

Bylaws

Sabino Canyon Volunteer Naturalists

Article I — Name

The Name of this organization shall be
Sabino Canyon Volunteer Naturalists
(hereafter referred to as SCVN or the organization)

Article II — Purpose

SCVN, an all-volunteer entity, is organized to operate exclusively for educational purposes and, through education, to aid the Coronado National Forest in:

1. Promoting an understanding and appreciation of, and respect for, the natural environment.
2. Furthering public awareness of the unique characteristics and values of the Sabino Canyon Recreation Area.
3. Promoting a knowledge of the uses and conservation of the Sabino Canyon Recreation Area and the Coronado National Forest.
4. Encouraging visitors to take responsibility for promoting positive stewardship of the Sabino Canyon Recreation Area and Coronado National Forest.
5. Providing the public with information and interpretation that will increase their appreciation of the Sabino Canyon Recreation Area.

SCVN is a non-profit 501(c)(3) organization under Title 26 of the US Code.

Article III — Definitions

1. “Board” is the SCVN Board of Directors.
2. “Board Member” is any member of the SCVN Board of Directors, regardless of their title or position.
3. “School Year” is SCVN’s teaching year, from October through April.
4. “Term” is the two-year period from June 1 of one year to May 31 of the next following year, comprising 24 months.
5. “Fiscal Year” shall be defined in accordance with the then-existing federal government fiscal year, which, as of the date of these revised bylaws, runs from October 1 of one

year through September 30 of the next year (see <https://www.congress.gov/bill/93rd-congress/house-bill/7130>).

Article IV – Membership

A. Categories of Membership:

1. **Active Members:** persons who
 - a. Have satisfactorily completed SCVN’s new member training program and
 - b. Participate at least one SCVN School Year in the Elementary or Kindergarten program and
 - c. Continue to volunteer regularly within the Public Interpretation, Elementary, or Kindergarten programs or contribute toward the operation of SCVN and
 - d. Maintain interpretative proficiency by attending SCVN official continuing education sessions, kit reviews, and/or naturalist-related educational activities and
 - e. Pay dues and
 - f. Log a minimum of 20 hours per Fiscal Year and
 - g. Meet all additional US Forest Service volunteer requirements and
 - h. Annually read and electronically sign their understanding of the US Forest Service and SCVN policies as currently available on the SCVN Member website.
 - i. Are eligible to receive membership recognition awards upon reaching specified thresholds of volunteering.
2. **Inactive Members:** persons who
 - a. Notify the appropriate SCVN Director or membership committee of their request to be inactive and
 - b. Continue to pay dues and
 - c. Continue to have access to SCVN’s Member website, SCVN’s official continuing education, Member Tracks, and all other SCVN activities or
 - d. Have logged less than 20 volunteer hours per Fiscal Year for three consecutive Fiscal Years.
 - e. Are no longer eligible to receive membership recognition awards.
3. **Member:** Active and Inactive Members are collectively referred to as “Members” and “the Membership.” Only Members are eligible to vote in an SCVN election or to vote in amending SCVN’s bylaws.
4. **Reinstatement of Membership:** Members who have resigned or are no longer Active or Inactive Members but who wish to reinstate their membership must retake SCVN’s new member training program if the lapse as a Member is greater than four Fiscal Years. If the Member’s lapse is less than four Fiscal Years, the Member must demonstrate an appropriate level of proficiency in the areas in which SCVN provides educational offerings.

5. **Honorary Members:** persons on whom, because of their interest in and contributions to the organization, SCVN has chosen to confer honorary membership. They shall not be required to pay dues and shall have no vote. They must be nominated by an Active Member and approved by the Board. Written nominations must include a description of the nominees' contributions to SCVN.
 6. **Emeritus Members:** SCVN Members who have retired from active membership status with at least five Fiscal Years of service who have made exceptional and extraordinary contributions to SCVN during their membership and meet criteria as approved by the Board in 2005 and shown on SCVN's Member website. They must be nominated by an Active Member and approved by the Board. They shall not be required to pay dues and shall have no vote but may continue to participate in all SCVN's activities and have access to SCVN's Member website.
- B. **Termination of Membership:** The Board may dismiss a Member if that Member does not fulfill the requirements of membership or if the Board has cause to believe that the person is in violation of the SCVN Code of Conduct as currently available on the SCVN Member website.

