

Northwest Aquatic and Marine Educators (NAME)
Standard Operating Procedures
January 20, 2012
Revised from January 29, 2011 Board Meeting
with effective dates

I. Organizational Purposes and Guidelines

1. Standard Operating Procedures (SOPs):
 - A. Decisions made by the Board of Directors or Executive Committee that govern administrative procedures and policies in effect over the long term (that is, more than a one-time event). SOPs are designated as such, when enacted by the Board of Directors by the Presiding Officer at an officially-called meeting of the Board of Directors. Any Director present at the meeting may call for a vote of the Board if he or she disagrees with the decision of the Presiding Officer.
 - B. Each SOP should include the date enacted. The SOPs must be reviewed from time to time to insure they are current and have not been superseded.
2. Purpose:
 - A. The purpose of NAME is exclusively educational, cultural, scientific, literary, and charitable.

II. Organizational Details

1. Fiscal Policy
 - A. Fiscal Year:
 - a. The NAME fiscal year begins on January 1 and ends on December 31
 - B. Conference Profits shall be divided as follows:
 - a. 20% to host state/province
 - b. 50% to regional treasury
 - c. 10% each to other states/province
 - C. Annual Auction Proceeds:

Auction proceeds are designated for mini-grants, unless Board decides otherwise. These funds, if not secured or used for mini-grants by the next conference, are to go into the general NAME bank account.
 - D. Alaska and British Columbia Travel Assistance:

If the budget allows, the NAME treasury will pay for the Alaska director's travel to one meeting per year, and for the BC director's travel to one meeting per year, if assistance is needed.
 - E. Rainy Day Fund:

The Board of Directors may create a "rainy day" fund to buffer years in which the annual conference does not make a profit.
 - F. NAME is a non-profit organization
 1. NAME is a non-profit organization and therefore no part of its net earnings shall inure to the benefit of any officer or employee of NAME except that reasonable compensation may be paid for services rendered to and for NAME in connection with one or more of its purposes.
 2. No officer or employee of NAME, or any private individual, shall be entitled to share in the distribution of any of the assets upon dissolution of NAME.

3. Notwithstanding any other provision of these Articles, NAME shall not conduct or carry on any activities, not permitted to be carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 and its regulations as amended.

III. Membership Eligibility, Types and Dues

1. Membership Type and Dues (adopted 7-10-10)
 - A. NAME Annual ACTIVE membership dues \$25.
 - B. NAME Annual Student/Senior/Limited Income dues \$15.
Student membership includes any student in grades K-12, any college student (community college, university), or marine or aquatic trade school student. Senior membership includes any person 62 or older. Limited income membership includes any person who can show that their financial circumstances preclude joining as an ACTIVE member. All memberships in this category require documentation to be approved (current student body card, drivers license, birth certificate, written request for limited income status with justification).
 - C. NAME Life Membership dues \$250.
 - D. NAME Honorary Life Member enjoys privileges of active membership with no dues.
 - E. NAME Annual Institutional Membership dues \$50.
Institutional Member: Any not-for-profit organization, institution, corporation, or individual interested in advancing the purposes of NAME are eligible for approval by the Board of Directors as an Institutional Member. Such members shall pay annual dues for Institutional Members. One voting delegate appointed by the Institutional Member may represent each Institutional Member at any meeting of NAME. Such delegate shall enjoy all the privileges of active membership.
 - F. NAME Annual Corporate Membership dues \$200 or more.
Corporate members may include any company or organization whose business includes the marine or aquatic education market. Corporate members receive a 50% discount on advertising and recognition in NAME publications. Corporate members do not get a vote.

IV. NAME – NMEA Relationships and Obligations

1. NAME is a chapter of the NMEA
2. NAME current membership list and other NAME records are to be available, upon request, for review by the NMEA Board of Directors.
 - A. Membership in the National Marine Educators Association is not mandatory but strongly encouraged.
3. NAME is expected to elect an NMEA representative from the officers or membership.
 - A. An expense to attend the NMEA national meeting is paid by NAME.

V. Elections

1. Prior to sixty days before elections, NAME members may submit nominations for candidates to nominating committee.

2. Sixty days prior to elections, the nominating committee names candidates for each elective office
3. Nominating committee sends, not later than June 1, a ballot bearing all nominations for office to all Active members in good standing in NAME.
4. To be counted, ballots must be received by July 1 and be counted within five (5) working days by two tellers not on the ballot appointed by the President. The tellers will report the results to the Secretary (or the person assigned by the President) who shall announce the results to the membership within 5 days of being counted.

