

POLICIES AND PROCEDURES – updated September 18, 2012

Statement of Intent on Affiliation

It is the intent of the Missouri Environmental Education Association (MEEA) to work to the benefit of the members and organization through mutually beneficial partnerships. By seeking partnership relationships, as opposed to affiliation, MEEA benefits by:

- 1) maintaining focus on the MEEA vision and mission
- 2) accomplishing MEEA goals
- 3) making MEEA an equal partner, and
- 4) focusing on specific programs or projects that directly serve to accomplish MEEA goals

In entering into partnership, the board is directed to consider the following:

- what is the potential/real financial cost and/or benefit to MEEA?
- how does the partnering entity benefit?
- how does MEEA benefit?
- will the arrangement jeopardize MEEA's 501 (c) (3) status?
- will the arrangement compromise MEEA's public image?
- does the partnership work to accomplish stated MEEA goals?
- is it likely to result in a positive outcome for both parties?

Partnership proposals shall be referred to the appropriate committee for recommendation. Partnerships shall be entered into by a majority vote of the Board at a regularly scheduled meeting, and shall be for a specified time period, specified in writing.

Adopted March 6, 1999 by the Executive Board

Mailing List Policy

When it is deemed to be of benefit to the organization's members, the Board of Directors of the Missouri Environmental Education Association (MEEA), shall from time to time, at their discretion, release the membership list of MEEA members upon request. These guidelines apply:

It is understood that MEEA will consider only those requests whose purpose/communication agrees with MEEA's Mission and purpose:

- Must be educational in nature
- Must serve state and/or regional area
- Must have environmental focus
- Must offer professional development opportunities

The membership list cannot be used for sales of merchandise.

Each use of the membership list must have a separate request/approval

MEEA reserves the right to request reciprocal arrangements with the requesting organization

The established procedure for these requests shall be:

Requesting individual, organization, company, etc. must furnish to MEEA a written request for the mailing list.

Included in this request shall be the following:

- A statement of purpose of the mailing
- Samples or copies of the information to be mailed to MEEA members
- A handling fee of \$25.00 (refundable if request is denied)

Requests will be referred to the MEEA President who will poll the Board via e-mail or similar communication. If no objections are received, the request shall be considered approved. Dates of receipt of the request, circulation to the Board, and date of approval shall be documented on the letter of request. Upon approval, an agreement form will be sent to the requesting body.

Upon receipt of the executed agreement form and reciprocal membership list (if applicable), the membership list will be furnished to the applicant.

Adopted June 26, 2000 by the Executive Board

Agreement for Restricted Use of Membership List

Under this agreement, the Board of Directors of the Missouri Environmental Education Association (MEEA) has agreed to

release to _____

the current membership list of MEEA. The Board has agreed to do this acting upon the information given to them by the requesting body.

These terms shall apply:

It is understood that the Board of Directors of MEEA has approved this request in good faith based on the representation from the applicant that the use of the membership list agrees with MEEA's Mission and pupose:

- Must be educational in nature
- Must serve state and/or regional area
- Must have environmental focus
- Must offer professional development opportunities

A handling fee of \$25.00 has been received by MEEA

This membership list cannot be used for sales of merchandise

This agreement covers one mailing only. Each use of the membership list must have a separate request/approval. MEEA updates its membership list on a regular basis.

MEEA waives/exercises (strike one) the right to receive similar membership information from the applicant.

Recipient of list:

Contact Name:

Organization:

Address:

City/State/Zip:

Phone/Fax:

Web/E-mail:

I/We have read and agree to the terms of the release of the membership list for the Missouri Environmental Education Association (MEEA)

Signature/title of responsible party

Printed name/title

Date _____

Adopted June 26, 2000 by the Executive Board

Contribution Policy

The Missouri Environmental Education Association (MEEA) recognizes that resources from outside our membership are necessary to support our work.

We believe there is more to be gained by encouraging support than by restricting it; therefore it is not our policy to prohibit anyone from making a contribution to MEEA.

We are also interested in carrying our message of environmental education to what may previously have been perceived as an unreceptive audience.

We may consider contributions from any potential company or individual including those whose environmental performance may not be to our standards. In those cases, the objective of working with them to improve that environmental ethic may play a part in our consideration of the donation. We think it takes carrots and not just sticks to encourage a strong environmental ethic.

