

PAEP Operational Policies

These Operational Policies have been established to serve as a management tool for dealing with issues not explicitly covered by PAEP's By-Laws. The benefits of establishing a set of Operational Policies include:

- Preserving the generic character of our existing By-Laws; without Operational Policies, the only correct administrative way of managing issues not explicitly covered by our By-Laws would be to add the necessary detail to our By-Laws, issue by issue. Over time, our By-Laws could become complicated and unwieldy.
- Providing *continuity* for how the Board, from year to year, handles issues not explicitly covered by our By-Laws (eliminates "tribal knowledge" approach to management of PAEP affairs).

Guidelines for PAEP Operational Policies

1. These Operational Policies are clarifications / interpretations of the existing By-Laws; therefore, ALL approved policies are bounded by the existing By-Laws (i.e. no policy may contradict any By-Law).
2. A proposed policy (or an amendment to an existing policy) shall be presented to the Board (by a Board member) via a seconded motion, and becomes an approved policy by way of a majority vote. All policies shall include the date approved by the Board.
3. These Operational Policies shall be formatted after the By-Laws they are bounded by.
4. The PAEP Secretary shall maintain these Operational Policies.

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PAEP Operational Policies

1. NAME OF THIS ASSOCIATION

(No policies associated with By-Law 1 enacted)

2. PURPOSE OF THIS ASSOCIATION

(No policies associated with By-Law 2 enacted)

3. DIRECTORS

Operational Policy 3.1 Elections (Approved January 16, 2004)

The following policy and guidance is provided to supplement By-Law 3 – Directors, Section C.

- The Nominating Committee will be composed of General Members of the Association and cannot be candidates in the election.
- One vote only per General member will be permitted.
- Each voting member will sign their ballot for validation of the election process.
- The election may be conducted by electronic or other means as determined by the Board, provided ballot validation can be provided.
- The Nominating Committee will be responsible for compiling election results and providing results to the Board.

Annual PAEP Board of Directors Elections – Recommended Schedule

August

15th

Form Nominating Committee

Chair and committee members can not be candidates in the election

September

30th

Announce via E-mail/ newsletter/ website upcoming election and encourage participation. Outline process and general schedule.

October

1st

Begin accepting nominations

15th

Remind membership via e-mail of nomination deadline

November

1st

Close nomination period, compile candidate information

15th

Publish election ballot for mailing to membership with candidate info and bios.

December

15th Close Elections / tally election ballots and announce results to candidates and membership via e-mail & website.

January

1st New Board takes office.

15th Conduct Annual Board of Directors Retreat including welcome of new board members, election of new officers, and January Board Meeting.

4. MEETINGS OF DIRECTORS

(No policies associated with By-Law 4 enacted)

5. OFFICERS

(No policies associated with By-Law 5 enacted)

6. DUTIES OF THE OFFICERS

Operational Policy 6.1 Internal Control Process for managing PAEP Finances (Approved February 9, 2010)

The following policy and guidance is provided as directed by Resolution 2005-1 to supplement By-Law 6 – Duties of Officers, Section C.

1. BASIS: Strong internal controls mandate separation of duties

- a. The cornerstone to PAEP's fraud prevention strategy is based on a philosophy that says that the person who maintains the general ledger shall **not** have custody of or the ability to access cash without oversight. A situation where a single person has access to the general ledger **and** has the ability to write checks creates an atmosphere that invites fraud.
- b. PAEP's fraud prevention controls are based on dividing key financial management responsibilities between the PAEP Treasurer and the contracted Association Administrator. These specific responsibilities are defined in items 2 and 3 below.

2. Association Administrator handling finances shall:

- a. Maintain supply of PAEP checks.
- b. Maintain PAEP general ledger on accounting software.
- c. Receive all PAEP bills (this will keep the mailing address for PAEP at the same P.O. Box, no matter who is Treasurer).
- d. Print checks to pay bills and post to appropriate accounting software account. Changes to the chart of accounts will be done in cooperation with the Treasurer, and any questions about non-routine postings can be directed to the Treasurer.

