



**SPACE COAST REGIONAL CHAPTER**

**BYLAWS**

**JULY 7, 2015**

**Local Chapter of the Florida Master Naturalist Program**

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## **ARTICLE 1: NAME**

The name of this Chapter of the Florida Master Naturalist Program is reflective of the geographic region for which it focuses their primary functions and activities. This includes Brevard, Indian River and Volusia counties, and is thereby referred to as Space Coast Regional Chapter.

## **ARTICLE 2: OFFICE LOCATION**

The Space Coast Regional Chapter of the Florida Master Naturalist Program (FMNP) is affiliated with the University of Florida, Institute of Food and Agricultural Sciences (IFAS) Extension Service, Brevard County.

The official address for the Space Coast Regional Chapter is University of Florida IFAS Extension Brevard County, 3695 Lake Drive, Cocoa, Florida 32926.

## **ARTICLE 3: PURPOSE**

The purpose of the Chapter is to support the mission and goals of the Florida Master Naturalist Program by providing environmental educational activities and outreach to the general public and to students of natural resource conservation. Promote awareness, understanding and respect of natural resources, advocate the protection of native plants and ecological communities, encourage passive recreation, endorse sustainable environmental practices and appreciation of Florida's natural environment. Participate in environmental educational outreach activities, support environmental clean-up events, and assist environmental education facilities through the volunteerism of Florida Master Naturalist Program graduate members.

## **ARTICLE 4: MEMBERSHIP**

Membership eligibility is defined by those persons who have completed a minimum of one Florida Master Naturalist Module.

Members who are considered in good standing with the Chapter having annual dues paid and up-to-date may participate in Chapter business activities, serve on committees, and participate on voting decisions. Members are expected to remain active by volunteering a minimum of five (5) hours per year on Chapter supported activities and events and attend a minimum of one (1) meeting per year.

Annual dues shall be established by the Board of Directors and are designed to support the administrative services and needs of the Chapter to conduct official business in accordance to these Bylaws. Annual dues collected shall maintain the Member for twelve (12) months from the date the dues are collected. Adjustments in the annual dues shall be presented by the Board of Directors to the general membership and shall only take effect when receiving a 2/3 (67%) majority vote of Members present.

Membership is open to all eligible persons without regard to race, color, national origin, religion, gender, disability, marital or veteran status, or any other legally protected status.

## **ARTICLE 5: OFFICERS**

Officers of the Chapter shall consist of the **President, President-Elect, Past-President, Secretary and Treasurer**. These five (5) individuals shall consist of the Chapter's Board of Directors (BOD) and may periodically meet outside of general membership meetings in an effort to conduct essential business in accordance to these bylaws.

**President:** The President shall be the executive officer of the Chapter and shall have control and supervision of the affairs of the Chapter. The President shall preside at all meetings of the general membership and of the BOD. The President shall serve a term of one (1) year.

**President-Elect:** The President-Elect shall assist and support as needed the President in the performance of their duties. The President-Elect shall be a training/preparatory position allowing the incumbent to learn and prepare for taking over the Presidency in a seamless and effective manner at the expiration of the President's term. The President-elect shall serve a term of one (1) year.

**Past-President:** The Past-President shall transition from the President's position following conclusion of their presidential term. The Past-President shall assist and support the President in the performance of their duties when requested by the President. The Past-President shall serve a term of one (1) year.

**Secretary:** The Secretary shall keep official Chapter minutes of all general membership and BOD meetings and generate an agenda with information from BOD and Committee Chairs. The Secretary shall collect information from committee chairs for the Chapter newsletter. The Secretary shall serve a term of two (2) years.

**Treasurer:** The Treasurer shall keep accounting records, prepare financial statements, make deposits and payments as needed, and be responsible for the timely filing of reports or returns required of the Chapter. The Treasurer shall serve a term of two (2) years.

**Vacancies:** Any unplanned vacancy of an Officer of the Chapter shall be filled as soon as reasonably possible by calling a vote of the general membership.

## **ARTICLE 6: ELECTIONS**

The Nominations Committee shall develop a ballot for election of officers by the general membership. The ballot shall be prepared by November 1st of each year. Election of Officers shall be conducted over a two (2) week period, November 1st - November 15th of each year. Results of the election shall be determined by the Chair of the Nominations Committee by the number of votes received by Members in good standing.

Once all Charter Officers of the Chapter are in place, the ballot shall consist of the following candidates:

Annually - President-Elect

Even Years - Secretary

## **ARTICLE 7: COMMITTEES**

Committees shall consist of Members in good standing with one Member of the committee appointed as Chair by the committee. Committees are essential in achieving the goals and objectives of the Chapter. Committee membership is appointed by the BOD and supported by the General Membership. Standing Committees are listed below and shall be maintained in an active status at all times and conduct their business as needed. Ad-Hoc Committees are special assignment committees that are created to address a specific task and are dissolved after completing their task or objective. Ad-Hoc Committees may be created by the BOD at any time as deemed necessary. An Ad Hoc Committee may be recommended by a Member in good standing during a general membership meeting and placed in active status by a majority vote (51%) of those in attendance.

