

San Antonio Conservation Society Board of Directors STANDING RULES, GUIDELINES & RESPONSIBILITIES

1. The goal of each Director and Officer shall be to further the aims and objectives of the San Antonio Conservation Society.
2. Each Director and Officer shall read and comply with the Bylaws and all governing documents of the San Antonio Conservation Society. Their predecessors' annual reports shall be read.
3. All business conducted at the Board of Directors' meetings shall be considered strictly confidential.
4. Directors and Officers shall attend general membership meetings with reasonable regularity.
5. Chairmen shall submit requests for Public Relations to the President. No committee shall arrange for publicity directly.
6. Budget requests and adjustments shall be submitted in writing with a rationale to the Budget Committee for recommendations to the Board, prior to presentation for the Board of Directors' approval. All committee chairmen must consult with the 5th Vice President before making their yearly budget. [Payments of more than \$500 must be approved by the 5th Vice President before expenditure, except for regularly occurring and budgeted expenses in that shall include but not be limited to the categories of utilities, employee salaries and benefits, insurance, and security.]
7. Except for contracts related to the presentation of NIOSA[®], all contracts must be signed by the President. Contracts pertaining to real property and open-ended contractual obligations shall be approved by the Board of Directors. Chairmen are not authorized to sign contracts. Contracts related to the presentation of NIOSA[®] must follow NIOSA[®] Guidelines.
8. Purchases made for the Society or Foundation are not subject to state sales tax. Exemption forms may be obtained from Society headquarters. All members of the San Antonio Conservation Society are prohibited by law from using these tax exemptions for private purchases.
9. Chairmen must submit meeting request forms through their assigned staff support. Committee chairmen are responsible for notifying committee members and the office of meetings. Pre-addressed notices may be mailed or e-mailed from the office.
10. Oral reports to the Board of Directors shall be in summary. The report in written form shall be submitted to the Secretary. A summation of an event can be printed in the announcement sheet distributed at Board meetings. Committee chairmen reports at Board meetings shall be brief and concise.
11. Chairmen shall rely on their committees to address issues and pursue possible plan of action, present plan to the Board along with a prepared motion for consideration if needed. The pleasure of the Board is to accept, amend, or reject a possible plan of action.
12. All in-person meetings of the general membership shall be held at an appropriate, accessible location.
13. No one may remove the San Antonio Conservation Society stationery from the office nor reproduce it. Assigned staff support shall type official Society correspondence and make copies for the files. The President approves the contents of this correspondence.
14. Assigned staff support serve as first point of contact at the Society headquarters for all requests by Chairmen. Chairmen should remain cognizant of staff assignments.
15. Directors and Officers shall not hire for personal work and shall not give any gratuities to individual Society and Foundation employees. Only gratuities given to employees as a group shall be acceptable.

16. Society equipment, including NIOSA® equipment, may not be loaned to anyone for personal use, including members of the Society.
17. Minutes of the last Board of Directors and General Membership Meetings of the Fiscal Year are to be approved by a committee of three (3) active members. These members are to be appointed by the San Antonio Conservation Society President.
18. Election ballots shall be destroyed 30 days after an election.

CHRONOLOGY

Adopted the Board of Directors November 20, 1985

Amended January 18, 1989; July 21, 1993; March 19, 1997; January 21, 2009; September 16, 2009;
August 20, 2014; June 15, 2016; August 17, 2016; March 20, 2019; Pending January 20, 2021