

**ARMAND BAYOU NATURE CENTER VOLUNTEER ORGANIZATION
BYLAWS**

(REVISED APRIL 2007)

ARTICLE I. NAME AND ORGANIZATION

The name of the Organization shall be the Armand Bayou Nature Center Volunteers. The Organization shall consist of active volunteers and shall be administered by a Volunteer Board composed of the Officers of the Organization and the designated ABNC staff member.

ARTICLE II. PURPOSE

The purpose of the Organization is to support the Armand Bayou Nature Center in accomplishing its mission to provide environmental education and to preserve the important and vanishing ecosystems with which it has been entrusted.

ARTICLE III. ACTIVE VOLUNTEERS AND DUES

Section 1. An active volunteer shall be aged eighteen (18) and over, and will support the purpose of the organization by active duty.

Section 2. Active duty is defined as a contribution of a minimum of twenty eight (28) hours of approved service over a one (1) year period. Four (4) of the hours must be of approved training or continuing education.

Section 3. Specific training will be offered by the ABNC Staff throughout the year on a needs basis. Continuing education is also offered as a benefit. Four (4) hours of continuing education or training will count towards the minimum of twenty eight (28) hours required annually for active duty status.

Section 4. Volunteers who have not met the minimum twenty eight (28) hours of service per year will not have voting privileges in the organization and shall be considered associate volunteers. The volunteer roster will be reviewed annually in February to determine volunteer status. This review will be conducted jointly by the ABNC appointed Staff, the Volunteer Board Chair, and two volunteers nominated by the Chair and approved by the Volunteer Board.

Section 5. Individuals aged fourteen (14) years and older may be awarded associate volunteer status by attending the initial training classes accompanied by an adult in training or trained. These associate volunteers are to be accompanied by an adult at all times and have no voting privileges.

Section 6. There shall be no subscription dues/fees required from active volunteers. A fee may be charged for volunteer training materials and name tags as determined by the ABNC Staff.

Section 7. An active volunteer may terminate his/her membership of the organization at any time and is requested to do so in writing. A person who has voluntarily terminated membership may apply to the volunteer board for reinstatement in writing. In such cases a majority vote of the volunteer board is required for reinstatement.

Section 8. Armand Bayou Nature Center Staff reserve the right to terminate the membership of any active volunteer should just cause be given. In these cases the person or persons shall have the right to appeal to the volunteer board.

ARTICLE IV. OFFICERS AND ELECTION

Section 1. The Officers of the Organization shall consist of the following twelve (12) elected Officers: Chair, Vice-Chair, Secretary, Treasurer, and the Coordinators for: Admissions, Weekend Demonstrations, Greeters/Interpretation, Weekend Trails, Weekday Farm/Outdoor Ed., Outreach, Facilities and Stewardship. The Volunteer Board shall appoint one Officer, the Volunteer Newsletter Editor.

Section 2. Confirmed active volunteer status is required for the positions of Chair, Vice-Chair, Secretary and Treasurer. The elected Officers shall hold office for one (1) year. The Officers will be elected by a majority vote of the active volunteers present at the December meeting. Duties will commence on January 1 of the following year. The period of office shall be from January 1 to January 1 of the consecutive year.

Section 3. No elected Officer may serve more than two (2) consecutive terms in the same office.

Section 4. The Nominating Committee shall consist of five (5) active volunteers, not on the current Volunteer Board, elected by a majority vote of the volunteers present and voting at the September general meeting. The Nominating Committee will prepare a Slate of Officers and present it to the active volunteers attending the November meeting. The Committee shall appoint its own Chair.

ARTICLE V. OFFICERS AND DUTIES

Section 1. Chair

The Chair shall be the Organization's chief executive officer, presiding at volunteer board meetings, monthly volunteer meetings, and serve as ex-officio member of all committees except the Nominating Committee. This Officer shall prepare the agenda for the regular meetings of the Volunteer Board and the active volunteers in consultation with the other elected Officers. The Chair shall appoint any specific volunteer committee chairs with Volunteer Board approval.

The Chair or person designated by the Chair shall represent the Organization, when required, at ABNC Staff meetings. The ABNC Staff appointed designee will be the

official contact point between the Organization and ABNC Staff. If presence of the Organization at ABNC Staff meetings is not feasible, an agreed on method of reporting on their proceedings will be arranged.

The Chair or person designated by the Chair shall represent the Organization at meetings of the ABNC Board of Trustees and report pertinent information to the Volunteer Board and active volunteers. If possible, any items to be presented to the ABNC Board of Trustees by or on behalf of the volunteers shall be presented at a general meeting of the volunteer board and active volunteers.

