

CHAPTER OPERATING HANDBOOK



RIO GRANDE VALLEY CHAPTER Texas Master Naturalist Program

Our Mission Statement:

The RGVCTMN is organized exclusively for charitable, scientific, and educational purposes, more specifically to develop a group of knowledgeable volunteers to provide education, outreach and service dedicated to the study and conservation of natural resources and natural areas within the lower Rio Grande Valley of Texas.

CHAPTER OPERATING HANDBOOK

Table of Contents

A. OBTAINING YOUR MASTER NATURALIST CERTIFICATION	3
Required Background Check	3
Requirements to obtain certification	3
Volunteer Service Hours	3
Trainee's first time certification/re-certification possibilities	4
B. MAINTAINING YOUR MASTER NATURALIST CERTIFICATION	4
Submitting Advanced Training and Volunteer Hours	4
Partnerships for Volunteer Opportunities	5
Volunteer Hours that do not count for RGVCTMN	6
General Meeting Attendance	7
Active Membership	7
C. FINANCES	8
Establishment of Dues	8
Annual Dues	8
Class training fees	8
Scholarships	8
Honorariums, Stipends or Gifts	8
Refund of Application fee and background check	8
Chapter Finance	9
Budget	9
Reimbursement for expenses	9
Special requests	9
Fundraising	9
Committee requests	9
D. CHAPTER ORGANIZATION	10
Officers	10
Additional Board Members	10
Duties of Officers and Board members	10
Standing Committees	13
Ad-Hoc Committees	14
Attendance at Board of Directors Meetings	14
Board of Directors Meetings	15
Meeting Minutes: Board of Directors and General Meetings	15
General Membership Meeting Procedures	15
Member responsibility at general meetings	16
Member questions	16
Use of Master Naturalist Logo	16
Changes to the Chapter Operating Handbook	16
Texas AgriLife Extension Service Record of Program Delivery	18

CHAPTER OPERATING HANDBOOK
Rio Grande Valley Chapter
Texas Master Naturalist Program

A. OBTAINING YOUR MASTER NATURALIST CERTIFICATION - Requirements for Certification as a Texas Master Naturalist

1. Each trainee will submit an application for background screening with \$10 fee to the sponsor's office. Membership in the chapter is contingent upon passing the background check. All members are required to have a background check every 3 years.
2. Each trainee must complete a minimum of 40 hours of classroom and field experiences from State-approved curriculum during designated class times. Trainees are required to attend an entire class or field trip in order to receive full credit hours for attendance. If circumstances prevent trainees from attending or remaining for the full-allotted class or field trip time, they should notify the class sponsor as soon as possible.
3. Each trainee is responsible for signing the attendance sheet at each classroom session and each field trip. Each trainee must sign in and sign out at field trips in order to receive full credit for attendance at the field trip.
4. The Membership Secretary will keep a folder for each trainee. This will include all attendance records, volunteer and advanced training hours. Each trainee may consult with the Membership Chair regarding class and field trip attendance, volunteer hours and advanced training hours. Make-up classes, advanced training, and field trips must be approved by the Education Chair and may differ in content from the original curriculum. All field trips are considered advanced training. Unlike volunteer hours, travel time does not count for field trips or advanced training. RGVCTMN sponsored field activities require members to sign in and to sign out on the attendance sheet in order to receive credit hours.
5. Each trainee in the program should try to attend all the monthly general meetings of Rio Grande Valley Chapter, Texas Master Naturalist. One hour advanced training will be awarded if a speaker presents an educational program. This will help each trainee earn the required eight (8) hours of advanced training required each year for certification/recertification. Our General Meetings are held to promote both learning and social contact with all RGVCTMN members.
6. Upon completion of the required 40 hours of classroom and field trip training, the trainee graduates. He or she will be awarded a certificate of course completion and becomes a Texas Master Naturalist member.

