

# **GUIDELINES OF THE NATIONAL CONSERVATION FOUNDATION ENVIROTHON OPERATING COMMITTEE**

## **PREAMBLE**

NCF-Envirothon is a program of the National Conservation Foundation (NCF), a 501(c)3 organization, working to develop the next generation of conservation leaders through educational programs and outreach.

The NCF-Envirothon is an environmental and natural resources academic competition that builds leadership experience for high school students (grades 9-12 or ages 14-19) across the United States, Canada, China, and Singapore. Incorporating STEM (Science, Technology, Engineering, and Math) principles, hands-on learning, and outdoor experiences, the Envirothon program encourages students to expand their knowledge and explore the environment and natural resource conservation through the study of Aquatic Ecology, Forestry, Soils and Land Use, Wildlife, and Current Environmental Issues. Each year the Envirothon directly and positively influences the lives of over 25,000 students. Thousands more teachers, resource professionals, family, friends, sponsors, supporters, and volunteers participate in this program at the local, regional, and state/provincial levels annually.

The NCF-Envirothon Operating Committee is appointed by the NCF Board of Trustees to provide oversight, rules, policies, procedures, and recommendations regarding the NCF-Envirothon educational program and academic competition.

## **ARTICLE I PURPOSE**

The purpose of the Operating Committee includes, but is not limited to the following:

- To provide recommendations to NCF as requested.
- To assist the annual host state/province committee in promoting, organizing, and conducting the Envirothon annual international competition;
- To encourage the recruitment of teams and the development of partner nation, state, provincial, local/regional programs and competitions;
- To seek new activities and educational materials for training advisors and teams; and
- To develop rules and policies for conducting the program.

## **ARTICLE II MEMBERS**

### **Section 1. Size and makeup**

- A. The operating committee shall consist of 11-13 members (max).
- B. The operating committee shall have two members from each of the five North American Geographic Envirothon Regions (10) and (1-3) At-Large members.
- C. North American Geographic Regions
  - U.S. West: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming, as well as the U.S. Territories of Guam, American Samoa, and the Northern Mariana Islands
  - U.S. Midwest: Arkansas, Illinois, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota, Texas, and Wisconsin
  - U.S. Southeast: Alabama, Delaware, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, and West Virginia, as well as the U.S. Territories of Puerto Rico and the U.S. Virgin Islands
  - U.S. Northeast: Connecticut, Indiana, Maine, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, and Vermont
  - Canada: Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, and Yukon

### **Section 2. Process for nominating and appointing members**

- A. Requests for nominations will be made in August by the NCF to all participating Envirothon partner programs.
- B. The deadline for nominations will be October 1<sup>st</sup>.
- C. Nominations will be submitted to the NCF for review.
- D. Appointments by the NCF will be made by November 1<sup>st</sup>.
- E. Appointees will begin service on January 1<sup>st</sup>.

### **Section 3. Terms**

- A. Terms are 3 years in length, beginning on January 1st.
- B. A member can be appointed for more than one term.
- C. Appointments will be staggered.

#### Section 4. Responsibilities

- A. Members are responsible for communicating with the U.S. states/territories and/or Canadian provincial Envirothon programs and the other representative(s) in their region.
- B. The Committee will also utilize the Envirothon website and email listservs to facilitate communications.
- C. Develop/revise competition policies, procedures, and rules as needed.
- D. Assist staff with coordinating Envirothon responsibilities for the competition.
- E. The Committee will assume the responsibilities of the staff and contract positions when there are none and will assist in so far as possible with leadership/staff assignments at the annual competition.
- F. Maintain a working relationship with each annual host state/province committee

#### Section 5: Vacancies

- A. In the event of a vacancy, the operating committee may request the NCF to appoint a replacement to serve the remaining term left vacant from a recommendation by the operating committee.

#### Section 5. Removal

- A. If a member has three (3) unexcused absences of meetings and/or conference calls, the operating committee may request that the NCF remove/replace that member.

### **ARTICLE III**

#### **LEADERSHIP**

Section 1. Number and Title: The operating committee shall select a chair, a vice-chair, and a recording officer.

- A. The Chair shall preside, when present, at all meetings of Participants and at all meetings of the Operating Committee. The Chair shall see that all orders and resolutions of the Operating Committee are carried into effect. The Chair shall establish and maintain an effective organization and structure with clearly defined roles, responsibilities, and reporting relationships, that ensure follow-up and accountability. The Chair shall establish and maintain a consistent process for open and continuing communication with the Operating Committee and NCF to ensure effective governance of the Envirothon program. Meetings of the Operating Committee shall be scheduled by the Chair or as otherwise provided herein. The Chair may appoint special committees as needed or as approved by the Members of the Operating Committee.

- B. The Vice-Chair shall preside at all meetings when the Chair is absent and represent the Chair when so designated.
- C. The Recording Officer shall take minutes of all proceedings of the Operating Committee meetings and of the Participants meetings and shall make them available to the attendees within 30 days.
- D. The operating committee shall not be entitled to receive any salary or compensation for their services.

## **ARTICLE IV MEETINGS**

### **Section 1. Time and Place**

- A. The operating committee will conduct a meeting at the NACD Annual Meeting, at the NCF-Envirothon Annual International competition, and a minimum of two (2) meetings by teleconference or virtual meeting platform.
- B. The operating committee shall follow parliamentary procedure.
- C. A quorum shall be a majority of the members of the operating committee. The number of members shall be fixed at 13, which may be increased or decreased by a Majority Vote. The presence of not less than seven (7) of the members shall constitute a quorum and shall be necessary to conduct the business of this committee.
- D. Meetings of the state, provincial, and partner nation Envirothon representatives shall be held at least once each year. The operating committee may determine that any Regular Meeting may be held solely means of remote communication.

## **ARTICLE V AMENDMENTS**

### **Section 1. Schedule**

- A. Amendments to the operating committee guidelines will be made as determined by the members of the operating committee and submitted to the NCF for approval.
- B. Amendments to the operating committee guidelines will be reviewed at the winter meeting and any changes will be ratified at the summer meeting and submitted to the NCF for approval.