### **Standing Committees**

**Nominations:** Shall consist of three (3) members in good standing. This committee shall develop an election ballot by November 1st of each year. The Chair shall facilitate the election during a 2 week voting period from November 1st - November 15th. The Chair shall report the results of the election to the President by December 1st.

**Chapter Activities and Events:** Shall consist of three (3) members in good standing. This committee shall be responsible for planning general membership meetings and arranging speakers and coordinating Chapter outings, field trips, and special events. Committee shall report to the President-Elect.

**Education and Outreach:** Shall consist of one (1) to three (3) members in good standing, whose primary responsibility is to coordinate activities beyond the chapter (e.g. representation at community fairs, festivals and other special events consistent with the Chapter's mission). This committee shall coordinate with Chapter facilitators and other organizations for volunteer opportunities for Members and communicate these opportunities via social media and other outlets. This committee shall work closely with the Chapter Activities and Events Committee. Committee shall report to the Secretary.

**Awards and Recognition:** Shall consist of one (1) to three (3) members in good standing, whose primary responsibility is to recognize member achievements and recognition of non-members that have supported or contributed to the success of the Chapter and the FMNP program within the Chapter's region. Committee shall report to the Secretary.

**Membership:** Shall consist of one (1) to three (3) members in good standing, whose primary responsibility is to actively recruit new members, encourage participation in FMNP educational modules, and maintain an active membership roster. The Chair of this committee shall alert members when their dues are about to expire, collect dues, and forward funds to the Treasurer. Committee shall report to the Treasurer.

**Fund-Raising:** Shall consist of one (1) to three (3) members in good standing, whose primary responsibility is to seek outside support of the Chapter's functions and needs, conduct fund-raising activities, raise funds for a Chapter FMNP scholarship, and look for other creative

opportunities to obtain financial support within the mission of the FMNP and Bylaws. Committee shall report to the Treasurer.

## **ARTICLE 8: MEETINGS**

**Annual:** The annual membership meeting shall be held during the first quarter of each calendar year, at a location and time determined by the BOD. The purpose shall be the announcement and placement of new officers, treasurer's report, membership report, projected activities and events for the year report, and other business as needed. Written notice of the date, time, and location of the Annual Meeting and any proposed Bylaw changes shall be delivered to each Member in good standing at least twenty-one (21) days prior to the date of the meeting.

**General Membership:** In addition to the annual membership meeting, at least two (2) general membership meetings shall occur throughout the calendar year, at a location and time determined by the BOD. Written notice of the date, time, and location of the General Membership meeting shall be delivered to each Member in good standing at least twenty-one (21) days prior to the date of the meeting.

**Board of Directors (BOD):** The Board shall meet at least once each quarter with the time and location determined by the President. Notice of all meetings shall be made at least twenty-one (21) days in advance of a scheduled meeting. The President may establish a calendar of BOD meetings for the year, including date, time, and location that shall constitute notice for all such future scheduled meetings. BOD meetings shall be open to all Members in good standing.

**Special:** Special meetings may be called at the request of two (2) BOD members or at the request of ten percent (10%) of the Members of the Chapter. Members shall be notified of such meetings at least twenty-one (21) days in advance of the meeting. Such notice shall state the reason the meeting was called, the business to be transacted, and by whom it was called. No other business but that specified in the notice may be transacted at such special meeting.

**Quorum:** A majority (51%) of the BOD, i.e., three (3) members of the BOD, shall constitute a quorum for the transaction of business. A quorum shall be determined by a majority (51%) of Members in good standing present at the Annual, General Membership, and Special Meetings.

## **ARTICLE 9: BOOKS AND RECORDS**

The Chapter shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of BOD, Annual, General Membership, Special, and Committee Meetings, and other records as necessary to operate the Chapter. All books and records of the Chapter may be inspected by any Member in good standing at any reasonable time.

## **ARTICLE 10: INDEMNIFICATION AND INSURANCE**

No Officer or Director of the Chapter shall be personally liable for any obligations of the Chapter or for any duties or obligations arising out of any acts performed for or on behalf of the Chapter.

**ARTICLE 11: AMENDMENTS TO BYLAWS**

Chapter Bylaws may be altered, amended, or repealed by the affirmative vote, cast in writing, of a 2/3 (67%) majority vote of all Members in good standing who are present or voting by absentee ballot at an Annual Meeting or Special Meeting called for such purpose.

**ARTICLE 12: DISSOLUTION**

Upon dissolution of Space Coast Regional Chapter, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, and distributed to the University of Florida IFAS Extension Brevard County for a public purpose.

**SIGNATURES OF OFFICERS**

\_\_\_\_\_  
President (Print Name)

\_\_\_\_\_  
President (Signature)

\_\_\_\_\_  
President-Elect (Print Name)

\_\_\_\_\_  
President-Elect (Signature)

\_\_\_\_\_  
Past-President (Print Name)

\_\_\_\_\_  
Past-President (Signature)

\_\_\_\_\_  
Secretary (Print Name)

\_\_\_\_\_  
Secretary (Signature)

\_\_\_\_\_  
Treasurer (Print Name)

\_\_\_\_\_  
Treasurer (Signature)