VI. Officers and Board of Directors

1. Officers that make up the board of directors are the President, President-elect, Past-President, Secretary, Treasurer, at least one but not more than two Directors from each state/province, and the NMEA representative.
 - A. Officers are elected for a one-year term.
 - B. President-elect automatically succeeds president and subsequently past president to serve for 3 years.
 - C. Other officers may run for additional terms.
2. Up to fifteen additional officers may be added.
 - A. These At-large officers are not voting members of the board of directors.

VII. Duties of Officers

1. President:
 - A. Preside at NAME meetings, including Board of Directors meetings. The President shall fix the time and place for all Officers' meetings.
 - B. Provide all board members and committee chairs with copies of a contact list, bylaws, Standard Operating Procedures, and an annual calendar showing meetings and deadlines.
 - C. Appoint chairs and members of standing and ad hoc committees (with approval of Board of Directors).
 - D. Provide leadership in effecting the purposes of NAME and in fulfilling directives from the Board of Directors.
 - E. Provide a president's report to the annual meeting.
 - F. Serve as ex-officio member of all committees.
 - G. Communicate through FLASH mail with the membership at large, apprising them of news/announcements such as website submissions, board meetings, etc.
 - H. Solicit and assimilate articles for NAME Website; submit to Jennifer Magnusson magnusson.web@gmail.com and Communication Committee Chair Sean Hastie hastiestuff@mac.com (7/2011)
 - I. Write and submit a NAME president's column to NMEA, October, February, and May. (December 2011)
 - J. On Watch: president's column due in October.
 - K. Coordinate Executive Committee meeting to bring up information before the whole board meeting should be held in October or early November (November 29, 2011)
 - L. Work with the website committee to keep the website updated.

- M. Check with all officers and committee chairs to ensure that NAME activities are carried out according to the by-laws, the calendar deadlines, and the commitments made at board meetings.
 - N. Ensure that activities and deadlines are announced in a timely manner through FLASH mail and Facebook.
 - O. Set up board meeting dates, times, and locations. Put together agenda packet for all board meetings and mail to board members (and any other members indicating interest in receiving such materials) in a timely manner.
 - P. Minutes from both board and membership meetings need to go on the website (president's responsibility). An article on the highlights would also be good for the Scuttlebutt pages.
 - Q. Coordinate purchase of "thank-you" gift for annual conference chair.
 - R. Coordinate with Webmaster to post the new Directory of NAME officers and leadership on the web.
2. Past President:
- A. Serves as chair of the Selection committee for Honorary membership.
 - B. Serves as chair of nominating committee.
3. President-Elect:
- A. Serve as member of the Annual Conference Committee.
 - B. Serve as member of the Financial Advisory Committee.
 - C. Prepare agenda for the Annual Officers' Meeting.
 - D. Assume duties of president in his/her absence or in case of inability to serve.
 - E. Coordinate purchase of "thank-you" gift for president
4. Secretary:
- A. Prepare and preserve minutes of membership and officers' meetings.
 - B. Supervise elections.
5. Treasurer:
- A. Chair the Financial Advisory Committee.
 - B. Oversee management of fiscal affairs such as collection and disbursement of funds and keeping accounts.
 - C. Prepare a monthly financial statement.
 - D. Prepare an annual financial statement for the Annual Meeting.
 - E. Monitor and oversee any financial accounts created for convenience by State and Provincial directors.
6. NMEA Representative:
- A. Serve a two-year term.
 - B. Represent interests of NAME to NMEA; insure regular flow of information between the two groups.
 - C. Serve as a member of the NMEA Board of Directors; attend NMEA national meeting