Some conditions apply:

- The donation must be unrestricted
- Donors may acknowledge the donation, but the donation cannot be used to indicate evidence of an endorsement by MEEA, nor can the acknowledgement be used for advertising purposes. Any use of MEEA's name shall be subject to approval by MEEA.

The process for considering such contributions shall be:

- Notification of the donation shall be referred to the President.
- The Board of Directors shall be polled by e-mail or similar communication methods, given the option of responding if they have objections.
- If no objections are received, the donation shall be accepted, subject to the above-noted conditions.

Adopted June 26, 2000 by the Executive Board

Financial Policy and Procedures

Policy:

MEEA will maintain its status as a private non-profit entity incorporated in Missouri and as a participant in EarthShare's state and federal combined campaigns.

Procedures:

1. MEEA will maintain records necessary to certify its non-profit status and its eligibility for EarthShare participation
2. MEEA will prepare an annual budget to be approved by the board before the fiscal year (Jan 1) begins
3. MEEA will perform an audit every other year and a review of the books in alternate years
4. MEEA will file a federal non-profit tax return annually
5. MEEA will maintain written descriptions of treasurer /bookkeeper responsibilities, and written descriptions of how financial transactions, either cash or electronic, are to be handled.
6. MEEA will provide financial training for all board members on an annual basis
7. MEEA will use a cash accounting system
8. Quarterly treasurer's reports will include a) cash flow; b) statement of activities; c) statement of financial position; d) net assets
9. MEEA will prepare an annual financial report

Adopted September 22, 2005 by the Executive Board

Grants Policy

The application for a grant to supplement MEEA funds will be presented to the MEEA board for approval prior to composing the grant proposal.

Criteria for approval includes:

- A) The grant funds will promote one or more MEEA goals
- B) Disbursement of funds, reports, and other paper work will be clearly assigned to the responsible people
- C) Sustainability plans for the project funded by the grant will be included. These plans must include who will be the designated responsible party for the life of the grant.

When completed, the grant proposal will again be reviewed and approved by the MEEA Board before submission.

If grant submission deadlines restrict the second approval, a special committee of three board members, appointed by the board president, may decide (apart from a board meeting) to expedite the approval.

Adopted September 22, 2005 by the Executive Board

Display Protocol

The MEEA Marketing Committee keeps a calendar of all potential conferences to exhibit. A log is kept of conferences attended, fees, conference contact, audience total and type, and the contact information of the member using the display. Contact the Marketing Committee Chairperson if a member wishes to use the display, or to add a potential workshop, conference, etc. to the list. The Marketing Committee approves where the display will be used and which fees will be paid by the MEEA organization. The display will be housed in mid-Missouri when not in use. The Marketing Committee will be responsible for updating and restocking promotional materials and handouts with the display. The member using the display will be responsible for coordinating display pick-up and delivery after use.

Adopted September 22, 2005 by the Executive Board

Equal Opportunity Statement

MEEA prohibits discrimination in its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. To file a complaint of discrimination, write to: MEEA President, P.O. Box 104505, Jefferson City, MO 65110-4505. The Missouri Environmental Education Association is an equal opportunity provider and employer.

Adopted September 22, 2005 by the Executive Board

Use of Logo Policy

Only the MEEA board can authorize use of name and logo. If policy is violated, board will take appropriate action.

Adopted September 22, 2005 by the Executive Board

Document Destruction Policy

MEEA acknowledges its responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of members or employees to follow this policy can result in possible civil and criminal sanctions against MEEA, its board members and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each member or employee has an obligation to contact the President (or President Elect) and inform her/him of a potential or actual litigation, external audit, investigation or similar proceeding involving MEEA that may have an impact as well on the approved archiving policy.

Adopted September 22, 2005 by the Executive Board

Archiving Policy

Organization/Administration

Permanent Storage

By Laws. An original dated copy and all amended versions, also dated
Policies. All policies approved by the board, dated
Minutes of all board meetings, dated
Minutes of all annual meetings, dated
History. A written chronicle of the organizations early years and reason for existence, dated
Annual Reports. The annual reports should include summaries of committee activities for a given
year and an assessment of progress towards goals and objectives.

