

# By-Laws of the Missouri Environmental Education Association

## BYLAWS OF MISSOURI ENVIRONMENTAL EDUCATION ASSOCIATION, INC.

### ARTICLE I. NAME AND PURPOSE

**Section 1. Name.** The name of this Corporation shall be Missouri Environmental Education Association, Inc.

**Section 2. Purpose.** The purpose of the Missouri Environmental Education Association, Inc. is to develop an environmentally literate citizenry that is inspired with a sense of personal commitment to a sustainable environment. This objective will be accomplished by providing innovative professional development and networking opportunities.

### ARTICLE II. EXECUTIVE BOARD

**Section 1. Appointment.** The business and property of the Corporation shall be managed and controlled by the Executive Board who shall be elected to hold office as provided in Article III or until appointment and qualification of their respective successors, except as hereinafter provided for the filling of vacancies. The Executive Board shall consist of the Officers of the Corporation and Members-At-Large.

**Section 2. Number of Members-At-Large.** The number of Members-at-Large shall be from four to eight, but such number may be increased or decreased by amendment to these Bylaws, in the manner set forth in Article X hereof. When the number of Members-at-Large is so decreased by amendment adopted by the Executive Board, each Member-at-Large in office shall serve until his or her term expires, or until his or her resignation or removal as herein provided.

**Section 3. Ex-officio Members.** Ex-officio non-voting members of the Executive Board may be appointed by the President with affirmative vote of the majority of the Executive Board.

**Section 4. Resignation.** A Board member may resign at any time by giving written notice of such resignation to the Executive Board.

**Section 5. Vacancies.** A vacancy in the Executive Board occurring during the year, including a vacancy created by an increase in the number of Members-at-Large made by the Executive Board, may be filled for the unexpired portion of the term by the Board members then serving, although less than a quorum, by affirmative vote of the majority thereof. A Board member so elected by the Executive Board shall hold office until the next succeeding annual meeting of the Executive Board or until the election and qualification of his/her successor.

An election to fill expired or vacant terms of Officers and Members-at-Large shall be held each year prior to the Annual Meeting of the Executive Board to fill vacancies that occur as a result of completion of term. At least two nominations for each expiring term shall be submitted to the President-elect/Secretary, for mail or electronic ballot for voting by the Membership. The person with the majority of votes shall take office at the end of the next Annual Meeting. Ties will be voted on at the Annual Meeting of the Executive Board.

**Section 6. Annual Meetings.** The time of the Annual Meeting of the Executive Board of the Corporation shall be determined by the Executive Board. The Annual Meeting shall be for the purpose of certifying the election of Board members and transaction of other business if a quorum of the Board be present. Prior notice of such meeting shall be required.

**Section 7. Special Meetings.** A special meeting of the Executive Board may be called by the President or President-elect/Secretary and must be called by either of them on the written or electronic request of any member of the Board.

**Section 8. Notice of Meetings.** Notice of all Executive Board meetings, except as herein otherwise provided, shall be given by mail or email the same at least ten days before the meeting to the usual business or residence of the Board member. Regular meetings of the Executive Board may be held without notice at such time and place as shall be determined by the Board. Any business may be transacted at any Board meeting.

**Section 9. Chairperson.** At all meetings of the Executive Board, the President or President-elect/Secretary, or in their absence a chairperson ~~chairman~~ chosen by the Board members present, shall preside. In the event the President-elect/Secretary presides, the President-elect/Secretary shall designate another board member to take the minutes of the proceedings.

**Section 10. Quorum.** At all meetings of the Executive Board, a majority of the Board members shall be necessary and sufficient to constitute a quorum for the transaction of business. The act of a majority of Board members present at any meeting at which there is a quorum shall be the act of the Executive Board, except as may be otherwise specifically provided by statute or by these Bylaws.

**Section 11. Compensation.** Board members shall not receive any stated salary for their service as such, but by resolution of the Board a fixed reasonable sum or expenses of attendance, if any, or both, may be allowed for attendance at each regular or special meeting of the Executive Board. The Board shall have power at its discretion to contract for and to pay Board members rendering unusual or exceptional service to the Corporation, special compensation appropriate to the value of such services.

