

BYLAWS OF THE MISSOURI ENVIROTHON February 2023

ARTICLE I Offices

1.1 Principal Office. The principal office of the Missouri Envirothon shall be located in the office of the Chairperson for the Missouri State Envirothon. The Missouri Envirothon shall have and continuously maintain in the State of Missouri an office, and the address of the registered office may be changed from time to time by the Executive Committee as needed or as the Chairperson changes. Current Principal Office is the Hickory County SWCD in Hermitage.

ARTICLE II Members

2.1 Members. Up to two Representatives from each region (Regional Chair and 1 other designated member) and both being related to the Soil and Water Conservation District, may be on the State Committee, with 1 collective vote per region. Currently 7 Regions = **7 voting rights**.

At any given time that a designated representative is unavailable to attend a State Meeting, they may designate another representative on their behalf to attend and represent their region. Notification must be provided in advance to the chairperson, of this change in representation, to insure voting rights for that region.

Supporting Organizations (NRCS, SWCP, MASWCD and MDC) shall each provide a representative from their organization and that designated member, will have voting rights. Currently 4 Supporting Organizations = **4 additional voting rights**.

Advisory or Special Coordinator (s) These positions may be appointed by the Executive Committee and may include a past chair/vice chair or person of knowledge of the Missouri State Envirothon. These positions will be advisory, and these positions will not have voting rights on the State Committee and will be considered advisory only.

A quorum shall be a simple majority of the filled committee positions with respect to both the Regions (7) & Supporting Organizations (4) votes. A quorum would be a simple majority of the total filled positions.

2.2 Associate Members. Any interested individual, business, or organization, who has paid the annual dues, set by the State Envirothon committee, shall be eligible to be an Associate Member. Associate Members shall be non-voting members. They can give and provide input on matters but will not be allowed to make motions or to vote on decisions.

2.3 Election of Officers/Executive Committee. The election of officers will come from the 7 member regions and will make up the Executive Committee. This election will be held every even numbered year, beginning with 2022 at the winter meeting (see meeting times and locations sections Article III). Elected officials shall begin their (2-year term) duties immediately following the election meeting.

Officers shall include: **Chair**
 Vice Chair
 Secretary
 Treasurer

Vacant positions may be filled as needed by an appointment from the remaining State Executive Officers

Description of duties of said officers:

Chair: Executive head of the Committee.

- Presides all meetings and call all meetings.
- May appoint additional committees as needed.
- May call an audit of all monies on a random yearly basis. This may be conducted by a committee appointed by the chair, or a hired firm as deemed in the best interest or concern.
- The Chair will be a part of any sub or special committees and provide completed reports to the full committee.

Vice Chair: Presides when Chair is unavailable and represents the Chair when designated.

National Representative (s): **The Chair and Vice-Chair** are the designated board member and alternate with voting authority to the NCF (National Conservation Foundation) These representatives will act as the liaison between the Missouri Envirothon Committee and the National Committee. This position will vote on behalf of the Missouri Envirothon at the National Board level, relaying information and reacting in the best interest of and on behalf of the Missouri Envirothon. In the event one of them will be temporarily unable to fulfill this responsibility, then the Executive Committee shall appoint a substitute.

The Chair and Vice Chair will Co-Chair the State Competition—setting up the agenda and schedule for the day, setting the location and logistics as related to the State Event location. These will all be reviewed and approved by the committee. They will also assign the below event coordinators for the day:

Food Coordinator—morning snacks and lunch

Volunteer Coordinator—contacting and lining up all volunteers as needed for the day in conjunction with the Co-Chairs for the needed positions.

Test Writer/Resource Coordinator—In charge of getting test writers for all resource

categories, preparing the tests for copying and administering with the cooperation of the test writers including grading the day of the event and gathering resources and training materials for the teams. Envirothon testing standards will be aligned with DESE (Department of Elementary and Secondary Education) and MEEA (Missouri Environmental Education Association).

Advisor Team Coordinator—sends out and receives registrations, medical and photo releases along with ordering and putting together t-shirts for all members.

Treasurer: Is responsible for all funds of the Missouri Envirothon. This position will be insured against theft.

- They will maintain accurate and up to date financial records
- Provide records to be audited annually
- Keep the Chair and the Committee members informed of the financial status of the Envirothon
- Provide reports at each meeting and/or as requested.

Secretary: Will keep accurate and complete minutes of all proceedings of the meeting and will make them available within 30 days of the meeting.

2.4 Removal of Officers. This may be done by a majority vote of the members if determined to be in the best interest of the Missouri Envirothon.

ARTICLE III

Meetings of the Members

3.1 Conducting Meetings. All meetings of the Envirothon Committee and any subcommittee of the Envirothon Committees shall be conducted according to Roberts Rules of Order and shall be known by the officers/Executive Committee.