- e. Send checks and associated invoices to the Treasurer for his or her signature.
- f. Association Administrator shall make copies of the invoices for their files.
- g. Reconcile the bank balance to the general ledger using a copy of the bank statement provided by the Treasurer via fax or e-mail.
- h. E-mail a backup of the accounting software file to the treasurer after each month (or upon request).
- i. Payables: update Access database with all dues renewals; make all check deposits to PAEP money market or checking account and send Treasurer a copy of the accounting software deposit receipt with itemized customer list reflecting total amount of deposit.
- j. Communicate to Treasurer when all transfers need to be made to pay invoices or to decrease balance in checking account if over \$ 2,000.

3. **PAEP Treasurer shall:**

- a. Maintain an independent file of invoices.
- b. Ensure adequate funds are available in the checking account to cover outstanding expenses.
- c. Sign and mail out all checks (prepared by Association Administrator).
- d. Review the bank statements to verify that:
 - (1) No checks cleared except those signed by the Treasurer.
 - (2) No unapproved withdrawals were made from any PAEP accounts.
 - (3) All recorded deposits correspond to receipts forwarded by Association Administrator.
- e. E-mail or fax copies of the monthly bank statements to Association Administrator to enable monthly reconciliation of PAEP accounts.
- f. Review the accounting software file monthly (or more often if needed) from backup file provided by Association Administrator.
- g. Produce Treasury reports for the Board using the backup accounting software file.

4. **PAEP Section Chair for a PAEP Sectional Event shall:**

- a. Ensure that the following forms (available on PAEP website) are filled out to accurately record the financial aspects associated with a PAEP Sectional Event:
 - (1) PAEP Event Registration Form
 - (2) PAEP Income Statement for Sectional Event Form

NOTE: Both forms are available on the PAEP website on the "Section Events" page via a single .PDF file.

- b. Mail the completed forms, registration checks, and copies of expense receipts to Association Administrator.
 - (1) For any registration fees collected in the form of cash, the event organizer shall:
 - (a) Send a check (personal or cashier's) to PAEP for the total amount of the collected cash.

- (b) Send the check, along with the other event-related documents, to PAEP via the Association Administrator.
- (c) Keep the actual cash as reimbursement for the personal check s/he just remitted to PAEP.

5. **Internal Audits**

Based on a CPA evaluation of PAEP's audit needs, PAEP is not required to conduct formal, independent financial audits. Given PAEP's size and the historically small amount of charitable donations, the current monthly review of the Financial Report by the Board (at Board Meetings) provides an adequate level of review.

Operational Policy 6.2 Vice Presidential Duties (Approved January 18, 2008)

In addition to the Duties listed in By-Law 6, Section B; the Vice President shall be responsible for PAEP Quarterly Newsletter, but the Vice President is not solely responsible for the content of the newsletter. The Vice President shall coordinate with other PAEP members and administrative staff to provide a newsletter to the membership at least quarterly.

7. **MEMBERSHIP**

Operational Policy 7.1 Gift Memberships (Approved February 9, 2010)

- Directors, Section Leaders, and Annual Conference Committee Chairs may award free gift memberships to persons for speaker or other program-related services rendered to the Association.
- Persons awarded gift General Memberships must submit completed signed Speaker/Gift Form to assure their acceptance of the PAEP Code of Conduct. The form must include the name of the authorized gift presenter and date and reason for the gift presentation.
- Gift Memberships presented after September 1st are granted membership for the remainder of that calendar year as well as membership for the following year.

Operational Policy 7.2 Membership Sections (Approved November 15, 2010)

The following policy was developed to provide expanded leadership framework and guidelines for the sections of PAEP to promote additional growth and support of regional membership activities.

