



# SIERRA CLUB

---

TENNESSEE CHAPTER

## Leader Handbook

January 2019

# Table of Contents

(Note: All references/links in text to Clubhouse website will change to Campfire after March 31, 2019.)

## Greetings

**The Sierra Club Overview** – pp. 4-5

**Chapter: Structure and Roles** – pp. 6-12

- ExCom
- ExCom Roles
- ExCom Norms and Ground Rules
- Groups and Conservation Committees
- Chapter Staff
- Chapter Finances and Fundraising
- Political Involvement

**Chapters and National Working Together** – pp. 13-17

- Rewards, Responsibilities, and Limitations of Being a Sierra Club Activist
- One Club
- Conservation Policies
- Speaking for the Sierra Club
- Sign-on Letters
- Joining Coalitions
- Council of Club Leaders
- Lobbying
- Taking Legal Action

**Appendices** – p. 18 ff.

- Parliamentary Procedure
- Sierra Club National Organizational Chart
- Group Boundary Map & Group Chair Information
- Delegates: “What to Bring Back to Group ExCom?”
- Ladder of Engagement
- Building & Sustaining Teams (pp.24-27)
- Characteristics of Highly Successful ExComs
- Jemez Principles
- Successful Retreat Hosting
- Chapter Retreat Schedule 1/2019 - 10/2020 (pp. 32-33)
- 2019 Chapter Contact Information:
  - ExCom, Admin, Admin Committees, Conservation (pp. 34-38)
- Resource Information – “Cheat Sheet” (p.39)
  - TN Chapter Bylaws
  - TN Chapter Standing Rules
    - Nominating Committee Timeline
  - TN Chapter Treasury Standing Rules
    - Budget and Reimbursement Requests

## Greetings

Welcome to the 2019 Leader Handbook! This document is intended to provide orientation and resources to assist you in your role as a Leader in the TN Chapter of the Sierra Club.

For new Leaders, you will find information about:

- Sierra Club's background and structure on both state and national levels
- Sierra Club policies and campaigns
- Scheduled events and actions
- Links to internet resources
- Chapter contact info
- Your potential as a Leader and asset to the Chapter

For returning Leaders, you will find that the Handbook has been updated to omit obsolete material and references; some new content has been added, including handouts from 2018 workshops.

The Leader Handbook is a living document, so is designed to allow changes and additions to be made throughout the year. You will receive updated documents via the Chapter's Leaders list serve.

We would appreciate your input as to what amendments should be made to the current content, e.g. errors in contact info, etc., but also:

- How can the Handbook be more useful to you?
- What specific questions do you have about your role as Leader?
- Who/what is the best source for finding info on a specific issue/action/policy?

Thank you for being a Sierra Club member, a working volunteer for environmental issues, and a Leader in the TN Chapter. Our appreciation for your commitment cannot be overstated.

JoAnn McIntosh  
Chair, Handbook Committee

# Sierra Club Overview

## Sierra Club Mission Statement

To explore, enjoy and protect the wild places of the earth; to practice and promote the responsible use of the earth's ecosystems and resources; to educate and enlist humanity to protect and restore the quality of the natural and human environment; and to use all lawful means to carry out these objectives.

## What is the Sierra Club?

Founded by legendary conservationist John Muir in 1892, the Sierra Club is now the nation's largest and most influential grassroots environmental organization – with more than two million members and supporters. Our successes range from protecting millions of acres of wilderness to helping pass the Clean Air Act, Clean Water Act, and Endangered Species Act. More recently, we've made history by leading the charge to move away from the dirty fossil fuels that cause climate disruption and toward a clean energy economy.

The purpose of the Sierra Club is: “To Explore, Enjoy, and Protect the Planet; to practice and promote the responsible use of the Earth's ecosystems and resources; to educate and enlist humanity to protect and restore the quality of the natural and human environment; and to use all lawful means to carry out these objectives.”

Under the strong influence of founder John Muir, the Sierra Club's original focus was to protect and expand wilderness. Over the years, the Sierra Club has created policy to respond to many environmental issues. In 2015 the Board of Directors adopted three major policy positions:

- The Sierra Club's strategic conservation goal is to move the United States off fossil fuels to clean energy.
- In order to be successful, the Sierra Club must help build a movement to fight climate change by recruiting and training staff and volunteer leaders and building more partnerships. We need a whole movement to create and drive change.
- The only way the Sierra Club will stay relevant and be able to build a powerful enough movement to effect the change we want is to become a diverse, equitable, and inclusive organization, and reach out to potential members and partners who we have not traditionally worked with in the past.

Executive Director Michael Brune manages the Club's operations with the help of the executive team and 600 employees. The elected 15-member Board of Directors provides direction and governance. The Sierra Club has many national programs such as [Beyond Coal](#), [Ready for 100](#), and [Our Wild America](#). The Club has offices in Oakland, California and Washington, D.C., and field offices scattered throughout the country.

## What does the Tennessee Chapter do?

This Chapter is established and subject to and governed by the Bylaws and Standing Rules of the Club, and the policies and directives of the Board of Directors. The Chapter is an integral part of the Sierra Club. It is not a separate legal entity, but it has its own bylaws and standing rules.

There are 63 Chapters in the US and one in Puerto Rico. The purpose of each Chapter is to foster the purposes of the Sierra Club within its territorial limits. The Chapter can undertake

activities that are consistent with the purposes of the Club. The Chapter shall act on questions of public policy only in pursuance of Board policies or in a manner consistent with them. The Chapter cannot take positions that are contrary to the policies established by the Board of Directors.

## **Chapter Activities**

### **Conservation**

- Follows local environmental issues
- Recommends Chapter-specific conservation policy as needed
- Creates and operates chapter-wide conservation campaign

### **Legal**

- The Club can take civil action against a government agency or polluter.
- Usually individual plaintiffs are required to establish legal “standing”.
- We are one Club; when any entity files suit, the whole club is involved from a liability point of view. All lawsuits must be approved by Chapter Litigation Committee and National’s Environmental Law Program. Lawsuits are generally very expensive. Sometimes costs are recoverable if we win.
- Avenue of last resort

### **Legislative**

- Often confused with political
- Working for passage or defeat of legislation via direct lobbying or public pressure on legislators
- Includes local, state, and federal lobbying.

### **Outings**

- Groups may have their own outings programs.
- Sierra Club Outings leaders need training in first aid and as Club outings leaders.
- Restricted outings that require approval by the Local Outing Support Committee include Watercraft Outing, Challenge Courses (including indoor climbing gyms, pop-up mobile climbing walls), International Outings, Mountaineering and Rock Climbing Outings, and Youth Oriented Outings.
- Inspiring Connections Outdoors (ICO) Groups have to be Nationally Certified.

### **Political**

- Endorsing Candidates and/or helping with their elections.
- There are strict club procedures for endorsing: questionnaires, interviews, two levels of approval. PAC money or Environmental Voter Education Money (EVEC) is sometimes available

### **Public Participation**

- Writing comments in the public participation phase of government actions (e.g. responding to a “Public Scoping” or “Draft EIS”
- Serving on a citizens committee or board
- Organizing and participating in rallies and marches

## **Chapter: Structure and Roles**

### **Chapter Executive Committee (ExCom)**

The Chapter Executive Committee (ExCom) shall assure that the activities and services provided for the benefit of the members by the Chapter and its groups comply with the policies and directives of the Board of Directors. The ExCom also oversees activities that may include, but are not limited to, financial management, membership services, fundraising, production of publications, conservation, outings and political programs. Authority to carry out such activities may be delegated to other entities, but the ExCom shall retain overall responsibility and control.

#### **The Chapter Executive Committee has responsibility to do the following:**

- Make rules and regulations for carrying out the provisions of the Bylaws
- Call meetings of the chapter membership at large
- Call and conduct elections and special elections
- Within its territorial limits, appoint and remove chapter officers, representatives, and committee members at any time.
- Assure that the activities and services provided for the benefit of the members by the chapter and its groups, sections, and other entities comply and are consistent with these Bylaws and any Chapter Standing Rules, policies and directives of the Board or its designees, the Bylaws and Standing Rules of the Club, and applicable law
- Establish priorities for the conservation campaigns the chapter will undertake,
- Ensure publication of the newsletter
- Provide for a membership program to encourage participation and membership in the Club
- Provide for outings programs and other activities for members
- Evaluate political issues and positions, and conduct the endorsement and support of candidates for public office
- Approve the chapter budget, and assign a treasurer to keep the books and provide reports on finances
- Ensure the financial health of the chapter
- Consider amendments to the bylaws.