**Section 12. Powers.** All the corporate powers are hereby vested in and shall be exercised by the Executive Board. The Executive Board may by general resolution delegate to committees of their own number, or to officers of the Corporation, such power as they may see fit

### ARTICLE III. OFFICERS

**Section 1. Number.** The officers of the Corporation shall be the President, President-elect/Secretary, and Treasurer, and such other officers with such powers and duties not inconsistent with these Bylaws as may be appointed and determined by the Executive Board.

**Section 2. Election, Term of Office and Qualifications.** The term of office for President and President-elect/Secretary shall be one year. The terms of Treasurer and Members-at-Large shall be two years. The President-elect/Secretary shall be elected annually by the Membership from among their number and shall automatically succeed the President upon completion of the President's term. The President-elect/Secretary shall have been a member in good standing for at least one year prior to nomination. The Treasurer's term of office shall alternate even/odd years. Officers and Members-at-Large shall not succeed themselves in office.

**Section 3. Vacancies.** In case an office of the Corporation becomes vacant by death, resignation, retirement, disqualification, or any other cause, the majority of the Board members then in office, although less than a quorum, may elect an officer to fill such vacancy, and the officer so elected shall hold office and serve until the next annual meeting of the Executive Board and until the election and qualification of his successor.

**Section 4. President.** The President shall preside at all meetings of the Executive Board. These duties include setting agendas and ensuring teamwork is done. She/He shall have and exercise general charge and supervision of the affairs of the corporation including staff.

**Section 5. President-elect/Secretary.** At the request of the President, or in the event of his/her absence or disability, the President-elect/Secretary shall perform the duties and possess and exercise the powers of the President and shall have such other powers and duties as the Executive Board may determine. The President-elect/Secretary is charged with communicating with team leaders and the executive manager one month before each meeting to check on progress. He/she will then create a report for the President. The President-elect/Secretary serves as chief liaison with the North American Association for Environmental Education.

As Secretary, the President-Elect/Secretary shall keep complete minutes of all meetings of the Board and Membership. In addition, she/he shall perform all other duties usually pertaining to the office of Secretary and all duties that may be delegated to him/her by the Board. The Secretary shall on behalf of the Corporation countersign all instruments executed by the President on behalf of the Corporation as directed by the Executive Board.

**Section 7. Treasurer.** The Treasurer shall keep the records of the books of account of the Corporation and shall be responsible for receiving and disbursing funds of the Corporation as directed by the Executive Board. The Treasurer shall keep accurate accounts of all financial transactions, shall make reports at each Executive Board meeting and shall make all financial records available for audit as directed by the Board. The Treasurer shall submit to the Board an annual summary of financial transactions at the end of each fiscal year. The Treasurer will oversee the financial responsibilities of the organization.

**Section 9. Removal.** Any officer may be removed from office by the affirmative vote of two-thirds of all the Board at any regular or special meeting called for that purpose, for nonfeasance, malfeasance, or misfeasance, for conduct detrimental to the interest of the Corporation, for lack of sympathy with its objectives, or for refusal to render reasonable assistance in carrying out its purposes. Any officer proposed to be removed shall be entitled to at least ten days notice in writing by mail

of the meeting of the Executive Board at which such removal is to be voted upon and shall be entitled to appear before and be heard by the Executive Board at such meeting.

#### **ARTICLE IV. MEMBERSHIP**

Any individual, group, or organization with an interest in the stated purpose of the Missouri Environmental Education Association, Inc., shall be considered eligible for membership. Categories of membership shall include categories established by the Executive Board. Dues for each membership category shall be established by the Board. Any member in good standing, as determined by the Secretary, shall be eligible to vote in the election of Officers and Members-at-Large, and any other matter brought before the membership. Founding members will be exempt from annual dues through December 31, 1997; thereafter they will be required to pay annual dues to remain members in good standing.

#### **ARTICLE V. AGENTS AND REPRESENTATIVES**

The Executive Board may appoint such agents and representatives of the Corporation with such powers and to perform such acts or duties on behalf of the Corporation as the Executive Board may see fit, so far as may be consistent with these Bylaws, to the extent authorized or permitted by law.

#### **ARTICLE VI. CONTRACTS**

The Executive Board, except as in these Bylaws or otherwise provided, may authorize any officer, Board member, or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to a specific instance; and unless so authorized by the Executive Board, no officer, agent, Board member or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit, or render it liable pecuniarily for any purpose or to any amount.

