

# Native Plant Society of New Mexico

## **POLICIES IN EFFECT as of 8/1/2019**

### **POLICIES GOVERNING MEMBERSHIP STATUS**

Membership in the Society is open to all persons without reservation or qualification upon the payment of appropriate annual dues, purchase of lifetime membership or election to honorary membership. (1/28/2017)

#### **TERM OF MEMBERSHIP**

Ordinary membership term shall begin the quarter following receipt of dues and go for 12 months. Dues renewals are payable by the end of the month following the quarterly payment date. First notice is mailed the month of the anniversary date and second notice is mailed the month following the anniversary date. (2/11/12) Membership is considered delinquent the month thereafter.

Lifetime and Honorary memberships are without term and shall continue in effect until death of the member or a written request of the member that all privileges be withdrawn.

#### **BASIC DUES**

The ordinary categories of annual membership are as follows:

Youth (to 26 yrs.) and teachers K-12 - \$20

Individual memberships - \$30

Household memberships - \$45

In addition, members who contribute additional amounts in excess of basic annual dues shall be recognized as follows:

Friend of the Society- \$60 or more

Sponsor of the Society- \$100 or more

Patron of the Society- \$250 or more

Lifetime membership - \$1,000

In recognition of meritorious service, Chapters may also recognize individuals by purchasing lifetime memberships at the reduced rate of 10 times the current annual individual membership rate, payable to the State organization.

#### **SHARING OF DUES INCOME WITH CHAPTERS**

25% of all dues income including unrestricted contributions above dues shall be rebated to the regional chapter which the member has selected for affiliation. If no chapter has been designated, the dues shall remain with the state organization.

#### **HONORARY LIFETIME MEMBERSHIPS**

The Board of Directors may confer honorary lifetime memberships as awards of merit for individual contributions to the Society or to the furtherance of the knowledge, understanding, appreciation or protection of native plants and native plant communities of New Mexico and adjacent areas.

Candidates for the award need not be a current member of the Society at the time of consideration for the award. (3/8/02)

The following guidelines shall be used to make awards:

1. A letter of nomination shall be presented to the Board of Directors by any member in good standing describing the nominee's outstanding and distinguished contributions to the NPSNM and/or meritorious activities in furthering knowledge, understanding, appreciation or protection of native plants and native plant communities of New Mexico and adjacent areas.
2. One additional letter in support of the nominating letter for the individual shall be directed to the Board of Directors. The individual submitting this letter is not required to be a member of the NPSNM.
3. At the next meeting of the Board of Directors, and/or within eight months of the receipt of the two letters supporting the nomination of this individual, the Board will vote to accept or reject the nomination. A two-thirds vote of the total Board of Directors shall be required for election to Honorary Membership.
4. Following the election by the Board, the NPSNM President shall contact the nominee to obtain their acceptance of the honor before the designation as Honorary Member may become final. Should the individual decline the honor, the designation is withdrawn.
5. Not more than three individuals shall be elected to Honorary Membership in any single calendar year.
6. Honorary Membership is a lifetime award and shall convey all the privileges and none of the obligations of membership in the Society. (3/8/02)

## **POLICIES GOVERNING ESTABLISHMENT OF NEW CHAPTERS**

Upon petition of at least 10 regional members, the Board of Directors will provide provisional chapter status for a new area chapter and appropriate support services including draft governance documents, organizational guidelines and Society requirements, a current mailing list of Society members appropriate to the proposed geographic region of the new chapter. A grant of \$300 to be placed in a local checking account under the Society's tax identification number as a 501(c)(3), not-for-profit organization, to assist with initial costs associated with organizing the new chapter (8/26/99). Recognition of full chapter status will be provided for a provisional chapter following 12 months of continuing activities. Upon request, a new chapter may request an additional 50% rebate of dues paid to the Society by members in the area served by the chapter during the first calendar year (4/8/90).

## **POLICIES GOVERNING TERMINATION OF CHAPTER STATUS**

Recognized Chapter status for any regional group may be removed by the Board of Directors upon request by a majority declaration of current Society members in the region served by the chapter, by the recognized leadership of a chapter whose active membership has fallen below 10 Society members, upon recommendation of the President of the Society following a determination of the failure of the chapter to maintain continuing substantive activities for the previous 12 months or more, by presentation by the President of the Society of conclusive evidence of persistent or egregious conduct by the chapter that is contrary to the principals and purpose of the Society as stated in the Articles of Incorporation and Bylaws of the Society, including deliberate informed violation of standing Board policies or decisions following written warning to cease and desist from such conduct.