7. Each trainee in the program must complete a minimum of forty (40) hours of approved volunteer work before Master Naturalist certification is granted. Volunteer hours may be earned at any time after starting the basic classroom and field trip training.
8. Each trainee in the program must complete a minimum of eight (8) hours of approved advanced training before Master Naturalist certification is granted. Advanced Training hours may be earned at any time after starting the basic classroom and field trip training.
9. Once a TMN trainee has completed the required 40 hours of classroom and field experiences and has volunteered for forty (40) hours and completed eight (8) hours of approved advanced training, she or he is eligible for certification as a Certified Texas Master Naturalist. This certification may be awarded at any general meeting during the training year.
10. Texas Master Naturalists, in their first year of involvement in the program, are eligible for both an initial certification pin (dragonfly) and the current year's re-certification pin if the following requirements are met.
 - a. The volunteer is in their first year of the program,
 - b. The volunteer completes all of the minimum training, advanced training and volunteer requirements for the initial certification pin within that year, AND
 - c. The volunteer completes an additional 40 hours of service and 8 hours of advanced training within that same year for the annual re-certification pin. Master Naturalists in their first year of involvement are the only members that can receive two certification pins in one year.

B. Maintaining Certification through Volunteer Service and Advanced Training Hours

The purpose of continuing Texas Master Naturalist Certification is to promote continued learning and development and to provide experienced Master Naturalists with tools for more advanced volunteer efforts.

Each Certified Master Naturalist must pay his dues to maintain his Master Naturalist status. Dues are payable to the treasurer during the month of January each year.

1. Dues will be set by the Executive Board and may be changed, as requirements deem necessary.
2. Each Certified Master Naturalist must complete 40 hours of volunteer activities and eight hours of Advanced Training each calendar year to maintain certification. Travel

time to and from volunteer opportunities may be counted in the total number of hours volunteered. Travel time to and from advanced training is not counted. All service on RGVCTMN committees can be counted as volunteer hours, including travel time. Re-certification pins will be awarded at the general meeting in January of each year.

3. All programs sponsored by Texas Parks and Wildlife, the U.S. Fish and Wildlife Service, the Arroyo Colorado Audubon Society, the Brownsville Rio Grande Delta Audubon Society, the Edinburg World Birding Center, the Valley Nature Center, the Native Plant Project, the McAllen Chamber of Commerce Nature Series and other events approved by the Executive Board are approved programs for advanced training hours.
4. The following partnerships/resources provide approved volunteer opportunities:
 - Arroyo Colorado Audubon Society
 - Association of Nature Center Administrators (ANCA)
 - Audubon Sabal Palm Sanctuary
 - Brownsville International Birding Festival
 - Brownsville Rio Grande Delta Audubon
 - Coastal Naturalist Activities including Red Tide Rangers
 - Coastal Studies Laboratory
 - Frontera Audubon
 - LaFeria Nature Center
 - Laguna Atascosa (NWR)
 - Leading tours along Arroyo Colorado
 - Los Ebanos Preserve
 - Mission Butterfly Festival
 - Native Plant Project
 - North American Butterfly Association (NABA)
 - Ocean Trust
 - Palo Alto Battlefield (NHP)
 - Ramsey Nature Park
 - Rio Grande Kayaking
 - Rio Grande Valley Birding Festival
 - Santa Ana (NWR)
 - Sea Life, Inc.
 - Sea Turtle, Inc.
 - South Texas College (STC)
 - Surfrider Foundation, South Texas Chapter
 - Texas AgriLife (formerly Cooperative Extension), a statewide Sponsor
 - Texas Nature and Environmental Photographers (TexNEP)
 - Texas Parks and Wildlife, a statewide Sponsor (TPW)

- The Nature Conservancy (TNC)
- Turtle Lady Legacy
- University of Texas, Brownsville
- University of Texas, Pan American (UTPA)
- Valley Land Fund
- Valley Nature Center
- Valley Proud
- World Birding Centers
 - Arroyo Colorado, Harlingen
 - Bentsen-Rio Grande Valley State Park, Mission
 - Edinburg World Birding Center and Scenic Wetlands, Edinburg
 - Estero Llano Grande State Park, Weslaco
 - Old Hidalgo Pumphouse, Hidalgo
 - Quinta Mazatlan, McAllen
 - Resaca de la Palma State Park, Brownsville
 - Roma Bluffs, Roma
 - South Padre Island Birding and Nature Center

