

September 20th Chapter Presidents & Advisors Meeting

- Introduce yourself & your chapter in the Chat Room
 - Share video (if your bandwidth allows)
 - Michelle & Mary Pearl will be monitoring the chat room
 - Will be recording the meeting
 - Will share slides, chat room and notes
-
- We'll get started at **12:00pm**
 - Volunteer Note Taker – _____



September 20th Chapter Presidents & Advisors Monthly Meeting



Agenda

- TMNTuesdays
- Annual Meeting 2022
- Calendar Check
- Governing Documents Overview



2022

#TMNTuesdays

January 11	May 10	September 13
February 8	June 14	October 11
March 8	July 12	November 8
April 12	August 9	December 13

- Second Tuesday of Each Month at Noon cst
- 1 Hour Advanced Training
- Watch Live or Recording
- Speakers & Topics Announced Monthly
- Purposefully done. . .



T E X A S

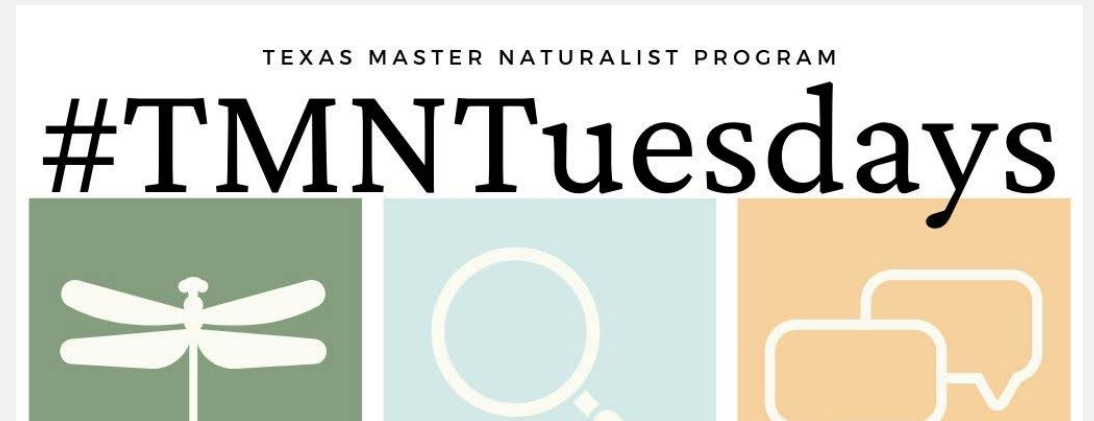
Master
Naturalist™



October 11th

Chapter Project Fair Presentations

- Currently holding the time block of 9:00am – 1:00pm to schedule presentations
- 20-minute presentations, including 5 minutes of Q&A
- Submission Deadline October 1st!
- <https://txmn.tamu.edu/2022-chapter-project-fair/>



Tuesday October 11th

Are you Registered?!

Texas Master Naturalist Program
23rd Annual Meeting

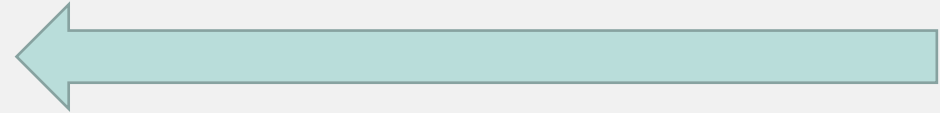
- Timeline
- Registration Update
- Agenda
- Contests
- Chapter Roles



Texas Master Naturalist Program 2022 Annual Meeting

Countdown to the 2022 Annual Meeting

- ~~**May 31, 2022** – Call for Proposals Deadline~~
 - ~~Get your presentation proposal submitted before our May 31st deadline!~~
- ~~**July 2022** – Agenda Launches~~
 - ~~We plan to share the full agenda for the 2022 Annual Meeting the first week of July.~~
- ~~**August 2022** – Registration Opens~~
 - ~~Registration for the 2022 Annual Meeting will open the first week of August.~~
- ~~**August 31** – Early Registration ENDS~~
 - ~~Price increase to ‘Standard Registration’~~
- **September 28, 2022** – In Person Registration Closes
 - Registration for the 2022 Annual Meeting closes!
- **September 30th /October 1st** – Contests Close
 - Advisors Award, Photo, Art & Media, Video Contest and Project Fair
- **October 11, 2022** - #TMNTuesday – Chapter Project Fair Presentations
 - Join our monthly TMNTuesday webinar to hear this year’s entries for the Chapter Project Fair.