Article V – Financial Procedures

1. The Board, with the advice of the Director of Finance, shall establish the amount of annual dues, which shall become payable on October 1 each year by all Members.
2. The Fiscal Year shall be October 1 through September 30.
3. Operational support shall be provided by the US Forest Service, as per the written agreements in effect from time to time and available on the SCVN Member website.
4. Unless otherwise designated, all gifts, honorariums, donations, or bequests shall be held in the general fund and be used in accordance with the purposes outlined in Article II.
5. The Amigo Fund, which was originally established as the depository for gifts, honorariums, donations, bequests, grants, or other funds given to SCVN but has never been used for that purpose, currently holds funds separate from the general fund. The Board will evaluate and approve all requests for distribution of monies from the Amigo Fund, until said monies are exhausted.
6. The Board shall approve an annual budget prior to the commencement of the Fiscal Year.
7. Any financial expense over the amount of \$500.00 shall require approval from the President prior to expenditure.

Article VI — Meetings

1. The Board shall meet four times per year, and all Active and Inactive Members may attend. Only elected Board Members are eligible to vote, with the exception of elections as described in Article VII and bylaw modifications as described in Article XII. A quorum shall exist when the number of Board Members in attendance equals more than 50% of the Board Members.
2. The focus of the April meeting is, but is not limited to, the election of the Board.
3. The focus of the October meeting is, but is not limited to, the achievements of the previous Fiscal Year.
4. Board Members will provide written reports at all regularly scheduled Board meetings to apprise the Membership of SCVN's achievements, as well as to conduct ongoing business.
5. The remaining scheduled Board meetings shall be held in January and June.
6. As determined necessary, the President may call other meetings, whether for the Board or the Membership.
7. At any time, the President may convene the Board electronically as necessary. Board Members may vote in person, by mail, or by electronic means. The Director of Administration shall document the results of said decisions and/or voting in appropriate Board meeting minutes.
8. As outlined in Article XI, the rules contained in Robert's Rules of Order shall govern SCVN in all meetings in which they are applicable and in which they are not inconsistent with these bylaws.

Article VII — Election of Board Members

1. No later than twelve weeks prior to the date of the April Board meeting, the President shall appoint an ad hoc Nominating Committee and shall announce the names of said committee members to the Membership via SCVN's Member website, newsletter, and/or mass email; and
2. No later than twelve weeks prior to the date of the April Board meeting, the chair of the Nominating Committee shall notify the Membership via SCVN's Member website and/or mass email to the Members of the commencement of the nominating period, which shall last for three weeks.
3. During the three-week nominating period, Active Members may express interest in Board positions by submitting a written statement, including qualifications, to any or all members of the Nominating Committee for consideration. Members may also make recommendations on behalf of other Active Members during the nominating period.
4. During the nominating period, Board members whose first Terms are expiring may express their interest in continuing for a second Term. Members at Large may not continue for a second Term.

5. No later than six weeks prior to the date of the April Board meeting, after the close of the three-week nominating period, the Nominating Committee shall meet to begin the process of preparing the list of nominees.
6. Two weeks prior to the date of the April Board meeting, the Nominating Committee shall notify SCVN's Members of the voting procedures and timeline and shall announce the nominees for Board of Directors (one nominee for each open office or position).
7. The vote shall take place prior to the April Board meeting.
 - a. Members will cast their vote for each of their preferred candidates. Only Active and Inactive Members are eligible to vote, as outlined in Article IV.A.3.
 - b. Voting shall end no later than two days prior to the April Board meeting.
 - c. Nominees shall be elected by a majority of eligible voting Members according to the voting procedures and timeline previously announced by the Nominating Committee in Article VII.6, above, and
 - d. The election results shall be announced at the April Board meeting by the chair of the Nominating Committee and documented in a written report for the Board meeting minutes.

Article VIII – Board Of Directors

A. Overview of the Board of Directors

1. The Board of Directors is comprised of elected officers (President and Directors, as outlined below) and elected Members at Large (as outlined below).
2. Terms for all Board Members shall be two years. The President and Directors have the option to run for a second consecutive Term; Members at Large are not eligible for a second two-year Term. No one shall hold the same office for more than two consecutive Terms except the Director of Finance, who may continue to run for that office with the two-thirds approval of the Board.
3. Terms of office shall commence on June 1 and terminate on May 31. In order to maintain continuity and administrative knowledge, Terms will be staggered.

