files.

The term of each Director and standing committee chair runs until appointment of the subsequent chair at the first Board meeting of the chapter year.

Each Director and committee chair is responsible for turning over all committee records and materials to the incoming Director or chair.

Directors and Committee chairs are expected and encouraged to share execution of responsibilities with committee members. Individual committee members may be appointed to specific tasks.

Executive Committee

The Executive Committee comprises the elected Officers of the Chapter. If action is required before a Board of Directors meeting can be called or the matter does not warrant calling a special meeting, the Executive Committee may act 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.

Board of Directors

The Board of Directors comprises the Officers of the Chapter, the Past President, Chapter Advisor, Class Representative, and committee directors: Membership, Initial Training, Advanced Training, Projects, and Communications.

Mission—to conduct the business of the Chapter

Policy—Creates and executes a plan of action for the year, establishing goals, approving budgets, and monitoring progress toward those goals.

Responsibilities

- Establish and publish the calendar for the year
- Approve an operating budget that establishes expected income and expense for the fiscal year
- Authorize expenditure of Chapter funds
- Review recommendations from the Policies and Procedures Review Committee and approve or disapprove
- Review and approve or disapprove proposed partnerships

Operating Procedures

- Board of Directors business may be carried out by email, teleconference, or Internet conference as well as in a regular or special meeting.
- Any Board member may request a special meeting.
- All Board of Directors votes shall be by simple majority of Board members present. Each standing committee is allowed only one vote, even if the committee is co-chaired and both are present. If Board positions are vacant, they are not included in the total upon which a simple majority is based.
- At the first Board of Directors meeting of the year, the Board will establish the calendar, deviating from the second-Saturday standard only when conflicts occur for a simple majority of the Board.

Membership Committee

Mission—Primary interface between the Board of Directors and the membership

Policy—

- Supports current members in meeting the TMN mission within the Mid-Coast Chapter area
- Supports recruiting of new members
- Oversees the work of the VMS Data Manager

Member-Support Responsibilities

- Monitor and encourage member participation in volunteer activities

- Report status of membership activities to the incoming Board of Directors at the first meeting of the year, including successes, failures, and suggested improvements

Member-Support Procedures

1. Remind members by email to pay dues and edit their VMS profiles to update contact information immediately after the first of the year.
2. Remind last year's Members-in-Training who have not certified that they have until end of the current initial training session to complete certification requirements. Members should be reminded in January what they lack for certification.
3. Contact inactive members to encourage participation.
4. Oversee the Hospitality committee and coordinate social activities, such as potluck lunches in conjunction with training sessions or other events.

Recruiting Responsibilities

- Support recruiting of new members
- Process applications
- Assist applicants throughout the recruiting process

Recruiting Procedures

1. Educate the membership concerning their responsibility for recruiting new members.
2. Coordinate with Communications Director to advertise for potential new members.
3. If required, schedule and hold orientation meetings by county.

Application-Processing Procedures

1. Receive and acknowledge each application by email with request for acknowledgement.
2. Note on each application the date received.
3. By September 1, after Board of Directors sets the cost for training, notify applicants by email and request payment directly to the Treasurer by October 1st.
4. Close recruiting at any time the number of paid applications mandated by policies and procedures have been received from Mid-Coast-area and the preferred waiting list. Notify applicants by email with request for acknowledgement.
5. Not later than January 10, determine the makeup of the new training class using applications received to-date and based on date, class-size limits, and [membership selection criteria](#). Notify applicants by email with request for acknowledgement. Provide the Initial Training Director with a class list and copies of all applications.
6. Accept additional applications until five days before the first class or until the class-size limit of paid applications has been received. Notify applicants by email and provide the Initial Training Director with a revised class list and copies of additional applications.

7. Offer to place any additional applicants on a waiting list to replace any member of the class as set who needs to drop out before classes begin.
8. Offer to refund the fees of applicants who were not selected or to retain the fee and place the applicant at the top of the waiting list for the following year's training. Copy the Treasurer on all correspondence.
9. If an applicant drops out of a class, the full fee will be refunded if the drop is prior to January 1.
10. Keep Treasurer, Initial Training Director, and VMS Data Manager apprised of applicant status throughout the process.
11. Report class information to the Board of Directors.
12. Document selection process by retaining copies of all emails sent to applicants and providing copies to the Secretary and VMS Data Manager.

VMS Data Manager Responsibilities

Assist the Membership Director by:

- Serving as VMS administrator responsible for maintaining member records in the Volunteer Management System
- Reporting monthly status of member volunteer service and advanced training to the Board of Directors
- Reminding members to update their own profile information in the VMS
- Maintaining a Chapter roster
- Tracking member progress toward initial certification, recertification, and milestones
- Monitoring new applications in the VMS
- Preparing certificates and awards
- Maintaining the Chapter Officers/Committees list in VMS

Hours-Keeping Procedures

1. At the end of each month, remind members to report hours.
2. Approve member volunteer service and training reports in the VMS or request corrections from members.
3. Keep members informed of progress toward certification, recertification, and milestones.
4. At the end of each quarter, report hours to the Membership Director for report to the Board of Directors
5. Monitor the VMS inbox folder for new volunteers and direct any such applicants to the Membership Director and to our Mid-Coast application
6. At the end of the year, assist with the annual report.
7. Receive dues-receipt information from the Treasurer, enter into VMS, and manage VMS TMN Volunteer status.

8. Distribute a membership roster to active Chapter members electronically at the beginning of the year and after the dues deadline each year.
9. Keep inventory of plaques, certificates, and award and recertification pins. Order these supplies as required. See Suppliers at [Appendix F](#).
10. Order name badges for the current class in April. See Suppliers at [Appendix F](#).
11. Order new name badges showing service hours for members at milestone levels 2,500 and above.
12. Use VMS to prepare member certification, recertification, and milestone pin awards and maintain achievements in the volunteer profiles.
13. Provide a list of awards presented at each meeting and awards due but not presented to the Secretary for the minutes
14. Update Chapter Officer, Advisor, VMS Administrator, and Committee Director volunteer profiles to reflect changes at the beginning of the year.

Education and Training Committee

Mission—to provide an enlightening, appropriate, and interesting educational experience for new Members-in-Training and continuing educational opportunities for all Chapter members

Policy—Ensures the availability of initial and advanced classroom and field training on the many ecologies in the Mid-Coast area to provide a self-sustaining corps of volunteers to meet the TMN mission. To carry out this policy, two directors are responsible: the Initial Training Director (New Class Director) and the Advanced Training Director.

Responsibilities

- Develop a training budget
- Plan and conduct the Initial Training Program
- Establish advanced training goals for the year
- Approve advanced training opportunities and notify the VMS data manager to enter them into the TPWD VMS
- Maintain electronic approval-form records of all advanced training
- Notify designated VMS Data Manager, Communications Director, and Webmaster when training is approved
- Execute initial- and advanced-training programs
- Evaluate the training programs
- Report the status of the education and training program to the incoming Board of Directors at the first meeting of the year, including successes, failures, and suggested improvements

Initial Training Chair Operating Procedures

1. Plan annual initial training in accordance with State and Chapter requirements.

2. Produce tentative training schedule for the following year no later than December 15.
3. Obtain Board of Directors approval of planned training.
4. Schedule guest speakers/teachers and locations/facilities.
5. Support guest teachers with any material and information they require.
6. Inform last year's Members-in-Training the dates of training sessions they missed as soon as initial training is set each year. Remind them to coordinate with the Initial Training Director to attend the missed session.
7. If a mentoring program is in place, work with trainee mentors in accordance with [Appendix E—Mentoring Program](#).
8. Procure or produce class materials including State Curriculum, textbooks, reading materials, loose-leaf binders, and training agenda for each session.
9. Provide Members-in-Training with all pertinent information about the training, training procedures, recommended supplies and equipment, and other information as required.
10. Use Chapter members at orientation to help with signing in, handing out books, and getting coffee; providing Members-in-Training an opportunity to meet other Chapter members.
11. Tell Members-in-Training at orientation what to bring to each session:
 - ~ The TMN binder given at first session
 - ~ Equipment for taking notes
 - ~ Lunch
 - ~ Sufficient water and sodas or juice to stay hydrated all day
 - ~ Sunscreen and mosquito repellent
 - ~ Hat, long-sleeved shirt, long pants, sturdy walking shoes
 - ~ Field notebook provided at orientation
12. Check back with guest presenters shortly before each session to remind them of the session and address any questions or needs they may have.
13. Throughout training, remind Members-in-Training and Mentors (if used) of the time and place of each upcoming session and include information on any special supplies or equipment needed.
14. Near the end of training, lead Members-in-Training in electing a class representative to be on the Board of Directors. The class representative serves from graduation until the next class representative takes over at the following year's graduation.
15. Within two weeks after each session, send a letter of appreciation to the presenter. Send a copy to the secretary for the files.
16. Monitor class attendance and contact individuals who miss two consecutive classes without prior notification.
17. Track attendance and training hours and keep the Board of Directors apprised.

18. Evaluate classes using trainee input from each session.
19. Analyze results from the year's training and determine changes needed.
20. Analyze initial training class costs and recommend needed fee or class-size changes to the Board of Directors at the mid-year Board meeting.

Advanced Training Chair Procedures

1. Analyze curriculum to determine areas for which refresher courses are needed.
2. Plan advanced training sessions through the year to ensure that Chapter members have opportunities to enhance their ability to volunteer as Texas Master Naturalists.
3. Support upcoming Chapter projects by arranging needed training.
4. Schedule instructors and facilities as necessary.
5. Approve member-identified advanced training in accordance with the Chapter's [Advanced Training Criteria](#).
6. Notify members of approved advanced training opportunities outside the Chapter.
7. Maintain electronic copies of Request for Approval of Advanced Training forms—approved or disapproved—and send email copies to the designated VMS Data Manager.

Projects Committee

Mission—to ensure volunteer opportunities are available that provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within the Mid-Coast-area communities. Serve as liaison between the Chapter and Partners.

Policy—Serves as an interface between the Chapter and local community organizations that may desire support for their own environmental projects.