1. **Definitions**

- A) "Section" – Membership sections of PAEP divided into the following three regional areas of the state (new sections will be designated in the future based on demand):

- i. "Western Section" – Includes the counties of Erie, Crawford, Mercer, Warren, Forest, Lawrence, Butler, Beaver, Clarion, Jefferson, Armstrong, Indiana, Allegheny, Washington, Westmoreland, Venango, Fayette and Greene.
- ii. "Central Section" – Includes the counties of McKean, Elk, Potter, Tioga, Bradford, Cameron, Clinton, Lycoming, Sullivan, Clearfield, Centre, Union, Montour, Columbia, Northumberland, Snyder, Mifflin, Juniata, Cambria, Blair, Huntingdon, Somerset, Bedford, Fulton, Franklin, Perry, Dauphin, Lebanon, Cumberland, Adams, York and Lancaster.
- iii. "Eastern Section" – Includes the counties of Susquehanna, Wayne, Wyoming, Lackawanna, Pike, Luzerne, Monroe, Carbon, Northampton, Lehigh, Schuylkill, Berks, Bucks, Montgomery, Chester, Delaware and Philadelphia.

Each section, with the oversight of the Board of Directors, conducts its own events and programs, promotes membership, organizes fundraising, and develops its own fundraising under the leadership of a three-person Section Leaders Committee.

- B) "Section Leader" – Individual who is nominated and elected by a section membership vote and approved by a vote of the Board, to serve for 2 years as part of a Section Leaders Committee to operate a section in order to promote PAEP's mission and goals.
- C) "Section Leaders Committee" – Three Section Leaders who are responsible for operating the business of an individual section. The Western, Central, and Eastern Sections each have their own Section Leaders Committee. The Section Leaders Committee shares the workload in such areas as planning section events, promoting membership, fundraising, and budgeting. Within a Section Leaders Committee, each Section Leader has equal status and divides responsibilities and oversight assignments however they see fit.
- D) "Event" or "program" – Any local section activity that encourages professional development and the best principles of environmental sciences through meetings, educational classes, tours, networking opportunities, jointly sponsored workshops with other organizations, or other organized activities.
- E) "Board-Section Liaison" – A member of the Board of Directors who is not an officer who will be designated by the Board to serve as the liaison between each Section Leaders Committee and the Board.
- F) "The Pollution Prevention/Energy Efficiency (P2E2) Roundtable" - An overlay group of PAEP that provide a forum for business and industry to meet face-to-face on a regular basis to discuss the implementation of pollution prevention and environmental improvement programs. The P2E2 Roundtable is not a section of PAEP.

- G) "Statewide Section Leaders Committee" – A committee of all nine Section Leaders from all three sections across the state.

2. Section Leaders Elections

- A) Section Leaders are selected to Section Leaders Committees by elections. Individuals are nominated to be Section Leader candidates by another member in good standing or by self-nomination. Candidates must be members in good standing and reside (or work if reside out-of-state) within the section for which they are being nominated.
- B) Conflicts – No Board member may also serve as a Section Leader, except for the 2011 existing Section Leader/Board member who can maintain both positions during the first year of implementation, or when a Section Leader is dismissed or steps down and a replacement is needed to serve the remainder of the term.
- C) For the first year of implementation, the current Section Leader in each section will retain their position for 2011 without going through the election process. The seat will then be up for re-election in June 2012 with a two-year term to begin on July 1, 2012. The two additional Section Leader positions in each of the three sections will be filled through an election in June 2011 with two-year terms starting on July 1, 2011.
- D) Section Leader elections will be conducted in the same manner as the Board of Directors elections, but the Section Leader positions will be elected by PAEP general members only from within their respective sections.

3. Duties of a Section Leaders Committee

- A) Section Leaders Committees are responsible for developing and promoting local section events that encourage professional development through meetings, tours, networking opportunities, conferences, or other activities sponsored or co-sponsored by PAEP; promoting membership; developing a section budget; and organizing fundraising.
- B) Section Leaders Committees are specifically responsible for the following:
- i. Developing and hosting PAEP events/programs¹
 - ii. Marketing PAEP group events/programs
 - iii. Developing and implementing an Annual Section Plan to be approved by the Board at its annual January Board Retreat
 - iv. Submitting updates of the Annual Section Plan, as needed, to accommodate any changes including specific estimated costs thereof, and how the costs will be covered

¹ Attendees of events involving tours of natural areas or any industrial facility should execute a liability waiver holding PAEP and the owner of the natural area or facility harmless for any injury incurred during the event. The event waiver will be provided to all Section Leaders Committees.

