

STATEMENT OF ORGANIZATION
SAN FRANCISCO BAY AREA CHAPTER
OF THE
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

Revised by Chapter: October 2006

Adopted: January 2007

Updated by Chapter: October 2011

Adopted: November 2011

STATEMENT 1. THE CHAPTER

1.1 NAME

The name of the Chapter shall be the San Francisco Bay Area Chapter of the Association of Environmental Professionals (“Chapter”), and the Chapter is a local branch of the Association of Environmental Professionals (“AEP” or “Association”).

1.2 OBJECTIVES AND PURPOSES

The objectives of the Chapter shall be to enhance, maintain, and protect the quality of natural and human environment; encourage and carry on research and education for the benefit of the public and concerned professionals in all fields related to environmental planning and analysis; improve communication and advance the state-of-the-art among people who deal with the environmental planning, analysis and evaluation process; and improve public awareness and involvement in the environmental planning, analysis, and review process.

1.3 SERVICE AREA

The San Francisco Bay Area Chapter serves members of the Association employed or residing in the counties of San Francisco, Marin, Contra Costa, Alameda, San Mateo, and Santa Clara Counties as identified in the AEP zip code list (the “primary service area”). Secondary areas to be served by the Chapter until such time that a viable local chapter is formed include Sonoma, Napa, Solano, Lake, Mendocino, Trinity, Humboldt, and Del Norte Counties.

1.4 MEMBERSHIP SERVICES

The San Francisco Bay Area Chapter will provide full membership services, including invitation to monthly chapter meetings, voting privileges to determine all chapter officers, and invitation to all special chapter events, to members in both the primary and secondary service areas. However, monthly meetings will be held only in the primary service area.

STATEMENT 2. CHAPTER PROCEDURES

2.1 CHAPTER OFFICERS

2.1.1 CHAPTER OFFICERS' ROLES

The elected Board officers of the San Francisco Bay Chapter shall be Chapter Director, President, Vice President-Programs, - Treasurer, and Secretary. Appointed, or non-elected, officers may include, but are not limited to Newsletter Editor, Membership Director, Legislative Representative, Student Membership & Outreach Director, Student Scholarship Coordinator, Scholarship Fundraising Director, and Student Representative.

The officers shall act to promote the Chapter, encourage participation and membership, advocate the discussion of current environmental issues, and advance professionalism within the environmental field. Each officer shall preside over their office in a manner consistent with the Association's Article of Incorporation. Each elected Chapter officer shall have one vote on the Chapter board. Any member in good standing may hold up to two elected positions. Each elected and appointed officer shall be members of the Association of Environmental Professionals, and remain a member in good standing throughout duration of the term of office.

2.1.2 CHAPTER DIRECTOR – STATE BOARD REPRESENTATIVE

The Chapter Director shall act as a liaison between the AEP State Board of Directors and the Chapter. The Chapter Director shall attend all State Board meetings to report information on Chapter activities and concerns to the State Board, represent the interests of the Chapter, and communicate State Board activities and direction to the Chapter. The Director shall report all Board activities to the Chapter President. The Chapter Director position will be an elected position of two years.

In the event that the Chapter Director cannot attend a Board Meeting, it should be immediately reported to the Chapter President, so the President, or another officer designated by the President, may attend and act as an alternative representative. The Chapter Director is not only responsible for providing clear and timely communication between the Chapter and the State Board, but must also protect the interests of the Association as they may be affected by the Chapter affairs.

2.1.3 CHAPTER PRESIDENT

The Chapter President shall conduct the overall management of the Chapter. The President shall preside over Chapter officer meeting and Chapter membership meetings. The President or his/her designee shall also assist in the marketing and promotion of the Chapter and act as liaison with other professional organizations within the Chapter's service area, and coordinate all administrative and financial functions. The President and his/her designee shall provide services to the State Editorial Board regarding articles and Chapter news. The Chapter President will be elected annually.

2.1.4 CHAPTER VICE PRESIDENT OF PROGRAMS

The Vice President-Programs is responsible for coordinating Chapter programs, preparing written descriptions and summaries of such programs, and ensuring that program topics reflect the various interests of the interdisciplinary membership of the Chapter. The Vice President-Programs is responsible for taking reservations for the program and coordinating with the host venue. The Vice President-Programs shall perform the following duties: 1) coordinating special events and the annual holiday party for the Chapter including arrangements for the location and refreshments, and coordinating with Newsletter Editor the distribution of announcements and notices for such events and collecting the RSVPs. The office of Vice President-Programs may be co-served by any other Chapter officer, and there may be more than one Chapter Vice President-Programs, at the discretion of a majority of the Chapter board officers. The Chapter Vice President(s)-Programs will be elected annually.