Responsibilities

- Approve and coordinate individual and group volunteer projects
- Enter approved projects into the VMS
- Contact Partner liaison members to discuss partnership status and methods for improving the working relationship. Report findings to the Board.
- Solicit opportunities from partners and other sources for volunteer activities
- Develop group volunteer projects
- Evaluate the volunteer activities annually
- Report the status of volunteer projects to the incoming Board at the first meeting of the year, including successes, failures, and suggested improvements

Procedures

1. Receive, evaluate, and approve or disapprove project suggestions from the membership based on [Chapter Guidelines for Volunteer Work](#).
2. If funding is required, obtain Board of Directors approval for the project budget

3. Notify Chapter membership regarding volunteer opportunities and projects.
4. Build and maintain a repository of information on completed projects.
5. Maintain approval-form records for all volunteer service and send copies to the Secretary and designated VMS Data Manager.

Operating Procedures for a Specific Project

A Project Leader will:

1. Submit a Request for Volunteer Service Approval form to the Project Committee.
2. Identify training needed and coordinate with the Education and Training Chair.
3. Manage the budget for the project.
4. Oversee project execution.
5. Prepare and submit to the Projects Chair an after-action report describing:
 - ~ Objectives
 - ~ Methodology
 - ~ Results
 - ~ Suggestions for improving or adding activities
6. Provide residual materials with the report; for use in future projects.

Partnership Operating Procedures

1. Any member may propose a partnership using the [Partnership Request form](#).
2. A member proposing a partnership may serve as liaison with the proposed partner to provide the partner with MCTMN definitions of partnership and work out details of the partnership.
3. The Board of Directors will approve all partnerships.
4. All volunteer efforts for the partner must meet the TMN mission and guidelines.

Communications Committee

Mission—to publicize the mission and activities of the Texas Master Naturalist program and the Mid-Coast Chapter

Policy—Serves as interface between the Mid-Coast Chapter and the public.

Responsibilities

- Build and maintain a program that informs the public and the membership of the activities and benefits of the Mid-Coast Chapter
- Support the Membership Committee's recruiting efforts
- Report the year's status of outreach activities to the incoming Board of Directors at the first meeting of the year, including successes, failures, and suggested improvements

- Perform or oversee positions of Publicity Manager, Newsletter Editor, Outreach, Historian (Archivist), Webmaster, and social media administrators

Publicity Manager responsibilities include:

- Developing and maintaining contact with area news media.
- Writing publicity press releases for print and electronic media covering new-member applications, Chapter meetings, and special events
- Arranging for printing and distribution of recruiting materials and a chapter brochure
- Overseeing social media content and formats, following TMN Marketing & ID Guidelines as well as TPWD and Texas A&M AgriLife Extension Service policies

Newsletter Editor responsibilities include:

- Publishing a periodic newsletter for the Chapter
- Solicit members to write articles for the newsletter.

Outreach responsibilities include:

- Recruiting members to speak before local civic clubs concerning the programs of TMN and our Chapter.
- Coordinating outreach booth staffing
- Acquiring and maintaining a Chapter display board.

Historian (Archivist) responsibilities include:

- Gathering, maintaining, and storing Chapter historical materials and electronic information
- Accepting records from the Secretary and add them to the archive in accordance with the Records Retention Policy at [Appendix J](#).
- Providing timely historical Chapter information to the Board and Chapter upon request
- Supporting all committee functions by providing information from chapter archives as required
- Passing accurate and complete records to successor

Webmaster responsibilities include:

- Maintaining the Chapter website as directed by the Communications Director
- Communicating with web host, as needed, to ensure website's appearance and performance is being optimized
- Budgeting for recurring fees for hosting and for improvements to the site
- Managing access rights to the website
- Reporting to the the Communications Director for report to the Board on the state of the website and any upcoming changes/improvements
- Make changes and additions to the website as requested and approved by the Board of Directors

- Keep online records, reports, and training and volunteer opportunities up to date
- Pass accurate and complete records to successor

Other Standing Committees

Other standing committees may be named, and their duties defined and approved by a two-thirds majority of the Board of Directors.

Special Committees

Committees may be formed ad hoc and tasked for specific purposes by the President with the advice and consent of the Board of Directors. Such ad hoc committees may include but not be limited to:

Financial Review

The Financial Review Committee is responsible for conducting the annual review of the financial records of the Chapter. The committee will be chaired by the Vice-President and will include the current Class Representative and at least one other member chosen by the chair.

Nominating

The Nominating Committee will be formed at least 45 days prior to the yearly election. It will be chaired by the Past President with two additional members selected by the chair. The committee will interview prospective nominees for President, Vice-President, Secretary, and Treasurer and submit a selection of eligible candidates to the membership at least 15 days prior to the election.

Policies and Procedures Review

The Policies and Procedures Manual will be reviewed annually by a three-member committee appointed by the President at the mid-year Board meeting; the committee will be chaired by the immediate Past President. Recommended revisions will be forwarded to the Board of Directors prior to the last Board of Directors meeting of the year.

Appendix A— Mid-Coast Chapter, Texas Master Naturalist, Inc. Bylaws

Bylaws are available on the Chapter website at: <http://www.midcoast-tmn.org/pdf/bylaws2015.pdf>.

Bylaw Organization:

- Article I, Chapter Relation to State Program/Organization
- Article II, Chapter Sponsors, Partners and Donors
- Article III, Purpose
- Article IV, Membership
- Article V, Officers and Other Board Members
- Article VI, Board of Directors and Executive Committee
- Article VII, Meetings
- Article VIII, Compliance with Master Naturalist Code of Ethics and Standards of Conduct
- Article IX, Financial Controls
- Article X, Adoption and Amendment of Bylaws
- Article XI, Dissolution
- Addendum for 501 (c) (3) Chapters

Appendix B—State and Federal 501(c)(3) Paperwork

Texas Certificate of Incorporation

Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697



Gwyn Shea
Secretary of State

Office of the Secretary of State

CERTIFICATE OF INCORPORATION OF

Mid-Coast Chapter, Texas Master Naturalist, Inc
Filing Number: 800166311

The undersigned, as Secretary of State of Texas, hereby certifies that Articles of Incorporation for the above named corporation have been received in this office and have been found to conform to law.

Accordingly, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Incorporation.

Issuance of this Certificate of Incorporation does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 01/27/2003

Effective: 01/27/2003



A handwritten signature in cursive script that reads "Gwyn Shea".

Gwyn Shea
Secretary of State

PHONE(512) 463-5555
Prepared by: Ross Ruedin

Come visit us on the internet at <http://www.sos.state.tx.us/>
FAX(512) 463-5709

TTY7-1-1

Texas Articles of Incorporation

Form 202
(revised 9/00)

Return in Duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
FAX: 512/463-5709

Filing Fee: \$25



Articles of Incorporation Pursuant to Article 3.02 Texas Non-Profit Corporation Act

Filed in the Office of the
Secretary of State of Texas
Filing #: 800166311 01/27/2003
Document #: 25184480002
Image Generated Electronically
for Web Filing

| Article 1 - Corporate Name | | | |
|---|-------------------------|--|-------------------|
| The corporation formed is a non-profit corporation. The name of the corporation is as set forth below: | | | |
| Mid-Coast Chapter, Texas Master Naturalist, Inc | | | |
| The name must not be the same as, deceptively similar to that of an existing corporate, limited liability company, or limited partnership name on file with the secretary of state. A preliminary check for the "name availability" is recommended. | | | |
| Article 2 - Registered Agent and Registered Office (Select and complete either A or B and complete C) | | | |
| <input type="checkbox"/> A. The initial registered agent is a corporation (cannot be corporation named above) by the name of: | | | |
| OR | | | |
| <input checked="" type="checkbox"/> B. The initial registered agent is an individual resident of the state whose name is set forth below: | | | |
| First Name Raymond | M.I. D | Last Name Kirkwood | Suffix |
| C. The business address of the registered agent and the registered office address is: | | | |
| Street Address 1402 S. Saunders St. | City Aransas Pass | State TX | Zip Code 78336 |
| Article 3 - Management (Complete items A or B) | | | |
| A. <input checked="" type="checkbox"/> Management of the affairs of the corporation is to be vested in the members of the corporation: | | | |
| OR | | | |
| B. <input type="checkbox"/> Management of the affairs of the corporation is to be vested in its board of directors. The number of directors, which must be a minimum of three, that constitutes the initial board of directors and the names and addresses of the persons who are to serve as directors until the first annual meeting or until their successors are elected and qualified are set forth below: | | | |
| | M.I. | Last Name | Suffix |
| Street Address | City | State | Zip Code |
| Article 4 - Organization Structure | | | |
| <input checked="" type="checkbox"/> A: The corporation will have members. | | <input type="checkbox"/> B: The corporation will not have members. | |
| Article 5 - Duration | | | |
| The period of duration is perpetual. | | | |
| Article 6 - Purpose | | | |
| The corporation is organized for the following purpose or purposes: The corporation is organized for the following purpose or purposes: Providing education, outreach, and volunteer services dedicated to the beneficial management of natural resources within the State of Texas and all nature related activities including but not limited to borrowing money, applying for and receiving grants, buildings, and land, operating a nature club for scientific and educational purposes. | | | |
| Supplemental Provisions / Information | | | |

No part of the net earnings of the corporation shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the corporation shall be empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the purposes set forth in Article 6. No substantial part of the activity of the corporation shall be to carry on propaganda or otherwise attempt to influence legislation and the corporation shall not participate or intervene in any political campaign on behalf of or opposed to any candidate for public office. Notwithstanding any other provision of these articles, this corporation shall not engage in any activity or exercise any powers that are not in furtherance of the above purposes of this corporation. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) 3 of the Internal Revenue Code, or shall be distributed to the Federal Government, or to a state or local government, for public purposes. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office is then located, exclusively for such purposes or to local organizations, as said court shall determine, which are organized and operated for such purposes.

[The attached addendum is incorporated herein by reference.]

Effective Date of Filing

☒ A. This document will become effective when the document is filed by the secretary of state.

OR

☐ B. This document will become effective at a later date, which is not more than ninety (90) days from the date of its filing by the secretary of state. The delayed effective date is:

Name Reservation Document Number

Incorporator

The name and address of the incorporator is set forth below.

Raymond D Kirkwood 1402 S. Saunders St. Aransas Pass, TX 78336

EXECUTION

The undersigned incorporator of these articles of incorporation subject to the penalties imposed by law for the submission of a false or fraudulent document.

Raymond D Kirkwood

Signature of incorporator.

FILING OFFICE COPY

Note: The Texas Office of the Secretary of State and the IRS have been notified of the change of address from P.O. Box 1194, Rockport, TX 78381 to the current address of the Chapter Treasurer.