Section 2. Vice-Chair

The Vice-Chair shall be responsible for the program at monthly volunteer meetings and shall plan and coordinate continuing education opportunities for the volunteers with the ABNC Staff. In the absence of the Chair, the Vice-Chair shall preside at Volunteer Board meeting or monthly meetings, serve as the Organization's representative with the ABNC Staff or Board of Trustees, and have any other official duties the Chair may assign.

Section 3. Secretary

The Secretary shall be responsible for maintaining the official record of the Volunteer Organization by recording and producing the minutes of all Volunteer Board meetings and all monthly meetings. This Officer shall handle the general correspondence of the Volunteer Organization and maintain a file of all committee charters, membership roster records, Volunteer Coordinator duty descriptions, Volunteer Organization Bylaws, and other appropriate records in the Volunteer office.

Section 4. Treasurer

The Treasurer, in conjunction with the Chair, shall be responsible for all financial transactions of the Volunteer Organization. The Treasurer shall assist the Chair in establishing an annual budget for the Volunteer Organization. The Treasurer shall maintain accounting records of financial transactions for audit purposes and present the Volunteer Organization with financial status at monthly meetings. The Treasurer shall coordinate an annual audit of the Organization's financial records by the ABNC Staff accountant.

Section 5. The eight (8) Volunteer Coordinators shall serve on the Volunteer Board as representatives of active volunteers and their duties; those of the Volunteer Newsletter Editor shall be defined in the Volunteer Training Manual.

Section 6. All members of the Board shall be expected to attend monthly Volunteer Board meetings.

ARTICLE VI. VOLUNTEER BOARD

Section 1. The Volunteer Board shall consist of the twelve (12) elected officers, the Volunteer Newsletter Editor, the ABNC Staff Volunteer Coordinator, and any other designated ABNC Staff personnel.

Section 2. The Volunteer Board will meet on a schedule determined by the Board but no less than eight (8) times a year. Special meetings of the Board may be called by the Chair or at the request of a majority of the Board.

Section 3. The Board shall be empowered to appoint committees to serve in capacities necessary to implement the stated purposes of the Organization.

Section 4. Vacancies on the Board shall be filled by a majority vote of the remaining members of the Board. Persons so elected shall serve for the remainder of the administrative year, and then may be elected to serve up to two (2) consecutive years in that position.

Section 5. A quorum of the Board shall consist of half the currently filled positions or six (6) members, whichever is less.

ARTICLE VII. MEETINGS

Section 1. There shall be at least eight (8) monthly meetings of the Volunteer Organization. These will be at 7:00 p. m. on the second Thursday of each month at the Nature Center unless notification of change is made at the previous meeting.

Section 2. The annual meeting for the purpose of electing officers and approving the annual budget shall be the meeting held in December.

Section 3. Additional or special general meetings of the Organization may be called by the Board or by written request of ten (10) percent of the Organization's active volunteers.

Section 4. A quorum for each meeting shall consist of ten (10) active volunteers present and voting at the meeting.

Section 5. To be eligible to vote the volunteer must have active status and must be present at the meeting. There will be no proxy voting.

ARTICLE VIII. NEWSLETTER

A newsletter shall be published monthly to inform the active volunteers of the Organization's activities. The newsletter shall be open to contributions by all active volunteers and the ABNC Staff.

ARTICLE IX. CONTINUING EDUCATION

Continuing education and re-education programs for the volunteers shall be offered on a regular basis by the ABNC Staff and guest lecturers.

ARTICLE X. BUDGET

The Organization shall establish an annual budget by the end of each calendar year, which shall be approved by active volunteers and the ABNC Staff. An audit shall be conducted annually by the ABNC Staff accountant or at any time requested by the Board or ABNC Staff. Any unbudgeted expenditure exceeding one hundred dollars (\$100) shall be reviewed with the Volunteer Organization for approval. Total unbudgeted expenditures shall not exceed two hundred dollars (\$200) a year without approval of the Volunteer Organization.

ARTICLE XI. RULES OF ORDER

"Robert's Rules of Order, Newly Revised" shall be the parliamentary authority of all matters of procedure not covered by these bylaws or by other rules of procedure.

ARTICLE XII. AMENDMENTS

These bylaws may be adopted, amended, or repealed by two-thirds of the active volunteers in attendance voting at any monthly meeting, provided that notice of the proposal to be acted on has been given at least one month prior to such meeting. The notice must be made at a regular meeting and included in the official minutes of that meeting.

ARTICLE XIII. OTHER POLICY

Additional policies and procedures may be established jointly by the ABNC Staff and the Volunteer Board and will be treated as addenda to these bylaws.