2.1.5 CHAPTER TREASURER

The Chapter Treasurer shall keep a complete and accurate record of Chapter finances. The Treasurer shall:

- 1) Prepare quarterly and annual financial reports for the State Board in a format and at a level of detail specified by the State Board. Copies of all financial information that is sent to the State Financial Officer shall be sent to the Chapter President and Chapter Director. The Treasurer shall notify the President and/or Vice President(s) if he/she is unable to prepare the quarterly reports by the quarterly deadlines. If the Treasurer is unable to attend a Chapter meeting he/she shall make alternate arrangements.
- 2) Prepare the annual Chapter budget, and supervise the collect of funds at Chapter functions. The Chapter checking account shall be maintained such that dual signatures are required for all checks in excess of one thousand dollars (\$1,000). The signatories may include the Chapter President, Vice Presidents, Treasurer, Secretary, or Director. The annual Chapter budget shall be submitted to the Association Financial Vice President as prescribed in the Financial Policies of the Association.
- 3) Maintain a process to account for and consolidate cash received during Chapter events so that cash received is counted by more than one individual, and that an officer other than the Treasurer draft a check for the cash received. Petty cash shall not be maintained in excess of one hundred dollars (\$100).
- 4) Ensure that expense reports are submitted to the Treasurer for all appropriate expenses incurred in the operation of the Chapter. Receipts and an explanation of the expense are required for reimbursement. Appropriate expenses include Chapter office supplies, computer supplies, postage for Chapter mailings, speaker, venue, and equipment costs for Chapter events, and meals for Chapter officer meetings. Reasonable transportation and lodging costs for Chapter Director attendance at the State Board meetings may be reimbursed, subject to availability of funds and

approval of the Chapter Board. Other expenses must be approved by a vote of the Chapter officers in advance of the expenditures.

Any policies relevant to maintaining the non-profit status of the organization (i.e., financial reporting policies) shall not be modified without the consent of the AEP Board of Directors.

The President or Secretary may not hold the office of Treasurer. The Chapter Treasurer will be elected annually.

2.1.6 CHAPTER SECRETARY

The Chapter Secretary shall keep a full and complete record of Chapter officer meetings and election results, and shall handle miscellaneous Chapter correspondence. The Secretary is responsible for selecting a location for the monthly meeting and negotiating menu and costs within the restaurant or caterer. The Secretary shall keep in close communication with the Treasurer. If the Treasurer is unable to attend the meeting, the Secretary shall be responsible for collection of any meeting and meal costs, if any, from members. The Secretary is responsible for providing the President and Newsletter Editor with the information on the location, menu selection, and cost. The Chapter Secretary will be elected annually.

2.2 APPOINTED CHAPTER POSITIONS (Non-elected)

2.2.1 NEWSLETTER EDITOR

The Chapter Board shall appoint a Newsletter Editor. The Newsletter Editor shall prepare and maintain the distribution of *The Bay Echo* (Newsletter). The *Bay Echo* Newsletter is a monthly publication and is entirely published electronically. The *Bay Echo* shall be responsible for overseeing all aspects of the newsletter production from the initial input to final printing. The Editor shall coordinate the timely submission of all pertinent written sections of the newsletter for each quarterly newsletter. Information is to be provided to the *Bay Echo* Editor by the President (special messages or chapter news), the Chapter Director (State Board News), the Vice President (Chapter News and Monthly Meeting report that includes topic, discussion, time, date and featured speaker), Treasurer (financial information, as needed), and Secretary (meeting location, menu, cost). Other feature articles and information regarding the last Chapter meeting may be provided by a Contributing Editor, as well as articles on topics of interest to the chapter membership and other environmental professionals as deemed appropriate by the *Bay Echo* editor.

The Newsletter Editor shall prepare the final newsletter in an acceptable electronic format (e.g., blog, "pdf" file, etc.). Distribution of the newsletter is accomplished by emailing the edition to all members and others who have requested to be placed on the newsletter distribution list. The Editor shall also maintain a current list of member email addresses, plus email addresses from non-members requesting to be placed on the distribution list. The Newsletter Editor shall also be responsible for sending broadcast

emails and posting on social networks (e.g., LinkedIn, Twitter, Facebook, etc.) for special events, monthly program reminders, and other selected events. Email broadcasts shall be used judiciously and selectively, and email lists will not be used for any other purpose except for distribution of approved information and the Chapter Newsletter.