As a member of the Chapter ExCom, you are helping to set the direction and policies of the Sierra Club in Tennessee. You are acting as a representative of our members, groups, committees, volunteers and staff.

#### **A Chapter ExCom member must:**

- Familiarize yourself with the Sierra Club National and Chapter Bylaws
- Familiarize yourself with the Chapter Standing Rules
- Attend the meetings of the ExCom
- Review meeting materials in advance of the meetings
- Participate in online and telephone discussions, as well as voting if needed between meetings
- Serve as a member of a Chapter Committee or Task Force
- Fairly represent all the members and groups of the Chapter
- Serve as an ambassador for the Sierra Club in your community
- Appreciate yourself and the other ExCom members for working to make the Sierra Club the strongest environmental organization in our communities

- Treat members, volunteers and staff with respect, and also respect different points of view
- Help the Chapter to have more effective programs at all levels
- Help to engage members in the activities of the Club
- Help to develop skilled volunteers in all our programs
- Help with Chapter fundraising programs in ways such as attending fundraising events, selling tickets to events, recruiting sponsors and donors, and making an annual donation at an appropriate level

## **ExCom Roles**

**Chapter Chair** – The Chapter Chair has overall responsibility for ensuring that the Chapter complies with Club policies, ensures a safe and productive environment for members and leaders, safeguards the Club’s reputation, and makes sure the work gets done in order to advance the Club’s mission.

**Chapter Vice-Chair** – The Vice-Chair acts as support person to the chair. The duties of this position are flexible, depending upon an established agreement with the chair and executive committee.

**Secretary** – The Secretary has the overall responsibility of maintaining the records of the chapter. Specific responsibilities include: maintaining a record of the minutes; maintaining a copy of the Bylaws; working with the nominating and election committees to ensure the elections are carried out accurately; and acting as the correspondent with national and local Sierra Club offices and other organizations as directed.

**Treasurer** – The role of Treasurer is to provide oversight of the finances of all Chapter entities; communicate and promote adherence to all Sierra Club policies and procedures; communicate changes in financial policies and procedures to volunteers and staff; and serve as the liaison between the Chapter and its entities and the Finance Department.

**Conservation Chair** – The role of Conservation Chair is to provide leadership, direction, and guidance on conservation issues for the chapter; motivate and direct the Conservation Committee; and appropriately delegate conservation-related activities to committee and other chapter members.

**Outings Chair** – The role of Outings Chair is to provide leadership, direction, and oversight to the chapter outings program, as well as the outings program of all local groups and sections. The Outings Chair works to make outdoor activities an integrated and vital element of chapter efforts.

**Fundraising Chair** – This individual will work with the Chapter Executive Committee to develop and implement an annual chapter fundraising program, based on annual conservation and other goals, and on records from previous years. Together they create monthly planning calendars for fundraising events and activities, work on fundraising appeals, and explore other methods with the fundraising committee to increase funding options.

**Legal Chair** – This position focuses on conservation legal advice and in some cases business advice. The legal chair is the point person for legal coordination, legal advice and judgment, and could possibly provide legal representation for the Club.

**Membership Chair** – The Membership Chair works with all sections of the Chapter/Groups to provide necessary assistance to achieve the Chapter/Group’s goals. Membership chair engages members and recruits new ones; is the contact for member inquiries; orders all relevant materials from National; sends welcome letters to new members; holds new member events; develops and maintains historical data and procedures for member engagement programs for future planning.

**Legislative Chair** – The Legislative Chair preserves the environment through grassroots, bipartisan, political action. S/he is head of the political committee which helps to elect

environmentally-supportive candidates, advances the Sierra Club’s legislative program, and influences the behavior of public officials.

**Political Chair** – This individual leads the efforts with the Political Committee to establish surveys and discuss potential endorsements of political candidates for state and local offices.

**Council of Club Leaders Representatives** – The purpose of this position is to serve as an active and responsible voice for chapters and groups to the Sierra Club, governance committees, and Board of Directors. They will communicate effectively to the chapter and groups on matters of significance which come before the Council of Club Leaders, Board of Directors and its governance committees.

**Personnel Chair** – This person is responsible for: compliance with Club employment policies and practices; staff planning; performance planning and evaluation; personnel actions related to salary decisions; and recruitment. This individual attends appropriate Club training and remains informed regarding Club employment policies and practices.

### **Tennessee Chapter ExCom Norms**

- Full and transparent communication
- Respectful listening
- Trust in each other’s good intentions
- Common goals in accordance with Sierra Club policies and campaigns
- Act in kindness
- Commitment to the TN Chapter and its goals
- Full accountability for commitments made

### **Tennessee Chapter ExCom Ground Rules**

- We all have the good of the Chapter at heart.
- Be prepared – Do your homework.
- Speak only when recognized by the facilitator. Stand when you speak.
- Engage in full and attentive listening.
- Use “WAIT – Why Am I Talking/Not Talking?”
- Do not interrupt each other.
- Respect differences. Don't discount others' ideas.
- No personal attacks. Address the issue, not the person.
- There are no stupid ideas or questions.
- Everyone has equal opportunity to speak.
- Don’t ramble – keep comments short and on topic.
- Everyone is expected to participate.
- Silence equates to agreement.
- Discussions will stay on topic and follow the agenda.
- Limit side conversations and other distracting activities.
- Everyone is responsible for the success of the meeting.

---

(signature)

---

(date)



## **Groups and Conservation Committees**

### **What do the Groups do?**

Groups are established by an action of the Chapter ExCom and are governed by the Bylaws and Standing Rules of the Club, and by the policies and directives of the Board. **Groups are integral parts of the Sierra Club and the Chapter and are not a separate legal entity.** Groups are sub-regions of the Chapter.

The purpose of the Group is to foster within its territorial limits the purposes of the Club. The group is authorized to undertake activities that are consistent with the purposes of the Club. Groups shall act on questions of public policy in a manner consistent with the policies and rules of the Chapter and the national Board. The territorial boundaries of a Group may be modified from time to time by the Chapter ExCom, with due consideration of the wishes of Club members residing therein.

Resident members shall elect the Group Executive Committee (ExCom). The Group ExCom is responsible for the management of the affairs and activities of the Group. The members may determine Group policy. **Group actions must be consistent with Club purposes and the policies and directives of the Chapter ExCom and the National Board.**

The Group ExCom shall ensure that the activities and services provided are for the benefit of the members of the Group, and comply with the Bylaws and any Group Standing Rules, policies and directives of the Chapter or the national Board. Activities may include, but are not limited to: financial management, membership services, production of publications, and conservation, outings, and political programs. Authority may be delegated to carry out such activities, but the ExCom shall retain overall responsibility and control.

The Group ExCom may establish and dissolve standing and special committees for such objectives as it may set. Subject to ExCom approval, the Group Chair shall appoint committee members from among Group members. The Group Chair, or another ExCom member designated by the Chair, may be designated as a voting member of each committee, except the Nominating and Election Committees.

The Sierra Club has 375 groups. Each Group has its own set of bylaws. The Tennessee Chapter has five Groups: Cherokee, Chickasaw, Harvey Broome, Middle TN, and [Watauga: transitioning to Conservation Committee, Jan. 2019.]

### **Group Minimum Standards**

Minimum standards to meet requirements of bylaws and Sierra Club policies:

- **Have a fully functioning ExCom**, which includes regular meetings, minutes documenting decisions, current bylaws, ExCom elections that meet guidelines, and ExCom-approved operating procedures (for elections, committee membership, delegating authority to speak for the Sierra Club, and taking ExCom votes.)
- **Meet all Sierra Club policies** (including national policies and any chapter-established ones) for specific activities as applicable; e.g. meeting guidelines for political work, handling Sierra Club funds, raising funds, conducting outings or other activities that create potential liability for the Sierra Club, using membership lists, maintaining consistency of conservation policy, observing standards of conduct for leaders, etc. Take action promptly to address violations of policy, if they occur.