3.2 Meetings. A minimum of 3 meetings will be held per year. One meeting will be held in late fall/winter and may be held in conjunction with the MASWCD Annual Training Conference. A minimum of one (1) State Committee Meeting shall be conducted approximately 1 month prior to the State Competition and one (1) no more than 30 days after the State Competition.

3.3 Additional Meetings may be called by the Chair, a majority of the Executive Committee, or not less than 3 members having voting rights.

3.4 Meeting Locations—The fall/winter meeting may be held in conjunction with the location of the MASWCD Training Conference and the pre and post event meetings may be held at the location of the event OR as designated by the Executive Committee. A zoom or other type of virtual meeting may be held in place of a face-to-face meeting as circumstances arise.

3.5 Notice of Meetings—will be sent out electronically, stating place, date, and hour to all voting members in a timely manner—at least 24 hours in advance.

3.6 Quorum—shall consist of a simple majority of the voting members.

ARTICLE IV Committees

4.1 The Executive Committee may constitute any special committees as deemed necessary and to the best interest of the Missouri Envirothon, E.g.

- Competition and Volunteer Committee, which shall plan and oversee the State Competition
- Test Writing and Resource Committee, which shall work with the Executive Committee in developing, preparing, and administering the Missouri Envirothon written tests and plan and oversee the training workshops and resource materials provided to participating teams.
- Public Affairs Committee, which shall handle the public affairs responsibilities.
- Fund Raising Committee, which shall seek grants and donations to secure the necessary funding to adequately develop and operate the Missouri Envirothon.
- Rules, Regulations and Appeals Committee, which shall resolve all issues relating to the breaking or questioning of rules, regulations and any appeals that arise during the Missouri Envirothon Competition. –This Committee shall consist of the Chair and Vice Chair with assistance from any of the executive committee as the Chair deems necessary for the decision making.

ARTICLE V Regional Competitions

5.1 Regional Committees. The State Committee will designate the regions for the Regional Competitions. Each region will establish a committee to conduct and support the Regional Competition. These regional areas may be changed/alterd as deemed necessary by the State Committee.

5.2 Bylaws and Rules. Each Regional Committee is encouraged to write its own bylaws and rules, but they may not conflict with the state bylaws.

5.3 Date and timeframe. The date for each Regional Competition must be within the timeframe designated in the Rules and Regulations and submitted to the State Committee by August 1.

5.4 Qualifiers. The top three (3) teams from each Regional Competition will participate in the Missouri Envirothon, scoring the minimum requirement of 55%.

5.5 Miscellaneous. If there are less than two (2) teams that register for a Regional Competition, then that region may request that team be allowed to compete at an alternate Regional Competition. The alternate Regional Committee must approve participation of the incoming team. If accepted, the incoming team will not be in competition with that regions own teams but will automatically proceed to the Missouri Envirothon if the team completed all components of the Regional Competition and scores the minimum of 55%.

ARTICLE VI Funds

6.1 Deposits. All funds of the Missouri Envirothon shall be deposited to the credit of the Missouri Envirothon in such banks, trust companies or other federally insured depositories as the Committee may select to the extent possible, in interest bearing accounts.

6.2 Gifts. The Committee may accept on behalf of the Missouri Envirothon any contribution, gift, bequest, or device for the general purpose or for any additional purpose of the Missouri Envirothon.

6.3 Staffing. The Executive Committee has the authority to hire staff as appropriate.

ARTICLE VII Miscellaneous

7.1 Books and Records. The Missouri Envirothon shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the members, the Executive Committee and any committees and shall keep, at the principal office a record giving the names of the members and the representatives of the Supporting Organizations that are entitled to vote. All books and records of the Missouri Envirothon may be inspected by any member or attorney for any proper purpose at any reasonable time.

7.2 Fiscal Year. The fiscal year of the Missouri Envirothon shall be such fiscal year as is designated by the Committee—August 1, thru July 30.

ARTICLE VIII Amendments to Bylaws

8.1 Amendments to Bylaws. These bylaws may be altered, amended, or repealed and new bylaws may be adopted by a two-thirds vote of those representatives present at any regular meeting or at any additional meeting of Members, if at least 30 days written notice is given of an intention to alter, amend or repeal these bylaws or to adopt new bylaws at such meeting.

Certificate of Secretary

The undersigned, being Secretary of the Missouri Envirothon, hereby certifies that the Members of said organization, effective February 22, 2022, duly adopted the foregoing code of bylaws.

In Witness Whereof, I have signed this certification of this the 22nd Day of February 2022

Secretary, Theresa Dunlap