

Coulee Region Prairie Enthusiasts Chapter Guidelines

I. Mission

The Coulee Region chapter of The Prairie Enthusiasts was created to protect prairie and related oak savannah remnants through acquisition, easement, management and distribution of educational materials.

II. Chapter Geographic Area

La Crosse county and counties which border La Crosse county, including Winona, Houston (Minnesota), Vernon, Monroe, Trempealeau, Jackson and also Buffalo county, which does not border La Crosse county.

Provision for chapter splitting

As the chapter grows, it will consider dividing into two to three chapters to include a SE Minnesota chapter, a chapter formed by those north of La Crosse county (Trempealeau, Jackson and Buffalo) and a chapter of those in La Crosse, Vernon and Monroe counties.

Basic requirements for splitting are that each of the new chapters must have at least 10 members, and that each has willing candidates for all offices. A vote to alter the current chapter boundaries must pass a majority of voting members in the present chapter before division will take place.

III. Chapter Structure

The chapter will consist of officers, board members, stewards, committee seat holders and members. All members are encouraged to pursue the offices, board seats, steward positions, and committee seats.

A. Membership-Members are dues-paying persons who endorse the mission of TPE and its Coulee Region Chapter.

B. Stewardship-When the chapter agrees to manage a site; a steward will be designated for the site by the board.

Steward responsibilities:

- Embrace site mission designated by the president, approved by the board
- Organize and lead workdays
- Obtain information
- Keep site journal of activities

C. Officers

Election and Terms of Office-Members elected to officer positions hold the seat for a two (2) year term. Elections will be held every two years at the regularly scheduled March meeting with vacancies being filled as needed at the next regularly scheduled meeting. The terms will begin and end at the time of the election. Terms of the officers shall be staggered so that the election of President and Vice President alternate years with election of Secretary and Treasurer. The President and Vice President will be elected in even numbered years and the Treasurer and Secretary will be elected in odd numbered years.

1. **President-** develops actions to fulfill the mission, presides at membership and board meetings, coordinates stewardship plans, and represents Coulee Region Prairie Enthusiasts on the TPE board of directors.
2. **Vice President-** assumes the duties of the absent President. The Vice President will serve as President-elect and will assume the office of President when it becomes available or vacant.
3. **Past President-** serves two years on the Board of Directors.
4. **Secretary-** keeps the minutes of all meetings, sees that notices are sent of chapter affairs and meetings, sends out public service announcements, records decisions of the chapter & maintains its permanent record.
5. **Treasurer-** records all transactions of the chapter and coordinates and communicates with the TPE treasurer regarding all finances.
6. **Board of Directors-** Consists of the President, Vice-President, Past President and two (2) or more at large members who will be elected for a two year term. One at large member will be elected each year at the March annual meeting so that the terms are staggered. The purpose of the board of directors is to administer chapter affairs, lead the membership and guide the offices through their representational decisions. Members wishing to fill seats on the board of directors must notify the president and positions will be filled as needed.
7. **Committees** -Committees will be formed and dissolved as needed. A committee will be initiated by a motion during a regular meeting, in which a member proposes a purpose and demonstrates a need for action. A majority vote will create a committee, which may remain active indefinitely, or be a limited task committee, as described by the proposing member.

Committees and their duties are:

Membership

Maintains database of members and sends out notices for renewals (first notice mailed, followed by two e-mail reminders, final notice at fourth month). Acknowledges new members with a thank you note and sticker. Acknowledges renewals thru e-mail. Co-ordinates membership with central membership person of TPE. See attachment for more details.

Historian

Compiles a chronological record of chapter events.

Newsletter Editor

Gathers pertinent information and articles for chapter newsletter to be sent out three weeks after chapter meetings. Part of the Editorial Staff of TPE's "The Prairie Promoter" and responsible for sending materials to them for publication.

Program

Selects topics and contacts speakers for chapter meetings.

Email Liaison

Distributes meeting reminders and other significant information.

Nominating

Contacts members each year to see if they are interested in filling upcoming vacant offices. Committee will be comprised of two board members and one member at large. The full membership will have the final vote.