Upon termination of Chapter designation by the Board, the President of the Society, in consultation with responsible officers or members of the terminating chapter, shall take such steps as may be necessary to insure the timely preservation of chapter assets, prompt remittance of the balance of funds in the Chapter treasury to the Society Treasurer immediately following the payment or collection of any outstanding obligations owed by or to the chapter, provision of a final financial report for the months of the current year preceding the dissolution, for Federal Income Tax reporting purposes; return of all Society merchandise held on consignment; the forwarding of all chapter records and archives to the Society Recording Secretary for appropriate disposition; and the written provision of timely notice of the dissolution of the chapter to Society members in the region.

Any unencumbered cash assets of a terminated chapter returned to the Society Treasury may be fully restored by the Board to a new chapter reorganized for the same or similar geographic region within 3 years of the previous date of termination.

## **POLICIES GOVERNING CHAPTER ORGANIZATION & RESPONSIBILITIES**

Status as an official regional chapter of the Native Plant Society of New Mexico is conveyed only by action the NPSNM Board of Directors composed of elected officers and chapter-designated representatives (directors). Chapters agree to honor and promote the stated purposes of the greater organization and to abide by the policies and procedures established by the Board.

To maintain an effective affiliation, chapters must:

1. establish and abide by Chapter Bylaws or a similar operating document that is consistent with that of the State organization and which establishes a locally determined system of leadership and governance best suited to meet the needs of the local membership;
2. provide for a minimum of 1 general meeting, program or activity per calendar year for NPSNM members living in the region served by the chapter;
3. annually designate, by election or appointment, a member to serve as Chapter Representative on the NPSNM Board of Directors and be empowered to represent and act on behalf of the chapter on all matters brought before the Board and to ensure the participation of that representative or an appropriate substitute in all meetings of the Board;
4. regularly maintain and report a current roster of the names, mailing addresses, e-mail addresses and phone numbers of all chapters officers to the State President, Recording Secretary, Treasurer, Newsletter Editor and Web Site Editor;
5. ensure the preparation and submission at the year's first state board meeting of a signed financial report and a chapter activity report for the previous calendar year to the NPSNM Treasurer and President, respectively. The financial report is to record the proceeds from the sale of any goods. (8/1/19)
6. encourage the participation of local members on state-established committees and in state-sponsored activities;
7. regularly advise appropriate NPSNM officers and editors of current and planned future chapter activities;
8. ensure that proper Release and Indemnification forms are signed by all participants in organized chapter activities and are securely maintained for no less than 12 months following the date of participation;

## **POLICIES GOVERNING CONDUCT OF BOARD MEETINGS**

### **MEETINGS**

As directed by the Bylaws, meetings of the Board of Directors shall be held at locations central to a majority of regional chapters or in conjunction with annual meetings of the membership. All meetings shall be conducted in accordance with Robert's Rules of Order or by other standards as agreed by a majority of the board. (8/1/19)

Any board member can make a motion which can be seconded by anyone other than the president or acting president. (Passed by Board vote on 1/ 16/22)

### **PROXIES**

As stated in the Bylaws, any Director who cannot attend a Board meeting may designate, in writing, a member of the NPSNM chapter that he or she represents as his or her proxy for the purpose of introducing, discussing or voting upon, motions before the Board.

### **INTERIM Voting**

From time to time, pressing business may require a vote of the Board between scheduled meetings. The President may call for an interim vote of the Board via post, email, telephone or videoconference. Board members not responding to the call shall be contacted to ensure their opportunity to comment or vote on the matter at hand. Interim votes shall be reviewed and validated at the next board meeting and entered into the meeting minutes. (8/1/19)

## **POLICIES GOVERNING SOCIETY PUBLICATIONS AND PRODUCTS**

The Board of Directors may authorize the preparation and production of publications, posters, stationary, bumper stickers, articles of clothing or other products related to the promotion of the appreciation and conservation of the native flora and native plant communities of the Southwest as an educational endeavor for the benefit of the Society membership. Such products may be offered for resale to the NPSNM membership, to NPSNM Chapters and to the general public in order to recover any costs associated with production of the products and thereafter to provide income for the annually budgeted operating costs of the Society, including special projects, and a source of income for NPSNM chapters.