Limited Storage

Contracts. For 3 years after relationship ends

Finance

Permanent Storage

Annual Year End Budgets
Quarterly Treasurer's Reports
Donation records
Check Register
Audits

Limited Storage

Accounting Transactions. Invoices, payroll, reimbursements, etc. 7 years
List of, Description and Income from Funds - 7 years after relationship ends
IRS Returns - 7 years
Bank Statements 7 years
Receipts - 7 years
Grants - 7 years from end of grant period
Capital Investments - 1 year and 1 day after building torn down

Communication (all permanent)

Newsletters
Web Site print out after each major revision or annually, whichever is more frequent
List Serv print out
Committee annual report

Conference/EE Campus Records (all permanent)

Registration Brochures
Final Programs
Budgets
Conference wrap up report

Certification (all permanent)

Brochures (date of revision and designer/printer information included)
Packets
Committee annual report

Marketing

Annual Membership Directories
Brochures (date of revision and designer/printer information included)
Committee annual report

Adopted September 22, 2005 by the Executive Board

Membership Policy and Procedures

Any individuals or organizations with an interest in supporting environmental education in Missouri are welcome to be members of MEEA. MEEA membership categories include Professional, Student, Retired, Family, Organizational or Sustaining. Dues for each membership category are determined by the Board of Directors and reviewed on an annual basis at the spring board meeting.

Applications for membership are accepted on an ongoing basis throughout the year. Memberships are granted on an annual basis and dues are to be submitted to MEEA on or before member renewal date in order for a member to be considered active.

Dues-paying members and representatives of dues-paying organizations are eligible to hold office with on the Executive Board and serve on any Committee within MEEA.

The name of every person, organization or representative of that organization will be entered in the MEEA membership directory.

Each dues-paying member will have voting rights during general elections. Members will receive MEEA's email bulletin, newsletter and directory as well as have access to MEEA's Environmental Education Database. MEEA members will receive other benefits related to the annual conference, Environmental Education Certification program, awards and scholarships.

Membership may be revoked and will be considered not in good standing if 1) annual dues are not paid; or 2) if a member publicly or systematically undermines the work and activities of MEEA. Revocation must be provided in writing to the member and the member has the right to appeal such decision in writing to any board member, who will then be responsible for bringing it to the board. Final decisions will be made by the Executive Board of Directors.

Individual memberships may not be transferred to another individual. For Organizational members, an alternate representative may be designated if the representative no longer is employed by the company or the representative is transferred to another area of the company not involved with MEEA's mission, such requests should be made in writing to MEEA's President.

Procedure

Applications for membership are available online at MEEA's website or through MEEA's promotional brochure. Once an application is received and dues have been submitted, the applicant becomes a member of MEEA and the member's contact information is entered into MEEA's membership database. Members can choose to receive a copy of MEEA's by-laws and the most recent membership directory.

Membership renewal dates are the last day of the month in the following year in which a member submitted her/his application. Members will receive a request for renewal of membership on the first of the month in which their membership expires through letter and/or newsletter. Members receive two courtesy months of reminders and then are removed as a member from MEEA.

Adopted September 22, 2005 by the Executive Board

Whistle Blower Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics, MEEA will investigate any suspected fraudulent or dishonest use or misuse of MEEA's resources or property by staff, board members, consultants or volunteers. MEEA is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness and integrity. All staff, board members and volunteers shall act with honesty, integrity and openness in all their dealings as representatives for the organization. Failure to follow these standards will result in disciplinary action including possible termination of employment, dismissal from one's board or volunteer duties, removal from membership and possible civil or criminal prosecution if warranted.

Staff, board members, consultants, members and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as "whistle-blower"), pursuant to the procedures set forth below.

Reporting

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property should be reported to his or her supervisor or, if suspected by a volunteer, to the staff member supporting the volunteer's work. If for any reason a person finds it difficult to report his or her concerns to a supervisor or staff member supporting the volunteer's work, the person may report the concerns directly to the President, President Elect or Past President of MEEA. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Definitions

Baseless Allegations: Allegations made with reckless disregard for their truth or falsity. People making such allegations may be subject to disciplinary action by MEEA, and/or legal claims by individuals accused of such conduct.

