STATEMENT OF ORGANIZATION
MONTEREY BAY AREA CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS

March 14, 2007

Statement 1. THE MONTEREY BAY AREA CHAPTER

1.1. NAME AND CORPORATE AFFILIATION

The name of the chapter shall be the Monterey Bay Area Chapter (hereinafter “Chapter”) of the Association of Environmental Professionals. The Chapter shall be a local vehicle of the Association of Environmental Professionals, Inc. (hereinafter “State AEP”).

1.2. OBJECTIVE AND PURPOSES

The objectives and purposes of the Chapter shall be to enhance, maintain, and protect the quality of the natural and human environment; encourage and carry on research and education for the benefit of the public and concerned professionals in all fields related to environmental planning, analysis, and management; improve communication among people who are engaged in professions or interests regarding environmental planning, analysis, and management; and improve public awareness and involvement in environmental planning, analysis, and management.

This Chapter shall serve to carry out the objectives and purposes of the organization in a manner consistent with the Articles of Incorporation and Bylaws of the State AEP and shall act as a local vehicle for maximum membership involvement in the affairs of the State AEP. This Statement of Organization is intended to be consistent with, and not to supersede any Article, Bylaw, or other measure duly enacted by the State AEP Board of Officers and Directors on file with the California Secretary of State.

1.3. AREA OF SERVICE

The Chapter consists of all State AEP members residing or employed in the counties of Monterey, Santa Cruz, and San Benito, California as identified in the State AEP postal code list, or those State AEP members that make specific request to the State AEP Administrative Agency to be included in this Chapter’s membership roster.
Statement 2. CHAPTER BOARD AND OFFICERS

2.1. ROLES AND RESPONSIBILITIES

The elected Officers of the Chapter Board shall be Director, President, Vice President of Programs, Vice President of Membership, Treasurer, Secretary, Legislative Liaison, and California Environmental Quality Act (hereinafter “CEQA”) Workshop Coordinator. Appointed, or non-elected, Officers may include, but are not limited to, Electronic Communications Coordinator, Newsletter Editor, Contributing Editor and Student Representative. The roles of elected and appointed Chapter Officers constitute the Chapter Board and are hereinafter collectively referred to as “Chapter Officers.”

The Chapter Officers shall act to promote the Chapter, encourage participation and membership, advocate the discussion of current environmental issues, and advance professionalism within the environmental community. Each Chapter Officer shall preside over their Office in a manner consistent with the State AEP Articles of Incorporation. Each elected Chapter Officer shall have one vote on the Chapter Board. Chapter Officers shall be members of the Association of Environmental Professionals and remain members in good standing throughout the duration of their term of office.

2.2. ELECTED OFFICERS

2.2.1. DIRECTOR

The Director is responsible for representing the Chapter’s interests before the State AEP Board of Officers and Directors. The Director shall attend each State AEP Board of Officers and Directors meeting and communicate the substance of those meetings to Chapter Officers and members; provide clear and timely communication between the Chapter and the State AEP Board; protect State AEP Board interests in Chapter affairs; submit the yearly budget to the State Treasurer at the State AEP Board of Officers and Directors meeting at which the annual budget is adopted; and work closely with the CEQA Workshop Coordinator to establish workshop dates, locations, speakers, and overall event coordination. In the event that the Director is unable to attend a State AEP Board meeting, the Director shall inform the President and assist in the selection of an alternate representative. Any other Chapter Officer or a third party may hold the Office of Director.

2.2.2. PRESIDENT

The President is responsible for conducting the overall management of the Chapter. The President shall preside over Chapter Officer meetings and Chapter membership meetings; represent the Chapter before and act as liaison to other professional organizations; oversee program, financial and
other administrative programs; and represent the Chapter before interested media and public events. Any other Chapter Officer, with the exception of the Treasurer and Secretary, or a third party may hold the Office of President.

