Dunes-Calumet Audubon Society, Inc (DCAS)

Standing Rules (Adopted December 9, 2021)

The purpose of the Standing Rules is to record the chapter’s procedures and policies.

1. Amendments

Standing Rules may be amended by a majority vote of the Board of Directors. Changes cannot conflict with DCAS Bylaws.

1. Responsibilities of Officers
2. Responsibilities of the President:

The President, acting as the general manager, is responsible for developing, informing, and supporting the Board, Committees, and Coordinators to further the mission of DCAS. The President is a member of the Executive Committee and will work with its members to lead strategic planning, prioritizing and evaluating program goals. As a member of the Finance Committee, the President will help monitor and assess financial systems, procedures, and legal compliance, and help plan the annual budget to be approved by the Board. The President may also work with other Board Members to develop and solicit donations, grants, and gifts from appropriate stakeholders, and is the signer of legal agreements when approved by the Board. The President will maintain a relationship with National Audubon Society, Audubon Great Lakes, and designated collaborators, including attending their meetings, gatherings, and conferences, and championing its mission and DCAS mission to legislators (through advocacy), and other stakeholders. As a member of the Board of Directors, ex-officio of all committees (except the Nominating Committee), and supervisor of all Chairs and Coordinators, the President will help cultivate, lead, train, and manage volunteers to carry out directives, policies, and programs.

1. Responsibilities of the Vice President:

The Vice President works with the President to ensure that meetings, operations, and other activities are successful and proceed smoothly. The Vice President helps ensure that the mission, bylaws, and standing rules are followed when activities and goals are planned, engaged and evaluated. The Vice President is a member of the Executive Committee and the Board of Directors, and may also take on special duties, including, but not limited to, a Chair or Coordinator position. When the President is unable to do so, the Vice President assumes the duties.

1. Responsibilities of the Treasurer:

The Treasurer, as part of the Finance Committee, helps establish effective financial systems and procedures, helps plan the annual budget to be approved by the Board, and provides documents to and support the work of the Audit Committee. The Treasurer will manage the bank and commerce accounts, bookkeeping, petty cash, and donations. The Treasurer works with the President, Chair, and Coordinators to ensure effective monitoring and reporting of funds and money handling. The Treasurer assists the President with filing appropriate Federal and State IRS forms. The Treasurer is a member of the Executive Committee and the Board of Directors, and will report on the Society’s Financial Status when asked to do so.

1. Responsibilities of the Secretary:

The Secretary shall keep accurate minutes of any and all meetings of the Executive Committee and the Board of Directors, and make such minutes available within 10 days of the meeting. The Secretary shall assist the Membership Coordinator by mailing to new members a welcoming letter and request their email for future contacts. The Secretary is a member of the Executive Committee and the Board of Directors, and may also take on special duties, including, but not limited to, a Chair or Coordinator position.

1. Responsibilities of Directors

Each Board Member is responsible for attending and participating in meetings set by the President. Each Board Member participates in discussion, approval, and evaluation of the work set by the Executive Committee, and supports good governance and accountability. Each Board Member will be responsible for understanding the Mission, Bylaws, Strategic Plan, and Annual Budget. Each Board Member will assist operations by taking on at least one special duty, including, but not limited to, a Chair or Coordinator position.

1. Committees and Coordinators

Chairs of Standing Committees and Coordinators are appointed by the President with the approval of the Board of Directors. Chairs and Coordinators will share information and work with others as necessary.

1. Executive Committee (per Bylaws):

The Executive Committee is comprised of the President, Vice President, Treasurer, and Secretary. They shall act on behalf of, but report to, and be accountable to the full Board, with decision-making limited by the Bylaws and confirmed at the next meeting of the Board. The Executive Committee shall coordinate strategic planning, evaluate progress toward goals and initiatives, and work to see that committees and coordinators are meeting productively. Further, this committee shall oversee board policies, provide appropriate Board training and encourage good governance practices.

1. Finance Committee:

The Finance Committee is comprised of the President, the Treasurer, and an appointed Board Member. They shall plan the annual budget to be approved by the Board, ensure the preparation of financial reports are completed in a timely manner, and make recommendations that enable continued financial support of DCAS. Further, this committee will support the work of the Auditing Committee.

1. Auditing Committee (per Bylaws):

The Auditing Committee includes two Board Members that are not on the Executive Committee. They shall be appointed annually and conduct an internal examination of the financial records of DCAS and report their findings to the full Board.

1. Nominating Committee:

The Nominating Committee description and responsibilities are listed in the Bylaws.