#### **ARTICLE VII. FISCAL YEAR**

The fiscal year of the Corporation shall commence on January 1 of each year and end on December 31.

#### **ARTICLE VIII. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No Board member, officer, or employee of or member of a committee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this shall not prevent payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Executive Board. No such person or persons shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation. Upon such dissolution or winding up of the affairs of the Corporation, after all debts have been satisfied, the corporate assets remaining in the hands of the Executive Board shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Executive Board may determine or as may be determined by a Court of competent jurisdiction upon application of the Executive Board, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would then qualify under the provisions of Section 501 (C)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

#### **ARTICLE IX. INVESTMENTS**

The Corporation shall have the right to retain all of any part of any property, real, personal or mixed, acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the judgment of the Executive Board, without being restricted to the class of investments which a Board member is or may hereafter be permitted by law to make or any similar restrictions, provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or would result in the denial of the tax exemption under Section 503 or Section 507 of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

#### **ARTICLE X. AMENDMENTS**

The Executive Board shall have the power to make, alter, amend and repeal the Bylaws of the Corporation by affirmative vote of a majority of the Executive Board, provided, however, that the action is proposed at regular or special meeting of the Board and adopted at a subsequent regular or special meeting, except as otherwise provided by law.

## **ARTICLE XI. EXEMPT ACTIVITIES**

Notwithstanding any other provision of these Bylaws, no Board member, officer, employee, or representative of this Corporation shall take any action to carry on any activity by or on behalf of the Corporation not permitted to be taken or carried on by an organization exempt under Section 501 (C)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereafter be amended.

## **ARTICLE XII. DISSOLUTION**

The Missouri Environmental Education Association, Inc., shall use its funds only to accomplish the objectives and purposes specified in the Bylaws, and no part of said funds shall inure, or be distributed, to any Board members, officers or other private individuals. On dissolution of the Corporation any funds remaining shall be distributed to one or more regularly organized and qualified charitable, education, scientific or philanthropic organizations to be selected by the Executive Board.

*As adopted by the Executive Board on the sixth day of December, 1997.*

*As revised by the Executive Board on September 22, 2005.*

*As revised by the Executive Board on July 11, 2009.*

*As revised by the Executive Board on September 18, 2012.*

*As revised by the Executive Board on February 4, 2019*

# MEEA Policies and Procedures

## 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***

## 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***

## **Free Membership Policy**

Establishes a new category of membership – Free Basic – which allows individual members all the privileges of Professional Membership except applying for MEEA grants and pursuing certification.

***Adopted July 23 2016 by the Executive Board***

## **FINANCIAL GUIDELINES**

### **Checking & Savings Accounts**

- The main MEEA savings and checking accounts are with US Bank, which has branches throughout Missouri.
- An additional MEEA savings account and checking account are held at: Conservation Employees Credit Union (CECU), P.O. Box 180, Jefferson City, MO 65102 / 573-522-4000. This account is retained due to the favorable interest rate on savings.
- The primary holder of both accounts is Jan Weaver. Jenny Grabner is also a co-signer on the US Bank Account

#### **Investment Accounts**

MEEA has an endowment at the Community Foundation of the Ozarks that was established November 1999 with two contributions, \$10,000 and \$5,000.

The Foundation has an "available to spend" policy, enabling a 5% payout of market value per year. This preserves principle and growth potential. MEEA has not spent these funds; we have retained them to earn interest. Interest is accrued quarterly.

The foundation may be contacted directly in order to obtain the current balance and calculate the interest income. The contact information is as follows: 425 E. Trafficway, Springfield, MO 65806 / Phone: 417-864-6199 / Fax: 417-864-8344 / Toll Free Number: 888-266-6815

#### **PayPal Account**

MEEA has a paypal account for accepting on-line payments for registration and membership. The account is managed by Jan Weaver, who sends receipts for deposits and transfers funds from the PayPal accounts to the US Bank checking account

412 ½ West Walnut  
Columbia, MO 65203  
(573) 874-0171  
weaverjc@missouri.edu

#### **Insurance**

MEEA has D&O, Employment, Volunteer Accident and General Liability Insurance with Alliance of Nonprofits for Insurance

