

St Lucie County Master Naturalists



2017 Chapter Membership Dues

Please check one: RENEWAL NEW MEMBER

NAME: _____

TITLE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL: _____

MASTER NATURALIST MODULES COMPLETED

Membership is open to individuals who have completed a minimum of one module or those who are currently enrolled in a module. Please check which module you've completed.

COASTAL

UPLANDS

WETLANDS

Are you currently enrolled in a Master Naturalist module? Yes No

As of 2015, members in good standing are required to commit to a minimum of 24 hours of volunteer time per year for the benefit of the chapter. In addition, members must commit to at least one educational program per year—the number of hours not designated.

Let us know what positions you are interested in serving in?

President

Treasurer

Secretary

Vice-President

Historian

2017 annual membership dues for the St Lucie County Master Naturalist Chapter are \$15. Payment of dues immediately entitles the member to ALL membership benefits. Please make checks payable to

Florida Master Naturalists—St Lucie Chapter

Mail to:

Ken Gioeli, Extension Agent

University of Florida / St Lucie County Cooperative Extension

8400 Picos Road, Ste 101

Fort Pierce, FL 34945

All programs and related activities sponsored for, or assisted by, the Institute of Food and Agricultural Sciences are open to all persons without discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, marital status, national origin, political opinions, or affiliations. Florida Cooperative Extension Service/Institute of Food and Agricultural Sciences/University of Florida/Nick Place, Dean and Director for Extension.

Executive Committee shall consist of the President, Vice-President, Treasurer and Secretary. Officers service a one year term.

Duties of the President: The President shall serve as the Executive officer of the St Lucie County Master Naturalist Chapter; preside at all General Membership meetings; and appoint all standing and all select committees unless otherwise directed by the motion creating the committee or the Extension Agent. The President and the Secretary or any other officer of the chapter shall sign any contract or other instrument which the Extension Agent has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated to some other officer or Extension Agent. The President shall perform all duties incident to the office of President and such other duties which shall from time to time be assigned by the Extension Agent.

Duties of the President-Elect: The President-Elect shall serve as President in the absence of that official and shall become President in the event that official cannot continue as President for any reason. The President-Elect shall not be authorized to sign documents unless the Extension Agent specifically gives written authorization to do so. The President-Elect shall assist the President in the performance of the President's duties and shall have such other duties and authority as is granted from time to time by resolution of the members. The President-Elect shall be responsible for scheduling the Annual Meeting and notifying the membership of that meeting. The President-Elect may choose to work with an Annual Meeting Committee to develop the Annual Meeting program.

Duties of the Treasurer: The Treasurer shall collect the annual dues, receive other funds accruing to the Chapter and shall disburse funds as directed by resolution or by the Extension Agent. The Treasurer shall prepare a statement for submission at the Annual Meeting showing receipts and disbursements. The Treasurer shall prepare for approval of the Executive Committee and distribution to the membership, guidelines for the reimbursement of expenses. All expense payments will be approved by the Treasurer in accordance with these guidelines. Anticipated expenses shall be pre-approved by the Treasurer to ensure sufficient funds. The Treasurer shall have charge and custody for or appoint the President to have charge and custody for receipts for money due and payable to the Association from any source whatsoever and assure deposit of all moneys in the name of the Chapter, in such bank or other financial institution as shall be selected by the Extension Agent and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the members. The duties of the Treasurer shall be completed upon the submission of all financial accounts, funds and records pertaining to the office to the newly elected Treasurer. The new Treasurer may request a formal audit by the Audit Committee or Extension Agent of the financial records of the Chapter covering the fiscal year ending June 30.

Duties of the Secretary: The Secretary shall take, prepare, and keep records of all meetings of the general membership. He/she shall be responsible for distributing minutes of general membership meetings to all Chapter members. The Secretary shall also see that all notices are duly given in accordance with the provisions of the By-laws or as required by law; be custodian of the Chapter records; keep a register of the name and address of each member; and tally election results. The duties of the Secretary will include completing the processing and distribution of the official business conducted at the Annual Meeting (i.e., resolutions, motions, directives, etc.), and shall be completed before the incoming secretary assumes total responsibilities.

Duties of Historian: The Historian shall gather, prepare and archive a chronological record of the chapter events, activities and programs. This shall consist of keeping a set of binders with press releases, newspaper articles, papers and photographs and other information submitted by the membership, the extension office, or others. In the event the chapter opens a lending library, the Historian will have charge of said library's lending services, and will keep record of those items in inventory and on loan to members. In the absence of the Secretary, the Historian will assist the chapter board with minutes for board or committee meetings. The Historian will assist the chapter President as delegated with miscellaneous duties as assigned.