## Minimum standards to meet expectations of members and the public:

**Offer opportunities for a range of member participation over the course of the year** – some combination of outings, participative conservation work, informative meetings or social/fundraising gatherings. All of these types of activities don't have to be offered at all times. But throughout the year each Group should offer a range of participation opportunity, and be committed to work with any group members who want to organize activities that are part of the Sierra Club's "portfolio" of activities.

- **Sponsor a conservation program** – engage in work on at least one conservation campaign that furthers the conservation goals of the Sierra Club, e.g. a local conservation issue, or local work on a chapter or national conservation campaign priority, and be committed to work with any group members who want to address other conservation issues. This includes activists who want to form a political committee, work on national conservation campaigns, or work on local issues the group isn't engaged in yet.
- **Regularly communicate with Group members** about opportunities to participate, and about the work of the group through chapter newsletters, or group newsletters, or special mailings, alerts or invitations.
- **Work to increase the Sierra Club's visibility in the community.** Be prepared to respond to inquiries and requests from the general public, and membership, in the area.

## **What can Groups expect from the Chapter?**

The Chapter helps to support the Groups through dues subventions (Group allocations) and Chapter fundraising. Further, the Chapter may have a paid lobbyist who promotes the environmental agenda that is created by the Chapter Conservation Committee. The Chapter Conservation Committee consists of the Chapter Conservation chair, the Group Conservation Chairs and Chapter Conservation Committee, who together set the conservation program.

- Each Group can present candidates for endorsement to the Chapter Executive Committee. Groups can request political contributions from the Chapter's Political Action Fund for endorsed candidates and groups can mobilize volunteers to work on political campaigns. The Political Action Committee consists of the Group Political Chairs and the Chapter Political Chair.

The Group also has access to the many issue chairs that can be consulted to provide the technical expertise needed to understand environmental issues.

## **Conservation Committees**

The Chapter can also establish committees with a specific charge to represent the Sierra Club in a given community, or on a particular issue, or to conduct activities like outings or political programs. Committees can be assigned budgets, use membership lists appropriate to their work, hold periodic members meetings and speak out at public meetings, and use the newsletter to inform members about their work and invite participation. They can be empowered to speak on behalf of the Sierra Club regarding their charge.

Creating a local committee is often the best way to gain Sierra Club presence in an especially important geographic area that doesn't have a large enough membership to sustain an entire group. This makes most sense in places where there are just a few committed activists who can

work well with the chapter ExCom; where they are generally away from a functioning group; where they're in a place with important elected officials or adjacent to important public lands or key pollution problems, etc..

The TN Chapter currently has three local Conservation Committees, created by and accountable to the Chapter Conservation Committee and Chapter ExCom: Tipton County, Sierra Club Clarksville-Montgomery County, Care NET (Hawkins County), [and Watauga, Spring 2019.]

### **Chapter Staff**

The TN Chapter has one full-time Conservation Program Coordinator and he is also a lobbyist for the TN Chapter. Requests for his assistance go through the Conservation Chair, and/or Legislative Chair.

### **Chapter Finances and Fundraising**

Chapter funding comes from the national Sierra Club and from the chapter's own fundraising efforts, which have recently come to comprise a larger and larger portion of the chapter's funds. Money from the national Sierra Club may be deposited in the Chapter's checking account (C4) or one of the chapter's Sierra Club Foundation accounts (C3), depending on type of money. Money from the C3 Sierra Club Foundation can be distributed to the chapter only for tax-deductible expenditures.

Here are some of the possible chapter fundraising methods:

- **Written Appeal** This is the oldest and most common method of raising funds. Chapter leadership writes a letter, which is mailed or emailed to the membership or a portion of the membership.
- **March Appeal** Each March the Chapter sends an appeal to most if not all its members. The March time frame is determined by national headquarters because it is a month they do not do fundraising from members. In the past, the TN Chapter has followed up with phone call asks.
- **Special Asks** Requesting funds for a specific campaign or issue may be done anytime.
- **End of Year Asks** Each November/December another request for funds is issued.
- **Online appeals** are currently being added to Chapter communications and may bring in significant funds.
- **Event appeals**, in the form of an admission appeal or donation bucket, are common at many Chapter events. The small portion of member dues (which make up subventions) does not pay for much.
- **Major Donors** are perhaps the most effective way to bring in significant funding once the Chapter masters the skill of cultivating a relationship with affluent people and learning when and how to ask for a large donation.
- **Bequests** can bring in significant funds without much work. One must suggest the possibility of making a bequest to major donors and less affluent members during a conversation or talk or in newsletters.

- **House Parties** are a relatively simple way to make as much as \$6000. One needs a host, a host committee to plan the event and invite the guests, simple refreshments, and a local politician or key Sierra Club staffer to draw attendance.
- **Fundraising Trips** provide the donor a good time in the company of other Sierra Club members at slightly higher cost. The Angeles Chapter (CA) has been very successful with fundraising trips.
- **Special Events** such as annual dinners can bring in significant funds if they are well-planned, but they are a lot work and not easy to pull off.
- **Silent Auction** can be paired with any big event. Our Chapter usually has 2 Silent Auctions a year, scheduled at the spring and fall Chapter retreats.
- **Grants**
- **Sierra Club State Government Lobbying Grants** are awarded by the Sierra Club for the lobbying of the state government by the chapters. Check out Clubhouse for the current form and possibly more information.
- **The Grassroots Activist Network Grants** awards grants for as much as \$12,000 to chapters, groups, and campaign. Check out Clubhouse for other grant opportunities. Chapter grant-writing guidelines are on Clubhouse. National Sierra Club staff can assist.

### **Political Involvement**

There are many benefits to working on campaigns for the Sierra Club and Club volunteers. They are vehicles to build our organization and hone our political expertise. They can also raise the visibility of environmental issues and further our relationships with elected officials. As with almost every activity, however, there are costs to working on campaigns. Campaigns use Club resources – volunteers as well as staff time and money. For this reason, a Chapter carefully researches, targets, plans and budgets its involvement in campaigns. These costs must be thoroughly understood and quantified before any campaign activity is undertaken. ***If you are interested in this aspect of working for SC, please join the Chapter's or Group's Political Committee.***

Documents related to political activity and training manuals can be found on Clubhouse at <http://clubhouse.sierraclub.org> .

## Chapters and National Working Together

### Rewards, Responsibilities, and Limitations of being a Sierra Club Activist

#### Rewards

- Changing public policy
- Access to public officials
- Creating Sierra Club policy
- Growing through conservation education, new skills, and new experiences
- Hanging out with like-minded people
- Helping to create a better world

#### Responsibilities

- Speaking as “One Club” - Promoting only official Sierra Club positions
- “Disagreeing without being disagreeable” - Being respectful to staff and volunteers
- Using Club resources to do Club work only (Resources = meetings, conference lines, leadership positions, list serves)
- Following Sierra Club procedures
- As a Club leader, making sure other members follow Sierra Club rules and procedures.

#### Limitations

- Not handling frustrations or differences through insults or rude comments
- Not expressing your personal opinion when representing the Club publicly
- Not implying in testimony that you are representing the Club and its position when you are not (simply noting that you are a Sierra Club member suggests that you are representing the Club)
- Not encouraging other members to act contrary to Sierra Club policy or positions
- Not signing an ally’s official document in the name of the Club when their position doesn’t match the Club’s exactly

See [Standards of Conduct](#) on Clubhouse for more information about what is expected of Sierra Club activists. ( <https://bit.ly/2TisTrC> )

## **One Club**

### **National One Club Policy**

Unlike some national organizations which are “federations”, the Sierra Club is [One Club](#): the conservation and administrative policies are the same for Chapter and Groups as for the organization as a whole. (Policy at <https://bit.ly/2FXxv3x> )

### **TN Chapter One Club Policy**

Because the national club policy limits itself to communication issues, membership participation issues, and restrictions on activities of Sierra Club sub-units, the TN Chapter herein states its interpretation of a “one club” policy specific to the Chapter and its subordinate Groups and Sections.