IRS Determination

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUL 02 2003**

MID-COAST CHAPTER TEXAS MASTER
NATURALIST INC
C/O RAYMOND KIRKWOOD
1402 S SAUNDERS ST
ARANSAS PASS, TX 78336

Employer Identification Number:
06-1674101
DLN:
17053154020013
Contact Person:
DEL TRIMBLE ID# 31309
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(2)
Advance Ruling Period Begins:
January 27, 2003
Advance Ruling Period Ends:
December 31, 2007
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a)(2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and

Letter 1045 (DO/CG)

Appendix C—Chapter Forms and Templates

Forms

[MCTMN Application for Membership](#)

[MCTMN Request for Volunteer Service Approval](#)

[MCTMN Request for Advanced Training Approval](#)

[MCTMN Partnership Request](#)

[Hours Reporting](#)

[Payment Request](#)

[Tax Exemption Certificate](#)

[Signature Card Change](#)*

*Available from the Treasurer. All other forms are available online—see specific page for link.

Form Letters

[Membership Application Response](#)

[Suspension for Non-payment of Dues](#)

[Suspension for Non-certification](#)

Templates

[Board of Directors Meeting Agenda](#)

[General Membership Meeting Agenda](#)

[Meeting Minutes](#)

Mid-Coast Chapter [Absentee Ballot](#)

[Ballot](#)

Sign-In Sheet[†]

Certificate Template[†]

Business Card[†]

[†]Available as separate files from the Chapter Secretary or [Forms Guru](#)

Application for Membership

This form is available at: <https://midcoasttmn.wufoo.com/forms/mctmn-application-for-membership/>.

MCTMN Application for Membership

To join the Mid-Coast Chapter, Texas Master Naturalist, Inc., please complete and submit this application. Our Membership Chair will be notified immediately. To ensure your place on the waiting list, send your check for \$150, payable to Mid-Coast TMN, to:
Treasurer, MCTMN
1751 State Highway 188
Aransas Pass, TX 78336

TMN members are expected to complete 40 hours of initial training on local ecologies & resource management. They are expected to complete 40 hours of volunteer work & 8 hours of advanced training each year to become & remain certified Texas Master Naturalists. They are expected to abide by and uphold TMN Standards of Conduct and Code of Ethics. Volunteers who intend to work with children are required to undergo a background check.

Note: The 2014 class is filled. Your application will be considered for 2015.

CONTACT INFORMATION

Name *

FirstLast

Gender *

County of Residence *

Mailing Address *

Street Address

Address Line 2

CityState / Province / Region

Postal / Zip CodeCountry

Primary Phone *

--

##########

Secondary Phone

--

##########

Email *

Request for Volunteer Service Approval

This form is available at <https://midcoasttmn.wufoo.com/forms/mctmn-request-for-volunteer-service-approval/>. It can be used for individual or group projects.

MCTMN Request for Volunteer Service Approval

Complete this form for a new volunteer service effort that meets the MCTMN Volunteering Guidelines at <http://midcoast-tmn.org/volunteering/guidelines/>.

The Projects Committee will be notified of your request upon submission of the form. To find out if a project is already approved, contact projects@midcoast-tmn.org or 361-935-2295.

Member Requesting Approval *

FirstLast

Email Address (Confirmation and Communication) *

PROJECT INFORMATION

Will the volunteer service effort require participation by a number of Chapter members?

☐ No – Individual Volunteer Service

☐ Yes – Chapter Project

Project Name

Category of Service *

Description (Include activities, location, needs to be addressed, whether the project is time-critical, and expected benefits.) *

Sponsoring Agency

Proposed Project Leader *

FirstLast

Name participating Organizations, Partners, or Funders and explain the specific role of each:

Request for Advanced Training Approval

This form is available at: <https://midcoasttmn.wufoo.com/forms/mctmn-request-for-advanced-training-approval/>.

MCTMN Request for Advanced Training Approval

Complete this form to request approval of a new advanced training opportunity that meets our TMN mission and criteria.

Member Requesting Advanced Training Approval *

FirstLast

Email Address (Confirmation and Communication) *

ADVANCED TRAINING INFORMATION

Training Name *


Description *

Location *

Date of Training *

/

/



MMDDYYYY

Start Time *

:

:

AM

▼

HHMMSSAM/PM

Estimated Hours *

Type of Training:
(Check all that apply) *

☐ Lecture

☐ Presentation/Demonstration

☐ Hands-On

☐ Other

Session Leader

FirstLast

MCTMN Partnership Request

This form is available at: <https://midcoasttmn.wufoo.com/forms/mctmn-partnership-request>.

MCTMN Partnership Request

Complete this form for a proposed new partnership after discussion with the proposed Partner organization.

The Projects Committee will be notified of your request upon submission of the form, and will submit it to the Board of Directors for approval and implementation.

Chapter Member Requesting Approval *

First

Last

Email Address (Confirmation and Communication) *

Name of Organization Proposed as a Partner *

Partner Organization Contact *

Phone Number *

 - -

####

Partner Contact Email *

Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Partnership Type *

☐ Limited – provide MCTMN with volunteer

VMS Volunteer Service and Advanced Training Report Forms

Example VMS form for reporting volunteer service:

Report Service

Please select from the following survey(s):

PO: ANWR:TMN Report Hours

Service Date: 09/26/2016

Volunteer Hours

How many hours did you volunteer?
(To the nearest quarter hour, including travel time)

1

Describe your service or training:

For your personal records....
What was the total number of **miles** you drove round trip?

Do you have impact data to add to the opportunity?
(Add only once per event)

☒ No ☐ Yes

Do you have new acreage to report?
(Add only once per event)

☒ No ☐ Yes

Do you have new trail miles to report?
(Add only once per event)

☒ No ☐ Yes

OK Cancel

Example VMS form for reporting advanced training:

Report Service

Please select from the following survey(s):

AT: Single presentation:TMN AT Report Hours

Service Date: 09/26/2016

Advanced Training

How many hours was the training?:

1

Describe your service or training:

OK Cancel

Log in at <http://txmn.org/tmn-hours-entry/> to access forms. Activity Category and Location reporting codes are available on the website at <http://midcoast-tmn.org/members/forms/opps-list/>. Contact datadrudge@midcoast-tmn.org for more information.

Request for Payment Form


This form is available at <https://midcoasttmn.wufoo.com/forms/mctmn-payment-request/.Requests> must be preapproved.

MCTMN Payment Request

To request payment of an approved Mid-Coast Chapter expense, complete this form, choosing a file to attach the invoice/receipt for each item. Click Submit to send the request to Treasurer Jynatha Kleypas, P.O. Box 2247, Port Aransas, TX 78373. Contact treasurer@midcoast-tmn.org or (361) 290-3779 if you have questions.

Expenditure preapproved by *

Preapproval Date *

| | | | | | |
|----------------------|---|----------------------|---|----------------------|---|
| <input type="text"/> | / | <input type="text"/> | / | <input type="text"/> |  |
| MM | | DD | | YYYY | |

Total Payment Requested *

| | | | |
|----|----------------------|---|----------------------|
| \$ | <input type="text"/> | . | <input type="text"/> |
| | Dollars | | Cents |

Member Requesting Approval *

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First | Last |

Phone Number

| | | | | |
|----------------------|---|----------------------|---|----------------------|
| <input type="text"/> | - | <input type="text"/> | - | <input type="text"/> |
| ### | | ### | | #### |

Email Address (Confirmation and Communication) *

PAYEE INFORMATION

Complete this section for payment to a vendor or for reimbursement to the member requesting payment.

Total Invoice/Receipt Amount *

| | | |
|---|----------------------|----------------------|
| € | <input type="text"/> | <input type="text"/> |
|---|----------------------|----------------------|

Tax Exemption Certificate

Available from the Treasurer or online at <https://www.comptroller.texas.gov/forms/01-339.pdf>

TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

| | |
|---|------------------------------|
| Name of purchaser, firm or agency | |
| Address (Street & number, P.O. Box or Route number) | Phone (Area code and number) |
| City, State, ZIP code | |

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____


Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

| | | |
|---|-------|------|
|  Purchaser | Title | Date |
|---|-------|------|

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do **not** send the completed certificate to the Comptroller of Public Accounts.

Bank Signature Form

This form is available from the MCTMN Treasurer.