2.2.2 CONTRIBUTING EDITORS

Contributing Editors provide articles, summaries of the monthly meeting, job announcements and other information that could be useful to Chapter members. There is no limit on the number of Contributing Editors.

2.2.3 MEMBERSHIP DIRECTOR

The Membership Director of the Chapter shall provide information about the Association and Chapter to current and potential members. Duties of the Membership Director include: 1) obtaining lists of new members to forward to the Newsletter Editor for inclusion in the Chapter Newsletter; 2) welcoming new and potential members in attendance at Chapter meetings and programs; 3) acting as Chapter and Association liaison to potential new members and responding to inquiries about membership; and 4) obtaining from Association Management office (e.g., Meetings Xceptional), a list of members who have not renewed their membership to the Association to contact them regarding their reasons for not renewing. The information gathered by the Membership Director shall be communicated to the Chapter Board at either a Board meeting or more frequently as deemed necessary.

2.2.4 LEGISLATIVE REPRESENTATIVE TO STATE AEP LEGISLATIVE COMMITTEE

That Chapter Board may appoint a representative to the State association Legislative Committee. In the absence of an appointed representative, the Chapter President shall serve as the Chapter Legislative Representative to the State AEP Committee (see Statement 3, paragraph 3.2).

2.2.5 STUDENT MEMBERSHIP & OUTREACH DIRECTOR

The Chapter Board shall appoint a Student Membership & Outreach Director (Student Director). The Student Director shall comply with the responsibilities outlined in the adopted *State AEP Student Chapter Manual*. The Student Director is responsible for coordinating and developing student membership and participation from local universities for the local AEP Chapter. As necessary, the Student Director should coordinate with the Membership Director and the Chapter President. The Student Director will serve as the contact person for Student Chapter presidents and associated Faculty Advisors as well as the local AEP Chapter Board. The Student Director shall assist the Student Chapter Board and Faculty Advisor(s) in planning and executing activities of the Student Chapter. The Student Director shall remain informed of all Student Chapter activities prior to the event in order to ensure that the activities are consistent with the goals and objectives of AEP.

If a local AEP Chapter sponsors multiple Student Chapters (at different universities), an individual Campus Liaison(s) (Liaison[s]) (i.e., Student Representatives) can be appointed to help support the Student Director. The Student Representatives (may also be a voting member of the local AEP Chapter Board. This position may work independently or form a committee of Liaisons led by the Student Director.

Student Chapter budgets are identified and determined by the Chapter Board at start of each calendar year when finalizing the annual chapter budget. The Student Director should provide the Chapter Board with information necessary to determine the appropriate level of funding for the Student Chapters.

2.2.6 STUDENT SCHOLARSHIP COORDINATOR

The Chapter Board shall appoint a Student Scholarship Coordinator. The Student Scholarship Coordinator shall work together with the Scholarship Fundraising Director and Student Membership & Outreach Director as necessary. The Student Scholarship Coordinator shall maintain scholarship information and application forms, and distribute applications to existing and potential student members via newsletters, key departments at colleges and universities within the Chapter jurisdiction (typically addressed/directed to key staff/professors and campus career center), monthly luncheons, and the chapter website.

The Student Scholarship Coordinator shall insure all applications submitted are complete and on time, and shall not accept any late or incomplete applications. The Student Scholarship Coordinator shall distribute all complete applications to the Student Scholarship Selection Committee for review and selection. The Student Scholarship Coordinator shall notify with an official letter of congratulations along with an invitation to whatever program the scholarship will be announced at and also distribute regret letters at this time. The Student Scholarship Coordinator shall either organize or coordinate the portion of the already organized program (i.e. the Annual Awards Banquet and Ceremony) where winners will be acknowledged.

The Student Scholarship Coordinator shall organize an annual fundraising event (e.g., Awards Banquet and Ceremony, silent auction and/or raffle drawings). In addition, the Scholarship Fundraising Director shall work together with the Vice President(s) of Programs to plan donation opportunities for the Chapter's scholarship fund. All funds raised shall be made available for educational scholarships, Annual CEQA Workshop scholarships, State Conference scholarships and or other events so determined by the Chapter Board.