2.2.3. VICE PRESIDENT OF PROGRAMS

The Vice President of Programs is responsible for coordinating Chapter programs and special events. The Vice President of Programs shall negotiate arrangements for program and special event locations; act as point of contact for Chapter members to reserve a seat at events; prepare written descriptions and summaries of programs and distribute announcements to the Newsletter Editor and Electronic Communications Coordinator; develop a program of events and timeline for electronic notifications to be delivered to the membership; supervise the planning and logistics of programs and special events; and ensure that program topics reflect the various interests of the interdisciplinary membership of the Chapter. A quorum vote may allow for additional Vice President of Programs to be elected in accordance with the entirety of Statement 2.2. Any other Chapter Officer or a third party may hold the Office of Vice President of Programs.

2.2.4. VICE PRESIDENT OF MEMBERSHIP

The Vice President of Membership is responsible for acting as liaison between current and potential members and the Chapter. The Vice President of Membership shall maintain an accurate and complete list of Chapter members; inform, in a timely manner, the Newsletter Editor and Electronic Communications Coordinator of any revision to the membership roster affecting the distribution of any Chapter correspondence; actively develop new memberships; respond to inquiries regarding membership; receive and present questions or concerns from members to the Chapter Board for discussion; and coordinate with the Regional Director to assist in the establishment of new chapters. Any other Chapter Officer or a third party may hold the Office of Vice President of Membership.

2.2.5. TREASURER

The Treasurer is responsible for the management of Chapter finances. The Treasurer shall keep a full and complete record of Chapter finances; prepare the quarterly and annual financial reports for the State AEP Board; prepare and provide other financial information in accordance with State AEP financial policies; prepare a budget by November of each year for the following calendar year and submit it to the Chapter Director prior to the Winter State AEP Board of Officers and Directors meeting; and supervise the collection of funds at Chapter functions. Financial statements are to be
filed with the State Financial Vice President. The Chapter bank account shall be held jointly between Chapter Treasurer and two other Chapter Officers as determined by quorum of all active Chapter Officers. Any other Chapter Officer, with the exception of the President and Secretary, or a third party may hold the Office of Treasurer.

2.2.6. SECRETARY

The Secretary is responsible for maintaining a written or electronic record of the Chapter’s proceedings. The Secretary shall keep a full and complete written or electronic record of the meetings, programs, and election results of the Chapter; prepare and distribute, in a timely manner, draft meeting minutes to Chapter Officers for review, incorporate revisions into the draft minutes, and present revised minutes for approval at the next Chapter Officers meeting; coordinate and negotiate arrangements for the location of Chapter Officers meetings; and supervise all Chapter correspondence not authored by the President. Any other Chapter Officer, with the exception of the President and Treasurer, or a third party may hold the Office of Secretary.

2.2.7. LEGISLATIVE LIAISON

The Legislative Liaison is responsible for monitoring legislation falling within the purview and scope of the organization. The Legislative Liaison shall identify new or pending legislation that involve amendments to CEQA or the California Endangered Species Act (hereinafter “CESA”), impact the application of CEQA or CESA, or affect the business practice of environmental professionals; and prepare and deliver reports on such legislation on an as-needed basis at Chapter meetings and through newsletter articles. The Legislative Liaison can also organize a legislative committee to make position recommendations on pending legislation and report that position to the State AEP Legislative Committee in accordance with Statement 3.2. Any other Chapter Officer or a third party may hold the Office of Legislative Liaison.

2.2.8. CEQA WORKSHOP COORDINATOR

The CEQA Workshop Coordinator is responsible for the planning of the Spring and Fall Association of Environmental Professionals CEQA Workshops. The CEQA Workshop Coordinator shall identify and negotiate the arrangements for the workshop location; reserve qualified speakers to present on sections of the workshop relative to their field of expertise; and supervise the planning and logistics of the workshop. Any other Chapter Officer or a third party may hold the Office of CEQA Workshop Coordinator.

2.3. APPOINTED (NON-ELECTED) OFFICIALS
2.3.1. ELECTRONIC COMMUNICATIONS COORDINATOR

The Electronic Communications Coordinator is responsible for all electronic communication with the Chapter membership and public. The Electronic Communications Coordinator shall work closely with the Vice President of Membership to maintain a current distribution list of the Chapter membership; promote and encourage members to receive Chapter notifications through email and the Chapter website; update content on the Chapter website; and work closely with the Vice President of Programs to develop a program of events and timeline for electronic notifications to be delivered to the membership. Any other Chapter Officer or a third party may hold the Office of Electronic Communications Coordinator.

