

# **BYLAWS**

## **Indiana Master Naturalist Program**

### **Article I – Parent Organization**

The parent organization is the Indiana Master Naturalist Program<sup>sm</sup> or “State Program”.

### **Article II – State Advisory Council**

- A. State Program Sponsors. Sponsors for the statewide Indiana Master Naturalist program are the Indiana Resource Conservation & Development Councils, Indiana Soil and Water Conservation Districts, Purdue University Cooperative Extension Service, the Indiana Department of Natural Resources and the County and/or City Parks and Recreational Programs of Indiana. Sponsors in the Indiana Master Naturalist program are those agencies or organizations taking responsibility for broad oversight of the state and local programs.
- B. State Advisory Council Representatives. The State Advisory Council is comprised of representatives that consist of two Certified Indiana Master Naturalist alumni, and two employees of each of the sponsoring organizations: the Indiana Resource Conservation & Development Councils, Indiana Soil and Water Conservation Districts, Purdue University Cooperative Extension Service, the Indiana Department of Natural Resources, and the County and/or City Parks and Recreational Programs.
- C. Roles of the State Advisory Council. The State Advisory Council sets the minimum standards and curriculum requirements of the statewide program and provides financial oversight. The Council also reviews and approves proposed workshops and educational curriculum.
- D. State Advisory Council Representative – Duties
  - 1. Represent organizations and interests in state level matters of the Indiana Master Naturalist program.
  - 2. Represent and advise the state coordinator and any staff on policies, procedures and questions related to the Indiana Master Naturalist program.
  - 3. Attend Indiana Master Naturalist Advisory Council meetings as scheduled and respond to emails.
- E. Other State Advisory Council Representative(s). May be appointed by consensus by the State Advisory Council. This may include the ANROSP (Alliance for Natural Resource Outreach and Service Organizations) annual meeting liaison and other positions as needed.
- F. Appointment of State Advisory Council Representative(s)
  - 1. Appointment Process
    - a. Nomination of Candidates. The state advisory council members nominate candidates for the appointed positions.

- b. Selection Process. All appointed positions on the council will be determined by a majority vote of the state advisory board members present.
2. Terms and Limits. All representatives of the State Advisory Council shall serve terms of two years, and are eligible for re-election or re-appointment.
3. Vacancies. Any vacancy on the Advisory Council shall be filled by a majority vote of the remaining council members for the remainder of the unexpired term.
4. Removal of Council Members.
  - a. Attendance. Any advisory council member absent from three consecutive meetings may be subject to removal by a simple majority vote.
  - b. For Cause. Any council member in serious malfeasance of their responsibilities or behavior inconsistent with the mission and ethical standards of the Indiana Master Naturalist Program may be removed from office by a two-thirds vote of the remaining state advisory council.
5. Compensation. Council members will receive no compensation for serving on the Council other than expenses that are approved by the Council.

G. Council Officers

1. Council Officers consist of the following:
  - a. Chair
  - b. Secretary, also serving as Vice Chair
2. Election of Officers
  - a. Nominations are made by members of the Council. Nominee must be a current member of the Council.
  - b. Election is by simple majority vote.
3. Terms and Limits
  - a. All officers will serve a one year term.
  - b. Officers may be re-elected and may serve a maximum of 3 consecutive one year terms in an office.
  - c. Elections will be held in the fall. Officers will assume their positions in January.
4. Duties
  - a. Chair – Responsible for developing the agenda, communications with workshop coordinators, and advocacy for the Indiana Master Naturalist organization.

- b. Secretary – Responsible for taking and distribution of minutes of meetings of the Council, acts as Chair in Chair's absence, maintains the records of the organization.

#### 5. Removal of Officers and Filling of Vacancies

- a. Attendance. Any advisory council officer absent from three consecutive meetings may be subject to removal by a simple majority vote.
- b. For Cause. Any council officer in serious malfeasance of their responsibilities or behavior inconsistent with the mission and ethical standards of the Indiana Master Naturalist Program may be removed from office by a two-thirds vote of the remaining state advisory council.
- c. Vacancies. Vacancies caused by the removal or departure of an officer shall be filled by a majority vote of the council.

#### H. State Advisory Council Meetings

1. Frequency. The State Advisory Council may meet as often as required but shall meet at least annually.
2. Notification. The State Advisory Council membership shall be notified of all Council meetings at least ten days prior to the meeting.
3. Open meeting. Attendance at the meeting shall be open to any Council Member, IMN class member, workshop host, IMN class graduates, and the general public.
4. Time and Location. Meetings shall be conducted at a time and location designated by the State Advisory Council.
5. Alternate Format. Meetings may be held by teleconference or other remote electronic means, so long as a quorum is present and the electronic media permits the democratic participation of all State Advisory Council Members.
6. Quorum – A quorum is 50% of the voting members.

#### I. Special Meetings

1. Calling a Special Meeting. A special meeting may be called at the discretion of any State Advisory Council officer.
2. Notification. Special meetings shall be announced to members by phone, mail, or e-mail at least five days before the meeting date.
3. Quorum. A quorum is 2/3 of the voting members.

#### J. State Advisory Council Action Without a Meeting

1. Rationale. In the event that State Advisory Council action is required before a meeting can be called or the matter does not warrant calling a special meeting, council action may be taken without a meeting.

## **ARTICLE III - Workshop Hosts**

Workshop Hosts. In return for the general supervision, guidance, supplies, resources, and cooperative helpfulness afforded by the Indiana Master Naturalist Program, the workshop host agrees to comply with all requirements, guidelines, and standards, including submission of a workshop report conforming to the standards set forth by the State Advisory Council.

## **ARTICLE IV - Donors**

Donors. Donors to the Indiana Master Naturalist program are those businesses, organizations, or persons giving, donating, presentation money or supplies for Indiana Master Naturalist program activities for no return compensation for the Indiana Master Naturalist organization.