Election in odd years	Election in even years
President	Director of Finance
Director of Administration	Director of Training
Director of Public Interpretation	Director of Technology
Director of Kindergarten	Director of Elementary

4. Prior to the appointment of the Nominating Committee, the Board will determine the number of the Members at Large, who will be elected as part of the normal nominating and election process set forth in Article VII.
5. Upon the resignation, removal, or vacancy of a Board Member, the remaining Board Members shall select, by majority vote of those Board Members, a replacement Board

Member to serve the remainder of that Term. That person, if they so choose, will be eligible to run for the next full Term of that office.

6. To be eligible for a position on the Board, nominees for President and Director must have a minimum of two School Years of active membership and service in one or more SCVN programs. Members at Large must have a minimum of one School Year of active membership and service in one or more SCVN programs.
7. Each Board Member has an equal vote.

B. Duties of the Board of Directors

1. It is the duty of the Board to formulate SCVN policies and organizational strategies and to approve content developed for public distribution in person, electronically, or in printed form.
2. All Board Members shall assist in the smooth transition from one Board Term to the next, including in the preparation of Fiscal Year year-end reporting. An outgoing Board Member is responsible for their position's Fiscal Year year-end report.
3. Specific duties for each position are shown below.

C. Responsibilities of the Board of Directors

1. The President
 - a. As a liaison, represents the SCVN Board and thus the entire SCVN organization, in communication with the US Forest Service and with partners such as, but not limited to, the Santa Catalina Volunteer Patrol (SCVP) and the Friends of Sabino Canyon (FOSC).
 - b. Presides at all meetings of the Board, other than when their designee presides, as outlined in Article VIII.C.2.d, below.
 - c. Calls special meetings of the Board or of the organization in accordance with these bylaws.
 - d. Presents an annual report of SCVN's activities to the Membership.
 - e. In collaboration with the Director of Finance, executes agreements, grant proposals, and/or contracts with the US Forest Service and with outside parties.
 - f. With assistance from Board Members, submits reports as required by the US Forest Service.
 - g. Annually renews the System for Awards Management (SAM.gov)/Unique Entity Identification (UEI) registration, revising when a new President takes office.
 - h. Communicates to the Membership through SCVN's newsletter, Member website, and/or mass email.
 - i. Is an authorized signatory on SCVN's bank account(s).

2. All Directors
 - a. Ensure adequate volunteer staffing of their respective programs and assist as necessary.
 - b. Make recommendations to the Board about program modifications.
 - c. Work with the communications committee on communications to all constituencies for their specific programs.
 - d. As requested, at the President's discretion, preside at any meeting from which the President is absent.
 - e. Communicate to the Membership through SCVN's newsletter, Member website, and/or mass emails.
 - f. Produce written reports to the Board at regularly scheduled meetings on the status of their programs.
 - g. Update and maintain their respective program volunteer rosters annually and as changes occur.
 - h. Ensure all volunteers within their programs have signed the required US Forest Service and SCVN policies as outlined in Article IV.A.1.h.

3. Directors of Elementary and Kindergarten
 - a. Responsible for the coordination of programming and volunteer staffing of their respective programs and assist as necessary.
 - b. Ensure naturalists are current on content being taught or communicated to the public.
 - c. Coordinate day coordinator training and coverage for their respective programs.
 - d. Work with program field trip schedulers to provide schools and students with field trip opportunities.
 - e. Ensure pre- and post-field trip tracking is up to date and accurate, including all statistical field trip information relative to Title I bus requests.
 - f. Responsible for ensuring their program aligns with current state curriculum standards.
 - g. Collaborate with Director of Training on all kit content updates and changes, to ensure SCVN's new member training curriculum aligns with kit structures and state curriculum standards.
 - h. Ensure program kits are properly maintained.

4. Director of Public Interpretation
 - a. Responsible for the coordination of programming and volunteer staffing of public interpretation programs and assists as necessary.
 - b. Ensures pre- and post-field trip tracking is up to date and accurate, including all statistical information on public participation.
 - c. Works with communications committee on communications to the public and on public interpretation schedules and events.