| | | | |
|---|--|----------------|-----------------------------------|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>Prosperity Bank 1505 Highway 35 North Rockport, TX 78382-3316</p><p>Reviewed By: _____ Date: _____ Scanned By: _____ Date: _____</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>OWNERSHIP OF ACCOUNT - CONSUMER (Select one by placing your initials next to account selected.) UNIFORM SINGLE-PARTY OR MULTIPLE-PARTY ACCOUNT SELECTION FORM NOTICE: THE TYPE OF ACCOUNT YOU SELECT MAY DETERMINE HOW PROPERTY PASSES ON YOUR DEATH. YOUR WILL MAY NOT CONTROL THE DISPOSITION OF FUNDS HELD IN SOME OF THE FOLLOWING ACCOUNTS.</p><p><input type="checkbox"/> SINGLE-PARTY ACCOUNT WITHOUT "P.O.D." (Payable on Death) DESIGNATION</p><p><input type="checkbox"/> SINGLE-PARTY ACCOUNT WITH "P.O.D." (Payable on Death) DESIGNATION</p><p><input type="checkbox"/> MULTIPLE-PARTY ACCOUNT WITHOUT RIGHT OF SURVIVORSHIP</p><p><input type="checkbox"/> MULTIPLE-PARTY ACCOUNT WITH RIGHT OF SURVIVORSHIP</p><p><input type="checkbox"/> MULTIPLE-PARTY ACCOUNT WITH RIGHT OF SURVIVORSHIP AND "P.O.D." (Payable on Death) DESIGNATION</p><p><input type="checkbox"/> CONVENIENCE ACCOUNT</p><p><input type="checkbox"/> TRUST ACCOUNT (name beneficiaries below)</p><p><input type="checkbox"/> TRUST ACCOUNT SUBJECT TO SEPARATE AGREEMENT</p><p>DATED: _____</p><p><input type="checkbox"/> OTHER _____</p><p>NAME OR NAMES OF BENEFICIARIES: _____</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>OWNERSHIP OF ACCOUNT - BUSINESS PURPOSE</p><p><input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/> LIMITED LIABILITY COMPANY</p><p><input type="checkbox"/> CORPORATION: <input type="checkbox"/> FOR PROFIT <input checked="" type="checkbox"/> NOT FOR PROFIT</p><p><input type="checkbox"/> PARTNERSHIP <input checked="" type="checkbox"/> ASSOCIATION</p><p>BUSINESS: NATURE ASSOCIATION</p><p>COUNTY & STATE OF ORGANIZATION: ARANSAS CO TX</p><p>AUTHORIZATION DATED: 12/10/2014</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>TYPE OF ACCOUNT</p><p><input type="checkbox"/> NEW <input checked="" type="checkbox"/> EXISTING</p><p><input checked="" type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS</p><p><input type="checkbox"/> MONEY MARKET <input type="checkbox"/> CERTIFICATE OF DEPOSIT</p><p><input type="checkbox"/> NOW <input type="checkbox"/> _____</p><p>ACCOUNT NAME: Z TX Free wDrDp</p><p><input type="checkbox"/> This is a Temporary account agreement.</p></div> <div style="border: 1px solid black; padding: 5px;"><p>BACKUP WITHHOLDING CERTIFICATIONS</p><p>TIN: 06-1674101</p><p><input checked="" type="checkbox"/> TAXPAYER I.D. NUMBER - The Taxpayer Identification Number shown above (TIN) is my correct taxpayer identification number.</p><p><input checked="" type="checkbox"/> BACKUP WITHHOLDING - I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.</p><p><input type="checkbox"/> EXEMPT RECIPIENTS - I am an exempt recipient under the Internal Revenue Service Regulations.</p><p>SIGNATURE: I certify under penalties of perjury the statements checked in this section and that I am a U.S. citizen or other U.S. person (as defined in the instructions).</p><p>X _____ (Date)</p><p style="text-align: center;">MID COAST CHAPTER</p></div> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><table style="width: 100%;"><tr><td style="width: 50%;">ACCOUNT NUMBER</td><td style="width: 50%;">PORTFOLIO NUMBER MID COAST TMN</td></tr></table></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>ACCOUNT OWNER(S) NAME & ADDRESS</p><p>MID COAST CHAPTER TEXAS MASTER NATURALIST INC</p><p>101 SILVER OAK PL ROCKPORT, TX 78382</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>DATE OPENED 01/31/2003 BY 089AM</p><p>INITIAL DEPOSIT \$ _____</p><p><input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> _____</p><p>HOME TELEPHONE # (361) 226-1276 Primary</p><p>DRIVER'S LICENSE # _____</p><p>E-MAIL lindablanoue@att.net Primary</p><p>EMPLOYER _____</p><p>BUSINESS PHONE # _____</p><p>Name and address of someone who will always know your location: _____</p><p>Revised 12/10/2014 89AM</p></div> <p>Number of signatures required for withdrawal 1</p> <p>FACSIMILE SIGNATURE(S) ALLOWED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>X</p></div> <p>SIGNATURE(S) - The undersigned certifies the accuracy of the information he/she has provided and acknowledges receipt of a completed copy of this form. The undersigned authorizes the financial institution to verify credit and employment history and/or have a credit reporting agency prepare a credit report on the undersigned, as individuals. The undersigned also acknowledge the receipt of a copy and agree to the terms of the following agreement(s) and/or disclosure(s):</p> <p><input checked="" type="checkbox"/> Terms & Conditions <input checked="" type="checkbox"/> Truth in Savings <input checked="" type="checkbox"/> Funds Availability</p> <p><input checked="" type="checkbox"/> Electronic Fund Transfers <input checked="" type="checkbox"/> Privacy <input checked="" type="checkbox"/> Substitute Checks</p> <p><input type="checkbox"/> Common Features <input type="checkbox"/> _____</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>(1): X</p><p>JANET E PRICE</p><p>I.D. # 13128259 Other 02/10/1956</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>(2): X</p><p>PAUL JOSEPH SWACINA</p><p>I.D. # 10919010 Other 01/08/1960</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>(3): X</p><p>LINDA S SHIREY</p><p>I.D. # 18066636 Other 08/29/1946</p></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>(4): X</p><p>STEVEN A REISINGER</p><p>I.D. # 17212580 Other 09/06/1948</p></div> <p><input type="checkbox"/> The person(s) named below are Convenience Signers only (not owners)</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>X</p></div> <p>I.D. # _____ Other _____</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"><p>X</p></div> <p>I.D. # _____ Other _____</p> | ACCOUNT NUMBER | PORTFOLIO NUMBER MID COAST TMN |
| ACCOUNT NUMBER | PORTFOLIO NUMBER MID COAST TMN | | |

Membership Application Response Template

<Date>

<applicant name>

<applicant address>

<applicant city, st, zip>

Dear <Name of applicant>,

I am the Membership Chair for the Mid-Coast Chapter of Texas Master Naturalist and we are very excited to receive your application for the Class of 2016. We fill our classes on a first paid basis, so if you haven't mailed your check to the treasurer at the address on the application I encourage you to do so as soon as possible. (This is edited depending on whether the application indicates they paid.)

Initial training classes generally start the first Saturday of February and continue every other Saturday through May. Classes are at various locations throughout the Coastal Bend so you will get a great overview of the ecosystems and habitats across the chapter, as well as learning about the volunteer projects that are available. You can get more information about the content of initial training sessions by visiting our website at <http://midcoast-tmn.org/training/basic/>. As it gets closer to time for the classes to start, we will email you with the new schedule and all the information you will need to get started.

Although you can't report volunteer hours to the chapter until you have attended the first class of initial training, we would love to have you start attending our quarterly meetings. Our next meeting is on <fill in date and location>. All membership meetings begin at 10:00 am and there is unusually a guest speaker that provides advanced training to us. For more information and directions, visit the website <http://midcoast-tmn.org/action/calendar/>

Again, welcome! I look forward to meeting you, and please feel free to shoot me an email if I can answer any questions or provide any additional information.

<Name of Membership Chair>, Membership Chair
Mid-Coast Chapter Texas Master Naturalist

Suspension for Non-payment of Dues Letter Template

<date>

<address>

<address>

«Title» «fname» «Lname»

«Address»

«City», «St» «Zip»

Dear «Title» «Lname»,

According to our records, you have not paid your Mid-Coast Chapter dues for the year.

Section II of the Chapter Policies and Procedures manual states: "Annual (January-December) dues are \$15.00 for an individual or \$25.00 for a couple. Associates and Members-in-Training owe dues beginning in January of the year following their initial training. All dues must be paid by the end of March. Failure to pay dues will result in suspension of membership."

If our records are inaccurate, please help us correct them. If they are accurate, but you wish to remain an active member of TMN and the Mid-Coast Chapter, please contact me so that we can work out a plan for payment of dues.

If you take no action by the end of the current month, we will assume you are no longer interested in being a member of our organization, and the Board of Directors will—regretfully—suspend your membership.

If at some future time you wish to rejoin our Chapter and the Texas Master Naturalist organization, we will be glad to welcome you back with the stipulation that you meet all membership requirements of the bylaws in effect at that time.

Sincerely,

_____, President

Mid-Coast Chapter, Texas Master Naturalist, Inc.

<phone>

<email>

address1

address2

Suspension for Non-Certification Letter Template

<date>

<address>

«Title» «fname» «Lname»

«Address»

«City», «St» «Zip»

Dear «Title» «Lname»,

Texas Master Naturalist policies state:

“To become a Certified Texas Master Naturalist, a trainee must complete the following:

- The state committee approved curriculum with a *minimum* of 40 hours of combined field and classroom instruction.
- Obtain a *minimum* of 8 contact hours of approved advanced training.
- Complete a *minimum* of 40 hours of approved volunteer service.

Volunteers have a maximum of 15 months in their first year to complete the above requirements to receive their first Certification as a Master Naturalist.”

Our Chapter bylaws require that you move from Member-in-Training or Associate to Certified Texas Master Naturalist within 12 months of the end of your initial training session.

Our records show that you lack «lack». If the records are inaccurate, please help us correct them. If the records are accurate, but you wish to remain an active member of TMN and the Mid-Coast Chapter, please contact me so that we can work on a plan for completion of the requirements. If you take no action by the end of the current month, we will assume that you are no longer interested in TMN and the Board of Directors will—regretfully—suspend your membership.

We recognize that other priorities in your life affect the time you can devote to TMN. If in future you wish to renew your association with our organization, you will be welcomed with the stipulation that you complete your certification under the bylaws in effect at that time.

Sincerely,

_____, President
Mid-Coast Chapter,
Texas Master Naturalist, Inc.
<phone>
<email>
address

Board of Directors Meeting Agenda **Template**

The Mid-Coast Board of Directors will meet on <insert day & date> at <insert time> at <insert place>. Insert day/date, time, and place; remove the word "Template" and red notes text.

Reports

- President
- Vice President
- Secretary
- Treasurer
- Membership Director
- ~ Current Membership Status: VMS Data Manager report
- ~ Application for Membership Status
- Advanced Training Director
- Initial Training Director
- Projects Director
- Communications Director
- ~ Publicity
- ~ Newsletter
- ~ Webmaster/Social Media
- ~ Outreach
- ~ Historian
- Past President
- Class Representative
- Chapter Advisor

Old Business

Items previously discussed by Board, but not completed and needing Board action.
<insert, broken out by topic if more than one>

New Business

Items that have not previously been discussed by the Board, but have been submitted to the President for addition to the agenda, or items that ensue as a result of a report earlier in the meeting. <insert, broken out by topic if more than one>

Adjournment

General Membership Meeting Agenda **Template**

The Mid-Coast Chapter General Membership will meet on <insert day & date> at <insert time> at <insert place>. Insert day/date, time, and place; remove the word "Template" and red notes text.

Program

<insert if any. Program may be at beginning or end>

Business Meeting

Reports

- President
- Vice President
- Secretary
- Treasurer
- Membership Director
 - ~ Current Membership Status: VMS Data Manager report
 - ~ Application for Membership Status
- Advanced Training Director
- Initial Training Director
- Projects Director
- Communications Director
 - ~ Publicity
 - ~ Newsletter
 - ~ Webmaster/Social Media
 - ~ Outreach
 - ~ Historian
- Past President
- Class Representative
- Chapter Advisor

Old Business

Items previously discussed by the membership, but not completed and needing action.
<insert, broken out by topic if more than one>

New Business

Items not previously been discussed by the membership, but submitted to the President for the agenda, or items that ensue as a result of a report earlier in the meeting. <insert, broken out by topic if more than one>

Awards

Adjournment

Meeting Minutes **Template**

For Board of Directors or General Membership meetings. Remove or replace red text.
The Mid-Coast Chapter, Texas Master Naturalist™, Inc. <replace with Board of Directors or General Membership meeting> met <insert date> at <insert place>. The meeting was called to order at <insert time>.