1. Membership Coordinator:

They shall maintain the official membership list, process memberships and renewals, and provide regular updates about membership to the board. They should advise the board on matters pertinent to membership and dues.

1. Website Coordinator**:**

They will monitor function and content, and provide usage reports to the Board. Appropriate changes and updates will occur on a weekly basis.

1. Social Media Coordinator:

They will post in a timely fashion the DCAS news and events, and to engage with membership via social media networks.

1. Email Coordinator**:**

They will send communications about DCAS news and events to the membership, news outlets, and other stakeholders.

1. Outreach Coordinator:

They will plan, create, and oversee in-person presentations such as an event booth which may include membership information/enrollment, merchandise sales, and interactive, themed crafts/activities.

1. Advocacy Coordinator:

They will advise the President on legislation, policies, and Advocacy actions that affect and/or conserve natural habitats and avian populations, and to make recommendations to request action from the membership.

1. Science Coordinator:

They will oversee all planning, training, and evaluating of avian science actions that include, but are not limited to Climate Watch and other scientific surveys and monitoring.

1. Field Trip Coordinator:

They will oversee the scheduling and planning of the monthly Bird Walks and other outdoor events or field trips. A summary report will be provided to the Board.

1. Native Plant Sale Coordinator:

They will oversee the selection, ordering, and descriptions of native plants from vendors to sell at the Indiana Dunes Birding Festival in May. They will arrange for coordinating displays of plants, prices, and DCAS at sale, coordinate logistics that include plant delivery, plant storage, set-up, take-down, volunteers in booth, ‘Square’ sales, and Cash box.

1. Program Coordinator:

They will oversee the scheduling and planning of the monthly program and may include special events. A summary report will be provided to the Board.

1. Financial Management Policy
2. The purpose of the Financial Management Policy is to help DCAS fulfill its Mission in the most effective and efficient manner and to remain transparent and accountable to members and stakeholders.
3. President and Vice President will be allowed Banking Debit Cards, and the Treasurer will hold the checkbook. Any Petty Cash removed from the bank will be documented with the Treasurer.
4. Expenses under $100 must be pre-approved by ¾ of the Executive Committee which can be done using electronic communication. Expenses over $100 must be pre-approved by the majority of the Board which can be done using electronic communication.
5. A Chart of Accounts will be created and followed by all who incur expenses and income.
6. The Treasurer will provide requested documents to the Auditing Committee.
7. Per the Bylaws, the Annual Report on the financial condition of DCAS shall be reviewed by the Board and distributed to the membership by electronic means.
8. Gift Acceptance Policy

DCAS solicits and accepts gifts that are consistent with its mission, and the Executive Committee will consider the following factors when making that decision:

* Values—Does the acceptance of the gift compromise any of DCAS core values?
* Compatibility—Is there compatibility between the intent of the donor and DCAS use of the gift?
* Public Relationships—Would acceptance of the gift damage the DCAS reputation?
* Primary Benefit—Is the primary benefit to DCAS, versus the donor?
* Consistency—Is acceptance of the gift consistent with prior practice?
* Form of Gift—Is the gift offered in a form that DCAS can use without incurring substantial expense or difficulty?
* Effect on Future Giving—Will the gift encourage or discourage future gifts?

1. Conflict of Interest Policy and Disclosure Form

This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any potential conflicts of interest and the subsequent recusal in a decision relating thereto.

A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any Officer, Director, or Staff in a manner that is not in the best interest of DCAS.

Examples

A conflict of interest may exist if an Officer, Director, Staff, or close relative:

* Has a business or financial interest in any company dealing with DCAS.
* Holds office, serves on a board, participates in management, or is employed by any organization dealing with DCAS, other than direct funders to DCAS.
* Derives remuneration or other financial gain from a transaction involving DCAS.
* Receives gifts from any third party on the basis of his or her position with DCAS. No personal gift of money should ever be accepted.
* Is employed by an organization or company that will materially or financially affect such person’s obligations to DCAS; involve use of DCAS’s equipment or supplies without approval; or imply DCAS’s sponsorship or support of such employment.

Annual Conflict of Interest Disclosure Form

Each Officer, Director, and employee will sign and submit an Annual Conflict of Interest Disclosure Form to the Executive Committee.

Recusal

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board, that person shall call it to the attention of the President and shall not participate during decision on the matter. The minutes of the meeting shall reflect that the conflict of interest was disclosed and that the person did not vote.