Agent: Johnny R. Howe  
Hollida Insurance Agency LLC  
1018 S. Westwood Blvd Suite 3  
Poplar Bluff, MO 63901  
Phone (573) 727-9700

#### **Bookkeeping**

Jan Weaver acts as the principal bookkeeper. The accounts are reviewed quarterly by a CPA, Sarah Bantz. Jan pays bills with the MEEA credit card or by check (US Bank). She deposits all checks and transfers funds from the PayPal account at the end of the month into the checking account at US Bank. Accounts are kept in Excel

Payroll is handled by Columbia Payroll

Jan prepares the annual 990 EZ that must be filed with the IRS (we don't owe taxes but we do have to report income and expenses). This form is available to the public.

#### **Budgeting**

The initial annual budget is prepared in the fall and reviewed, revised and approved by the board for implementation in the new year. MEEA's fiscal year runs January 1 to December 31.

#### **Correspondence and Communication**

Jan Weaver handles all correspondence and communication at this time. As the new executive director assumes responsibilities, the board needs to work out responsibilities for mail.

## **Missouri Environmental Literacy Plan**

MEEA'S EFFORTS TOWARDS FULLFILLING GOALS ARE IN CAPS

## **GOALS**

Goal 1 - Missouri Students Will be Environmentally Literate

Goal 2 - Formal and Non-Formal Educators Will Understand and Use Best Practices in Environmental Education

Goal 3 - Educational Settings and Resources Will Foster Environmental Literacy

Goal 4 - Environmental Education in Missouri Will be Sustainable

## **GOALS + STRATEGIES**

### **Goal 1 - Missouri Students Will be Environmentally Literate**

Strategy 1. Determine how EE is actually implemented in Missouri schools.

PRINCIPAL'S SURVEY (poor response)

Strategy 2. Identify barriers to teaching EE in Missouri schools

PRINCIPAL'S SURVEY (poor response)

Strategy 3. Develop resources for overcoming barriers discovered in Strategy 2

Strategy 4. Evaluate student performance on measures of environmental literacy using multiple strategies.

ENVIRONMENTAL LITERACY QUIZZES

### **Goal 2 - Formal and Non-Formal Educators Will Understand and Use Best Practices in Environmental Education**

Strategy 1. Set nationally aligned, state approved standards for EE certification in Missouri

CERTIFICATION PROGRAM HAS BEEN REVISED TO ALIGN WITH NATIONAL PROGRAM

Strategy 2. Create pathways and courses for EE certification.

Strategy 3. Engage pre-service teachers in EE certification through college programs.

Strategy 4. Engage in-service teachers in EE certification through professional development.

Strategy 5. Engage non-formal educators in EE certification through professional development.

### **Goal 3 - Educational Settings and Resources Will Foster Environmental Literacy**

Strategy 1. Create a state recognized "Green Ribbon Schools" program for schools.

MO GREEN SCHOOLS SUBMITTED CANDIDATES TO USED FOR THE LAST THREE YEARS

Strategy 2. Ensure Missouri students participate in a high-quality outdoor educational experiences in elementary, upper elementary/middle and high school (3 times in their school career).

Strategy 3. Ensure school yard programs are supported in all districts.

Strategy 4. Create a web-based database for curricula and other environmental education resources.

LESSON PLAN WEBSITE

Strategy 5. Create stand-alone environmental science courses for use in middle and high school settings as well as through virtual programs.

Strategy 6. Create a Missouri Environmental Education Grants Program.

MEEA HAS A ENVIRONMENTAL EDUCATOR GRANT PROGRAM

### **Goal 4 - Environmental Education in Missouri Will be Sustainable**

Strategy 1. Create a State Office of Environmental Education within the Department of Elementary and Secondary Education NOT LIKELY, BUT AT LEAST WE ARE TALKING.

Strategy 2. Create a State Environmental Education Interagency Committee to coordinate state level EE efforts.

Strategy 3. Create a State Environmental Education Advisory Board to coordinate state organization efforts.

MELAB – MISSOURI ENVIRONMENTAL LITERACY ADVISORY BOARD

Strategy 4. Develop sustainable funding streams for the State Office of Environmental Education, Missouri Environmental Education Association (MEEA) and other environmental education providers.

This is the Summary Version. The complete plan is available at <https://www.meea.org/assets/pdfs/MOELP.pdf>