Texas Master Naturalist Program 2022 Annual Meeting

Registration Options

- ~~Early Registration — Closes August 31st~~
 - ~~Early — Full Event Registration — \$365.00~~
 - ~~Early — Two Day (Friday and Saturday only) — \$340.00~~
 - ~~Early — One Day (Friday OR Saturday only) — \$175.00~~
- **Standard Registration – Open September 1st – September 29th**
 - Standard – Full Event Registration – \$390.00
 - Standard – Two Day (Friday and Saturday only) – \$375.00
 - Standard – One Day (Friday OR Saturday only) – \$200.00
- **Virtual Options**
 - Virtual Access – **Now – September 30** - \$ 100.00
 - Late Virtual Access – **October 1 – October 23** - \$ 125.00



Texas Master Naturalist Program 2022 Annual Meeting



Chapter Advisor Awards

- The Chapter Advisor Award recognizes the exceptional work by an advisor or a team of advisors in one or several of the following areas...
 - Overall exceptional work of chapter advisors
 - Exemplary contributions to the organization's mission and goals
 - New initiatives and accomplishments supported by the advisor
 - Advisor participation in the chapter
 - The advisor's ability to empower members
 - Resource management knowledge and activities

Deadline – September 30th



Matthew March

Texas A&M AgriLife Extension Service
Piney Wood Lakes Chapter Advisor



Johanna Arendt

Travis County Community Liaison for the
Balcones Canyonlands Preserve

&

Tania Homayoun

Texas Nature Trackers Biologist for Texas
Parks & Wildlife



*An Advisor Team of the Balcones
Canyonlands Chapter*

Texas Master Naturalist Program 2022 Annual Meeting

Photo, Art and Media Contest

- Keeping aspects of virtual contest.
- Hosted by the **Gideon Lincecum Chapter**
- Open for online submissions September 1-30, 2021



Deadline – September 30th



Best of Show
Catherine Gauldin
Hill Country Chapter
"Tell Me Mama"

Texas Master Naturalist Program 2022 Annual Meeting



Chapter Project Fair

- Opening soon!
- Keeping aspects of virtual contest
- Virtual presentations will be done as **October TMNTuesday – October 11th**
- No physical poster needed
- We want to see how your projects adjusted in the post COVID-era!

Deadline – September 30th

Exemplary Project Fair Awards: First Place



First Place:
\$800 Project Grant

Cradle of Texas Chapter

Building the Bobcat Woods
Loop Trail Project

Texas Master Naturalist Program 2022 Annual Meeting

Video Contest

- Goal of Video Contest was originally to collect/encourage promotions videos for recruiting and marketing the TMN Program
- Have included field, project-based videos, historical/anniversary and Nature Reflections short videos in the past



Deadline – September 30th

8th Annual TMN Video Contest 1st Place



Sabine-Neches – Be the Solution! Become a Sabine-Neches Texas Master Naturalist

SILENT AUCTION

Galveston Bay Area Chapter hosting

Asking for Donations from Chapters

Regional representations of your chapters ecoregion

Naturalist items

Travel packages

Hand crafted items

Themed baskets

Item Drop Off – Thursday October 20th 1pm – 6pm or

Friday 21st before 9am

Auction Open until – Saturday 6:00pm

Accepting cash, checks, and cards!

<https://txmn.tamu.edu/2022-annual-meeting/#silent-auction>



MASTER NATURALIST LOGO STORE

Pop Up Store with TMN logo items and Annual Meeting logo items!

<https://texasmasternaturalist-conferencefall2022.itemorder.com>

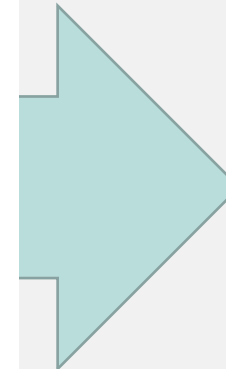
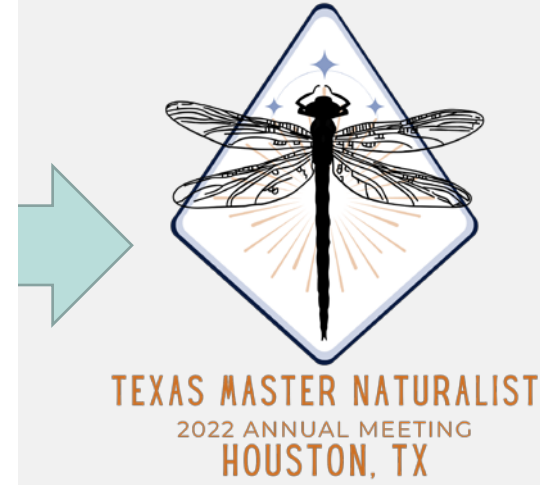
Timeline:

Opening September 7th

Closes September 23rd

Delivery at the Annual Meeting

*If not registering, will send home with a chapter designee.