Attendance

<Insert #> members & guests attended. Members present: <list in alpha order>

Program

<Insert details if there is a program; move this section if necessary; remove if none.>

Business Meeting

Reports

- President
- Vice President
- Secretary
- Treasurer
- Membership Director
 - ~ Current Membership Status: VMS Data Manager report
 - ~ Status of Applications for Membership
- Advanced Training Director
- Initial Training Director
- Projects Director
- Communications Director
 - ~ Publicity
 - ~ Newsletter
 - ~ Webmaster/Social Media
 - ~ Outreach
 - ~ Historian
- Past President
- Class Representative
- Chapter Advisor

Old Business <insert, broken out by topic if more than one>

New Business <insert, broken out by topic if more than one>

Awards <insert, broken out by award, including those due awards but not present>

Adjournment

Motion to adjourn by <insert name>, second by <insert name>, approved. The meeting was adjourned at <insert time>.

Respectfully Submitted,
Mid-Coast Chapter Secretary

Mid-Coast Chapter Absentee Ballot Template

Election Official: Choose Tools - Unprotect from the menu to unprotect the document, fill in the blanks, remove any lines not needed, and remove this note. Then choose Tools - Protect to reprotect the form so voters can use it.

Absentee Voter: Use the Tab key to move through the form if you wish to fill it out electronically. Either click the box beside a candidate, or vote for a write-in candidate by tabbing to and replacing the blank line with his or her name and then clicking the box beside it. Otherwise, print the ballot, vote, and returned to the Nominating Committee to arrive no later than November __, 20__:

_____, Chairman

<address 1>

<address 2>

President

<name> ☐

<name> ☐

_____ ☐

Vice-President

<name> ☐

<name> ☐

_____ ☐

Secretary

<name> ☐

<name> ☐

_____ ☐

Treasurer

<name> ☐

<name> ☐

_____ ☐

Mid-Coast Chapter Ballot Template

Election Official: Remove or add lines, insert names, and remove this note. Print and cut for voting at the meeting.

Mid-Coast Chapter Ballot 201_

| | |
|------------------------------|--------------------------|
| <i>President</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Vice-President</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Secretary</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Treasurer</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |

Mid-Coast Chapter Ballot 201_

| | |
|------------------------------|--------------------------|
| <i>President</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Vice-President</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Secretary</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |
| <i>Treasurer</i> | |
| <Name> | <input type="checkbox"/> |
| <Name> | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> |

Appendix D—Financial Review Procedures

The purpose of the review is to determine if the Treasurer's activities during the preceding (review) year conformed to Chapter bookkeeping requirements. The review is not to be construed as meeting any governmental or legal requirements.

The Treasurer will make all records available for review. The prior-year Treasurer and all members of the Financial Review Committee (FRC) must be present.

General

Prior to the review

The Treasurer should create and print a report detailing all financial activity for the review-year. The FRC will use this financial activity report as the basis for the review.

Financial Statements

A Profit/Loss Statement reflecting the financial position of the chapter on a year-to-date basis must be prepared for each chapter meeting and at the end of the year. Hard copies of each must be kept as part of the permanent financial records.

Financial Review Report

At the completion of the review, the FRC will prepare and present to the Board a report of the finding of the financial review. If deficiencies are found they will be described in the report with attachments detailing each. The report will explain the reason for the deficiencies and suggest actions to correct in the future.

Prior Year Records and Unused Checks

Determine that records from prior years are in good order.

Verify that all unused checks were delivered and signed for by the incoming Treasurer

General Condition of Review-Year Records

Determine that the records for the review-year are in good order.

Specific Review

Computerized Records

The financial records (beginning with 2008) are to be maintained on Quicken. The Treasurer uses a copy of Quicken™ owned by the Chapter. It is unnecessary to maintain a manual checkbook; however, the Treasurer may do so if desired.

Bank Reconciliations

Determine that the Chapter checkbook has been reconciled monthly to the statement received from the Chapter's bank.

Income

Compare the income portion of the Financial Activity Report to supporting documentation for each deposit. Determine that documentation includes a copy of the Deposit Ticket (created by the Treasurer), Transaction Receipt (created by the bank) and copies of all checks included in the transaction. Review the entries in Quicken™ for a representative sample of deposits to determine that they are classified correctly.

Disbursements

Compare the expense portion of the Financial Activity Report to supporting documentation for each expenditure. Determine that documentation includes a completed Payment/Reimbursement Request with appropriate supporting documentation. If payment to a vendor, the original vendor's invoice is required. If reimbursement to a Chapter member, a copy of the Request for Payment form and the cash register receipt or invoice detailing the items purchased is required. Review the entries in Quicken™ for a representative sample of disbursements to determine that they are classified correctly.

Appendix E—Mentoring Program

The Membership Director and the Initial Training (New Class) Director should begin to solicit and vet Mentor candidates for the New Class applicants when the application process is opened for new members.

The Membership Director will convene a meeting of Mentors as soon as possible following the Board approval of New Class applicants to conduct the following business:

- Distribute the Class Curriculum, New Class Manuals, and other materials, including a copy of the Mentor Guidelines for Mentors
- Review Mentor Guidelines (Ref. Mentor Guidelines below) stressing timing of material delivery to the applicant, New Class Reception/Orientation date and location (if applicable), responsibilities and their review of Chapter governance documents and where they can be found
- Stress that a mentor's responsibility to his/her Member in Training never expires
- Be familiar with Chapter governance documents to enable answering all questions thoroughly, particularly regarding when Advanced Training and Volunteer Service hours may begin being accumulated and reported by the new trainee
- Mentors should be informed of the Chapter's Volunteer Service Project Opportunity Code to report their hours associated with all mentoring activity

Mentor Guidelines

Mentors will attend a meeting of Mentors scheduled and convened by the Membership and Training Directors at a location of the Class Director's choice. Each Mentor may receive for distribution to New Class Members in Training; the Class Curriculum, New Class Manuals, and other appropriate materials. Alternatively, the Membership Director may use experienced Mentors to lead a welcome meeting for all Mentors and give out the TMN Statewide Curriculum, New Class Manual and materials.

These Mentor Guidelines have been established to help provide a positive mentoring experience, and must also be distributed and reviewed with each Mentor. Each Mentor may have been assigned one or more New Class applicants, generally within their geographical area, and will have been provided a copy of the Application of each of their assigned applicant(s) to provide the Mentor biographical information.

Mentors should:

1. Contact their assigned trainee(s) by phone and set up a physical meeting in order to deliver their class material. Try to have all materials in the hands of the trainee(s) prior to the New Class Reception/Orientation date (if applicable).
2. Provide the Curriculum and Class Manual, stressing reading assignments prior to each class (if applicable).
3. Provide personal contact information and review the local Chapter list of contacts and where the information can be found.

4. Inform the trainee(s) of early programs to attend such as, Monthly Chapter meetings, other naturalist related organization programs, the Texas Master Naturalist State Meeting, or an event in your immediate area.
5. Talk to trainee(s) about your experience as a Texas Master Naturalist and volunteer projects you are involved with.
6. Provide a New Class Roster for those trainee(s) interested in carpooling to classes
7. Provide information on how to make-up a missed class or field trip (Ref. Chapter Operating Handbook and the Chapter Management Operations and Protocols).
8. (If Applicable) Provide information on the New Class Reception/Orientation, including time, date and location; plan to carpool with them or meet them at the event.
9. (If applicable) At the New Class Reception, introduce your trainee(s) and present a biography that can be delivered orally in less than 2 minutes. **Lengthy biographical discussions or overly praising of prior accomplishments should be avoided.** Provide your trainee(s) with a copy of their biography by e-mail for review before the Reception for comment and approval. Write a condensed version of each biography, and e-mail it to your trainee(s) to review before releasing to any published source.
10. Plan to attend one or more classes with your trainee(s), if possible; coordinate attendance permission with the New Class Director, as space may be limited.
11. Emphasize the commitment and requirement of Volunteering and Advanced Training, and, how and when to report those hours.
12. Mentors should meet often throughout and following the Class schedule with their Members in Training on a mutually convenient basis to answer questions and help solve problems, and to help assure eventual certification of Members in Training.
13. Mentors should be aware of obstacles or reasons a trainee falls behind in class, drops out of the class, fails to eventually 'Certify' or fails to remain engaged in the organization. The Mentor should report such information to the Training Director, Membership Director or Board as appropriate.
14. Mentors should develop a lasting relationship with their assigned new Members that continues following the training class and should continue to provide guidance and assistance as needed. Special attention should be focused on those new Members who have not completed their initial certification or otherwise have not become engaged in Chapter volunteer activities.

Appendix F—Supplies and Suppliers

Name Tags

Bird's Rubber Stamps
5230 Kostoryz, Ste 11
Corpus Christi, TX 78415
361-855-0095
www.birdsrubberstamps.com
tj@birdsrubberstamps.com
[State Sources link](#)

Certificate Plaques

Presenta Plaque
PN# PWB11, color: walnut, size: 8.5x11
<http://www.presentaplaque.com/shop/presenta-plaque-kits/>

Stationery and Paper Supplies

Chapter Supplies—<http://txmn.org/resources/>
Texas AgriLife Extension Bookstore—
<http://txmn.org/resources/merchandise-in-bookstore/>

Certificates, Milestone Dragonfly Pins and Recertification Pins

Olivia Schmidt
512-696-8565
olivia.schmidt@tpwd.texas.gov
[Link to online order form](#)

Chapter Brochures (5,000 copies 2012)

Info for old trifold, which is not out-of-date, only not in current use

Grunwald Printing Co.
1418 Morgan Ave, Corpus Christi, TX 78404
Contact: Nora Tristan 361-882-5654 ext. 255
<http://www.gpprint.com/>

Rack Cards

The rack cards and business cards can be reordered on the chapter's Vista Print Account at www.vistaprint.com Instructions on the Chapter website. Go to <http://midcoast-tmn.org/members/forms/mctmn-business-cards/> and see [How to Order MCTMN-design cards from Vistaprint](#).