The Board of Directors shall establish general retail and wholesale prices for each publication or product produced by the Society, as well as a discounted member's retail price, chapter wholesale price or chapter consignment price where appropriate. Chapters may purchase Society publications or products at the chapter wholesale rate and retain all income from local resale at prices determined by the chapter or may request consignment of publications or products for local resale at prices determined by the chapter upon agreement to provide a quarterly accounting of all consignment sales and rebate to the NPSNM Treasury of all income above the negotiated chapter wholesale consignment price received from local sales for the reporting quarter. The Board may also enter into agreements establishing special income sharing arrangements for sales by an individual chapter or chapters accepting primary responsibility for the promotion and sale of a specific NPSNM publication or product.

Public and private elementary and secondary schools, junior colleges and universities in the State of New Mexico and El Paso County, Texas shall be entitled to free copies of Society published posters for display in classrooms and libraries upon reasonable request. (4/8/90)

## **POLICIES GOVERNING THE CONSERVATION COMMITTEE**

As provided for by the Bylaws, the Board shall establish and maintain a standing Conservation Committee to monitor issues affecting the status of the native plants of New Mexico and their habitats, to inform the Board and the general membership concerning of these issues; and to promote the use of native plants for conserving water, land, and wildlife. The Board shall appoint the chairperson of this committee. Every chapter is encouraged to have a representative on the Conservation Committee.

The Conservation Committee shall take appropriate action to bring state conservation issues affecting native plants and native plant communities of New Mexico to the attention of the Board of Directors, regional Chapters and the general membership to encourage independent determination of positions and actions concerning such issues. The committee may make recommendations for appropriate action by the Society.

The Board may take a formal public position on conservation issues by formal vote at Board meetings or, to insure a timely response in the interim between meetings, the President may act upon an informal consensus obtained by presenting a proposed position statement to all members of the Board by e-mail, telephone or in person, for their approval or disapproval (8/17/01).

The Board may also authorize the chairman of the Conservation Committee, his or her designee, or any other member of the Society to present orally or in writing factual information on behalf of the Society relevant to conservation issues, including reasonably based assumptions as to impacts or outcomes of proposed actions, pending before public land management and regulatory agencies.

Chapters and the general membership are also encouraged to independently take active positions on matters affecting native plants and native plant communities but may not do so using the name of the Society as a whole unless the Board of Directors has formerly taken a similar position on the matter(s) at issue. Chapters are asked to coordinate with the Conservation Committee Chair before submitting their separate public comment on conservation issues. (8/1/19)

### **Policy Governing Administration of Conservation Fund by the Conservation Chair**

The Society may establish (8/1/19) a fund to be used by the Conservation Chair to reimburse the Chair and/or assistants to the Chair for expenses incurred in furthering the Society's mission in conservation of native plants in the region served by the Society.

For expenditures by either the Chair or applicants, the Chair will submit to the Treasurer a statement of the purpose of the expenditure along with receipts, amount of mileage involved and any other documentation of expenses that the Treasurer may require. The Chair and Treasurer may also agree to make an advance payment with appropriate documentation.

The maximum rate at which mileage may be reimbursed is the current rate established by the State of New Mexico for reimbursement to employees.

All expenditures will be reported to the Treasurer. The Conservation Chair will prepare an annual report on the administration of this fund for the Board of Directors' first board meeting.

The Chair is to have discretion in administering this fund, with the paramount purpose of conservation of native plants. In the event of disagreement, the Chair and Treasurer will refer

the matter first to the executive officers and if not resolved by them, then to the full Board of Directors. (01/28/2017)

## **POLICIES GOVERNING FIELD EXPERIENCES AND OUTINGS**

The Society has adopted a Field Trip Ethics and Conduct Policy (10/26/91) which shall govern the conduct of all participants in Society- and Chapter-sponsored field experiences. Persons who refuse to abide by, or who knowingly violate this code may be asked to leave the event by a designated trip leader and/or may be denied participation privileges in future events by administrative action of a chapter or the Society. Persons denied the privilege of participation in organized Society or chapter events shall be so notified in writing by the Chapter or Society President and may make written appeal of the decision to the NPSNM Board of Directors for consideration at their next regular meeting. Decisions of the Board are final.