The Sierra Club is a single, non-profit, California corporation, governed by [Bylaws](#) (<https://bit.ly/2CUYigL> ) adopted by its members. Except for powers expressly granted to other entities of the Club or to the members by those Bylaws or California law, all power and authority over the Club ultimately reside with the [Board of Directors](#). (<https://bit.ly/2Wuy3CM> )

The Board of Directors establishes all conservation policy for the Sierra Club, except when it is established by a vote of the membership. Policy consists of statements of Sierra Club conservation objectives and principles, along with appropriate limits outside of which Club entities may not operate. Policies are generally framed in broad terms and embody the ideals to which the Club aspires.

The Board has delegated to other volunteer entities and the staff specific authority to act and speak on behalf of the Club, to interpret and implement its policies on public issues, and to administer its affairs and procedures.

Chapters, groups, and other entities may develop positions in furtherance of Board-adopted policy on matters falling exclusively within their geographic boundaries or charge. No Club entity can establish positions that are broader in scope than its geographic boundaries or its charge.

The above can be summarized to say all entities of the Sierra Club are subordinate to, and accountable to, the Board of Directors, in cascading levels of delegation. Thus, the Chapter is directly accountable to the national club; Groups within the Chapter are established by the Chapter and are accountable to the Chapter; and Sections are likewise established by and accountable to the Chapter. By the same token, the Chapter is responsible for and to its subordinate Groups and Sections. See the relevant sections of the Chapter and your Group bylaws for specifics.

In practical terms, being one club requires all constituent entities to communicate and coordinate their activities with each other. This means an active engagement in both directions between Chapter and Groups, not least to avoid tripping over each other’s feet, but ultimately to enhance our effectiveness to do what we all belong to the Club for, that is to preserve, protect, and enjoy the planet, or at least that portion of it that we call home – our Tennessee.

### **Conservation Policies**

Sierra Club [conservation policies](#) are listed on Clubhouse. (<https://www.sierraclub.org/policy> )

It is recommended that Chapter leaders review these policies and take them into consideration when developing strategy, writing testimony, advocating for or against an issue etc.

## **Speaking for the Club**

No Club member, present or former leader, or member of the staff shall make a statement or take a public position in the name of the Club that is contrary to, or creates a misimpression of a policy or position established by the Board, the duly authorized chapter, group, committee or other Club entity, or the Club membership through referendum. When speaking or taking a public position on their own behalf, or on the behalf of organizations other than the Club, members **shall avoid giving the impression that they are representing the Club** and endeavor to correct any misimpression in this regard.

It is important for committees to work toward developing comprehensive campaign plans where everyone is in agreement, and report to Chapter Issue Committees and Chapter Excom periodically as directed by those committees. This will prevent any confusion about the club's actions and messages, and will prohibit personal agendas from being the voice of the club.

## **Sign-On Letters**

With the increased use of email and the Internet, various Club leaders are being asked with increased frequency to have the Sierra Club sign on to letters addressed to decision makers.

The proliferation of these letters has diminished their effectiveness. Decision makers become immune to sign-on letters if they are overused as a campaign tactic. For this reason, the Sierra Club rarely initiates national sign-on letters and tries to avoid getting distracted by sign-on letters initiated by other groups. We want to reserve our voice, so we will be listened to and noticed when we choose to speak on our priority issues.

For sign-on letters on local issues that only affect lands or resources within the boundaries of a single group or chapter, the group or chapter is free to sign on, as long as the positions taken in the letter are in furtherance of national Club policy.

If the sign-on letter involves a regional issue that extends beyond the boundaries of a single chapter, the chapter wishing to sign on should coordinate with the other affected chapters, either directly, or through your Regional Conservation Committee.

If the sign-on letter involves national policy or national legislation, it needs to be approved by the national organization before any local groups or chapters can agree to sign on. We are one Sierra Club and we need to make a national decision about whether we are to be included on a national letter. Once the national organization decides whether it will be signing on, it may decide it is worthwhile to encourage local groups and chapters to sign on also, to demonstrate both national and local support.

When the Sierra Club communicates with national policy leaders on national issues it should do so as the whole Sierra Club, not as a random collection of groups and chapters. These are issues on which the Sierra Club has one position, and should speak with one powerful voice. By way of background, round-robin letters are proliferating as coalitions and networks try to demonstrate that there is grassroots support for particular initiatives by generating letters with long lists of signers. While this may be a worthy objective, the sheer volume and frequency of these letters dilutes their impact, and robs the Sierra Club of its ability to send a focused message to national decision-makers on its chosen priorities.

In addition, inevitably, only a portion of Sierra Club groups or chapters sign on to a particular letter when they are approached individually, thereby giving the mistaken impression that the Sierra Club is not united in its position.

A final concern with the large number of round-robin letters circulating is that some of these letters are not up to the standards that the Sierra Club sets, either with regard to tone, message, or accuracy.

### **Guidelines for Handling Sign-On Letters**

All letters on national policy matters to the President, Vice-President, Cabinet members, heads of federal agencies or departments, CEQ, and members of the House and Senate must be referred to the Conservation Director, Legislative Director or their designees. In some cases, e.g. where it is not clear whether the letter is in furtherance of Sierra Club policy or strategy, the question may need to be further referred to a Sierra Club Campaign or Program Committee, or to a Strategy Team. In general the criteria for signing on to letters will be:

- 1) If the issue is a national priority:
  - a: the letter promotes and furthers Club policy
  - b: the letter significantly contributes to the Club strategy on the campaign
  - c: we completely agree with the message and tone of the letter
  
- 2) If the issue is not a national priority:
  - a. the topic is one that the Sierra Club thinks is important
  - b. the treatment of it falls within Club policy
  - c. the letter contributes to Sierra Club goals on the issue
  - d. we completely agree with the message and tone of the letter

### **Joining Coalitions**

At times in the past, a chapter has been in a position of being used to forward another group's objectives. We should be aware and cautious of allowing that to happen. Any time we are involved with other groups, we must be allowed to have input into all decision making, and it should be clear that we are not in a "me too" position. It is important that the Chapter develop and form its own vision and adhere to it.

### **Council of Club Leaders**

Members of the Council comprise **one chosen by each chapter**, one representative from each Club committee authorized by the Board to appoint a delegate, the members of the Council Executive Committee, and Council committee chairs. Voting members shall be the chapter delegates, Club committee representatives and the Council Chair. The chapter whose delegate is the Council Chair may be represented by an alternate delegate. That alternate shall enjoy all the rights and privileges of membership so long as the chapter's delegate remains Chair. A chapter may be represented during Council meetings by an alternate delegate who shall enjoy all the rights and privileges of membership during the absence of the chapter's delegate.

### **Lobbying**

The Chapter participates in Conservation Education Day at the TN State Legislature each winter: this is an opportunity to meet with state legislators in Nashville to promote the passage of bills which preserve and protect our water, air, and lands, and to block those bills which would do harm. The goal is to have a meeting with every Tennessee legislator.



To learn about or get involved with the lobbying efforts of the TN Chapter, please contact the Legislative Chair.

### **Taking Legal Action**

Chapter and group leaders often wonder how to go about obtaining national Sierra Club authorization for proposed legal actions, including lawsuits, settlements, dismissal of lawsuits, participation as amicus curiae, 60-day notice letters and letters to judicial tribunals, formal administrative proceedings, and funding lawsuits in which the Sierra Club (or its chapters, etc.) is not a formal party.

The documents available at Clubhouse describe the authorization process and explain what local Club activists need to know and do in order to obtain approval.

For further information or to see what actions the TN Chapter is involved in, please contact the Legal Chair.