5. **Volunteer Hours that do NOT count for RGVCTMN:** A Master Naturalist serving a role with any organization (e.g. as a board member, committee member) is only eligible to count the time that was specifically spent working on or co-coordinating events for the Rio Grande Valley Chapter, Texas Master Naturalist (RGVCTMN). The group must be an approved partner in the development and maintenance of the Master Naturalist Chapter. General officer or committee duties for other organizations are not eligible for Texas Master Naturalist volunteer hours. Any volunteer who is active in the Master Naturalist program and is also active as an officer or board member in another environmental or conservation organization may not count any hours serving in their capacity as an officer or board member in that organization towards volunteer hours in the Rio Grande Valley Chapter, Texas Master Naturalist program. At no time when you are a paid employee of any nature organization, non-profit group or governmental agency can you receive credit for the hours done while in the paid service of that group. If you are being paid; you are not a volunteer. If, however, you volunteer to serve on your days off or vacation at this nature organization, then those hours can certainly be counted as volunteer hours for RGVCTMN. You must wear your RGVCTMN name tag or cap or shirt showing that you are there as a member of our organization. This is for any and all Texas Master Naturalist work!
6. When you are working with Rio Grande Valley's nature-related organizations teaching classes or acting as a guide for a group of adults or students in a non-paid status, you must wear your name tag as a Texas Master Naturalist and state that you are teaching or acting as a guide to serve the organization as a representative of the

Rio Grande Valley Chapter, Texas Master Naturalist in order to receive credited volunteer hours.

7. Educational television shows are not approved for advanced training unless the Master Naturalist has obtained prior approval of the television show for advanced training credit.
8. Any questions about advanced training hours and volunteer hours must be submitted in writing or by e-mail to the Education Chair or any board member.
9. **Submitting Advanced Training Hours and Volunteer Hours for Chapter Records:** The Chapter has a spreadsheet to use for reporting all advanced training and volunteer hours. This form will be kept on your computer and sent to the recording secretary on a monthly basis (due date is the third of the following month; however, hours may be submitted earlier). You will be supplied with this form after you enroll in your first Training Class. You may ask for duplicate copies of this form if necessary by requesting one from the recording secretary or any designated member of the Board of Directors. If you have no computer, please make arrangements for submitting your hours with the recording secretary.
10. **Submitting Volunteer Hours for AgriLIFE Extension Records:** Texas Agrilife Extension has created a form for more accurate reporting of volunteer hours. The form also tabulates contact hours rather than clock hours spent volunteering at a site. A copy of the form with some explanation of entries is at the end of this Handbook. Most of the entries are self explanatory. Make sure to collect all the information you can about the group requesting the event, and their contact information. Turn the completed form in to the AgriLIFE Extension representative.
11. **General Meeting Attendance:** Each certified Master Naturalist of the Rio Grande Valley Chapter is strongly encouraged to attend the Chapter's general meetings and receive one hour advanced training credit, when the speaker presents an educational program. Members should report the hour of advanced training on their monthly spreadsheet.
12. **Active Membership:** Active members are those members who pay the chapter dues for the current year. A member who has not completed the required 40 volunteer hours and 8 advanced training hours for recertification may remain an active member of the chapter if his/her dues are paid and the member is working toward recertification in the future (has earned at least one hour towards recertification). Any member who fails to attend at least one meeting or chapter activity during the preceding year and does not notify the chapter that they wish to remain an active member will be dropped from membership.

C. FINANCES

1. **Establishment of Dues:** The Board of Directors may, with approval of a majority of members present at a duly called and convened general membership meeting, set and change the amount of an initiation fee, if any, and the annual dues, if any, payable to the Chapter. The Board of Directors must notify all voting members 60 days prior to the general meeting that subject of increased dues will be brought before the convened general membership for action. The Board of Directors under special circumstances may waive individual membership fees, on a case-by-case basis, if agreed by a majority vote of the Board of Directors.
2. **Annual dues:** \$15.00 annual dues shall be paid by Rio Grande Valley Chapter Certified Master Naturalists on or before January 31 of each year. If dues are not paid by the set date in each fiscal year, then all privileges afforded a certified member are rescinded until dues are paid.
3. **The Class Training Fees:** An amount shall be set by the Education Chair and the Board of Directors each year.
4. **Scholarships:** No more than two scholarships per year will be awarded to selected trainees from the scholarship funds, one from the Leo Garrett Fund and one from the JoAnna Troppy fund. Criteria will be established by the Board of Directors. The Board may award scholarships from chapter funds for hardship cases.

