

# KALAMAZOO AREA WILD ONES

## OPERATIONAL GUIDELINES

For

### OFFICERS AND STANDING COMMITTEES

Adopted March 18, 2015

**Mission Statement: Wild Ones: Native Plants, Natural Landscapes** promotes environmentally sound landscaping practices to preserve biodiversity through the preservation, restoration and establishment of native plant communities. Wild Ones is a not-for-profit environmental education and advocacy organization.

**Chapter Vision:** To restore and sustain biodiversity through education and the practice of landscaping with native plants.

#### ELECTED OFFICIALS

Chapter officers and committee chairs shall serve one year, renewable terms. (There are no firm term limits but effort should be made to involve as many people as possible in the leadership and activities of the chapter.)

#### President:

The president will prepare agendas for and preside over the executive committee meetings and membership meetings; oversee the ongoing operation of the chapter and its committees; seek the fullest possible involvement of all members in the decisions and activities of the chapter; represent the chapter to other organizations and the public or delegate others to do so; and communicate with the national office. The president will oversee the arrangement of the venue for programs and special events and see that speakers and leaders and hosts of field trips receive thank-you notes.

The president, with the assistance of the executive committee and committee chairs, will prepare a written annual summary to report on the chapter's activities. This will be presented at the annual membership meeting each November and submitted to the national office.

The president is an ex officio, nonvoting member of all the chapter's standing committees.

### **Vice President:**

The vice president will act in place of the president whenever necessary and assume other responsibilities as delegated and agreed upon. The vice president should be someone willing and qualified to succeed as president and should work closely with the president in the administration of the chapter. The vice president will serve on the programs or the publications, publicity, and outreach (PPO) committee.

### **Treasurer:**

The treasurer will maintain the financial records, including the chapter's savings and checking accounts; give a brief financial report at all executive committee meetings; receive and acknowledge donations; disburse funds as required for conduct of chapter business; prepare and submit the annual financial report to the chapter membership and the national office; and maintain a post office box for membership applications and donations.

The treasurer will serve ex officio as a voting member of the membership and fundraising committees and will work with the membership chair to maintain the membership records of the chapter.

### **Recording Secretary:**

The recording secretary will record and circulate minutes of all regular and special meetings of the executive committee and the records of the annual membership meeting regarding the election of officers; maintain a file of all the minutes; and send the approved minutes and the election results to the national office.

### **Members At Large:**

There may be as many as four voting members at large on the executive committee. These may be appointed by the executive committee on an interim basis or elected at our annual membership meeting. If appointed they must be elected at the next annual membership meeting in order to continue in that position. At large members are expected to take active roles, if not leadership positions in one or more activities of KAWO

## **STANDING COMMITTEES**

**Voting Members:** All members of the Executive Committee and chairs of standing committees have voting privileges. Individuals on more than one standing committee will have only one vote.

### **Executive Committee:**

The executive committee will consist of the elected officials and the immediate past president plus any past presidents who are willing to regularly attend executive committee meetings and actively participate in the governance of the chapter. A quorum is a simple majority of the executive committee members and is required to approve any action of the committee.

Special meetings may be called by any member of the executive committee or the chair of any standing committee, provided notice is given to the president in time to notify committee members of the time, place and purpose of the meeting. Upon agreement of the executive committee a vote may be conducted by e-mail on simple or urgent matters.

The executive committee will establish policy and organize the work of the chapter and will appoint the chairs of all standing committees and members of ad hoc committees.

The executive committee will conduct the election of the chapter's elected officials at the annual membership meeting each November. Candidates submitted by the nominating committee plus any candidates nominated by members from the floor will be presented for election by voice vote. If the voice vote does not clearly indicate the winner, or on the request of any member, there will be a written ballot, distributed to all current members in attendance by the treasurer, and collected and tabulated by the recording secretary. The winner must receive a simple majority of the votes cast.

Members at large and temporary replacements for officers who resign may be appointed by the executive committee, with terms that expire at the next annual election. They must, however, be elected at the next annual election if they wish to remain officials of the chapter.

Any member of the Kalamazoo Area Wild Ones is invited to attend the executive committee meetings and any special meetings. Members who wish to attend a committee meeting should contact a member of that committee for confirmation of meeting dates and times.

### **Programs:**

The programs committee will arrange the chapter's programs and field trips, including cooperative programs with other chapters and organizations; inform the publication, membership, and publicity chairs of these programs and field trips. The committee controls the scheduling for all events sponsored by the chapter.

The programs committee will obtain relevant information about each program and speaker or field trip leader well in advance and provide this information to the chapter's president,

publications editor, newsletter editor, membership chair, and other appropriate environmental organizations on a regular basis and in a timely manner.

The committee will make travel arrangements and obtain and set up equipment as required for the speaker and will arrange for the speaker to be welcomed and introduced. The committee chair or a delegate will make arrangements for out-of-town speakers to be taken to dinner and, if necessary, provided with overnight accommodations.