ANNUAL CHAPTER ROLE CALL

Donna Cole's Photo Request

Will be sending out a note requesting chapter photos from
activates over the last year.

To be used in scrolling ppt video during meals Friday and
Saturday.

Deadline October 3rd or sooner!

Email: donna@donna2112.com



TMN Curriculum

- **BULK Curriculum Orders** for Annual Meeting pickup available once again!
- Sent email out August 31st
- Deadline will be October 12th!
- Please designate who will be picking up these books (heavy!)





Texas Master Naturalist Governing Documents

- <https://txmn.tamu.edu/chapter-resources/chapter-documents/>



TMN Governing Documents

PAST

- Last update of documents published December 2017 – for CY January 1 2018
- Asked for feedback annually – Summers 2018 & 2019 with a big push for feedback Summer 2020
- Starting early Spring 2021 - volunteer document editors compiled all feedback from previous three years
- TMN State Office & volunteers worked through finalizing edits – July 2022-Sept 2022
 - *Note: previous document updates followed similar feedback and publishing timeframes.
- Documents posted to website in September

THANK YOU!

Christine Morrison & Lori Buffum

- **Lori** worked as a technical writer and proofreader for many years.
- **Chris** has been on multiple statewide committees for another organization to update or create guidelines, bylaws, and rules documents.
- Both Lori and Chris have worked together for several years in similar efforts at their chapter's level
- Together, they started by coalescing all suggestions for updates from across the state and those 3 years to update the documents.
- They brought the organization and expertise to ensure the documents were consistent in:
 - Content
 - Format
 - Accepted grammar and punctuation rules
 - User-friendliness
- With the start by **Bill Burge, Mid Coast Chapter**, they updated and completed an Editorial Style Guide for the Program – to be incorporated later into the Brand Guide update.

Thank you all for contributing to the TMN Program and helping take lighten the load!

TMN Governing Documents

FUTURE

- Documents to be reviewed on regular 3-year cycle:
- Comments & Feedback collected through website – New feedback form on the Chapter Documents page to collect feedback for the cycle.
 - 2023 – Feedback Year 1
 - 2024 – Feedback Year 2
 - 2025 – Feedback Year 3
- Summer 2025 – Review feedback & edits – Compile
- Fall 2025 – Completed updates made & sent out.
- 2026 – New Documents Year 1



TMN Governing Documents

- <https://txmn.tamu.edu/chapter-resources/chapter-documents/>
- Their organization on the site is the new flow chart of governing documents



Chapter Documents



This page contains the current Texas Master Naturalist Program governing documents, along with resources chapters may need in operating.

Table Of Contents



- [Texas Master Naturalist Program Policies](#)
 - [Temporary Training Policy](#)
 - [Temporary Training Policy Changes \(CY 2022\)](#)
- [Governing Documents](#)
 - [Roadmap for Governing Documents](#)
 - [Chapter Bylaws 2023 \(Fillable\)](#)
 - [Chapter Management and Operations Protocols 2023](#)
 - [Chapter Operating Handbook Framework 2023](#)
- [Additional Operating Resources](#)
 - [COVID-19 Guidelines](#)
 - [Texas Master Naturalist Brand Guide](#)
 - [Chapter Records Retention Policy 2023](#)
 - [TMN Insurance and Liability Protection 101](#)
 - [Chapter Conflict of Interest \(Form\)](#)
 - [Governing Documents Feedback Form](#)

- <https://txmn.tamu.edu/chapter-resources/chapter-documents/>
- **Expandable Table of Contents**



Chapter Management and Operations Protocols 2023

This document is intended to provide the minimal requirements for Texas Master Naturalist chapter administration and to assist in initiating, developing, and managing a local chapter of the Texas Master Naturalist Program. It is intended also to clarify and amplify articles of the Chapter Bylaws and to aid in developing a local Chapter Operating Handbook.

TMN Governing Documents: CMOP



Chapter Management and Operations Protocols 2023

This document is intended to provide the minimal requirements for Texas Master Naturalist chapter administration and to assist in initiating, developing, and managing a local chapter of the Texas Master Naturalist Program. It is intended also to clarify and amplify articles of the Chapter Bylaws and to aid in developing a local Chapter Operating Handbook.