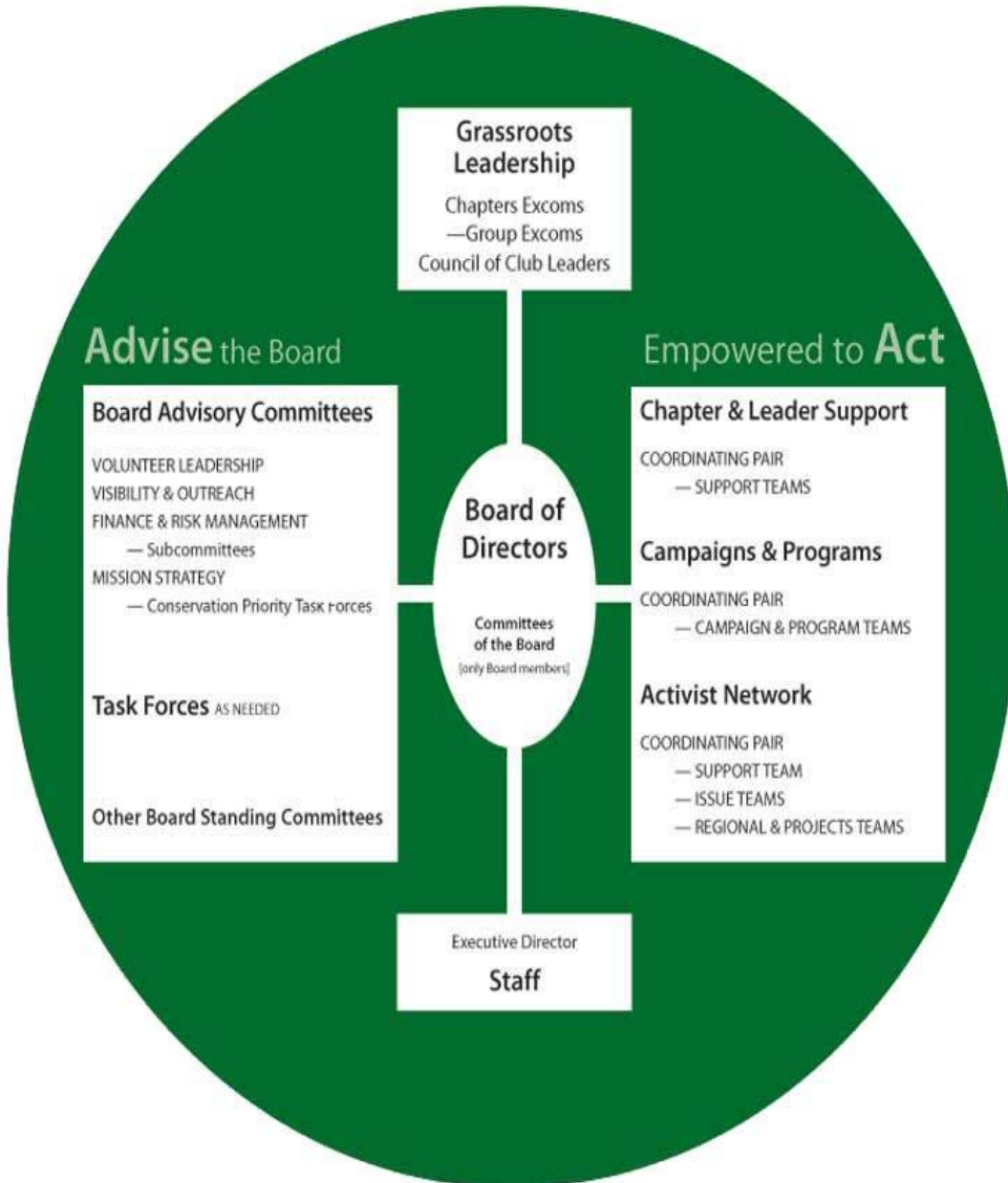
# Parliamentary Procedure at a Glance

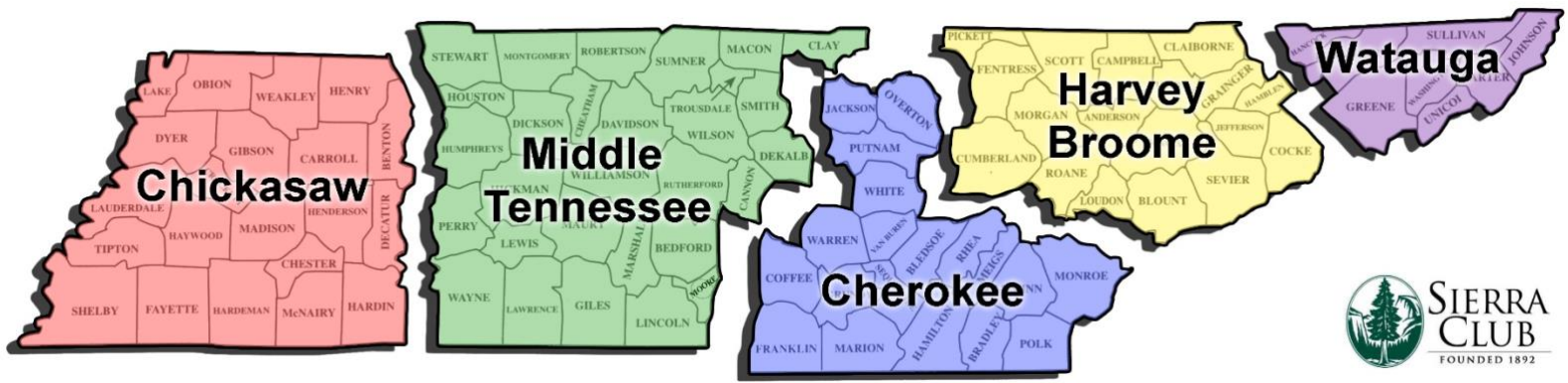
<b>TO DO THIS</b>	<b>YOU SAY THIS</b>	<b>May you interrupt speaker?</b>	<b>Must motion be seconded?</b>	<b>Is the motion debatable?</b>	<b>What vote is required?</b>
Adjourn the meeting	"I move that we adjourn."	No	Yes	No	Majority
Recess the meeting	"I move that we recess until..."	No	Yes	No	Majority
Complain about noise, room temp, etc.	"Point of privilege..."	Yes	No	No	No vote
Suspend consideration of something until later in the same meeting *	"I move to table the motion..."	No	Yes	No	Majority
Stop further consideration of a question*	"I move to postpone indefinitely..."	No	Yes	Yes, also the main motion	Majority
End debate on the current question *	"I move the previous question."  Or "I call the question."	No	Yes	No	2/3 majority
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Majority
Have something studied further	"I move we refer this matter to a committee."	No	Yes	Yes	Majority
Amend a motion	"I move to amend this by..."	No	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Majority
Object to procedure or to a personal affront*	"Point of order!"	Yes	No	No	Chair decides
Request information *	"Point of information."	Yes #	No	No	No vote

Ask for a standing vote to verify a voice vote *	"I call for a division of the house."	Yes @	No	No	No vote
Object to considering some undiplomatic matter *	"I object to consideration of this matter."	Yes, if he hasn't spoken yet	No	No	2/3 majority
Take up a matter previously tabled *	"I move to take ___ from the table"	No	Yes	No	Majority
Reconsider something already disposed of *	"I move we reconsider our action relative to..."	Yes, if he hasn't spoken yet	Yes	Only if motion to be reconsidered is debatable	Majority
Consider something out of its scheduled order *	"I move we suspend the rules and consider..."	No	Yes	No	2/3 majority
Vote on a ruling by the chair *	"I appeal the chair's decision."	Yes	Yes	Yes	Majority

**\* Not amendable # Used to request information, not to provide it @ Allowed at any time until the next question has been stated by the chair**

# Sierra Club National Organizational Chart





## 2019 Group Chair Contact Information

<b>Chickasaw Group:</b>	Dennis Lynch	901-361-8029	<a href="mailto:dmlynch1@gmail.com">dmlynch1@gmail.com</a>
<b>Middle TN Group:</b>	Grace Stranch	615-498-4148	<a href="mailto:k.g.stranch@gmail.com">k.g.stranch@gmail.com</a>
<b>Cherokee Group:</b>	Barbara Kelly	423-622-6522	<a href="mailto:bk1rivers@gmail.com">bk1rivers@gmail.com</a>
<b>Harvey Broome:</b>	Ron Shrieves	865-924-8973	<a href="mailto:ronshrieves@gmail.com">ronshrieves@gmail.com</a>
<b>Watauga:</b>	Gloria Griffith	423-727-4797	<a href="mailto:gla4797@embarqmail.com">gla4797@embarqmail.com</a>