**Dunes-Calumet Audubon Society**

**Annual Conflict of Interest Disclosure Form**

1. Are you an officer, employee or contractor of an organization that conducts business or has a relationship with DCAS? Yes\_\_\_\_ No\_\_\_\_ Please define.
2. Do you have a family relationship with anyone who has a business or financial relationship with DCAS? Family includes a spouse, parent, child, grandparent, grandchild, sibling and their spouses. Yes \_\_\_\_ No\_\_\_\_ Please define.
3. Have you participated, directly or indirectly, with a third-party vendor doing business with DCAS that has resulted or could result in personal benefit to you?

Yes \_\_\_\_ No\_\_\_\_ Please define.

1. Have you received, directly or indirectly, salary payments, loans, gifts, free service, discounts, or other fees from any person/organization engaged in any transaction with DCAS? Yes \_\_\_\_ No\_\_\_\_ Please define.
2. Do you share ownership of a corporation, partnership, or trust that does business with DCAS? Yes\_\_\_\_ No\_\_\_\_ Please define.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received by DCAS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Ethics Policy

All Board Members, Volunteers, and Staff are expected to adhere to the highest possible ethical standards in the performance of their duties and at all times abide by the law. Anyone facing an ethical dilemma or possessing knowledge of the inappropriate acts of others must report these matters to the President immediately. If the President is the individual committing the breach, then it should be reported to another Board Member. The Whistleblower Protection Policy will be enforced.

The following is a guideline to illustrate the highest standards of ethical behavior expected:

* Use kind, welcoming, and inclusive language, regardless of another participant’s birding knowledge, personal background, or new association with DCAS.
* Do not engage in or use racist, sexist, ableist, classist, homophobic, sizeist, or xenophobic behaviors or language.
* Be respectful of differing viewpoints, experiences, and cultures.
* Be mindful of others in your group and your surroundings.
* Show respect for all flora, fauna, and habitats encountered, including area signage.
* Respectfully use cellphones and other electronic devices; engage in the ethical use of playback only with leader-approval.
* Acknowledge that staff and volunteer leaders have responsibilities to the entire group; make sure to leave space for other voices.
* Respect all other relevant DCAS policies. If you’re unsure, please ask.
* Publishing or the sharing of private/identity information without expressed approval will not be tolerated.

1. Confidentiality Policy

Board Members, Volunteers, and Staff are required to maintain the utmost care in preserving the confidentiality of DCAS privileged information. Membership and contribution lists are confidential as are home phone numbers and addresses. A breach of confidentiality can be in the form of improper record release, an email, or a discussion in a public place.

Board Members, Volunteers, and Staff are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving the organization, whether this information involves people, materials, or overall organizational business, and may be asked to sign a confidentiality agreement. Failure to maintain confidentiality could result in a violation of the DCAS Ethics Policy.

1. Whistleblower Protection Policy

# Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable DCAS Officer, Directors, Staff, and Volunteers to raise internally serious concerns about violations of DCAS Ethics Policy or the laws and regulations that govern DCAS operations, so that DCAS can address and correct inappropriate conduct and actions.

# No Retaliation

Anyone who in good faith makes such a report shall not receive retaliation by any DCAS Officer, Director, Staff, or Volunteer.

Reporting Procedure and Handling

Serious concerns should be submitted in writing to DCAS President, or if it involves the President, to another Board Member. The DCAS President will acknowledge receipt of the report within 5 days. There should be reasonable grounds for believing the information disclosed indicates a violation. Reports will be investigated, and appropriate corrective action taken if warranted. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

# Compliance Officer

The DCAS President is responsible for ensuring that all serious concerns are investigated and resolved.

1. Records Retention & Destruction Policy
2. Retention Responsibility:

Executive Committee will have the responsibility of electronic and physical copy storage.

1. Retention Permanently Keep:
2. Articles of Incorporation
3. Bylaws
4. 501c(3) Acknowledgement
5. Mission Statements
6. Strategic Plans
7. Audit Reports
8. Chart of Accounts
9. Year-end Financial Summaries
10. Tax Returns
11. Retention Keep for Seven (7) Years:
12. Access to Bank Statements
13. Contracts
14. Donations and Grants Documentation
15. Personnel and Payroll Records
16. Retention Keep for Two (2) Years:
17. Correspondence, Administrative or Vendor-related
18. Expired Insurance Policies
19. Petty Cash Documentation
20. Document Destruction Responsibility:

Executive Committee will oversee destruction and/or deletion of documents annually, according to the fiscal year. No documents will be destroyed if pertinent to ongoing or perceived litigation.