Honorariums, stipends or gifts, which will be submitted to the Rio Grande Valley Chapter Treasurer, are as follows:

- a. Sale of logo apparel
 - b. Local project grants
 - c. Special events or sponsors
 - d. Sale of prints of logo Chachalaca
5. **Refund of Application Fee and Background Check Fee:** Each new trainee must attend Orientation in order to continue in the yearly training class. The Class Fee will be refunded only if the prospective trainee does not attend orientation. There will be a \$25.00 administration fee that is non- refundable.
 6. Payment of Background Check Fee is non-refundable.

Chapter Finance

RGVCTMN is a designated 501(c) (3) non-profit organization. The organization does collect dues, and derives some of its operating funds from registration fees, donations, and grants. These fees are used for Regular Training, Advanced Training, Meeting Room costs, administrative costs and other miscellaneous expenses in the normal day to day running of the chapter. Fees are also used to fund graduation and certification materials, special pin awards, special projects, RGVCTMN fellowship opportunities, and other approved activities.

Budget

The RGVCTMN Treasurer, under advisement of the Board, constructs and maintains the annual budget. The annual budget will be submitted for approval to the board of directors at the first board meeting after the elections of officers each year.

Reimbursement of Expenses

To be reimbursed for approved RGVCTMN expenses, submit an original or photocopied receipt with your request to the RGVCTMN Treasurer. Payment will be issued within 30 days of the date the request was received.

Special Requests

Requests for funding special projects or classes may be made to the Board. Decisions will be made based on the availability of funds, applicability of the project or class to the mission of RGVCTMN, and the possible benefits to wildlife, wildlife habitat, and public education, RGVCTMN or TMN.

Fundraising

If the chapter chooses to raise funds by holding raffles, rules and regulations as defined by the Comptroller of the State of Texas for non-profit organizations must be adhered to without exception.

Committee requests

All committee projects requiring funding to complete must be submitted in writing to the Board for approval. The Board will either approve or disapprove the project. If approval is granted, the Board will decide on the proper funding for each submitted project and advise the Treasurer, or other designated Bank Signature Card Signee to issue the appropriate funds.

D. CHAPTER ORGANIZATION

1. OFFICERS

The officers of the chapter shall be the President, Vice President, Secretary, Recording Secretary, and Treasurer. If the Board of Directors deems it necessary, the Vice President duties may be divided between 1st Vice President and 2nd Vice President. The Executive Committee shall consist of the Officers of the Chapter. All officers and additional board members of this chapter must be certified Texas Master Naturalists.

2. ADDITIONAL BOARD MEMBERS

- Past President
- Chair - Training Committee
- Chair - Membership
- Chair - Volunteer Service Projects Committee
- Chair - Advanced Training Committee
- Chair - Newsletter Committee
- Chair - Outreach/ Publicity Committee
- Historian
- Chair - Host Committee
- Listserve Moderator
- Sponsor
- Member(s) at Large

3. DUTIES OF OFFICERS

President

- Preside at all meetings of the Chapter.
- Serve as Chair of the Board of Directors.
- Appoint, subject to the Board's approval, committees and committee chairs
- Be an ex-officio member of all committees.
- Sign all Board-approved documents that may be legally binding on the chapter
- Present an annual report at the last annual meeting of the chapter
- Become Immediate Past President upon completion of term as President.
- Works with the membership chair to fulfill and submit the chapter's annual report to the state office annually.
- Votes when there is a tie.

- Submits the agenda for the Board of Directors meetings and the General Meetings
- The President will appoint an audit committee composed of a minimum of three board members to conduct a yearly audit of the Treasurer's books. The yearly audit will be kept on file for the purpose of the Chapter Sponsor's annual report to the state.