- First document to undergo big revisions, published November 2021 for implementation January 2022
- August 2022 – NEW Revisions were spearheaded by the TMN state office to the following specific subsections in 4. Training and Certifying Volunteers.
 - Section 4.1.3 Making up missed classes [for Initial Training]
 - Section 4.4.1.2 Time Frame [for completing Initial Training course requirements]
 - Section 4.4.1.4 Recertification Eligibility [replaced terminology “Double Certification”]
 - Section 4.5.1 Reporting hours [regarding Milestone awards]



TMN Governing Documents: CMOP

- Section 4.1.3 Making up missed classes [for Initial Training]

4.1.3 Making up missed classes – A Member-in-Training who does not complete the required minimum 40 hours of class attendance must make up the hours by attending sessions on the topics missed.

For example:

- Attend the relevant sessions in the chapter's next Initial Training course
- Watch a recorded Initial Training class on the missed topic with a chapter determined method of follow up (e.g short presentation, summary paper, etc).
- Attend an approved AT session focused on the topic missed. (This example is at the discretion of the chapter.) If an AT session is used as make-up, then for that Member-in-Training it should be recorded as TMN Initial Training instead of AT.
- Attend the same subject class of a neighboring chapter within the same ecoregion. (This example requires prior approval of the neighboring chapter subject to space availability.)

Until these classes are made up (as verified in the chapter's VMS), a Member-in-Training is not eligible for initial certification but may log VS hours and AT hours in VMS [See 4.4.1].

NEW Version:

- Loosens requirement of making up Initial Training Classes w/in 12 mos.
(as set by 2022 version)



TMN Governing Documents: CMOP

- Section 4.4.1.2 Time Frame [for completing Initial Training course requirements]

4.4.1.2 Time Frame – Members are encouraged to complete the Initial Training course and AT and VS requirements for initial certification within 12 months of the start date of the Initial Training course. Members-in-Training may begin earning VS and AT hours as soon as they begin the course and have passed their required CBC. If new members are struggling to complete initial certification requirements within the recommended time frame, chapter leadership should meet with them individually to devise a plan that enables those members to be active in the chapter with the ultimate goal of obtaining initial certification [See 4.1.3 for options to make up missed classes].

NEW Version:

- Softens the previous hard language/hard deadline for members who struggle to become certified.
- Encourages chapters to meet individually with trainees who are struggling and develop completion plans with them.



TMN Governing Documents: CMOP

- Section 4.4.1.4 Recertification Eligibility [replaced terminology “Double Certification”]

4.4.1.4 Recertification Eligibility –Once a member has earned initial certification (signified by the dragonfly pin), that member is eligible for recertification within that same calendar year. Recertification, signified by the unique pin for that year, requires that member to complete an *additional* 8 AT and 40 VS hours by December 31st of the year initially certified [See 4.4.2].

NEW Version:

- Clarifies Re-Certification/“Double Certification” in the first year of Initial Certification



TMN Governing Documents: CMOP

- Section 4.5.1 Reporting hours [regarding Milestone awards]

4.5 Milestone Awards for Volunteer Service

4.5.1 Reporting hours– Chapter members should log all VS hours into VMS within 45 days of the event. Recorded hours are cumulative year-to-year for milestone awards. Milestone pins are only awarded to members who have completed Initial Training requirements [See 4.1.2].

NEW Version:

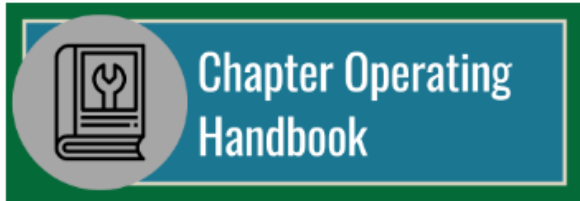
- Clarifies that all hours need to be logged w/in 45 days in VMS
- Clarifies that members must have at a minimum completed Initial Training requirements in order to receive milestone awards.



Chapter Operating Handbook Framework 2023

This document is intended to guide the TMN chapter in developing its own Chapter Operating Handbook (COH) in compliance with the TMN Program governing documents. The COH is a resource for all members of the chapter, detailing day-to-day operational procedures to be followed, and it should be shared with all chapter members. All local options, policies and procedures contained in the COH must meet the requirements of Chapter Bylaws and the TMN Chapter Management and Operations Protocols.