### **Field Trip Ethics and Conduct Policy**

#### ***Participants will:***

1. follow reasonable directions or instructions of designated trip leaders or assistant leaders including termination of participation and leaving the site of any activity if so requested for violation of these rules;
2. conduct themselves in a manner that does not disrupt the sponsored activity or disturb participants or other persons;
3. control the conduct of children or guests for whom they are responsible;
4. carry out all materials carried in, leaving no litter behind;
5. wear appropriate clothing and sturdy footwear, use protective gear for head, hands, eyes, especially when using tools or equipment, and carry and drink plenty of fluids;
6. respect and protect public and private property and obey regulations controlling their use;
7. stay on designated trails where possible and avoid unnecessary disturbance of natural soils, slopes, rock faces, waters and vegetation;
8. respect the right of all wild creatures, great or small, to exist with minimal harm or disturbance;
9. seek knowledge from those who have it, share knowledge with those who do not, and always have a good time in good company.

#### ***Participants shall not:***

1. Pick flowers, leaves, fruit, seed or other plant parts, nor dig, pull, cut, injure or harm natural vegetation whether alive or dead, without permission of a trip leader or assistant leader, and then only for scientific, educational or conservation purposes;
2. carry firearms, whether with permit or not, without the express advance approval of the designated trip leader;
3. smoke, except in areas designated by the trip leader or assistant leaders;
4. bring pets without the express advance approval of the designated trip leader;
5. consume alcoholic beverages, except at trailheads or campsites after group activities are completed;

6. discharge fireworks;
8. leave, fall behind or advance ahead of the activity group without the knowledge and approval of the trip leader or an assistant leader;
9. cause others to not enjoy the field experience;
10. be embarrassed to ask questions or to pause to marvel at the wonders of nature.

### **PARTICIPATION BY MINORS**

Persons under the age of 18 must be accompanied by a parent, guardian or other parentally designated adult supervisor who will be responsible for controlling the conduct of the minor participant.

### **TRANSPORTATION**

Although the Society does not normally arrange transportation, to minimize adverse impact on natural areas or to enhance safety and enjoyment of participants, a trip leader may impose a limit on the number of vehicles associated with a sponsored field activity and may encourage car-pooling among participants. Riders are expected to share in expense of operating the vehicles in which they are riding and should so inquire with the driver at the onset of the trip. The Society is not responsible for determining whether car pool drivers are properly trained, insured, and licensed nor whether vehicles are currently State-inspected and/or otherwise safely configured for use in conjunction with a Society- sponsored event. Individual riders are solely responsible for such determinations and are encouraged to make such private inquiry as they feel necessary.

### **NON-MEMBER PARTICIPATION**

**Non-member guests are welcome to participate in all Society events to the extent they do not displace members when there is a limit on number of participants.**

### **TRIP LEADERS**

Outings, field trips or service activities will not be held without the presence of a Trip Leader designated by the Society. The Trip Leader may appoint as many Assistant Leaders as may be required for the proper conduct of the event. Questions concerning any specific field trip or service activity may be directed to the designated Trip Leader.

### **RELEASE OF LIABILITY**

The Society has adopted a general Release of Liability, the terms of which are to be adapted to conform to each field experience event sponsored by the Society or any Chapter and disseminated to all potential participants in advance of commencement of the event for their agreement and signature. A signed Release shall be required from each individual, or a parent or legal guardian of any minor, before they are allowed to participate in a field or other special event sponsored by the Society or any Chapter.

Participating in NPSNM activities signifies implied consent to all the terms of the Assumption of Risk/Release of Liability form ("Release") and is an agreement to abide by its terms and be bound by it. Likewise, asserting one has the Assumption/Release in effect makes one bound by it, whether one has signed one or not.

(2/2015)

## **INSURANCE**

The Board of Directors shall acquire and maintain general liability insurance, directors and officers coverage, and non-owned vehicle liability insurance to address damages not covered by personal insurance of participants arising from incidents associated with Society or chapter sponsored events or activities.