Fraudulent or Dishonest Conduct: A deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of such conduct include, but are not limited to:

- forgery or alteration of documents;
- unauthorized alteration or manipulation of computer files;
- fraudulent financial reporting;
- pursuit of a benefit or advantage in violation of MEEA's Conflict of Interest Policy (by-laws Article VIII);
- misappropriation or misuse of MEEA's resources, such as funds, supplies, or other assets;
- authorizing or receiving compensation for goods not received or services not performed; and
- authorizing or receiving compensation for hours not worked

Whistle-Blower: An employee, consultant, member or volunteer who informs the President, President Elect or Past President about an activity relating to MEEA which that person believes to be fraudulent or dishonest.

Rights and Responsibilities

Employees, Consultants or Board Members are expected to report suspected fraudulent or dishonest conduct to the President, President Elect or Vice President.

Reasonable care should be taken in dealing with suspected misconduct to avoid:

- baseless allegations;
- premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation; and
- violations of a person's rights under law

Investigation: All relevant matters, including suspected but unproved matters, will be reviewed and analyzed, with documentation of the receipt, retention, investigation and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings will be communicated back to the reporting person and his or her supervisor. Investigations may warrant investigation by an independent person such as auditors and/or attorneys.

Whistle-Blower Protection: The Missouri Environmental Education Association (MEEA) will protect whistle-blowers as defined below.

MEEA will use its best efforts to protect whistle-blowers against retaliation. Whistle-blowing complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that whistle-blower complaints will only be shared with those who have a need to know so that MEEA can conduct an effective investigation, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. Should disciplinary or legal action be taken against a person or persons as a result of a whistle-blower complaint, such persons may also have right to know the identity of the whistle-blower.

Employees, consultants, members and volunteers of MEEA may not retaliate against a whistle-blower for informing management about an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment or volunteer commitments, including but not limited to, threats of physical harm, loss of job or responsibilities, punitive work assignments, or impact on salary, membership or fees. Whistle-blowers who believe that they have been retaliated against may file a written complaint with the President, President Elect and/or Past President. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit employees, consultants, members and board members from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Adopted September 22, 2005 by the Executive Board

Nominating and Election Policy

Nominations

1. Only members in good standing can be nominated to fill board or officer positions
2. Persons nominated for President-elect/Secretary should have at least one year's prior experience with the organization
3. The nominating committee should seek to provide balance in gender, race, ethnic group, economic status and geographic region in identifying potential nominees.
4. The nominating committee will be chaired by the President Elect/Secretary. All members of the board should be prepared to propose names and ask if those proposed will serve. This will be an agenda item at the board meeting six months before the annual meeting.
5. The President-elect/Secretary shall present a slate of potential candidates to the board for approval at the quarterly meeting before the annual meeting.

Election

1. Once a slate of nominees is approved, the President-elect/Secretary will solicit a brief biography from each candidate.
2. Names and biographies will be written up as a ballot that can be sent to the membership. The ballot will clearly indicate the date by which it must be received to be counted.
3. Mailed ballot privacy - mailed ballots will have a detachable strip for members to write their names. The strip will be removed when the ballot is received and the name will be logged to ensure each member has a single, secret vote
4. Emailed ballot security - the ballot will be printed out without a name and the name will be logged to ensure each member has a single, secret vote.
5. Not less than 3 business days after the due date on the ballot, the ballots will be tallied by the President-elect/Secretary and a non-partial witness to be selected by the President Elect. The witness will initial the final results.
6. The President-elect/Secretary will contact the board and the nominees with the results. If uncontested, the ballots will be destroyed.

Adopted September 22, 2005 by the Executive Board

Electronic Voting Policy

The board may vote on issues using electronic media (email, phone, etc.) by following the procedure below

1. A board member (including the President) can make a motion by email by sending it to the President.
2. The President will distribute the motion and request a second within 3 days.
3. Once the motion is seconded, the board has a week to discuss and amend the motion.
4. After a week, the President will take a vote on the motion. S/he will record the yeas and nays and submit a record of the vote to the secretary and to the archivist. A quorum (majority of current board members) must vote for the motion to be considered.
5. At the next meeting of the board in which minutes are taken, the vote will be entered into the recorded minutes.

Adopted September 22, 2005 by the Executive Board