Vice President

- Chair the Program Committee. (or 1st Vice President)
- Assist the President and act for the President in his/her absence. (or 2nd Vice President)

Secretary

- Conduct all necessary chapter correspondence.
- Record, publish and preserve the minutes of all meetings of the Board of Directors, General Membership meetings or special meetings;
- Furnish the minutes to all Board members and make them available to other Chapter members when requested
- Keep a record of attendance at each meeting and whether a quorum is present.
- Maintain a hard copy file of all minutes and correspondence.
- Bring to each meeting the minute book, a copy of the bylaws, rules and policies, a list of all committees and a copy of the parliamentary authority adopted by the Chapter;
- Publish notice of membership meetings and field trips.

Recording Secretary

- Keeps all volunteer and advanced training hours for each member of the chapter and maintains a complete record of the member's hours from the day of enrollment in the chapter as a trainee.
- Keeps a continuing record of all members who train as members of RGVCTMN.
- Keeps a record of all hours needed for the annual chapter report to the state which is submitted by the board in January of each year.
- Answers correspondence related to recording and reporting volunteer and advanced training hours.
- Keeps a list of names of required partnership volunteer hours and all any other pertinent information needed for the chapter's annual report to the state.
- Keeps a record of locations where volunteer work is done and the number of direct and indirect hours performed at said locations.

- Submits this information along with other required information for the chapter's annual report to the state.
- Submits a report of all volunteer hours and outreach (direct and indirect hours) to the sponsor by the fifth of each month.

Treasurer

- Maintain budget and accounting records.
- Receive all dues and monies for the association and maintain them in a separate chapter bank account.
- Keep an account of all income, expenses, disbursements and other financial matters.
- Keep a list of all donated or purchased inventory, equipment or other property. Update list, monthly or as needed.
- Pay all bills upon receipt of a written statement or receipt. Treasurer or President or other approved board member shall sign all checks, drafts or other instruments for payment of money or notes of the Chapter.
- Make a monthly report to the membership
- Develop an annual budget for approval by the Board of Directors.
- Present the financial records for audit on or before the last day of the fiscal year.
- Submit all annual financial records and audits as required by law

Executive Committee

- The Executive Committee will approve those officers and board members who will be assigned as signatories on the chapter's bank account. The names of the appointees will be printed in the annual election minutes so that their names can be given to the bank when a new signature card is to be prepared. A copy of the minutes and other documentation required by the bank will be provided by the Secretary and Treasurer.

4. DUTIES OF OTHER BOARD MEMBERS

Past President

- Assist the President.
- Chair the Nominating Committee
- Provide continuity from prior Board of Directors
- Assume the responsibility as the State Representative for the chapter if that position is not otherwise filled
- In the absence of a past-president, the president will reassign necessary responsibilities

Advisors – Additional Duties

- Advises, recommends and informs the chapter on appropriate business
- Review the chapter's financial status and participate as a member of the annual audit committee
- Assist the State Program Advisory Committee in implementing and enforcing program regulations and policies
- Facilitate opportunities for Master Naturalist volunteers to exercise initiative and judgment within proper measure of autonomy when coordinating chapter events and activities
- Participates in event planning and attends events when possible or when identified as necessary through the planning process
- Is a voting member of the board

5. STANDING COMMITTEES

Education Committee

- Coordinates training of Master Naturalists for the Chapter's training program
- Plans, implements and evaluates the chapter training curriculum and develops training calendar
- With the Treasurer develops the class budget and recommends the class tuition to the board
- Acquires and prepares class manuals
- Select all presenters and make arrangements for their class/presentation including materials, handouts and audio-visual equipment needed for the class/presentation
- Arranges for speaker gifts, travel and lodging needs, and confirmation and thank you letters
- Arranges for publicity – Newspaper, flyers, Internet
- Arranges for location and room seating and equipment for all classes
- Manages the on-going class through graduation

Membership Committee

- Maintain a roster of the Chapter's member names including in-training members, including addresses, phone numbers and Internet/email addresses
- Orders and maintains the member certification and recognition awards (e.g. shirts, name tags, certificates, business cards, pins)
- Ensures members have a current signed liability form on file

Volunteer Service Projects Committee

- Approves and notifies chapter membership regarding Volunteer Service opportunities and projects

- Uses the state Master Naturalist Program Chapter Management Guidelines section on Volunteer Service Requirements

Advanced Training Committee

- Approves and notifies chapter membership regarding Advanced Training.
- Uses the State Master Naturalist Program Chapter Management Guidelines section on Advanced Training Requirements and Chapter guidelines (see Chapter Operating Handbook Advanced Training section) to review Advanced Training for approval.