(Group transitioned to Community-Based Conservation Committee, Spring 2019)

## 2019 Community-Based Conservation Committee Chair Contact Information

<b>Tipton County:</b>	Ray Graham	901-481-1978	<a href="mailto:rrgraham179@hotmail.com">rrgraham179@hotmail.com</a>
<b>Sierra Club Clarksville-Montgomery County:</b>	JoAnn McIntosh	931-338-2530	<a href="mailto:mcijoann@gmail.com">mcijoann@gmail.com</a>
<b>Hawkins County (Care NET):</b>	Nancy Bell	423-272-6342	<a href="mailto:nancywithbell@gmail.com">nancywithbell@gmail.com</a>

## **Delegates: “What to Bring back to Group ExCom?”**

Due dates such as:

- Tennes-Sierran Newspaper & Electronic News Publication Submissions
- HELEN Leadership Updates aka Bluesheets
- Next steps: Multiple Year Retreat Hosting Schedule
- Nomination Committee & Election Ballots
- Group to Chapter Treasurers Report

National Sierra Club Administration Updates & Conservation News & Campaigns

Chapter Administration Updates & Conservation News & Campaigns

Opportunities Open for Chapter Leadership Positions

Calls to Engage Members in Conservation Committees & Campaigns

TN Quarterly Conservation Reports

Asks, Tasks and Take Action Requests

Membership Growth Metrics

Ladder of Engagement Ideas & Examples

Fundraising Opportunities

Summarize Retreat Workshops /Trainings /Planning’s

Outings Training Opportunities

Invite to Next Chapter Retreat: Who, Where, When

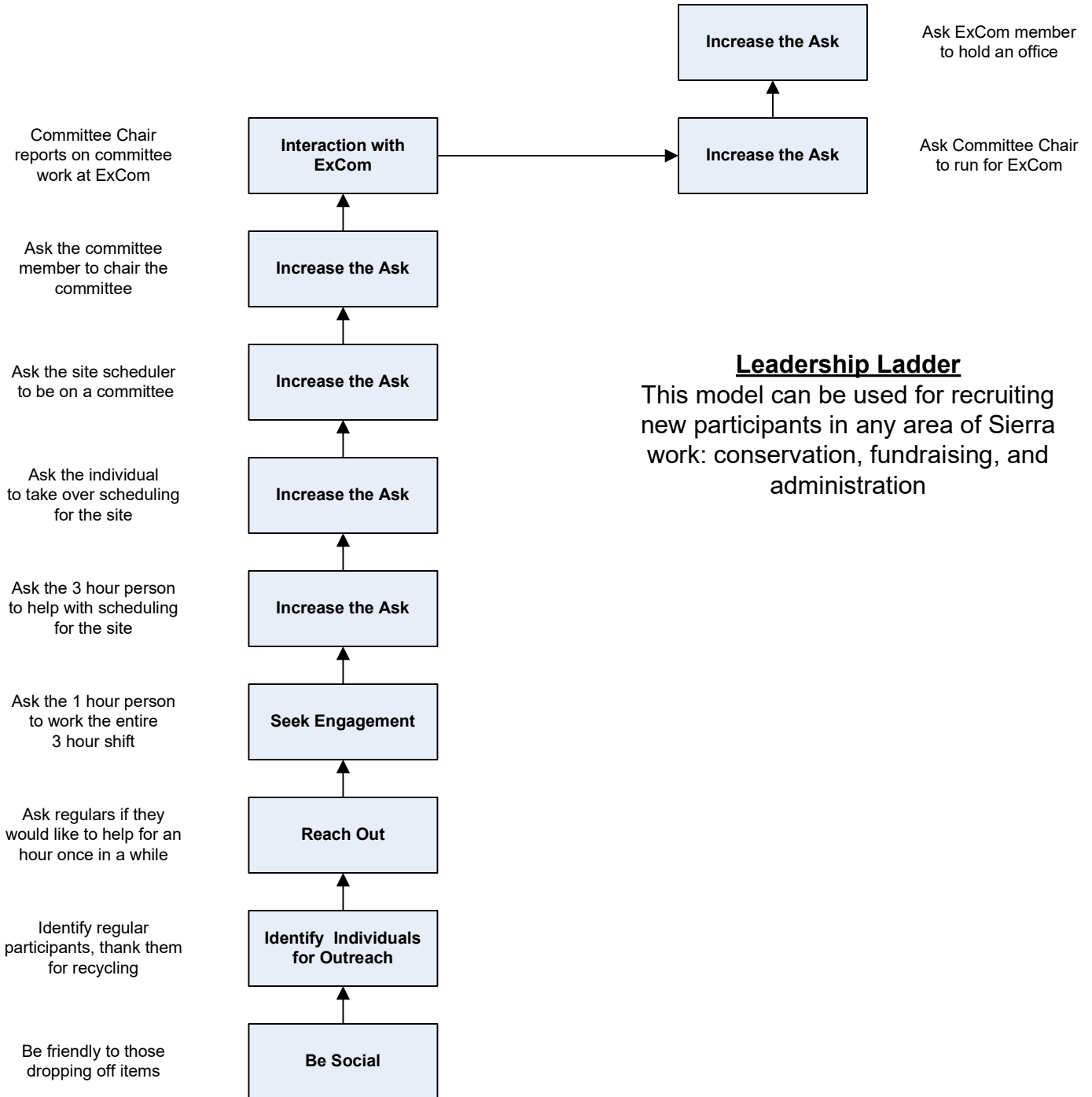
**We’re All in this Together!  
One Club**

**Ask to Task**

**Ladder of Engagement**

# Ladder of Engagement

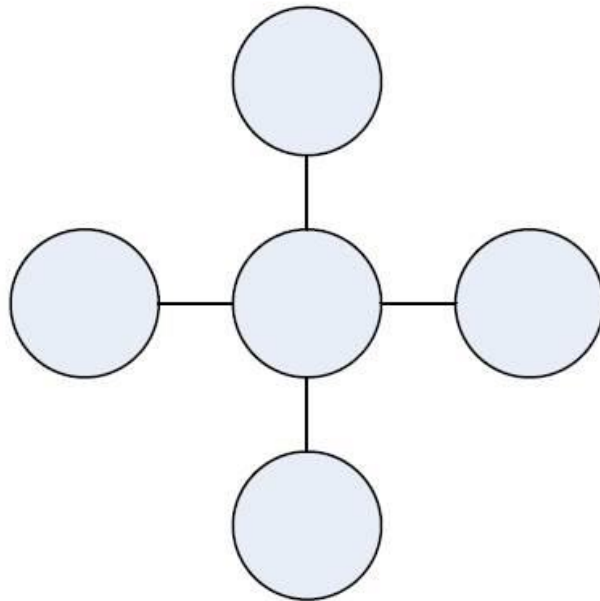
## Recycle Site Example



**Building & Sustaining Teams/Committees  
with Conditions for Success - Handout**

Team Structure Practice:

Use the blank “snowflake” model to draft an ideal team/committee structure.





## **Team Charge = Goal + Purpose + Authority & Responsibilities + Roles**

**Charge:** Connects to the big picture and desired outcome for the entire campaign. Think of it like a team constitution or charter – the bare minimum of what you need to coalesce and get started – includes at least four elements: **purpose, goals, roles, authority and responsibilities of the team.**

**Goal:** Fit into the purpose of the campaign, specific, measurable, relevant, achievable, time bound – short term, medium term, long term. Team and the community can experience the results.

**Purpose:** Who the team is, what they are doing together and how they plan to do it. This team will organize (whom) to do (what) by (how)?

**Roles:** Everyone should have a roughly equal share of the work based on the unique skills and resources they bring to the team, understanding that each part is necessary to adequately reach the ultimate goal.

Think about the team's purpose and goals, and consider roles each member of the team can play. Based on the responsibilities this team will take on, what roles and responsibilities will you recommend? Think about why this is a good role for a leader, and what skills a leader can bring to the role. What experience and talents does each team member have, and what specifically do they want to learn?

Be sure to develop clear descriptions of roles including how much time commitment the roll will require.