- D. Coordinate NMEA publicity at NAME events; submit an NMEA column to the NAME communications committee (November 29, 2011) after the NMEA winter retreat and summer conference.
7. State/Provincial Directors:
 - A. Serve on Financial Advisory Committee.
 - B. Submit an Annual Plan by Dec. 31, for board approval.
 - C. Initiate and coordinate NAME activities for each state/province. (Implement Annual Plan.)
 - D. Submit a “Director’s Column” for NAME website
 - E. Carry out membership recruitment activities:
 - a. Membership Promotion:
 - F. Each state/province is responsible for carrying out recruitment/outreach activities such as (but not limited to):
 - a. Distributing membership brochures to aquariums, science centers, etc.
 - b. Hosting a NAME display at appropriate events, such as NSTA conferences
 - c. Organizing social/educational events open to current and potential new members
 - d. Placing ads in appropriate publications (July 10, 2010)
 - G. Annual Education and Outreach Plans for Each State/Province: Each state/province needs to submit an annual plan by December 31 of each year to the NAME Board of Directors.
 - H. Act as conference chair or recruit a conference chair for the regional conference when hosted by your state/province.
 - I. Each state/provincial director should appoint at least two members to act as communication leads for their jurisdiction.

VIII. Committees, Chairs and Committee Responsibilities

1. Financial Committee:
 - A. Treasurer, President- Elect, and State/Province Directors
 - a. As a group maintain the financial stability of NAME
2. Honorary Membership Committee
 - A. Past-President = Chair + 3 active members
 - a. Nominee must have demonstrated distinguished career in teaching, research, or service in marine or aquatic education. (December 1, 2011)
3. Nominating Committee
 - A. Past-President + 3 active members appointed by Board of Directors
4. Awards Committee
 - A. Chair appointed by President
 - a. Honorary Life Member- Highest recognition conferred by NAME
 - b. President’s Award- Conferred by the president
 - c. Formal Educator- Nominated by active members
 - d. Informal Educator- Nominated by active members
 - e. Institutional/Corporate Award- Nominated by active members in recognition of outstanding contribution to aquatic and marine education.
5. Mini-Grants Committee

- A. Chair appointed by President
 - a. Mini grants are offered twice a year in October and May.
 - b. Awards of up to \$250 are available.
 - c. Mini grant funds are generated from the annual NAME auction and therefore may vary in amounts each year.
6. Conference Committee
 - A. President-Elect, State/Provincial Director, and volunteer committee
7. Website Committee
 - A. Webmaster, Officers
8. Auction Committee
 - A. Member volunteers
9. Membership Committee
 - A. Member volunteers
10. Communication Committee (Revised July 10, 2010)
 - A. Member volunteers, Webmaster
11. Website Committee
 - A.
12. Auction Committee
 - A.
13. Membership Committee
 - A. Membership Chair:
 - a. Maintain the membership list and coordinate distribution of recruitment materials.
 - b. Distribute quarterly updated membership lists to each state/province director and the NAME president, and report on membership activities at board meetings.
 - c. Mail out membership renewal notices mid-month, and process new or renewing memberships once a month by doing the following:
 - Record membership information in the ACCESS database and print out new “reports”. (Save one copy of new reports for next year’s renewal mailing.
 - Send a letter of welcome, membership card, and an extra brochure to be shared with a colleague.
 - Send new membership reports to NMEA, and NAME treasurer, along with necessary remittances. Send U.S. checks to NAME treasurer; send BC checks to BC treasurer. (BC treasurer collects checks, deposits them in BC account, and then sends one check to NAME treasurer. This reduces the bank charges of \$5.00/check for non-U.S. checks.)
 - Send new “dues current” email addresses to FLASH mail editor.
 - Record names of new/renewing members alphabetically for listing. Make sure FLASH mail announces availability of electronic Scuttlebutt for each issue. (Anyone not wishing to receive FLASH mail automatically gets a paper copy of Scuttlebutt.)
14. Communications Committee:
 - A. NAME establishes a communications committee made up of two “correspondents” in each state or province that regularly contribute to Scuttlebutt and the NAME Website. The Communications Director will lead the committee, and coordinate

submissions to Scuttlebutt and other website features.

- B. Each state/provincial director should appoint at least two members to act as leads for their jurisdiction. The responsibilities include:
 - a. act as NAME correspondents for specific areas in their state/province for the NAME website pages **including Scuttlebutt**
 - b. seek authors for appropriate articles
 - c. seek appropriate events and educational opportunities
 - d. seek appropriate reprint opportunities and links to websites
 - e. write articles and notices themselves as needed.
- C. Correspondents are volunteer positions but as NAME grows and funding becomes available, stipends for these positions, however small, could be paid. The directors and co-directors may hold these positions, but one benefit of this system is to get more NAME members involved in the organization in a meaningful way, thus it provides an entry point for future committee chairs and board members. No terms of office or limits on length of service is proposed for now – this being left up to the directors.