## **POLICIES GOVERNING RECORD MANAGEMENT AND ACCESS**

### **PUBLIC ACCESS**

As a state-chartered not-for-profit corporation and a federally designated 501(c)(3) non-profit organization, the Society shall make a reasonable effort to provide public access to all business records.

In accordance with Section 6104, US Internal Revenue Code, the IRS Form 1023 originally requesting tax exempt status, and all IRS Form 990 (or 990-T if applicable) filed annually shall be available for public inspection (8/17/01) by any person upon written request to the current NPSNM Treasurer at the address listed on the NPSNM website. (2/11/12)

All business documents shall be made available for public inspection and/or copying upon written request to the NPSNM President, Treasurer or Recording Secretary at the addresses listed on the NPSNM website. If the requested documents cannot be produced within 24 hours, the requestor will be advised in writing as to when the documents can be reasonably located and assembled for inspection or copying. Copies of requested documents shall only be provided upon payment of the cost of reproduction (but not less than least \$0.10 per page copied), as well as postal or shipping charges when applicable. (8/17/01)

Membership mailing lists may be copied only for the conduct of official Society business by Officers and Board members or for distribution to regional chapters for the conduct of chapter business.

### **PUBLICATION OF GOVERNING DOCUMENTS**

Current minutes of the meetings of the Board of Directors, the approved annual operating budget, and the approved financial report for the previous calendar year shall be posted on the Society's website or published in the Newsletter annually (8/17/01).

### **ARCHIVES**

All state officers shall be responsible for the preservation of records created or in their possession during their term of office. The Recording Secretary shall serve as custodian of the archives of the state organization and shall transmit them to the Society's depository. The Rio Grande Historical Center at the Library at New Mexico State University shall serve as archive depository for NPSNM newsletters, minutes, correspondence, and other official records. (9/12/92)

The Recording Secretary may at times delegate responsibilities for scanning and archiving of important documents of the Society to the Membership Secretary or another officer who shall be co-titled Archivist (9/6/2018).

## **POLICIES GOVERNING THE SOCIETY NEWSLETTER**

The Board of Directors shall provide for the publication of a periodic newsletter as an educational endeavor for the benefit of Society membership. A Newsletter Editor shall be appointed by the Board of Directors. (8/1/19) The Editor shall be responsible for the preparation



and publication of the Newsletter and, subject to the approved annual budget and policies of the Board, have full editorial control of the content (2/10/91), length (11/84) and number of annual issues of the Newsletter.

The Newsletter Editor shall (8/1/19):

- create or obtain from others, edit and publish timely and relevant content in the Society Newsletter in furtherance of Society goals, including but not limited to official business documents of the Society, listings, notices, articles, art and photographs featuring Society and Chapter events and activities, and original or reprinted articles, art or photographs promoting scientific knowledge, public appreciation and conservation of native plants and native plant communities;
- maintain regular active communications with Society Officers, Committee Chairs, chapter representatives and appropriate officers to insure timeliness, accuracy and effectiveness of content concerning Society and Chapter events and activities;
- select and coordinate with a commercial printing agent to ensure timeliness and quality in the publication of the printed Newsletter;
- communicate with the Website Editor as to the timely electronic reproduction of the Newsletter and distribution through the Society website
- and report to the Board on content, publication and distribution of the Newsletter. The editor may establish and chair a committee to assist in the performance of these duties.

The editor shall receive an annual honorarium in an amount budgeted by the Board as a token reimbursement of time and personal expense associated with performing the responsibilities of the position (2/17/01).

Consistent with the purpose and conservation goals of the Society, the Newsletter shall be printed on recycled paper (11/84) and shall be available to the general public in electronic form through the Society website. (2/11/12)

## **POLICIES GOVERNING THE SOCIETY WEBSITE**

The Board of Directors shall provide for a publicly accessible electronic site on the internet as an educational endeavor for the benefit of Society membership and the general public. The Website Editor shall be responsible for the creation and presentation of appropriate content on the Website and, subject to the approved annual budget and policies of the Board, shall have full editorial control of the content, size, frequency of update, and establishment of linkages to other appropriate sites.