**Team Charge Practice: Use the chart to draft a team charge**

<b>Team</b>	<b>Social Media Team</b>	
Goals	Create social media accounts on 5 platforms with 100+ followers in 3 months.	
Purpose	The team is made up of 5 volunteers with social media expertise who strategize and coordinate the social media efforts connected to the campaign. By communicating with various campaign teams – the team members will keep social media accounts active and engaging. The goals are related to increasing engagement online and offline by connecting existing and new followers to campaign information and activities.	
Authority & Responsibilities	Works in coordination with events and outreach teams to develop a social media presence that engages followers, attracts new followers and helps move people into offline action with the campaign/ organization in order to build capacity and achieve victories. Reports progress to broader campaign team mates and team leads.	

## Establishing Roles

<b>Roles</b>	<b>Responsibilities</b>	<b>Skills Needed</b>	<b>Time</b>
Facebook Administrator	Posts information, event notices, etc to campaign/organization Facebook page. Responds to messages received. Ensures posts are relevant and engaging. Updates page includes photos, etc. as necessary.	Facebook proficiency	6-8 hrs/month

## Characteristics of Highly Functioning ExComs Self-Evaluation

This exercise is to be completed as a team with input from everyone and a discussion of each of the items. Try and achieve some level of agreed understanding of each rating.

Do not spend more than a few minutes on each one.

Rate your ExCom on where you think you are with each of these practices from 0 to 3.

- 0 = we haven't started
- 1 = we've just begun and have a long way to go
- 2 = we've been at this for a while and we are on track
- 3 = we can teach this one!

### **Group Performance Goals**

- |  |   |   |   |   |
|--|---|---|---|---|
| • Conduct annual planning and assessment       | 0 | 1 | 2 | 3 |
| • Developed a fundraising strategy             | 0 | 1 | 2 | 3 |
| • Have real committees/teams                   | 0 | 1 | 2 | 3 |
| • Have high-performing ExComs                  | 0 | 1 | 2 | 3 |
| • Created equitable, just and inclusive spaces | 0 | 1 | 2 | 3 |
| • Planned a recruitment and training strategy  | 0 | 1 | 2 | 3 |
| • Conduct outings connected to advocacy        | 0 | 1 | 2 | 3 |

### **Group Norms**

- |   |   |   |   |   |
|---|---|---|---|---|
| • Established and abide by norms of behavior                          | 0 | 1 | 2 | 3 |
| • Foster good organizational culture                                  | 0 | 1 | 2 | 3 |
| • Show respect to others  | 0 | 1 | 2 | 3 |
| • Enhance democratic decision-making                                  | 0 | 1 | 2 | 3 |
| • Ethical – strive to do the right thing                              | 0 | 1 | 2 | 3 |
| • Open communication  | 0 | 1 | 2 | 3 |
| • Value teamwork  | 0 | 1 | 2 | 3 |
| • Develop trust/resolve differences                                   | 0 | 1 | 2 | 3 |
| • Create a welcoming environment                                      | 0 | 1 | 2 | 3 |
| • Welcome and engage people reflecting the diversity of our community | 0 | 1 | 2 | 3 |
| • Learn from each other   | 0 | 1 | 2 | 3 |

**Group Name:**

# Jemez Principles for Democratic Organizing

Meeting hosted by Southwest Network for Environmental and Economic Justice (SNEEJ), Jemez, New Mexico, Dec. 1996

## Activists meet on Globalization

On December 6-8, 1996, forty people of color and European-American representatives met in Jemez, New Mexico, for the "Working Group Meeting on Globalization and Trade." The Jemez meeting was hosted by the Southwest Network for Environmental and Economic Justice with the intention of hammering out common understandings between participants from different cultures, politics and organizations. The following "**Jemez Principles**" for democratic organizing were adopted by the participants.

### #1 Be Inclusive

If we hope to achieve just societies that include all people in decision-making and assure that all people have an equitable share of the wealth and the work of this world, then we must work to build that kind of inclusiveness into our own movement in order to develop alternative policies and institutions to the treaties policies under neo-liberalism. This requires more than tokenism, it cannot be achieved without diversity at the planning table, in staffing, and in coordination. It may delay achievement of other important goals, it will require discussion, hard work, patience, and advance planning. It may involve conflict, but through this conflict, we can learn better ways of working together. It's about building alternative institutions, movement building, and not compromising out in order to be accepted into the anti-globalization club.

### #2 Emphasis on Bottom-Up Organizing

To succeed, it is important to reach out into new constituencies, and to reach within all levels of leadership and membership base of the organizations that are already involved in our networks. We must be continually building and strengthening a base which provides our credibility, our strategies, mobilizations, leadership development, and the energy for the work we must do daily.

### #3 Let People Speak for Themselves

We must be sure that relevant voices of people directly affected are heard. Ways must be provided for spokespersons to represent and be responsible to the affected constituencies. It is important for organizations to clarify their roles, and who they represent, and to assure accountability within our structures.

### #4 Work Together In Solidarity and Mutuality

Groups working on similar issues with compatible visions should consciously act in solidarity, mutuality and support each other's work. In the long run, a more significant step is to incorporate the goals and values of other groups with your own work, in order to build strong relationships. For instance, in the long run, it is more important that labor unions and community economic development projects include the issue of environmental sustainability in their own strategies, rather than just lending support to the environmental organizations. So communications, strategies and resource sharing is critical, to help us see our connections and build on these.

### #5 Build Just Relationships Among Ourselves

We need to treat each other with justice and respect, both on an individual and an organizational level, in this country and across borders. Defining and developing "just relationships" will be a process that won't happen overnight. It must include clarity about decision-making, sharing strategies, and resource distribution. There are clearly many skills necessary to succeed, and we need to determine the ways for those with different skills to coordinate and be accountable to one another.

### #6 Commitment to Self-Transformation

As we change societies, we must change from operating on the mode of individualism to community-centeredness. We must "walk our talk." We must be the values that we say we're struggling for and we must be justice, be peace, be community.

This and other environmental justice documents can be downloaded from: <http://www.einet.org/ej/>

## Successful Retreat Hosting – Checklist

- Marketing posted to event calendars and article submitted to E Newsletter and Tennes-Sierran with a teaser and final copy. (See multiyear retreat schedule)
- Invite copy posted to TN News list serve.
- Reminder invite sent to TN News list serve before early bird deadline
- Request Chapter and Groups to cross post to social media networking sites
- Venue confirmed w/deposit. Book State Parks 2 years in advance. Summer venues in short supply
- Ensure Reservation Taker is Retreat-knowledgeable b/c First Timers have a lot of questions
- Reservations gathered by email, phone and online survey
- Identify First Timers
- Confirm each reservation w/vegetarian or omnivore preference and number of children
- Designate a Retreat fee collector supplied with attendee list and current fee schedule
- Clean -Up List readily available. Volunteer's best motivated to sign up at check in
- Confirm hike leader(s) Park Ranger or Certified SC Outings Leaders - one year in advance
- Signup sheets and SC Outings waiver of liability forms
- Name tags coordinated w/ Membership Chair
- Coordinate Day/Time Host activities schedule with Chapter Chair. Hard copy schedules at venue make a welcoming Weekend Retreat Guide
- Plan activities: hikes/ workshops/ events/ trainings and evening program(s)
- Post activities to the TN News Listserve
- Fall & Spring Defenders Silent Auction
- Plan meals, estimate groceries and supplies to purchase. Confirm # attending with Camp Cook or any other buyers
- Original sales receipts required with settlement form
- Bulky "Chapter Boxes" and coffee urn passed on & travel w/ next Host Group (pre plan cargo space)
- Dish drying towels – wash/dry/return to next Hosting Group venue
- Ask to task Group members to engaged in hosting tasks
- Meet & Greeters tasked (esp. for first timers) to facilitate introductions to others and answer FAQ
- Kids activities coordinated w/ Membership Chair
- Chapter Outings Leader Trainings coordinated w/ Outings Chair
- Retreat photos coordinated w/ Chapter & Group Photographers and shared with News Wranglers