5. Director of Training
 - a. Oversees all aspects of SCVN's new member training program and SCVN official continuing education.
 - b. Works with training application coordinator to recruit new member trainees.
 - c. Recruits, appoints, and oversees applicant interview committee members and schedules.
 - d. Coordinates science-based curriculum with training coordinators, curriculum coordinator(s), and Directors of Elementary and Kindergarten programs.
 - e. Collaborates with Directors of Elementary and Kindergarten on all kit content updates and changes, to ensure SCVN's new member training curriculum aligns with kit structures and state curriculum standards.

6. Director of Technology
 - a. Oversees, coordinates, and maintains website content and operation.
 - b. Provides technical support, strategies, and solutions as requested or required by the Board or SCVN.
 - c. Communicates technology upgrades and changes to the Board and SCVN.
 - d. Coordinates with Elementary, Kindergarten, and Training Directors to produce and maintain electronic learning tools.
 - e. Provides support for SCVN communication and education through the use of technology.
 - f. Provides support to maintain statistical information such as, but not limited to, volunteer hours and data required by the US Forest Service for their fiscal year-end reporting.

7. Director of Administration
 - a. At the request of the President, communicates with Board Members and others to enable the creation and distribution of Board meeting agendas and reports prior to scheduled Board meetings.
 - b. Records the minutes of Board meetings and provides copies for dissemination to Members and the archives within one month of a Board meeting.
 - c. Responsible for the organization's document management, maintaining and updating documents such as, but not limited to, organizational charts, position overviews, team member documents, and US Forest Service documents as needed.
 - d. Performs other duties as requested by the President or Board.
 - e. Works collaboratively with Director of Technology on archiving of organizational records.

8. Director of Finance
 - a. Prepares and presents an annual budget to the Board for approval prior to the commencement of the Fiscal Year.
 - b. Prepares and presents, for approval at the October meeting, an end of Fiscal Year financial report, including a copy of current bank statement(s).
 - c. Maintains SCVN's bank account(s) and acts as a liaison with financial institutions.
 - d. Is an authorized signatory on SCVN's bank account(s).
 - e. Prepares checks and pays bills and reimbursements in a timely manner.
 - f. Seeks President's approval of any expenditures over \$500.00.
 - g. Maintains SCVN's financial records, including income and expenses from merchandise sales and donations.
 - h. Collects membership dues.
 - i. Prepares financial reports for quarterly Board meetings, including a copy of current bank statement(s).
 - j. In collaboration with the President, develops grant proposals and applies for grants for SCVN. Responsible for maintaining compliance with grant reporting requirements.
 - k. Maintains compliance with state and federal tax reporting requirements.
9. Members at Large
 - a. Perform duties as assigned, based on the needs of the President and/or Board.
 - b. Represent SCVN at large, providing an interface to standing committees as required.

Article IX —Committees

1. The Board shall have standing committees as needed for the effective functioning of SCVN.
2. Roles and responsibilities of standing committees will be defined in SCVN's Procedures and Duties documents and published on SCVN's Member website.
3. Committee chairs shall submit regular written reports to the Board for its regularly scheduled Board meetings.
4. From time to time, the President may request approval from the Board for ad-hoc committees as needed for good operational procedures.

Article X – Dissolution

Upon dissolution of SCVN and after payment of or provisions for payment of all liabilities of said organization, remaining assets of the organization shall be distributed exclusively for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal, state, or local governments for a public purpose. Any assets not disposed of shall be disposed of by a court of jurisdiction in Pima County, Arizona.

Article XI – Parliamentary Procedures

The rules contained in Robert’s Rule of Order shall govern this organization in all instances in which they are applicable and in which they are not inconsistent with these bylaws.

Article XII — Amendments

These bylaws may be altered, amended, repealed, and/or new bylaws may be adopted by a majority of the eligible voting Members present at any Board meeting, whether the meeting is held in person or electronically. A minimum of 15 days written notice must be given of the intention to alter, amend, repeal, and/or adopt new bylaws.

Bylaws adopted: May 1984
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October 11, 1986
April 1, 1987
December 10, 2001
October 30, 2011
March 6, 2018
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July 16, 2021
January 8, 2024