TMN Governing Documents: COH



Chapter Operating Handbook Framework 2023

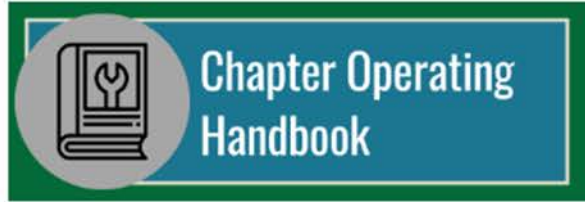
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- **Summary of Revisions - August 2022**
 - Re-Named document: “Chapter Operating Handbook – A Framework”
 - Instructions throughout *{in bracketed italic text and often in text boxes}* to guide chapters in building their COH with instructions to delete the italics, brackets, and text boxes when they finish.
 - Based revisions on all reviews submitted by chapters since the last revision of the COH in 2017
 - Used numbering system (as in CMOP) to provide clear organization for sections
 - Added more detail to Table of Contents

3.2 Duties of officers

{The chapter is encouraged to add to or modify items to reflect local circumstances while adhering to the requirements of the Bylaws and the CMOP. Duties listed below are required but may be shifted to other positions; however, officer titles must not be changed. Suggested modifications or options are shown in italics.}

TMN Governing Documents: COH

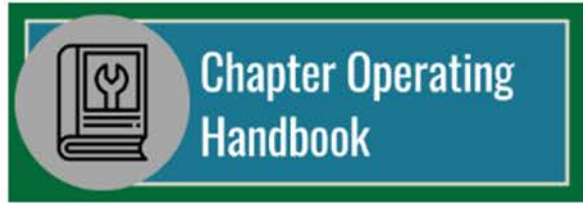


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- **Summary of Revisions - August 2022, continued**
 - Revised text throughout for clarity and brevity
 - Reorganized major sections and subsections for ease of reference
 - ★○ Added new major section – Chapter Projects – to provide chapters with guidance on the important position of project leader
 - Added a section at the end – References and Resources
 - Substantive changes in nomenclature, definitions, policies, and timelines that should be noted by all chapter leaders. (detailed in next slides)
 - All changes were thoroughly reviewed and approved by the TMN program state office through routine ~monthly meetings

TMN Govern



Added new major section –
Chapter Projects – to provide
chapters with guidance on the
important position of project
leader

-Defined Travel time

-Incorporated standard grants
& donations operating
procedure not written before.

6. CHAPTER PROJECTS

{Chapters will establish their own process and/or form for the proposal of new VS projects, using as a guideline the information required for setting up a new opportunity in VMS. [Reference <https://texasmasternaturalist.freshdesk.com/support/home/>]}

6.1 New projects – A new or expanded volunteer service project may be proposed by any active chapter member, following the instructions provided by the VS projects director. *{Identify the form or the guidelines your chapter uses.}*

6.2 Travel time – Members may include a reasonable, typical amount of travel time when recording volunteer service hours. Travel time should not include side trips for personal activities. *{If a chapter has imposed limits on travel time, those limits should be included in this COH.}*

6.3 Responsibilities of project leaders

6.3.1 Keep the chapter membership informed of events concerning your project, including information about location, date, time, and equipment needed for workdays

6.3.2 Provide contact information for the leader at each workday

6.3.3 Ensure that the president and website editor or calendar keeper are informed of details so event listings can be kept up to date

6.3.4 Record impact data in VMS about each workday or appoint one of the volunteers to do it

6.3.5 Report on your project periodically via the newsletter, email blasts, newspaper articles, or at a chapter meeting.

6.3.6 Submit a budget request for expenses associated with your project. *{Chapters may set a limit for expenditures, above which board approval is required in advance (e.g., any expenses over \$500 must be preapproved)}*

6.3.7 Work with the chapter board to solicit grants or donations if appropriate. The TMN state office must be notified of any grants of \$5,000 or more received by the chapter. *{The chapter may have a process established for solicitation of grants, contracts and donations through a separate committee that functions as a clearinghouse and monitor of grants and donations [See 5.2.3]. Regular reporting on the status of such monies should be included in the project leader responsibilities}*

6.3.8 Maintain contact with partners at the event venue or worksite for your project. (Partners may include cities, counties, schools, parks, non-profit organizations, or site supervisors)

6.3.9 Maintain an updated file for your project on the chapter's data storage system. Include pictures, reports on workdays, and partner and volunteer contact information.

compliance with
operational
es contained in
ols.

COH Substantive Changes/Additions



Chapter Operating Handbook Framework 2023

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- Duties of board expanded to address issues of confidentiality, communication, and representation
- All sections describing duties of officers and directors expanded to include more details
- “Setting dues” section clarifies the timeline for annual membership dues
- ★ Expanded list of optional standing committees a chapter may choose to form.
- ★ Detailed description of new suggested committee for “Grants, donations, and contracts”
- Membership categories refined (pledge terminology removed across all documents)
- ★ Section added in “Meetings” to describe the basics of minutes

COH Substantive Changes/Additions



Expanded list of optional standing committees a chapter may choose to form.