Aransas—A Naturalist's Guide Book Inventory

The Chapter maintains a supply of these books donated by Dr. Wayne and Martha McAlister. Policies and procedures related to this inventory are stated in the Treasurer

Operating Procedures. Books will be sold to partners at a wholesale price of \$19.95 per book. Sales tax at the rate in the counties in our Mid-Coast region (currently 8.25%). will be charged unless we have a tax certificate from our partner on file. Sales to the general public will be at a retail price of \$25.00 per book. Sales tax of 8.25% will be charged. These prices are subject to change.

Website

Design & Hosting:

StudioSR, LLC
3871 Northpoint Dr,
Marietta, GA 30062
770-971-1082
<http://studiosr.com/>

Website Domain:

AIT Domains
877-549-2881
www.aitdomains.com

Annual domain-name renewal payable May 2nd each year

Online forms and Data-Hosting

Wufoo annual subscription: <https://midcoasttmn.wufoo.com>. For the \$259 annual fee, our current plan provides: unlimited forms, 3,000 entries, 5 users, unlimited reports, 1gb uploads, ability to accept payments, and field encryption.

Materials for Training Class

Note: This is a list of potential sources. The Education & Training committee will attempt to find training supplies at the best prices. **Note:** the Chapter has cards for making tax-exempt purchases at Office Depot and Walmart.

Books:

McAlister, Wayne H. and Martha K. 1995. **Aransas—A Naturalist's Guide**
McAlister, Wayne H. 2004. **Life on Matagorda Island**
TMN State Curriculum

Purchase **Life on Matagorda** from Martha McAlister, Friend of Aransas store, TAMU Press, or other source. The Chapter holds copies of **Aransas—A Naturalist's Guide**; contact kris_kirkwood@wildblue.net. To purchase State Curriculum, see ordering information at <http://txmn.org/files/2010/04/TMNCurriculum2013.pdf>

View Binders, 3-ring— Office Depot or best price

Rite in Rain #351 Field Notebook—<http://www.riteintherain.com/stapled-notebook-field-4-5-8-x-7> or best price

Office Depot Nametag Holder horizontal format, 12-pack # 839918 fits inserts 3^{1/2} x 2^{3/8}— Office Depot or best price

Office Depot Badge Clips, 12-pack #344-289—Office Depot or best price

5x/10x dual folding pocket magnifier Item #: T-110— <http://www.acornnaturalists.com/> or best price

Appendix G—Texas Master Naturalist™ Code of Ethics and Standards of Conduct

Code of Ethics

Each member, in striving to meet the mission, goals, and objectives of the Master Naturalist program, pledges to:

1. Subscribe to the highest standards of integrity and conduct
2. Promote and support the statewide and local Master Naturalist program
3. Respect the state sponsors of Texas Parks & Wildlife Department and Texas AgriLife Extension and their roles and expectations
4. Disseminate information to promote understanding of, and appreciation for, the values of our natural resources
5. Strive to increase knowledge and skills to advance as a Master Naturalist volunteer
6. Promote competence as a Master Naturalist volunteer by supporting high standards of education, service, and performance
7. Encourage the use of sound biological information in education and outreach and in management decisions
8. Support fair and uniform standards of service and treatment of those engaged in the Master Naturalist program
9. Know and follow established program guidelines and policies
10. Abide by chapter bylaws
11. Avoid use of the Master Naturalist title, logos and trademarks for personal endeavors and/or profit
12. Act as trustworthy and ethical stewards of the environment
13. Never inappropriately disturb or harass wildlife, never inappropriately remove anything from its natural state or area

Standards of Conduct

Master Naturalist program volunteers shall at all times:

1. Uphold the Commitment made to the program and the required volunteer and advanced training hours required by the program.
2. Uphold the dignity and integrity of the Master Naturalist program. They shall endeavor to avoid even the suspicion of dishonesty, fraud, deceit, misrepresentation, or unprofessional demeanor.
3. Conduct themselves appropriately to context and setting at all times.
4. Be considerate and respect others' points of view.
5. Keep accurate records of volunteer service, training and research, and regularly notify your local chapter of these records.
6. Avoid performing service when such service is judged to be contrary to the Code of Ethics or detrimental to the well-being of the program and its sponsors.
7. Provide maximum possible effort in the best interest of each client and/or volunteer project regardless of the degree of remuneration.
8. Be mindful of their responsibility to society and the program.
9. Studiously avoid discrimination in any form, or the abuse of program authority, certification, or membership for personal satisfaction. Avoid advocacy, lobbying or promoting political issues.
10. Cooperate fully with professionals and other Master Naturalist volunteers in the best interest of our natural resources.
11. Refrain from advertising in a self-laudatory manner, beyond statements intended to inform prospective clients or members of qualifications, or in a manner detrimental to the Master Naturalist program and its volunteers.
12. Avoid all use of alcohol and controlled substances while on duty as a Master Naturalist volunteer. Reporting for service while under the influence of alcohol or a controlled substance will result in termination from volunteer service.
13. Accept responsibility for decisions made and actions taken based on these decisions.

Appendix H—TMN State Program Disciplinary Processes

Disciplining and/or Removing Members from a Chapter or from the Program

It is strongly recommended that all Executive Committee members read and understand the following procedural policy before proceeding with any disciplinary activity. If there is any question on interpretation of this procedure, consultation with the State Program Coordinator is strongly advised.

- 1. General Policy.** It is the policy of the Texas Master Naturalist Program (Program) to make every effort to be fair, objective, accurate and comprehensive during the assessment of possible disciplinary actions. However, a Member may be reassigned to another Chapter or dismissed entirely from the Program at the discretion of the State Program Coordinator. The Program strives to promote consistent and fair treatment of all Texas Master Naturalist Members. When it becomes obvious that a Member or group of Members participating in any capacity of the Program is misrepresenting the Program's written Policies, Protocols, Standards of Conduct or Code of Ethics, then those Members or group of Members may be removed from a Chapter or the Program. Recommendations for disciplinary action may be initiated by the Chapter Executive Committee, Chapter Advisor(s), the State Program Coordinator or the TMN State Committee. If a discipline or removal incident reaches the TMN State Committee, the Committee will deliberate on all findings and then consider recommendations for disciplinary action, if warranted. This may take the form of disciplinary Counseling or the removal of individuals from positions of leadership and/or participation in a Chapter, or dismissal from the Program in its entirety. Disciplinary action may only be taken by the Chapter Executive Committee with the written approval of the State Program Coordinator.
- 2. Definitions:** The following terms when capitalized in this section shall have the meaning as found in Chapter Bylaws or as may be defined herein. With any and all conflicts, the Chapter Bylaws shall prevail.

Certified Mail

Correspondence (Corrective Action Letter or Written Reprimand) delivered by the US Postal Service, Fed Ex or equivalent carrier with delivery confirmation.

Chapter Advisors

An appointed position to advise the Chapter leadership with the responsibilities as defined in the Chapter Management and Operations Protocols (CMOP).

Chapter Executive Committee

A committee who has as its members only the Chapter's President, Vice President, Treasurer, and Secretary, and has the first line responsibility for overseeing that Chapter Members adhere to the Program Policies, Protocols, Code of Ethics, and Standards of Conduct.

Corrective Action Letter

A written notification advising a Chapter Member(s) of the level of formal disciplinary action being taken to address violations of the Program Policies, Protocols, Codes of Ethics, or Standards of Conduct. These violations are to be clearly stated in the letter.

Counseling

A face-to-face session with the Chapter Member(s) in which a Member of the Chapter Executive Committee or the State Program Coordinator gives the Chapter Member(s) notice of the Member's undesirable performance or conduct and requests that the Member(s) adhere to the Program standards and expectations and refrain from any further Misconduct as the term is defined herein.

Insubordination

A Chapter Member's failure to comply with the Program Policies, Protocols, Code of Ethics or Standards of Conduct; failure to follow instructions from the State Program Coordinator or TMN State Committee as related to any actions or instructions taken under Article VIII.

Misconduct

Examples of Misconduct include, but are not limited to, the following:

1. Refusing to follow or adhere to the Program Policies, Protocols, Standards of Conduct, or Code of Ethics
2. Physically or verbally abusing members of the public, other Chapter Members, advisors, volunteers of other organizations, or the Program participants
3. Engaging in violence of any sort
4. Disrupting normal volunteer routine or the performance of other volunteers
5. Falsifying training or volunteer time reports or other state documents
6. Using association with the Program for personal gain
7. Knowingly disclosing confidential information to an unauthorized individual
8. Failing to report a conflict of interest
9. Violating conflict of interest laws/policies
10. Using humor, jokes, or other comments which might be insulting or demeaning to others, including ethnic, racial, or sexual comments which create an intimidating, hostile, or offensive environment
11. Conducting any form of sexual harassment
12. Conducting any form of discrimination and retaliation
13. Being under the influence of intoxicants, inhalants, alcohol, drugs, or stimulants of any kind, while participating in Program activities, or on state property, or while conducting functions sponsored by any TMN Chapter
14. Contributing behavior which compromises the health and safety of Members, non-member volunteers, Texas Parks and Wildlife and Texas A&M AgriLife Extension Service employees, or clientele
15. Being habitually disruptive to a Chapter's function and the overall Program

16. Being unwilling or unable to work amicably with Chapter Advisor(s) and/or Chapter leaders
17. Conduct which is harmful to the reputation of the Program as determined by the TMN State Committee in accordance with these examples of misconduct
18. Failing to relinquish/rotate Chapter leadership roles
19. Possessing, using, selling or offering for sale or gifting illicit drugs or drug paraphernalia, while participating in the Program
20. Being convicted of an offense which affects the Member's ability to perform his or her duties
21. Misusing or unlawfully using State or a Chapter's property, including vehicles, computers or other equipment
22. Violating a state or federal law, while engaged in the Program functions, or violating a state or federal law which affects any Chapter Member's ability to perform his or her job duties
23. Falsely representing one's status as a TMN Member, in written or verbal form under any circumstance
24. Providing false information as part of a Program investigation
25. Failing or refusing to cooperate with a State Program Coordinator or TMN State Committee investigation
26. Failing or refusing to adhere to actions as may be required in a Corrective Action Letter or Written Reprimand
27. Engaging in any activity deemed by the TMN State Committee as Misconduct worthy of disciplinary action

Policy Violations

Chapter Member conduct that is inconsistent with the Program Policies, Protocols, Code of Ethics, and Standards of Conduct as established by the Program.

Protocols

The Chapter Management and Operations Protocols is a document posted on the TMN website that is established by the Program.