The Website Editor shall (8/1/19):

- create or obtain from others, edit and publish timely and relevant content on the Society Website in furtherance of Society goals, including but not limited to official business documents of the Society, listings, notices, articles, art and photographs featuring Society and Chapter events and activities, and original or reprinted articles, art or photographs promoting scientific knowledge, public appreciation and conservation of native plants and native plant communities;
- maintain regular active communications with Society Officers, Committee Chairs, Newsletter Editor, chapter representatives and appropriate officers to ensure

timeliness, accuracy and effectiveness of Website content concerning Society and Chapter events and activities;

- select and maintain the services of an external host for the Society Website to ensure reliability and ease of access and to obtain such programming services as may be required;
- assist Society Officers with the timely electronic reproduction and public posting of governance and financial documents on the Website, including current copies approved and/or draft minutes of Board meetings, annual operating budgets, and annual financial reports;
- coordinate with the Newsletter Editor in the timely electronic reproduction of the Society Newsletter and public distribution through the Website;

The Website Editor may establish and chair a committee to assist in the performance of these duties. (2/11/12)

(Former state book sales policies deleted by the board on 8/1/2019.)

## **FISCAL MANAGEMENT POLICIES**

### **FINANCE AND INVESTMENT COMMITTEE**

The Finance and Investment Committee is a standing committee of the Society established by the Bylaws to provide independent oversight for all Society financial affairs. The Chair of the Committee shall be appointed by the NPSNM Board of Directors and shall serve without fixed term until a replacement is named by the Board. Committee membership shall include the current President and Treasurer of the Society as well as any other discretionary appointments of the chairperson. Such appointments shall serve at the pleasure of the chairperson.

The committee shall:

- in consultation with the executive officers of the Society, annually prepare a proposed operating budget for the consideration and action by the Board of Directors at the first meeting of each calendar year.
- be responsible for oversight and approval of the appropriate investment by the Treasurer of all Society funds not reasonably required for annually budgeted operating expenses of the Society or ongoing Book Sales operations.
- be responsible for the conduct of any internal financial audits of any Society funds wherever held or administered as may be determined necessary by the Chairman or a majority of the Committee members (2/10/91) or required by the Board of Directors. (2/10/91)
- review the results of any audit and may make such recommendations for action, if any, to the President and/or Board of Directors.

### **REIMBURSEMENT OF EXPENSES**

Reasonable expenses incurred in the required conduct of authorized Society business by an officer, director, committee chairperson or appointed Society member may be reimbursed by the Treasurer upon the presentation of receipts or other written documentation of the expense satisfactory to the Treasurer who shall process such reimbursements at his or her discretion but

no less than quarterly during the calendar year (6/14/83). The Treasurer may, however, elect to refer any specific reimbursement request to the Board of Directors for approval or disapproval at the first board meeting following the submission date or by alternative voting method.

### **CONFLICT OF INTEREST**

All officers and board members will make every effort to avoid any conflict between their own personal interests and those of the Society in all actions taken by them on behalf of the Society.

A board member should abstain from voting on issues, policies and decisions which could cause the member, or the member's company or employer, family close associates to benefit from the outcome of the vote. When a member is uncertain of the existence of a potential conflict, the circumstances of the matter should be reported to the President for resolution. The decision of the President regarding the existence or absence of conflict shall prevail. Board members should be reminded orally or in writing of this policy at least annually at, or in advance of, meetings of the Board. Any board member who is aware of a conflict of interest on his/her part and fails to act in compliance with this policy shall be subject to appropriate disciplinary action including suspension or removal by the Board. (1/30/09)

### **COMPENSATION TO INDIVIDUALS**

Any compensation paid by the Society to an individual, whether on a contract basis for services or as employee salary or wages, shall be approved by the Board and represents remuneration that does not exceed fair, reasonable and competitive standards for the services provided. (1/30/09)

## **MISCELLANEOUS PROVISIONS**

### **RECIPROCITY**

All fees and charges for NPSNM activities and merchandise with different member and non-member prices shall honor membership in other state or national Native Plant Societies with the same rates charges to NPSNM members. Verbal or written claims of Native Plant Society membership are sufficient and other proofs are not required. (8/17/01)

### **WHISTLEBLOWER POLICY**

It is the intent of the Society (NPSNM) to adhere to all laws and regulations that apply to this organization. This Policy is intended to encourage NPSNM members and others, including the public, to raise serious concerns internally so that NPSNM can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, contractors and volunteers to report by written complaint concerns about suspected violations to the President and the Board of Directors.