- v. Participating in the Statewide Section Leaders Committee
- vi. Preparing a section article/submission for the quarterly newsletter

4. Annual Section Plan

- A. At a minimum, it is encouraged that the plan include:
 - i. Details of at least nine (9) group events/programs over a period of one year. The Annual Plan will include information such as types of events, estimated costs, and a general date. Detailed information such as name of the speaker, description of event, event marketing, and target audience will be documented and tracked in the Action Plan.
 - ii. Plans for recruitment – target audience, including past or new PAEP members
 - iii. At least one (1) networking opportunity with college students annually
 - iv. Planning or participating in a section Earth Day or community service event/program every year
 - v. *Budget/general financial requirements for covering the estimated costs of annual events and programs. Section Leaders are encouraged to fund events through event and program attendance fees, section fundraising efforts, and corporate sponsorships.*
- B. A draft of the Annual Plan shall be submitted to the Board by December 15 of each year for Board review and approval. The Plan will provide an outline of Section activities and goals over the next year. The Section Leaders will also develop Action Plans to track the development of the goals. The Section Leaders will be responsible for updating the plans on a monthly basis. A copy of the revised Action Plans should be provided to the Board of Directors one week prior to Board Meetings. The Section Leaders will be responsible for reporting on the status of the items contained within the Action Plan.

5. Section Budgets/Fiscal Responsibilities

- A) After review of annual plans submitted by the Section Leaders Committees, the Board of Directors shall allocate an annual budget for each section to offset costs associated with proposed section events and programs. This money can be used toward event and program expenses such as meeting venue fees, refreshments, speaker honorariums, etc.
- B) Section Leaders Committees will develop their own operating budgets through such funding mechanisms as section fundraisers, corporate member event sponsorships, event fees etc.
- C) Section Leaders Committees must raise funds in order to meet operational budget and section goals in accordance with the following:
 - i. All fundraising activities must follow PAEP standards and will be in accordance with PAEP By-laws and Operational Procedures

- ii. The Treasurer is responsible for approving or rejecting all requests for additional section funds. *Any pledge of PAEP contributions without the explicit approval of the Treasurer will not be considered valid and will not be honored.*
 - iii. Section Leaders Committees can sell Board approved PAEP merchandise, obtain sponsorships (provided the sponsors are non-political and align with PAEP's ethical and professional standards), accept contributions, charge event/program fees, and host special events or other events in order to raise additional revenues
 - iv. Section Leaders Committees must manage funds in conjunction with the PAEP Treasurer.
 - a) All budgets will be maintained and overseen by the Treasurer
 - b) The Treasurer and Section Leaders will work together on depositing and withdrawing funds as needed for section operations
 - c) Fundraising shortages may or may not be met by PAEP depending on available funds
- D) Each section budget shall be submitted to the Board as part of the Annual Section Plan for review by December 15 of each year. Approval by the Board is needed for any funds requested from PAEP's general budget/non-section funds.

6. Section Event Marketing/Advertising

- A) A marketing packet will be developed and provided to all new Section Leaders to ensure consistency and integrity for all PAEP-related materials and to assist the new Section Leaders in the transition to section leadership. A section event liability waiver will also be provided in this packet of leadership materials.
- B) Marketing/advertising of section events may include the following activities (this is not an exclusive list):
 - i. Developing flyers/advertising text to promote section events.
 - ii. Section event flyer/advertising text should be sent to the membership via email blast distribution and added to the section events page of the website. Advertising should be sent to the membership at least three (3) weeks prior to the event to maximize event attendance.
 - iii. Sending two follow-up email blasts reminding the membership of said event at 10 days and two (2) days in advance of the event, or in a timeframe as otherwise determined by Section Leaders.
 - iv. Promoting section events on the PAEP Forum.
 - v. Working with the Board and Business Manager on maintaining a list of upcoming section events for each respective section on the website
 - vi. Consider advertising for section events through additional means outside of PAEP as appropriate to encourage new potential PAEP membership such as the PA Environmental Digest (weekly email distribution), college/university chapters or environmental programs, other professional environmental organizations, etc.