State Program Coordinator

An employee of Texas Parks and Wildlife Department or Texas A&M AgriLife Extension Service, who has the responsibility for daily operations of the Texas Master Naturalist Program and the authority to take disciplinary actions, such as Counseling or Written Reprimand concerning adverse TMN Member actions and the revoking of a Chapter's Charter.

TMN State Committee

A Texas Master Naturalist Program committee comprised of employees of the Texas Parks and Wildlife Department and Texas A&M AgriLife Extension Service and appointed Certified Texas Master Naturalist Members with previous leadership experience.

Volunteer

A Member of a TMN Chapter or any person, who may be participating in a volunteer project sponsored or supported by the Program.

Witness

A person who has personally witnessed an action of a Chapter Member's misconduct or violation of Program Policies, Protocols, Code of Ethics or Standards of Conduct and provides a written statement documenting the Misconduct or violation.

Written Reprimand

A formal, written notification advising a Chapter Member of the violation(s) of Policy, Protocol, rules or other offense, the expectations of the State Program Coordinator for corrective actions and the potential consequences of failing to rectify Misconduct. A Written Reprimand is generally issued when a Chapter Member has committed serious Misconduct or has not corrected a prior performance or conduct problem.

- 3. Applicability.** All Volunteers, Chapter Members, Chapter Executive Committee (Officers), Chapter Advisors, and Chapter Committee Chairpersons are subject to the same level of conduct and adherence to the tenets of the Program.
- 4. Congenial Approach.** When any Member of the Program and/or public thinks an infraction of the Policies, Protocols, Standards of Conduct or Code of Ethics of the State or Chapter has occurred, that person, should weigh, with good judgment, whether or not to speak with the offending party directly, or to defer to the Chapter President or Advisor with the matter. Not all Members are fully aware of the Policies and Protocols of the Program and may just be acting out of a lack of knowledge or understanding, and not malice. A congenial approach to bring the misunderstanding to the Member's attention often prevents future problems for the Chapter and the Program. It is expected that the majority of conflicts should be resolved using this 'congenial approach'.

If this approach is unsuccessful in resolving the problem, then follow the procedure defined in sections 5 and 6 below.

- 5. Procedures for disciplining and/or dismissal.** When any Member of the Program and/or any member of the public thinks an infraction of the Policies, Protocols, Standard of Conduct or Code of Ethics of the State or Chapter has occurred, that person should promptly bring the incident directly to the attention of either the Chapter President, a member of the Chapter Executive Committee, Advisor and/or State Program Coordinator.

The subsequent procedures are to be followed by the Chapter Executive Committee when making recommendations to the State Program Coordinator for Counseling or dismissal of a Member(s) from a Chapter or the Program. When following these procedures, any disciplinary communications should be discrete, respectful of privacy and held in the strictest confidence with only those having a 'need to know'. Discussions may only take place in Chapter Executive Committee sessions, where only the Chapter's Officers and Chapter Advisor(s) are present, documented appropriately, and become a part of the

confidential report material forwarded to the State Program Coordinator before any action is taken.

6. Detail Disciplining and/or Removal of Members Procedure

There are three steps that must be carefully followed to bring disciplinary action for a Member(s) in the Program. Each of the following steps must be sequentially followed and carefully documented prior to any actions being taken.

a. Step 1 - Initial Counsel

The Chapter Executive Committee will review the allegations and supporting documentation and determine if disciplinary action is warranted. Please see Chart 1 – Initial Council Process. Evidence submitted to support the allegations must be statements from Witnesses who were present during the alleged infractions. Hearsay evidence should carry no or little weight in making a final recommendation. If a determination is made to recommend disciplinary action, the Chapter Executive Committee must consult with the State Program Coordinator, who may or may not approve further action.

If disciplinary action is authorized, a Corrective Action Letter, approved by the State Program Coordinator, must be presented in the ‘Initial Counsel’ with the offending Member(s). The Initial Counsel meeting should be face-to-face (preferred) or by phone, by a member(s) of the Chapter Executive Committee or TMN State Committee representative(s), when reviewing the Corrective Action Letter with the Member(s).

In the Corrective Action Letter and in the conversation that follows, the Member(s) should be given notice that a recurrence of similar or additional offenses, stated in the letter and conversation, could lead to dismissal from a leadership position, the Chapter and/or the Program.

The conversation should be documented by the person(s) conducting the counseling, in written format, and submitted to the State Program Coordinator within 7 business days of the counsel. Documentation should all be contained in a single complete package of information including signed Witness statements. This step cannot be over-emphasized even for a first offense. The counseled individual shall have an opportunity to respond to the counseling session within 7 business days, in written format, to the State Program Coordinator.

If the ‘Initial Counsel’ is unsuccessful in resolving the problem or the Member persists in continued unacceptable behavior, the Chapter Executive Committee or TMN State Committee should then proceed to the Formal Process.

b. Step 2 - Formal Process

All documentation from the ‘Initial Counsel’ must be in order and the Chapter Executive Committee must demonstrate additional grounds for this action. Please see Chart 2 – Formal Process. The supporting documentation must include signed written statements from Witnesses, who have personal knowledge of the incident(s) and provided to the Executive Committee if the case involves a Chapter Member, Director or committee Member(s). If the infraction involves Member(s) of the Chapter Board or Chapter

Advisor(s), then the written case must be directly submitted to the State Program Coordinator by the party bringing the allegations.

All supporting documentation and disciplinary recommendations must be complete and chronologically compiled into a single documentation package and be sent to the State Program Coordinator.

The State Program Coordinator will review the documentation and recommendation(s) presented and either approve, amend, or deny further disciplinary action. The State Program Coordinator may ask the TMN State Committee to review any recommendation(s).

If the State Program Coordinator approves, the offending individual(s) shall be notified by 'Certified Mail' of the pending disciplinary action within 7 business days by the Chapter Executive Committee or State Coordinator as appropriate. The accused Member(s) shall have 7 business days to respond in writing, via 'Certified Mail', to the Chapter Executive Committee or State Coordinator, from the date of receipt of the letter, to the allegations. Strict adherence to the confidential provisions herein must be maintained throughout the process.

After the 7 business day period, if no response from the offending party(s) is received or a response that indicates an acceptance of the recommendation is received, the disciplinary action will be implemented. At this point, the incident is closed and the resolution, along with any additional supporting documentation, is forwarded to the State Program Coordinator.

If agreement is not reached, the State Program Coordinator would review the additional information and provide any supplemental recommendations and supporting documentation, which must include any statement(s) from the offending Member(s) and the original written case documentation. The State Program Coordinator will consider all information submitted and make a decision for disciplinary action. The State Program Coordinator may ask the Chapter Executive Committee for a written or recorded vote. The State Program Coordinator may instruct the Chapter Executive Committee to implement the disciplinary action. The Chapter Executive Committee or State Program Coordinator will send a 'Certified Mail' letter outlining the Formal Process resolution and disciplinary actions to be taken regarding the offending Member(s).

c. Step 3 – Appeal Process.

The Member(s) will have 7 business days, from receipt of the letter outlining the Formal Process resolution, to directly respond or appeal to the State Program Coordinator and ask for the final resolution to be determined by the TMN State Committee. Please see Chart 3 – Appeal Process. Circumstances that may warrant reconsideration might include a substantive error or omission of information submitted to the Chapter Executive Committee and/or the State Program Coordinator.

The State Program Coordinator will present the case and supporting documentation to the TMN State Committee for validation of a final decision. The State Program Coordinator will inform the Chapter Executive Committee and the Members(s) involved by Certified Mail of the final decision. The final decision of the TMN State Committee is without further appeal by the Member or the Chapter Executive Committee. The Chapter

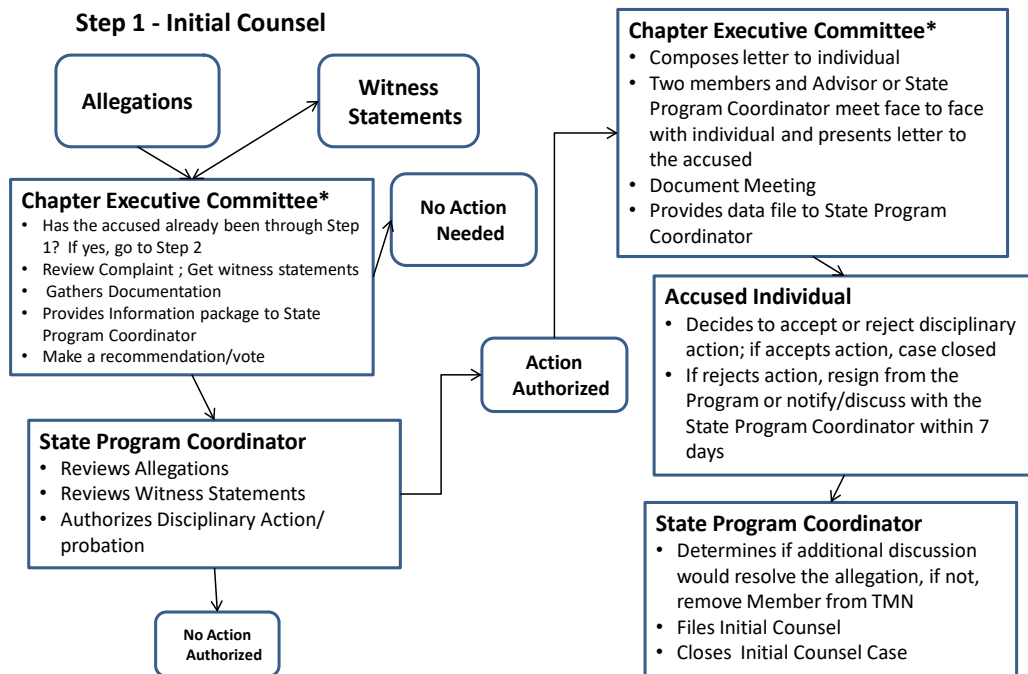
Executive Committee is required to implement the decisions of the TMN State Committee, if given the task, without further protest or consideration. Strict adherence to the confidential provisions herein must be maintained throughout the process.

Decisions made by the TMN State Committee are final. The accused Member must accept the decision of the TMN State Committee or resign from the Program. Likewise, Board members are required to accept the decision of the TMN State Committee or resign from their position.

d. Flow Diagrams of Disciplining and/or Removal of Members

The following charts represent the generalized flow of the disciplinary process. If any conflicts are found between the charts and the text in Article VIII, the text shall prevail.