Program Committee

- Develops and maintains chapter calendar of activities
- Schedule chapter programs and field trips for membership meetings
- Notifies membership of field trip requirements (i.e. water, safety, maps, logistics, etc.)
- Ensure speakers or trip leader is recognized appropriately

Newsletter Committee

- Responsible for collecting chapter and state news, producing and distribution of the Chapter Newsletter
- Officers and members will contribute the contents of the Newsletter

Outreach/Publicity Committee

- Responsible for publicizing chapter outreach activities
- Staffs outreach booths
- Creates and maintains chapter brochure
- Acquires and maintains a chapter display board
- Assists the Training Committee in promoting the chapter.

Historian

- Maintains the historical records of the chapter
- Historical records include but not limited to: Training classes, projects, recognitions, events, elections, meetings, and Chapter Newsletter archives

Host Committee

- Assist Training Chairman with class host activities – drinks, snacks, catered lunches, making handouts.
- Coordinates General Membership meeting host activities – drinks, snacks, party activities.

Listserve Moderator

- Maintains and moderates the chapter's web list.

At Large Members

- Maintain a record of high level interests and specific expertise of members.
- Track milestone awards and prepare awards, graduation and certifications, and re-certifications.

6. AD HOC COMMITTEES - Ad Hoc committees are formed for a particular and specific short term purpose.

Audit Committee

- Responsible for conducting the annual audit of the financial records of the chapter. Members will include the vice-president, secretary and advisor (at least one).

Nomination Committee

- Responsible for selecting the annual ballot of officers and board members. Will also serve when an officer vacancy occurs that requires filling. The committee will present a slate of candidates at the annual meeting.

Other Ad Hoc Committees

- Can be formed by the Board as needed to address specific tasks or purposes.

Attendance at Board of Directors Meetings: All Officers and Chairmen are expected to attend all scheduled board meetings. If any officer or chairman misses three consecutive board meetings without a legitimate excuse, he/she is deemed removed from his/her responsibilities and will be replaced according to the Bylaws of the Rio Grande Valley Chapter, Texas Master Naturalist.

Board of Directors Volunteer Hours: Board members should submit all volunteer work hours done for the Master Naturalist Chapter. The State Program requires all volunteer hours to be reported in the annual Texas Master Naturalist Program Local Chapter Report. All officers and chairmen will work with volunteers to complete their responsibilities and assigned tasks.

The Board of Directors may request guidance from the state sponsor representatives, other professionals and educators to assist the Board in fulfilling its duties.

Board of Directors Meetings: The Board of Directors meetings are scheduled for two hours beginning at 7 p.m. on the first Tuesday of each month. The Executive Board will determine the meeting location. All Chapter members are invited to the Board of Directors meetings if a five days advance notice is given to the secretary in writing by e-mail. This is necessary to determine the size of the meeting location.

Agenda for Board of Directors Meetings and General Membership Meetings: The President will send out a request via e-mail for agenda items to all Board Members five days prior to the scheduled meeting dates for Board of Directors Meetings and General Meetings. The President will write the agenda and e-mail it to the Board of Directors at least two (2) days prior to the scheduled Board Meeting and General Meeting dates. This two (2) day time period will allow for last minute updates to the approved agenda when deemed necessary by the President or Board Members.

Meeting Minutes Submission and Approval: Board of Directors Minutes Draft will be submitted by e-mail to board members for approval/corrections. The final draft will be e-mailed to Board Members three days prior to the Board of Directors next meeting. Approval will take place at Board of Directors meeting.