It is contrary to the values of the Society for anyone to retaliate against any board member, officer, contractor, NPSNM member or member of the public who in good faith reports an ethics violation or a suspected violation of the law or regulations governing the Society. (01/30/2016)

## **DISCRIMINATION, SEXUAL HARASSMENT AND MISCONDUCT**

The Society does not tolerate discrimination on the basis of race, religion, gender identity, sexual orientation, or other federally protected classes of people, nor does the Society tolerate

any form of sexual harassment. A written complaint alleging such discrimination or sexual misconduct or harassment occurring in relation to any Society activity shall be heard by the Board. After considering any defense to allegations of discrimination or misconduct, the Board shall make a decision that will be final. Upon a determination that such discrimination or misconduct occurred, the Board may determine an appropriate remedy, including limiting or denying participation in Society activities and roles, expulsion from the Society and referral to appropriate authorities as may be warranted. (8/1/19)

## THE JACK & MARTHA CARTER CONSERVATION FUND POLICY STATEMENT

Adopted the board on 8/1/1019.

### PURPOSE

The Jack & Martha Carter Conservation Fund (Carter Fund) has been established by the Native Plant Society of New Mexico to award botanical research, conservation, restoration and educational grants and donations to individuals and organizations in support of NPSNM goals. Awardees may include regional herbaria, exceptional science teachers and champions of conservation as well as individuals and institutions submitting proposals for projects deemed worthy by the NPSNM board.

### FUND MANAGEMENT

A minimum balance of \$100,000 shall be maintained in the fund, consisting of the total of donations and the current value of all investments in financial instruments such as mutual funds and bonds. Carter Fund investments are considered "restricted" in that they may be withdrawn only for the stated Purpose of the Fund and for management and promotion of the Fund itself (agent fees, mailings, etc.) except in cases of budgetary emergency by board vote. The minimum balance may be revised by board vote as it may find necessary.

The Finance Committee of NPSNM is responsible for investment decisions, and is responsible to the NPSNM board in all such matters. The Finance Committee is advised to invest conservatively in non-speculative funds and institutions. The NPSNM Treasurer, a member of the Finance Committee, shall present to the board the status of the fund at the year's first board meeting and on demand by any board member at other times.

### USE OF THE FUND

Decisions by the board as to grants and donations from the Fund are made at the year's first board meeting. The board shall make awards out of the accrued income from investments and donations. Awards shall not exceed an amount that allows a remaining balance of \$100,000. The board may decide to change the minimum required balance in view of inflation and other economic conditions.

The board has an obligation to the donors to use the Carter Fund for its stated purpose and not allow a surplus to grow excessively.

A conservation champion to receive the Jack and Martha Carter Native Plant Conservation Award may be selected by the NPSNM chapter hosting the annual statewide conference. An award also may be given by the NPSNM board during its annual grant selection process to a Teacher of the Year who has been dedicated to environmental education of students in an elementary, middle, or high school and has increased student awareness and appreciation of native plants. Bestowing of Champion and Teacher awards is not mandatory if suitable recipients are not identified in a given year.

The board is to consider grant proposals with respect to the appropriateness of the projects, reasonableness of the proposed budgets, completeness of information, and the fitness of the requestors.

Multi-year grants are not awarded, but there is no limit on additional subsequent grants for applicants submitting acceptable year-end reports. Applicants are encouraged to secure additional funding from other sources to augment the grant from NPSNM as may be needed.

## RESPONSIBILITIES OF GRANT RECIPIENTS

The board is to make a reasonable effort to hold awardees accountable for the activities the Fund has financed, requesting a year-end progress report and/or an article for the NPSNM newsletter. A poster and presentation at the annual conference may also be acceptable.

Although NPSNM claims no exclusive right to the results, creations or findings of supported projects, NPSNM does reserve the right to use year-end reports, presentations and findings for its own educational, scientific or promotional purposes.

The board may allow grant awardees additional time to use the grant beyond the current year if progress was delayed for significant reasons, such as sickness, environmental conditions or institutional changes.

Recipients who fail to submit acceptable reports or equivalents, who use grants in ways inconsistent with their submitted proposals, or who do not show a good faith effort to carry out the funded projects are permanently ineligible to receive future grants from the Fund.