2.3.2. NEWSLETTER EDITOR

The Newsletter Editor is responsible for overseeing all aspects of the Chapter newsletter production from the initial input to final printing and delivery. The Newsletter Editor shall coordinate the timely submission of all pertinent written sections of the newsletter for each quarterly newsletter; oversee the page layout of articles and advertisements in the newsletter; work closely with the Director and Vice President of Membership to maintain a current mailing list of Chapter Officers, members, State AEP Board of Officers and Directors, other local chapter Directors and Presidents, and local environmental businesses and agencies; and mail the finalized newsletter and provide an Adobe PDF version to the Electronic Communications Coordinator. Any other Chapter Officer or a third party may hold the Office of Newsletter Editor.

Articles for the newsletter are to be provided to the Newsletter Editor by the President (Special Messages of Chapter News), the Director (State News), the Vice President of Programs (Chapter News and Monthly Meetings), Vice President of Membership (New Member Biographies), Treasurer (Financial Information, as needed), Legislative Liaison (Legislative Update, as needed), Electronic Communications Coordinator (Website Update, as needed), and CEQA Workshop Coordinator (Workshop Information, Advertisements, and Updates, as needed).

2.3.3. CONTRIBUTING EDITOR

Contributing Editors provide articles, summaries of monthly meetings, job announcements, and other information that could be useful to Chapter members. There is no limit on the number of Contributing Editors. Any third party may hold the Office of Contributing Editor.

2.3.4. STUDENT REPRESENTATIVE

Student Representatives promote the organization on their respective campus, build student membership, and advertise Chapter events to
students. There is no limit on the number of Student Representatives. A Student Representative shall be a part-time or full-time undergraduate or graduate student at a college or university within the Chapter’s service area and be a State AEP member.

Statement 3. CHAPTER PROCEDURES

3.1. MEMBERSHIP SERVICES

The Chapter will provide full membership services to its service area. This will include an invitation to Chapter meetings featuring various speakers discussing topics of interest, voting privileges to determine Chapter Officers, invitation to special Chapter events, a quarterly newsletter and meeting announcements. Sponsor members shall have all privileges as stated by the State AEP Bylaws and, in addition, may send two representatives to Chapter events at no additional cost.

3.2. CHAPTER OFFICER MEETINGS

Regular meetings of the Chapter Officers shall be held not less than quarterly to conduct the business and affairs of the Chapter. Reasonable notice of the time and place of the meeting shall be provided to all Chapter Officers. Business will be conducted in a professional manner including adequate notice of Board meetings, distribution of agendas, and proper record of Chapter business. A quorum, defined as consisting of a simple majority of elected Chapter Officers, is required to conduct the meeting; an informal discussion with no binding actions can be held in the event a quorum is not met.

3.3. MEMBERSHIP MEETINGS

The Chapter Officers shall hold regular membership program meetings. The Chapter Officers shall make a good faith effort to hold six program meetings per year (including meetings, workshops, field trips, and social activities).

3.4. NEWSLETTER ADVERTISING RATES

The Chapter Board shall establish the rates for advertising in the newsletter at the first Chapter Officer meeting of the calendar year at which a quorum is met. The rates shall be recorded in the meeting minutes.

Statement 4. ELECTIONS, APPOINTMENTS, AND TERMS OF OFFICE

4.1. NOMINATION OF ELECTED CHAPTER OFFICERS

A request for Chapter Officer nominations for all eligible elected Chapter Offices, in accordance with Statement 2.2.4, shall be included in the fourth quarterly newsletter of each year and/or in an email during the fourth quarter. The voting
members of the Chapter shall nominate Chapter Officers for the following year at the last general meeting of the year and/or in an email sent to the Chapter email account. Written and electronic nominations can be received up to this date.