The committee chair will maintain files of past programs and of program suggestions and possibilities.

The committee will help organize and assist at plant exchanges.

**Membership:**

The membership committee will distribute our newsletters via e-mail, and direct e-mail inquiries and announcements to the appropriate members of the chapter

The committee will monitor current membership numbers in the National Wild Ones database and report them at the monthly meetings of the Executive Committee.

**Community Projects:**

The chapter's community service projects may involve establishing or maintaining native plantings at schools or colleges, in parks, on public rights of way, or in nature preserves. Community service may also involve advising or assisting other agencies and organizations on such projects.

The committee will review all suggestions or applications for the chapter's involvement in community service projects and, if it approves the project, present a plan to the executive committee for its approval. The committee will oversee and coordinate all community projects approved by the executive committee, arrange and publicize work schedules for the projects, and recruit members and others to help with the projects.

The committee will collect information about potential plant-rescue operations where development will destroy native plants, obtain approval from the executive committee for plant rescues, and coordinate plant rescues in accordance with the national organization's guidelines. All native plants rescued by the chapter will be replanted in appropriate habitat and, if possible, on protected land; none will be sold for profit or to raise funds for the chapter.

### **Site Visit/ Mentorship Committee:**

The site visits committee will maintain a list of members who wish to have their properties visited in order to help with species inventories, develop ways of controlling invasive species, or plan for conservation and restoration; maintain a list of persons willing to assist in these matters; schedule site visits involving both people who can bring appropriate expertise to the particular project and when possible people who are interested in learning; devise a procedure for site visits and keep a record of members who have received a site visit and the volunteers who have made site visits. The committee will also oversee the mentoring of members who require additional assistance and support.

### **Hospitality:**

The hospitality committee will coordinate and provide refreshments for the membership meetings, for plant exchanges, and when appropriate for field trips or special events that the chapter sponsors; greet guests at the membership meetings; provide name tags for members and guests, and provide permanent name tags for members who are regular attendees, making sure that the tags are picked up at the beginning of the meeting and returned at the end encourage all attendees to sign up for door prizes and receive membership and program information.

### **Publications, Publicity, and Outreach (PPO):**

The publications, publicity and outreach committee will coordinate the publicizing of our programs and special events. Such special events might be conferences, tours, or community projects.

All publications to be distributed generally to members and the public (except the newsletter) will be overseen and subject to approval by the publications editor and, if possible, by the executive committee. The publications editor, the newsletter editor (these may or may not be the same person) and the committee will be responsible for publication of the chapter newsletter, SEEDLINGS, in accordance with policies established by the executive committee. The committee will also assemble a new member's packet and mail it to all new members.

The committee will develop and implement techniques for recruiting new members; mount and staff exhibits at local conferences, fairs, etc; maintain and publicize a "Speakers Bureau" listing the chapter members with special native-plant expertise who can present programs for organizations and the general public; and otherwise attempt to educate the community and raise the organization's profile. The committee will also maintain the chapters' web and social media sites.

### **Fundraising Committee:**

The Fund Raising Committee will propose ideas and events for raising capital with which to fund KAWO programs and projects. Members of the committee will organize and coordinate the events and recruit volunteers a necessary for those events. Fund raising events may occur 1-2 times per year or as deemed appropriate by the Executive Committee. The committee chair will coordinate the scheduling of events with the Program Committee. The committee chair will also maintain files of past events and suggestions for future events.

### **Wild for Monarchs Committee:**

\_This committee is a partnership between Wild Ones, Monarch Joint Venture and Monarch watch to assist monarchs through the promotion of the planting of nectar and host plants. The committee will provide presentations on monarch, biology and migrations; Assist individuals and organizations in establishing native plant areas, which include milkweeds and assist in registering these areas as Monarch Watch Waystations. The committee will also collect milkweed seeds for seed packets for distribution and for growing milkweed seedlings for distribution at presentations and events. These activities will be promoted through press releases and articles in the KAWO Seedlings, webpage and other publications.

## **OTHER**

### **Nominating Committee:**

The nominating committee will be an ad hoc committee appointed by the executive committee to canvass the chapter membership for potential candidates for officials and committee chairs: the committee will be appointed at the September executive committee and the candidates will be submitted to the executive committee by the October meeting for consideration.

The committee will consist of three to five members with at least one member from the executive committee.

### **Archives:**

The archivist will keep a file of all documents relevant to the chapter's business including minutes of the executive committee meetings, minutes of the annual membership meeting concerning the election of officers, the chapter's handouts, copies of membership and programs brochures, information on any special events conducted by the chapter.

**Kalamazoo Environmental Counsel Delegate (KEC):**

The delegate and a designated alternate will be appointed by the executive committee and represent the chapter at the monthly meeting of the KEC, seek approval of the executive committee for positions that KEC proposes to take, and report back to the executive committee. If both the delegate and designated alternate cannot attend the KEC meeting the KEC delegate should find another alternate.