Chapter Operating Handbook Framework 2023

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{The following are some of the optional standing committees a chapter may choose to form. All committees should be under the leadership of a designated board member. Any additional committees and their responsibilities should be described in detail in the COH.}

- *Diversity, equity, inclusion, and accessibility committee*
- *Grants, donations, and contracts committee (see 5.2.3)*
- *History/Archives committee*
- *Hospitality committee*
- *Information technology (IT) committee*
- *Marketing committee*
- *Newsletter committee*
- *Outreach committee*
- *Program committee*
- *Social media committee*

COH Substantive Changes/Additions



Detailed description of new suggested committee for “Grants, donations, and contracts”

-Incorporated standard grants & donations operating procedure not written before.

Chapter Operating Handbook Framework 2023

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5.2.3 Grants, donations, and contracts committee – *{This committee is optional, but chapters may find it very useful. It could be a standing committee.}*

- a. Any grants or donations solicited for the chapter must be approved by the chapter board
- b. Membership on the grants and donations committee should at least include the chapter treasurer and the project leader of a project that has grant funding or receives donations
- c. Any chapter that receives a grant or donation of \$5,000 or more must notify the TMN state office. Chapters are encouraged to share with the state office any news of grants or donations received.
- d. The term of service for the committee or any subcommittees is based on the specific functions performed by the committee or on the required reporting period of a Memorandum of Understanding/Agreement (MOU/MOA), grant, donation, or project
- e. Volunteer service hours cannot be used as match for any grant, contract, or MOU/MOA
- f. Chapters cannot enter into any contract, MOU, or MOA without prior review and approval by the TMN state office.
- g. Functions of this committee may include:
 - 1) Review grant opportunities for the chapter
 - 2) Coordinate grant application process
 - 3) Track progress of grants
 - 4) Ensure that reports are made to grantors as to the progress on grant spending
 - 5) Monitor MOUs and MOAs. Form ad hoc subcommittees as necessary for monitoring each MOU/MOA. The project leader of projects that fall under the MOU or MOA should chair the subcommittee and must report regularly to the Executive Committee.

COH Substantive Changes/Additions



Section added in
“Meetings” to describe the
basics of minutes
-Ties into Chapter
Records Retention update
with meeting minutes
suggested now too.

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- 8.4 Minutes** – Minutes are the legal record of a meeting and are never destroyed. They include actions considered by the board or general membership and business topics discussed. These items should always be included:
- Date and place of meeting. If held by remote communication technology or with a combination of remote and in-person attendees, that must be stated. [see 8.3]
 - Who presided at the meeting and who recorded minutes if the secretary was absent.
 - Time of call to order and of adjournment.
 - The number of members in attendance (to establish a quorum). May include the titles of officers and directors in attendance.
 - Whether previous minutes were approved (as published or as corrected)
 - Summary of the treasurer’s report (beginning balance, totals of income and expenses, and ending balance). Entire report will be attached to the minutes.
 - Motions made and votes taken. Include names of those making motions; names of seconders are not necessary. Discussion on motions is not usually included, but may be signified by a phrase such as, “After much discussion, the motion carried.”
 - The fact that a report from a committee was given, but not usually the details of the report unless it involves a recommendation or requires a vote.
 - Name of presenter of a program and the topic, but no summary of the program.

Chapter Bylaws 2023 (Fillable)

This state Bylaws template must be used by all Texas Master Naturalist chapters to adopt and amend their Chapter Bylaws according to Article X, Adoption and Amendment of Bylaws. The effective date of this state Bylaws template is **January 1, 2023**.

TMN Governing Documents: Bylaws



Chapter Bylaws 2023 (Fillable)

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- Summary of Revisions -
 - Edited text throughout for clarity and brevity
 - Minor changes to organization of sections under each article
 - Added 2nd level of detail to Table of Contents
 - Revised terminology where necessary to make all 3 state guiding documents consistent and up to date with current practices
 - Removed references to membership category “pledge” and clarified status of honorary designation
 - Added further details in appropriate sections regarding a chapter’s authority and obligations regarding contracts or memorandums of understanding or memorandums of agreement

*These changes do not require re-filing with IRS, bank

Additional Operating Resources

...

Additional Operating Resources

- Covid-19 Guidelines (updated as required & needed)
- Brand Guide – to be updated in the next year
- Chapter Records Retention Policy updated for 2023: Sections Added = Ch. Meeting Minutes, Subscription Services, Chapter Records



COVID-19 Guidelines

First and foremost, all Texas Master Naturalist events, meetings, service projects must be compliant with all federal, state, county and local public health proclamations and ordinances. Safety is our guiding principle for operations. Last updated **May 2021**.