General meeting minutes draft will be submitted by e-mail to Board of Directors members for approval/corrections. The final draft will be e-mailed to Board members three days prior to the next Board of Directors meeting. Acceptance will take place at Board of Directors meeting and the final draft will be e-mailed to all RGVCTMN members three days prior to scheduled general meeting and approval given at general meeting.

General Membership Meetings: The Vice-President or his/her committee will arrange for a speaker to be present at the general meetings. If he/she needs help with this matter, help can be obtained from any other Board Member or General Member of Rio Grande Valley Chapter, Texas Master Naturalist. A thank you letter may be sent to each speaker/presenter. The vice-president will write this letter or assign a member of his/her committee to do so. It has been the practice of this chapter to give each speaker who is not a TMN member a special Friends of Master Naturalist Dragonfly Pin along with a thank you card at the end of each general meeting presentation. If a speaker has spoken to our chapter at a previous general meeting, the practice has been to award a Chapter T-Shirt with chapter logo, a Chapter embroidered Logo cap, or some other article of appreciation as authorized by the Board of Directors.

General Membership Meeting Procedures: The General Meetings will be held at a scheduled time and in a predetermined location set by the Board of Directors. The Vice-President (or his/her committee) will assume the duty to see that the necessary audio-visual equipment for all speaker presentations is provided and to see that adequate seating is arranged.

Attendance sheets will be provided for Rio Grande Valley Chapter, Texas Master Naturalist members. Members who attend the general meetings and sign the attendance sheet will record one hour advanced training credit on their spreadsheet when the general meeting has an approved speaker.

The general public is invited to RGVCTMN General Membership meetings free of charge. It will be the duty of the Vice-President/Communication Chair of The Rio Grande Valley Chapter, Texas Master Naturalist to post all general meetings, their time and location and the

name of the presenter and the topic of the presentation on the Chapter Website (www.rgvctmn.org). All members should consult the website periodically for any updates and changes that may occur.

The Vice-President/Communications Chair will see that adequate newspaper, radio and TV advertising is sent to all media on the date, time, presenter and topic of each general meeting. Each media has certain due-dates for submission of these Press Releases. The responsible parties for media communications should meet their scheduled deadlines.

Member Responsibility at General Meetings: At each General Membership Meeting, each RGVCTMN member shall sign the attendance sheet.

During the Business Sessions of the General Membership Meeting, these items will be discussed:

1. Information about all volunteer projects, workdays, and meetings
2. Information about advanced training opportunities
3. All necessary business items on the pre-set agenda

Member Questions: The General Membership may consult with the Board of Directors with any problems they may have regarding this organization. Send questions to the President, and he/she will forward all questions to the Board of Directors for answers. Resolution of all questions will be handled at any regular board of directors meeting.

Use of Master Naturalist Logo: The Texas Master Naturalist or Master Naturalist (in Texas) is a registered trademark of the Texas Master Naturalist Program and is outlined in the State guidelines.

Changes of the Chapter Operating Handbook: The Board of Directors may change the Chapter Operating Handbook when necessary by a 2/3rds majority vote. The general membership shall be notified by e-mail of all changes. These changes will be posted to the chapter web site.

Revised and approved by the Board of Directors: March 1, 2011



Record of Program Delivery for Group Educational Activities



Please use this form to account for attendance at group events/activities when a registration form is not feasible.

Date of Event: _____ Sponsoring Group: _____ **Group requesting event** _____

Contact Person: _____ **Person requesting activity** _____ Phone #: _____ E-mail: _____

Address: _____ **(If unknown, leave blank)** _____ City: _____

Program Title: _____ Location: _____

Audience: _____

Description of Event: _____ **(Include why you are doing the activity)** _____

Master Naturalists Involved: _____

Total Participants: (**audience number**)*Contact Hours: (**Duration of event X audience number**)

For Extension Use Only: Summary of program participants (one line per event)

*Contact Hrs.	White	Black	Hispanic	American Indian	Asian	Female	Youth	Total

* Only actual hours of instruction/meeting time should be counted

Certifying Signature: _____ **(Person giving program)** _____ Date: _____

Printed Name: _____

Educational programs of the Texas AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating

(When filling out the data table, just use your best guess where necessary. "Youth" refers to someone under 18.)