4.2. ELECTION OF CHAPTER OFFICERS

The voting members of the Chapter shall elect by written or electronic ballot all elected Officers of the Chapter. Election shall be by simple majority of all ballots cast for all candidates to each Office. The election shall be completed prior to December 31st, with terms to begin January 15th of the next calendar year. Ballots shall be distributed to each member by mail or email with reasonable notice of the last day to return ballots. Each mailed ballot shall be on a stamped postcard or similar first class mail with the appropriate return address or by comparable method intended to ensure the integrity of the balloting procedure. This comparable method shall include sending ballots out by electronic mail to all members of the Chapter that have an email address on record with the Electronic Communications Coordinator.

The following rules shall apply: Members without an email address shall be provided with a ballot via the U.S. mail on or before email ballots are sent. Members voting by email shall electronically send their ballot to the two email addresses of the Chapter Officers shown on the ballot. The two recipients of the ballots shall not be the President and shall be selected by a quorum vote. The two recipients of the ballots shall tabulate all email votes independently before confirming the results with the other vote-counting Chapter Officer. If either Chapter Officer determines a discrepancy in the voting results, the President and one other Chapter Officer shall be contacted to view the emailed results and assist in resolving disputed ballots. No election shall be final until all votes sent in by U.S. mail and email by the voting deadline date shown on the ballot are counted and confirmed by the Chapter Board.

4.3. APPOINTMENT OF CHAPTER OFFICERS

Appointed, or non-elected, Chapter Officers shall be individuals qualified to serve consistent with the roles and responsibilities of the respective Office as nominated and appointed by a quorum vote.

4.4. TERMS OF OFFICE

The Terms of Office for all Chapter Officers shall be one year, with the exception of the Director who shall serve for two years, or until a successor is elected or appointed and qualified in accordance with Statements 2.2.1, 2.2.2, or 2.2.3, as applicable. Chapter Officers may be elected or appointed to succeed themselves in Office. Chapter Officers are expected to offer support to their successors for a period of two months following the election or appointment.

4.5. APPOINTMENT OF VACANCY
In the event of a vacancy of a Chapter Office by resignation, removal or any other cause, a quorum vote of the remaining Chapter Officers shall appoint a qualified successor to serve the remaining portion of the unexpired term of the predecessor.

4.6. REMOVAL OF OFFICER

A Chapter Officer may be removed from Office for cause by quorum vote of the other Chapter Officers or by petition of the Chapter membership. The Office shall then be filled pursuant to Statement 2.2.5.

Statement 5. RELATIONSHIP TO OTHER ORGANIZATIONS

5.1. RELATIONSHIPS AND AFFILIATIONS

The Chapter acknowledges that the State AEP Board of Directors has authority over any issue that potentially could impact the entire State AEP.

The Chapter acknowledges that the State AEP, and therefore this Chapter, is affiliated with the National Association of Environmental Professionals (hereinafter “NAEP”); the form of this affiliation is the sole responsibility of the State AEP Board and the Officers of NAEP.

5.2. LOCAL LEGISLATIVE ISSUE POSITION

Prior to issuing a formal position on any local legislative issue, the President or Legislative Liaison shall contact the State AEP Legislative Committee Chair, to confirm 1) the issue is appropriate for a local chapter to comment on, and 2) that the position taken is consistent with active State AEP position. If it is determined that the issue or the position is inappropriate, the Chapter shall not issue a position. However, the Chapter reserves the right to appeal to the entire Board of Officers and Directors of the State AEP. During the time of this appeal, and in the event that the entire State AEP Board of Officers and Directors determines either the issue or the position is inappropriate, the Chapter shall not issue a formal or informal position.

Statement 6. STATEMENT OF ORGANIZATION

6.1. AMENDMENT OF CHAPTER STATEMENT OF ORGANIZATION

This Statement of Organization may be amended or repealed and replaced by a new Statement of Organization by a quorum vote and approved by the State AEP Board of Officers and Directors.

6.2. STATEMENT OF ADOPTION
This Statement of Organization has been revised adopted by a quorum vote on this date, March 14, 2007.

This Statement of Organization has been approved by the State AEP Board of Officers and Directors.