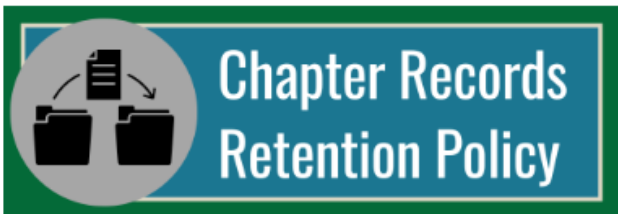
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Texas Master Naturalist Brand Guide

For the Master Naturalist program, establishing and maintaining a strong identity are crucial for continued success with prospective volunteers and instructors, funding agencies and potential consumers of the education and services we offer.

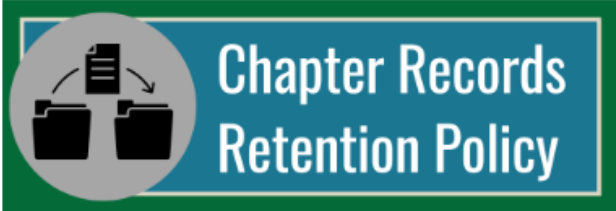
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Chapter Records Retention Policy 2023

The Chapters Records Retention Policy was developed to ensure full legal compliance, confidentiality of donors, accuracy and efficiency, and is to be a guide for chapters to use as they develop their local policy based on their local needs and board strategies.

Additional Operating Resources



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ORGANIZATIONAL / ADMINISTRATIVE / LEGAL

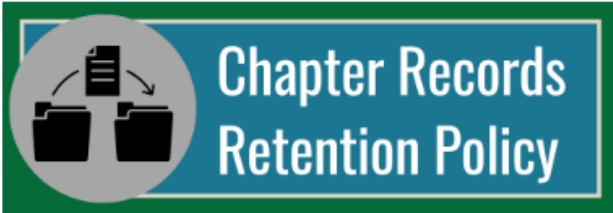
1	Legal governing documents		
1.a	Bylaws (current, past and original, organized by year)	Permanent	Public, by request
1.b	Chapter Operating Handbook (COH) (current)	Permanent	Public, by request

3.a	Office leases, other contracts	5 calendar years after expiration	Board of Directors
3.b	Agreements with any entity outside the TMN Program (by year, last name)	5 calendar years after expiration	Board of Directors

4	Subscription Services (e.g. DropBox, Canva, etc.)		
4.a	Service subscriptions (name, user information, access cost)	5 calendar years after expiration	Board of Directors



Additional Operating Resources



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6	CHAPTER RECORDS		
6.a	Chapter meeting minutes (by year)	Permanent	Chapter Members
6.b	Chapter policies and procedures other than those in the <i>COH</i>	Permanent	Chapter Members
6.c	Membership records (offline)	5 calendar years	Board of Directors
6.d	Membership records (online, VMS)	Permanent	Board of Directors, TMN State Office
6.e	Training Class Applications (outside of VMS)	5 calendar years	Board of Directors

7	FINANCIAL RECORDS		
7.a	Annual budget (by year)	Permanent	Board of Directors
7.b	Investments, if applicable	Permanent	Board of Directors
7.c	Audit/review/compilation records (by year)	Permanent	Board of Directors
7.d	Insurance policies (by year, type) if applicable	5 years from expiration	Board of Directors
7.e	Banks (name, locations, account number and chapter signatories)	Permanent	Executive Committee
7.f	Bank Statements	Based on IRS policy if tax exempt	Executive Committee

8	FUNDRAISING RECORDS		
8.a	Individual donor records	Permanent	Board of Directors
8.b	Grant applications and reports (year, name)	Permanent	Board of Directors
8.c	Marketing documents (brochures, flyers, etc.)	5 years	Board of Directors



Additional Operating Resources

- Insurance & Liability 101 – reviewed in 2023, updated as allowed/needed
- Chapter Conflict of Interest Form – remained the same
- NEW: Governing Document Feedback Form



TMN Insurance and Liability Protection 101

This informational page will discuss the types of insurance policies and other liability protection offerings currently available for the statewide Texas Master Naturalist Program, the suggested insurance policies each Chapter should research and those that individual Texas Master Naturalist volunteers may wish to research further on their own. This information is not intended to be legal advice, and Chapters should consult with their own attorney if they have questions about specific laws or legal requirements.



Chapter Conflict of Interest (Form)

A fillable form to be used by chapters in the need for Board Attestation.