IX. Publications

- 1. Scuttlebutt:
 - A. Scuttlebutt is entirely electronic, and as such, is not published as a periodical but as a series of new articles, news and events, and other resources due at various times throughout the year.
- 2. **Webmaster assumes the job of online editor for our Scuttlebutt submissions (7/2010).**
 - A. This means that when articles, activities and features are submitted, they are sent directly to the Webmaster, and copy to the communications chair to keep track of what's in and what isn't. Calendar items need not be copied to the communications chair.

X. Advertising-NAME website Advertising Policy (12/2011)

- 1. All advertised goods and/or services should be directly relevant to the NAME membership, specifically related to aquatic and/or marine education.
- 2. The NAME board of directors and the **Webmaster (12/2011)**, **retain** the right to determine suitability of products or services for advertising. They retain the right to refuse an advertisement for publication.
- 3. Advertising fees shall be \$25 for members and \$50 for non-members per year. Space for each advertisement shall be limited to 3 1/2" x 2" (business card). Advertisements shall be camera ready or additional charges may be incurred, as determined by the editor, before the ad may be placed.
- 4. The appearance of any given ad **on the website (12/2011)** does not necessarily constitute an endorsement of said product or service, but has been accepted because of its potential interest to some or all of our members. Submit camera-ready art (electronic submission preferred at minimum 200 dpi).

XI. Calendar of Events/Articles

- 1. **A lead article due in October - Maybe a conference presentation from which a great article could be written with gentle prodding of the presenter.**
- 2. **A report on the conference would be great. Conference chair could write or a delegate the**

- writing of one, preferably with some photos (actually, it could all be photos).
3. A "Special Article is listed as due in October - but this could be the conference article above.
 4. Book Review due in September. Any of you have a hot one you want to write a short review on?
 5. Critter Corner due in October. Gord had in the past, possibly one a month?
 6. Calendar Items - committee and leadership folks need to be on constant alert for these.
 7. Activities - we are due for one or more activities in November. Anyone out there have a great activity that they got from the conference, or one that's tried and true that's been around for a while? Remember, new educators are coming on board every day and may have never seen what you've been doing for years!
 8. Links - if you come upon a link that we should have on our website, forward it to Jennifer or communications committee.

XII. Meetings

1. The Annual Conference of the general membership shall include business meetings of both the Board of Directors and the general membership.
2. A mid-year business meeting of the Board of Directors shall also be held.
3. Additional meetings may be held, with reasonable notice, upon the call of a majority vote of the officers.
4. The President shall fix the time and place for all Officers' meetings.

XII. Quorum

1. One half plus one of all Officers shall constitute a quorum.
2. When, at the discretion of the President, the Board of Directors transacts business by mail, e-mail or conference call, one half plus one of all members of the Board of Directors shall constitute a quorum, providing that thirty (30) days shall have elapsed between the mailing of a proposal with ballot and the counting of the returns. At the discretion of the President, voting by the Board of Directors may also take place by electronic means.

XIII. Rules of Order

1. The rules contained in Roberts' Rules of Order shall determine the parliamentary practice of NAME in all cases to which they apply and when they are not inconsistent with the Bylaws of NAME.
2. A Parliamentarian may be appointed by the President to determine and interpret the Rules of Order that govern the deliberations of NAME.

XIV. Amendments to Bylaws

1. These bylaws may be amended or new bylaws may be adopted, with a prior notice of thirty (30) days, by a one half plus one vote of the membership present at a duly constituted meeting of NAME or by a one half plus one vote of all members responding by mailed or electronically-distributed ballot. It shall be provided further that no new bylaws shall be adopted and no existing bylaws shall be amended or repealed at the meeting at which such adoption amendment or repeal is first proposed.

XVI. Dissolution

1. The Northwest Aquatic and Marine Educators (NAME) may be dissolved by a vote of three-fourths (3/4) of the Active members attending a duly constituted Annual Meeting providing that notice of the proposal to dissolve NAME together with the full text thereof and name(s) and address(es) of the proponent(s) shall be sent to all members of NAME at least ninety (90) days prior to the vote to dissolve.
2. In the event of dissolution or termination of NAME, title to and possession of all of the property of NAME shall pass forthwith to such organization dedicated to similar purposes and qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at the time of NAME's dissolution or termination, as the Officers of NAME shall deem best qualified to carry on the functions of NAME.