Article VIII. Disciplining and/or Removing of Members



*- Includes Chapter Advisors

Chart 1 – Initial Council Process

Article VIII. Disciplining and/or Removing of Members

Step 2 - Formal Process

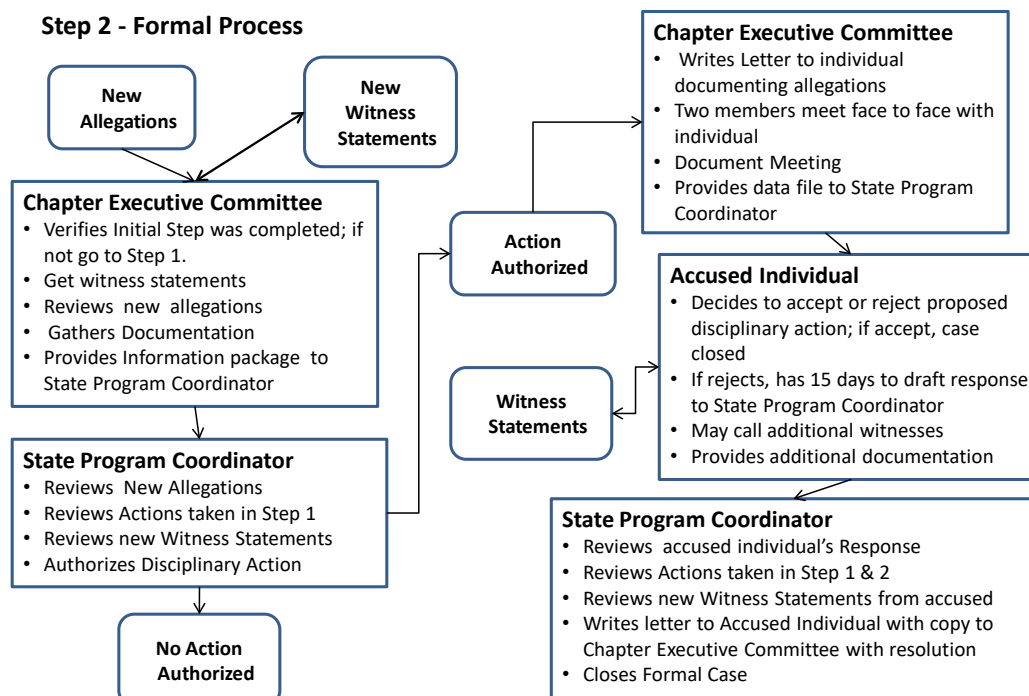


Chart 2 – Formal Process

Article VIII. Disciplining and/or Removing of Members

Step 3 - Appeal Process

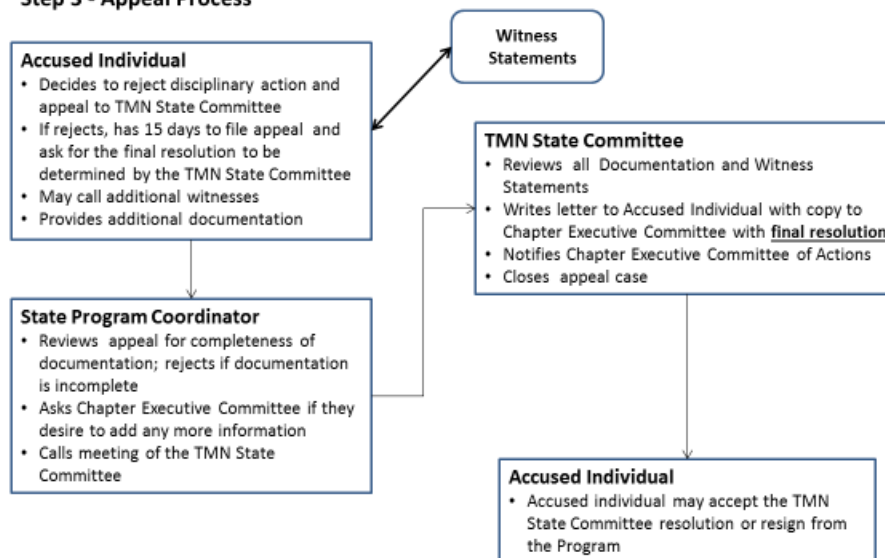


Chart 3 – Appeal Process

Appendix I—Mid-Coast Chapter Partners

Full Partnerships: provide opportunities plus training, supplies, or other assets to perform volunteer projects. May provide meeting space or other resources.

Aquarium at Rockport Harbor

Aransas County AgriLife Extension

Aransas National Wildlife Refuge / FAMI

Calhoun County AgriLife Extension

Coletto Creek Park and Reservoir

International Crane Foundation, Texas Whooping Crane Program

Mad Island Marsh Preserve

MA-NERR : Mission Aransas National Estuarine Research Reserve

Matagorda County Bird & Nature Center

Texas Zoo

Welder Wildlife Foundation

Limited Partnerships: provide volunteer opportunities that meet the TMN mission, but provide no resources in support of the activities.

Animal Rehabilitation Keep – ARK

MA-NERR: Fennessey Ranch

Aransas First

MA-NERR: R/V Katy

Aransas Pathways

MA-NERR: Wetlands Education Center

Coastal Bend Bays & Estuaries Program

Matagorda Bay Nature Park

CBBEP: Nueces Delta Preserve

Museum of the Coastal Bend

Goliad State Park

PAIS Sea Turtle Science & Recovery

Goose Island State Park

Port Aransas Parks & Rec Department

HummerBird Celebration

San Antonio Bay Partnership

MA-NERR: Bay Education Center

San Bernard NWR

MA-NERR: Estuary Explorium

Texas State Aquarium

Appendix J – Mid-Coast Chapter Records Retention Policy

It is incumbent upon Chartered TMN Chapters to maintain complete and authentic records. Records are to be retained in a secure manner and be made accessible as required. This policy has been guided by the TMN Chapters Records Retention Policy (<https://txmn.org/files/2018/06/Data-Retention-Policy-12-2017.pdf>), which was developed to ensure full legal compliance, confidentiality of donors, accuracy, and efficiency.

Document Storage and Retention

Principles: All essential information files are organized and stored for completeness, ease of use, by secure and compact storage.

Files will be retained per the schedule outlined in the “Organizational Records/Files List” shown in following table.

1. Paper storage: Original documents necessary for day-to-day operations will be retained by the current Secretary, Treasurer, Communications Director, and other committee chairs, as appropriate.
2. Digital records: Digital files should be in a searchable digital format. Digital files will be stored in a format (CD, DVD, USB drive or other digital technology, and correctly identified) that will be kept in a Chapter-designated, secure location. The digital archives should be created or updated annually, or more frequently, as needed. Files and folders should correspond to the filing structure of the original documents, to the extent possible, be dated and be consistent with the organization of the paper files.
3. E-mail communications: E-mails that include pertinent information about projects, fund-raising or organizational matters will be stored in digital format or printed and maintained in the appropriate files in hard copy. Voice mails are not considered as records.

Document Destruction

After the prescribed retention period has expired, business documents may be destroyed by shredding or burning, after explicit written approval of the Executive Committee; this approval must become part of the permanent records.

Review of This Policy

The Board, or a sub-committee appointed by the President, will review the Chapter Records Retention Policy every five years to ensure compliance and validity.

Documents Covered in the Essential Records Policy

1. Organizational/Administrative/Legal records: These include all Bylaws and COH documents, IRS designation documents, personnel records (membership rosters, Criminal Background Check, new class application forms) and legal agreements.

2. Board records: These include meeting minutes, and any policies and procedures not covered in the COH or CMOP/P&P.
3. Financial records: As a publicly recognized entity, and as an organization that receives and holds monetary funds, the Chapter must manage its finances and assets in a responsible and accountable manner. Toward that end, the Chapter will maintain complete and credible documentation of its financial management activities. The financial records maintained under this policy include budget and balance sheet, financial reports, annual audit, and tax documents (IRS Form 990).
4. Fundraising records: As a publicly recognized entity, the Chapter must raise funds in an ethical and accountable manner. Towards that end, the Chapter will maintain full and authentic records that demonstrate compliance with nonprofit solicitation laws. For any donation made to the Chapter, records will document the intent of the donor, and use of funds per the stated intent.

This table provides examples. Digital storage should mirror this structure as closely as possible. Access: Unless designated as “Public”, access to documents is available to the Board of Directors and to others with explicit permission from the Board.

Record Retention Policy

| | File Name and Contents | Retention | Access |
|-------------------------------------|--|--------------------------|-------------------------|
| Organizational/Administrative/Legal | | | |
| 1 | Legal documents | | |
| 1a | Bylaws (current, past and original, organized by year) | Permanent | Public, by request |
| 2 | IRS Records Related to 501(c)3 Public Nonprofit Status | | |
| 2a | Initial application (IRS Form 10123) and supporting documents | Permanent | Public, by request |
| 2b | IRS determination letter and related correspondence | Permanent | Public, by request |
| 2c | Annual IRS returns, IRS Form 990, 990EZ, including schedules and attachments (by year) | Permanent | Schedule “A” not public |
| 3 | Legal Agreements | | |
| 3a | Office leases, other contracts | 3 years after expiration | Board of Directors |
| 3b | Agreements with any entity outside the TMN Program (by year, last name) | 3 years after expiration | Board of Directors |
| 4 | Board Records | | |
| 4a | Lists of Board members and officers, current and past | Permanent | Board of Directors |
| 4b | Board meeting minutes and resolutions (by year) | Permanent | Board of Directors |
| 4c | Board policies and procedures (Chapter P&P, by year) | Permanent | Board of Directors |

| | File Name and Contents | Retention | Access |
|-----------|--|--|--------------------|
| 5 | Financial Records | | |
| 5a | Annual budget (by year) | Permanent | Board of Directors |
| 5b | Investments | Permanent | Board of Directors |
| 5c | Audit/Review/Compilation records (by year) | Permanent | Board of Directors |
| 5d | Insurance policies (by year, type) if applicable | 5 years from expiration | Board of Directors |
| 6 | Fundraising Records | | |
| 6a | Individual donor records | 7 years from donation or use of funds | Board of Directors |
| 6b | Grant applications and reports (year, name) | 7 years from date of application, and/or end of grant period | Board of Directors |
| 6c | Marketing documents (brochures, flyers, etc.) | 7 years | Board of Directors |