Governing Documents Feedback Form

For use in providing feedback, questions, comments about the governing documents of the Texas Master Naturalist Program.

Governing Documents Feedback Form

Governing Documents Feedback Form

Date *(Required)*

Name *(Required)*

First

Email Address *(Required)*

Chapter *(Required)*

Chapter Position Title

If an officer or director.

Which Texas Master Naturalist Governing Document are you referring to? *(Required)*

- ☐ Chapter Bylaws
- ☐ Chapter Management and Operations Protocols
- ☐ Chapter Operating Handbook
- ☐ Other

Which section in the governing document are you asking about? *(Required)*

Describe your question, comment, edit, corrections, etc. request for the state program office and governing document review team to clarify or review. *(Required)*

Code of Ethics & Standards of Conduct

All members of the Texas Master Naturalist Program will adhere to the Code of Ethics and Standards of Conduct as established by the Texas Master Naturalist Program.



- Updated in 2022
- Minor revisions
- Mostly grammar and style consistency
- Clarified advocacy and use of title



All members of the Texas Master Naturalist Program will adhere to the C



11. Avoid use of the ~~Texas Master Naturalist~~ TMN title, logos, and trademarks for personal endeavors and/or profit.

11. Not use the TMN title, logos, and trademarks for personal endeavors and/or profit.





Standards of Conduct

1. Uphold the commitment made to the program and the required volunteer and advanced training hours required by the Texas Master Naturalist (TMN) Program and the local chapter.

1. Uphold the commitment made to the Texas Master Naturalist (TMN) Program, the local chapter, and the state sponsoring agencies Texas A&M AgriLife Extension Service and Texas Parks & Wildlife Department.

2. Commit to the training, volunteer service and advanced training requirements of the TMN Program.

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 Texas Master Naturalist Program and its volunteers.

12. Refrain from advertising or self-promotion of membership status for personal gain (financial or commercial) or in a manner detrimental to the TMN Program and its volunteers.

13. Use of alcohol and controlled substances while performing service as a TMN volunteer is prohibited. Reporting for service while under the influence of alcohol or a controlled substance will result in termination from volunteer service.





Questions?



End of Year Succession Planning

Elections & Chapter Leadership Retreats are coming up soon!

- 2023 Chapter Boards will be implementing all guiding docs in the new year.
- Chapters plan your Board Retreats
- Incoming Presidents (if known) can also attend the Presidents mtg @ TMN Annual Meeting/October meeting (*update registration!)
- Incoming 2022 Chapter Presidents invited to **December 13th** Joint TMN Tuesday Presidents Meeting – Leadership Focused!
- Don't forget to enter new leadership in VMS

-Mark in Directors List

The screenshot shows a web browser window with the URL `tpwd.samaritan.com/coordinator/index.php#`. The page title is "Volunteer Profile: Poole, Gary". Below the title are tabs for "Personal", "Ethnic Background", "User Defined" (which is active), "Language", "Registration", "Emergency Contact", "Attachments", and "History". On the left is a sidebar menu with categories like "General", "Background and Driver CI", "Alternative Workforce", "Confidentiality Agreement", "Media Waiver", "Group Affiliation", "Certifications", "Contact", "TMN Recognition", "TMN Officers/Committee", "Diversity Data", "Texas Waters Specialist C", "Safety", "Recognition", "Recognition - State Parks", "Sea Center Awards", "Master Naturalist", and "Short Form". The "TMN Officers/Committee" category is selected. The main content area shows a form for "Volunteer Profile: Poole, Gary". It includes sections for "Officer List" with checkboxes for "President" (checked), "Secretary", "At Large Board Member", "Vice President", "Treasurer", and "Advisor". There is also a "Director List" section with checkboxes for "Immediate Past President", "Advanced Training Director", "Membership Director", "Volunteer Service Projects Director", "New Class Director", "New Class Representative", "Communications Director", and "State Chapter Representative". Below these are fields for "VMS List" (with checkboxes for "VMS Admin", "VMS LBE", and "VMS ReadOnly"), "Committee Member of: Activities", and "Leadership/Service History" (with a dropdown menu showing "State Chapter Representative 2020" and "President 2021").

Remaining 2022 Presidents Meetings

~~March 29th~~

~~April 26th~~

~~May 24th *~~

~~July 12th * (Joint TMNTuesday)~~

~~August 30th~~

~~September 20th~~

~~October 20th * (Annual Meeting)~~

~~November 29th~~

~~December 13th * (Joint TMNTuesday)~~

- Will keep the zoom format & send out links ahead.
- Last Tuesdays of the Month at 12:00pm Noon CST
- Recorded and posted to the website by COB of meeting

The End

