

SCCC Policies and Procedures is a living document which guides the operation of the organization with respect to specific concerns addressed.

#### 1) OFFICE TENURE

With the exception of the Secretary and Treasurer, no individual may serve in the same office for more than two consecutive terms.

#### 2) TREASURER RESPONSIBILITY

The Treasurer is responsible for collecting Dues, monitoring the finances of the Council and maintaining its bank account. The Treasurer may work with paid staff to effect any required financial documentation, reporting and auditing of Council finances.

#### 3) SECRETARY RESPONSIBILITY

The Secretary is responsible for maintaining the Policies & Procedures manual and keeping it current with actions of the Board. Each revision to the manual will be noted and dated.

#### 4) MEMBER ORGANIZATIONS & DUES

Organizations must have an elected board of directors or an executive committee. Organizations will negotiate membership dues with the Treasurer, or a committee that includes the Treasurer. Dues shall reflect ability to pay and use of facilities, and in no case be less than \$50 annually. Dues-paying organizations (Members and Associate Members) will be listed on all pertinent fundraising literature. No refunds will be issued for advance dues when an organization withdraws from the Council.

#### 5) REGULAR MEMBER RELATIONS and RESPONSIBILITIES

Each organization is responsible for selecting its own Council representative including a standing alternate. Member organizations shall pay dues in a timely manner. Member organizations may use the Environmental Center without charge by scheduling events in the master calendar. Events are scheduled on first come, first served basis with regularly scheduled meetings as the first priority. Member organizations may display literature and materials at the Environmental Center.

#### 6) ASSOCIATE MEMBER RELATIONS and RESPONSIBILITIES

Associate Members must keep the Council informed of a current contact person. Associate Members may schedule events at the Environmental Center for a nominal charge as the regular calendar schedule permits. Associate Members contact the Vice Chair (or designee) to arrange for events or schedule presentations to the Board of Directors on timely issues of interest. Associate Members may upgrade their membership by application to the BOD.

#### 7) REGULAR MEMBER REPRESENTATION

One person may represent up to two organizations with the documented consent of each organization. Persons representing more than one organization will be entitled to one vote for each duly-recognized member organization. Each member organization's representative will receive an orientation to the facilities and a review of the policy and procedures manual.

#### 8) MEMBERSHIP MAINTENANCE

Missing three sequential regular meetings of the BOD may be cause for review by the BOD of an organization's membership status. Where appropriate the BOD reserves the right to re-classify an organization's membership status based on its participation in management of Council affairs.

#### 9) COUNCIL MEETINGS

The Council will meet on the last Monday of each month, except in December, at its offices. Every Council meeting will include a roundtable discussion in which Members may report on current activities and concerns.

## 10) OFFICER NOMINATIONS

The BOD shall appoint at least three of its members to a nominating committee for the purpose of recommending candidates for the Executive Committee. This committee will report to the Board as needed. Members of the Board whose terms will not expire may nominate additional candidates at the time filling of vacancies is considered. The BOD will vote on the nominated persons at a regular meeting of the Board.

## 11) INTERIM OFFICERS

An officer unable to fulfill his/her term will assist the BOD to find a replacement for the office until the next election cycle. Interim officers shall be approved by the Board of Directors.

## 12) BUDGET

At the regular April meeting the Treasurer will present a draft budget for the subsequent fiscal year. A budget subcommittee shall be appointed to work with the Treasurer to incorporate desired adjustments, as necessary. The annual budget will be approved by a BOD majority prior to the start of next fiscal year, July 1. The BOD may appoint a fundraising subcommittee, of whom at least one member shall be a Board member, for developing fundraising programs.

[At this time, two fundraising events are held annually, as co-productions with member organizations: the Environmental Awards Dinner in February/March; and the River Appreciation Festival in September.]

## 13) GRANTS

The Secretary will work with the Treasurer and fundraising committee to identify and prepare, or cause to be prepared, grant proposals as needed. Grants may be administered by paid staff included in the grant scope of work. Any grant proposal must be approved by the BOD prior to submittal. Any grant solicited on behalf of the Council will contain a regular reporting commitment to apprise the BOD of the work in progress.