7. Statewide Section Leaders Committee

- A) Section Leaders are also expected to participate in an informal Committee or group called the "Statewide Section Leaders Committee" whereby each Section Leader and P2E2, will be represented and will participate in a quarterly conference call or meeting to review issues, concerns, successes, and to share ideas. The purpose of the Committee is to provide an outlet for communication between Section Leaders by fostering regular section assessments and ideas for improvement.
- B) At least one PAEP Board Member other than a Section Leader will attend the quarterly meeting.
- C) The Committee must choose a "Secretary" or point of contact who will be responsible for scheduling calls or meetings and taking minutes at each quarterly meeting
- D) The Secretary shall submit the annual schedule of quarterly meetings to the PAEP Board of Directors beginning February 1st of each year.
- E) The Secretary or a designated Section Leader will present the minutes to the PAEP Board of Directors and will update the Board at its next meeting after the scheduled quarterly Committee meeting.

8. Reports to the Board

- A) Annual Section Plan, including an Action Plan and the Section Budget – due December 15 of each year.
- B) Revised Action Plans should be provided to the Board one week prior to Board meetings.
- C) The Statewide Section Leaders Committee will submit meeting minutes for every scheduled meeting to the PAEP Board of Directors.

9. Section Leader Dismissal

A Section Leader may be dismissed from his/her position at the Board's discretion if a Section Leader is not fulfilling his/her duties and responsibilities as outlined in this policy. A 2/3 vote is required by the Board for the dismissal of a Section Leader.

10. Section Leader Resignation

If a Section Leader resigns mid-term, the Board will name a replacement that is from the section and is a member in good standing to serve the remainder of the term. A Board member may serve as a replacement Section Leader.

Operational Policy 7.3 Resume Posting Policy (Approved April 14, 2009)

At the discretion of the Board, the PAEP website may be used as for members to post personal resumes. The following guidance is provided to prevent misuse of this service and to standardize the posting of resumes. This information should be posted on the website.

1. All resumes posted on the PAEP website will be viewable by the general public, in order to assure maximum exposure. This service is therefore not appropriate for any member requiring confidentiality as to a current employer. Because access is not restricted to PAEP members, PAEP also recommends that residential address and telephone number information be removed from any posted resume. **By posting a resume on the PAEP website, the poster affirms that they have read and carefully considered the above, that they voluntarily assume all risk of posting such information, and that they release PAEP from any liability arising from such posting or the use of posting information by any person.**
2. PAEP makes no guarantee that the posted resume will lead to employment.
3. PAEP offers no warranty, and assumes no responsibility, for the truthfulness and accuracy of information contained in posted resumes.
4. This service is provided only to current PAEP members in good standing. Students may also post resumes on the website, provided they are current student members.
5. Resumes will remain on the site for a period of sixty (60) days. The owner of the resume may request additional thirty (30) day increments of posting, as long as they remain a PAEP member. This request should be done in writing (letter or email) to the PAEP Business Manager (info@PAEP.org).
6. Resumes should be sent to the PAEP Business Manager (info@PAEP.org). Resumes should be posted with white backgrounds, and contain no pictures or other graphics. Resumes should be limited to no more than five (5) pages.
7. No cover letters or other attachments will be posted with the resumes.
8. Files should be named for the title or expertise held by the resume poster, (i.e. "Environmental Scientist.pdf" or "Sr. Project Manager.pdf"). The website will list resume files in this fashion to facilitate the easy selection of pertinent resumes by employers.
9. No corrections to spelling, typos, or other formatting issues will be provided by PAEP. Resumes will be posted as received.
10. Resumes that do not follow the above guidance for submission will not be accepted.