2.2.7 STUDENT REPRESENTATIVES

The Chapter Board shall appoint a Student Representative from each local, interested college or university to serve on the Chapter Board. The Student Representative shall be a part-time or full-time undergraduate or graduate student at a college or university within the Chapter's primary or secondary service areas. The Student Representative must be a member of AEP. The Student representative shall be appointed for a one-year term beginning on or after June 1 and ending May 31 of the following year.

The Student Representative shall promote the Association on campus, build student membership in the Association, and advertise Chapter events to students.

2.3 GENERAL OFFICER PRODEDURES

2.3.1 ELECTION OF OFFICERS

The voting members of the Chapter within the Chapter's service area shall elect, by written ballot, all officers of the Chapter. The election shall be completed each year by November 30. Newly elected officers shall be installed no later than the end of January following the election. Ballots shall be mailed, emailed, or otherwise delivered with reasonable notice to each member entitled to vote and shall include the office or offices to be filled, and the time by which the ballot must be received in order to be counted. A simple majority will determine the results of the election.

2.3.2 TERM OF OFFICE

The term of office formally begins January 1 for all Chapter officers and shall be two years for the Chapter Director and one year for the President, Vice-Presidents, Treasurer, and Secretary. Each past officer shall offer support to the new officer for a period of 2 months following announcement of the election results. Chapter officers may run for re-election. There is no maximum number of terms each officer may serve after his or her first election.

2.3.3 VACANCY OF OFFICE

In the event of a vacancy of an office, the remaining officers by a simple majority vote shall point a qualified successor to serve the portion of the unexpired term of the predecessor, or approve the vacancy until the next regularly scheduled election.

2.3.4 REMOVAL OF AN OFFICER

An officer may be removed from office for cause by a simple majority vote of the other officers. The seat may then be filled pursuant to Section 2.3.3.

2.3.5 REGULAR MEETINGS OF OFFICERS

Regular meetings of the officers shall be held not less than quarterly. Notice of the time and place of the meeting shall be provided to all officers at least five days prior to the meeting date. The Chapter President shall be responsible for such notification unless otherwise delegated. Chapter business will be conducted in a professional manner including adequate notice of Officer meetings, distribution of agendas, and proper record of Chapter business (i.e. meeting notes).

2.4 CHAPTER PROPERTY

2.4.1 The Chapter President shall be responsible for maintaining an inventory of Chapter property and of informing the State Association of that inventory on an annual basis. Decisions regarding the ultimate disposition of Chapter property shall be made by a vote of the Chapter Officers at an Officers' meeting.

STATEMENT 3. RELATIONSHIP TO STATE ORGANIZATION

3.1 LOCAL CHAPTER ROLE

This Chapter shall serve to carry out the purposes of the organization in a manner consistent with the Article of Incorporation and By-laws of the Association and shall act as a local vehicle for maximum membership involved in the affairs of the Association, and for advancing the Association and the profession. It is recognized that the Association Board of Directors is responsible for insuring a certain level of professionalism and consistency throughout the State Organization and local chapters. In addition, the Association Board of Directors has authority over any issue that is likely to impact the entire Association. The Association Board shall establish a policy for identifying such issues and hearing appeals to its determination.

3.2 STUDENT CHAPTER PROCEDURES

The Student Chapters shall comply with the adopted State AEP Student Chapter Manual, which is established to identify the roles and responsibilities for the local AEP Chapters, Faculty Advisors, and students in meeting the goals and objectives of AEP in a professional manner. All student members and Student Chapters shall operate in accordance with the articles of incorporation and bylaws of AEP.

3.3 LEGISLATIVE ISSUES

Prior to issuing a formal position on any local legislative issue, The Chapter Legislative Representative (or Chapter President if the Legislative Representative has not been appointed) shall contact the State Legislative Committee Chair to confirm 1) that the issue is appropriate for local chapter to comment on, and 2) that the position taken is consistent with the active AEP

position. If it is determined that the issue or position is inappropriate, the Chapter shall not issue an opinion. The Legislative Committee Chair shall make a determination on appropriateness and consistency as soon as possible after receipt of written request by the Chapter. The Chapter reserves the right to appeal the decision to the entire Board of Directors of the Association. During the time of appeal, and in the event that the Association Board of Directors determines either the issue or the position is inappropriate, the Chapter shall not issue a position. Due to the speed with which certain legislative issues need to be addressed, any appeal shall be decided within ten days from receipt of the written request for an appeal.

STATEMENT 4. AMENDMENT OF CHAPTER STATEMENT OF ORGANIZATION

This Statement of Organization may be amended or repealed and replaced by new Statements by a simple majority vote of the Chapter Officers.