Operational Policy 7.4 Membership Email Blast Policy (Approved January 22, 2010)

Membership “email blasts” are email messages sent to the entire PAEP membership and/or the PAEP mailing list. The following policy provides guidance on membership email blasts to prevent misuse of this service.

1. Email blasts are intended to serve as the official paperless mechanism to distribute PAEP organizational information and announcements.
2. The PAEP Association Administrator typically distributes the email blasts.
3. Requests for specific email blasts can be made to the Association Administrator directly by the Board of Directors, Section Leaders, Conference Committee Chairs, or any other individuals so designated by the Board. Any requests for email blasts made by the general membership to the Association Administrator should be forwarded to the Board or a designated Board representative for approval prior to distribution.
4. Examples of typical email blasts include, but are not limited to, the following: quarterly newsletters, section event announcements, Board election information, job posting announcements, annual conference information, membership award information, book club announcements, fundraising information, and approved advertising for events for other related environmental organizations.
5. Examples of items that are not appropriate for email blasts may include, but are not limited to the following: lobbying requests, personal announcements, advertising for individual/company profit, and editorial commentaries. The PAEP Forum provides the opportunity for the distribution and sharing of information and opinions that may be deemed not appropriate for email blasts.

Operational Policy 7.5 Student Chapters

The following policy was developed to provide a framework of guidelines for the student sections of PAEP to further detail benefits and duties outlined in the PAEP student charter.

1.0 Requirements of Establishing a Student Chapter

- 1.1 Be part of an accredited secondary education facility
- 1.2 Have a designated Faculty Advisor
- 1.3 Have at least two student members who are not graduating seniors
- 1.4 Signature of the Faculty Advisor and student chapter chair on a student chapter charter

2.0 Benefits of Affiliation

- 2.1 As outlined in the student charter
- 2.2 PAEP General membership benefits that a student can also take advantage of include
 - 2.2.1 Resume Posting on website according to current policy
 - 2.2.2 Receipt of PAEP email blasts, which include recent job postings

- 2.2.3 Access to the PAEP membership directory which includes corporate and all member contacts throughout the state
- 2.2.4 Attendance at Section Events and Annual Conference
- 2.2.5 Receipt of the PAEP newsletter
- 2.2.6 Contribution to the Student Section of the PAEP newsletter
- 2.2.7 Use and posting on the PAEP Forum, in accordance with PAEP Forum rules

3.0 Duties of a Student Chapter

- 3.1 Establish a chair and co-chair
 - 3.1.1 Co-chair will not be a graduating senior and will assume the position of chair the following year
- 3.2 Coordinate with PAEP liaison
- 3.3 Organize PAEP student chapter events (see Section 5.0)
- 3.4 Promote PAEP to student non-members
- 3.5 Other duties outlined in the student charter

4.0 Duties of a Faculty Advisor

- 4.1 Ensure that the PAEP student chapter and associated functions comply with established university/college rules, regulations, and/or policies
- 4.2 Ensure that the PAEP student chapter remains active, adheres to the student charter, and continues year-to-year
- 4.3 Encourage fundraisers or the solicitation of corporate sponsors for PAEP student chapter functions
- 4.4 Keep a record and maintain all monies associated with fundraisers or functions
 - 4.4.1 Send a report to PAEP liaison of monetary transactions

5.0 Student Chapter Events

- 5.1 Organize one (1) civic/community service event per year. This PAEP student chapter event can include attending an organized event by another organization.
- 5.2 Organize or participate in one (1) PAEP or PAEP section networking event per year
- 5.3 Organize other events throughout the year that support the purpose of PAEP and the PAEP student chapter.

8. MEMBERSHIP VOTING

(No policies associated with By-Law 8 enacted)

9. COMMITTEES

(No policies associated with By-Law 9 enacted)

10. DISSOLUTION

(No policies associated with By-Law 10 enacted)

11. SEPARATIONS FROM MEMBERSHIP

(No policies associated with By-Law 11 enacted)

12. GIFTS AND GRANTS

(No policies associated with By-Law 12 enacted)

13. AMENDMENTS

(No policies associated with By-Law 13 enacted)