## Post Retreat Metrics Gauge Success

#Total attendees

#New attendees

#Host Group members attending

#Host Group ExCom members attending

#Host Group members attending that hold Chapter offices

Profit or Loss \$ amount

**Group to Chapter Treasurer Settlement w/math formulas captures:**

- # Early Bird reduced price
- # Regular Price Adults
- # Students
- # Saturday only w/ meals
- # Sunday w/ meals
- # Meeting(s) only
- # Full Scholarships
- # Scholarships such as Students, First Time attendees
- Total fees collected
- Total Grocery & Supplies Expense
- Total Lodge Expense
- Meeting Profit or Loss \$ amount

## Tennessee Chapter Retreat Planner

Chapter Retreat	2019		2019
	Cherokee		Harvey Broome
	Winter (January)		Spring (April)
Location	Cedars		Fall Creek Falls
Meeting Starts	1/25/2019		5/3/2019
Newsletter Issue/Publish Date	Nov/Dec - Early Nov	Jan/Feb - Early Jan	Mar/Apr - Early March
Registration/Details Due - Newsletter/Website	<b>9/30/2018</b>	<b>11/30/2018</b>	<b>1/31/2019</b>
Newsletter Issue/Publish Date	Sep/Oct - Early Sep	Nov/Dec - Early Nov	Jan/Feb - Early Jan
Additional Details Due - Newsletter/Website	<b>7/31/2018</b>	<b>9/30/2018</b>	<b>11/30/2018</b>
Newsletter Issue/Publish Date	Jul/Aug - Early Jul	Sep/Oct - Early Sep	Nov/Dec - Early Nov
Mark Your Calendar/Teaser Due - Newsletter/Website	<b>5/31/2018</b>	<b>7/31/2018</b>	<b>9/30/2018</b>
Start Publicity Planning	4/1/2018	Due to 4 retreats and 6 issues of the T-S, this retreat will have two front cover full promotions	8/1/2018
Contact State Naturalist/Park Ranger	2/1/2018		5/1/2018
Meeting Location Confirmed *	January 2017*		April 2017*
Start Meeting Location Search	1/1/2017		4/1/2017
* 2 years for state parks	Flash Auction or Other Fund Raiser		Silent Auction
Chapter Retreat	2019		2019
	Middle TN		Watauga
	Summer (July)		Fall (October)
Location	Cedars		Pickett
Meeting Starts	7/26/2019		10/25/2019
Newsletter Issue/Publish Date	May/Jun - Early May	Jul/Aug - Early July	Sep/Oct - Early Sep
Registration/Details Due - Newsletter/Website	<b>3/31/2019</b>	<b>5/30/2019</b>	<b>7/31/2019</b>
Newsletter Issue/Publish Date	Mar/Apr - Early Mar	May/Jun - Early May	July/Aug - Early Aug
Additional Details Due - Newsletter/Website	<b>1/31/2019</b>	<b>3/31/2019</b>	<b>5/31/2019</b>
Newsletter Issue/Publish Date	Jan/Feb - Early Feb	Mar/Apr - Early March	May/Jun - Early May
Mark Your Calendar/Teaser Due - Newsletter/Website	<b>11/30/2018</b>	<b>1/31/2019</b>	<b>3/31/2019</b>
Start Publicity Planning	10/1/2018	Due to 4 retreats and 6 issues of the T-S, this retreat will have two front cover full promotions	2/1/2019
Contact State Naturalist/Park Ranger	8/1/2018		11/1/2018
Meeting Location Confirmed *	July 2017*		October 2017 *
Start Meeting Location Search	7/1/2017		10/1/2017
* 2 years for state parks	Flash Auction or Other Fund Raiser		Silent Auction

**NOTE: Standing Rules include providing emergency contact**



## Tennessee Chapter Retreat Planner

Chapter Retreat	2020		2020
	Chickasaw		Cherokee
	Winter (January)		Spring (April)
Location	Cedars		Cedars
Meeting Starts	1/24/2020		4/24/2020
Newsletter Issue/Publish Date	Nov/Dec - Early Nov	Jan/Feb - Early Jan	Mar/Apr - Early March
Registration/Details Due - Newsletter/Website	<b>9/30/2019</b>	<b>11/30/2019</b>	<b>1/31/2020</b>
Newsletter Issue/Publish Date	Sep/Oct - Early Sep	Nov/Dec - Early Nov	Jan/Feb - Early Jan
Additional Details Due - Newsletter/Website	<b>7/31/2019</b>	<b>9/30/2019</b>	<b>11/30/2019</b>
Newsletter Issue/Publish Date	Jul/Aug - Early Jul	Sep/Oct - Early Sep	Nov/Dec - Early Nov
Mark Your Calendar/Teaser Due - Newsletter/Website	<b>5/31/2019</b>	<b>7/31/2019</b>	<b>9/30/2019</b>
Start Publicity Planning	4/1/2019	Due to 4 retreats and 6 issues of the T-S, this retreat will have two front cover full promotions	8/1/2019
Contact State Naturalist/Park Ranger	2/1/2019		5/1/2019
Meeting Location Confirmed *	January 2018*		April 2018*
Start Meeting Location Search	1/1/2018		4/1/2018
* 2 years for state parks	Flash Auction or Other Fund Raiser		Silent Auction
Chapter Retreat	2020		2020
	Harvey Broome		Middle TN
	Summer (July)		Fall (October)
Location	Pickett		Pickett
Meeting Starts	8/7/2020		10/23/2020
Newsletter Issue/Publish Date	May/Jun - Early May	Jul/Aug - Early July	Sep/Oct - Early Sep
Registration/Details Due - Newsletter/Website	<b>3/31/2020</b>	<b>5/30/2020</b>	<b>7/31/2020</b>
Newsletter Issue/Publish Date	Mar/Apr - Early Mar	May/Jun - Early May	July/Aug - Early Aug
Additional Details Due - Newsletter/Website	<b>1/31/2020</b>	<b>3/31/2020</b>	<b>5/31/2020</b>
Newsletter Issue/Publish Date	Jan/Feb - Early Feb	Mar/Apr - Early March	May/Jun - Early May
Mark Your Calendar/Teaser Due - Newsletter/Website	<b>11/30/2019</b>	<b>1/31/2020</b>	<b>3/31/2020</b>
Start Publicity Planning	10/1/2019	Due to 4 retreats and 6 issues of the T-S, this retreat will have two front cover full promotions	2/1/2020
Contact State Naturalist/Park Ranger	8/1/2019		11/1/2018
Meeting Location Confirmed *	July 2018*		October 2018 *
Start Meeting Location Search	7/1/2018		10/1/2018
* 2 years for state parks	Flash Auction or Other Fund Raiser		Silent Auction

information for retreat venue

## Contact Information – 2019 Leaders List

### Tennessee Chapter ExCom:

At Large: (2019 thru 2020)  
Marquita Bradshaw [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com) 901-647-8884  
Cris Corley [drcriscorley@gmail.com](mailto:drcriscorley@gmail.com) 615-444-8558  
Alice Demetreon [demetreon1981@gmail.com](mailto:demetreon1981@gmail.com) 660-247-2288

(2018 thru 2019)  
(resigned May 2019) Erica Davis [spz839@vols.utk.edu](mailto:spz839@vols.utk.edu) 615-420-0178  
JoAnn McIntosh [mcijoann@gmail.com](mailto:mcijoann@gmail.com) 931-338-2530  
Mac Post [mpost3116@gmail.com](mailto:mpost3116@gmail.com) 865-806-0980  
Axel Ringe [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
(seated June 15, 2019) Gloria Griffith [gla4797@embarqmail.com](mailto:gla4797@embarqmail.com) 423-727-4797

Cherokee: Bill Moll [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899  
Alt: (April 12, 2019) Terence Norman [terencenorman81@icloud.com](mailto:terencenorman81@icloud.com)

Chickasaw: (July 28, 2019) Jessica Branch [jessicabranh9@gmail.com](mailto:jessicabranh9@gmail.com) 404-307-7390  
Alt: Ramie Bell [ramie.bell@gmail.com](mailto:ramie.bell@gmail.com) 901-383-3680

Harvey Broome: Joanne Logan [loganj1023@gmail.com](mailto:loganj1023@gmail.com) 865-310-1171  
Alt: Jerry (Gerald) Thornton [gatwildcat@aol.com](mailto:gatwildcat@aol.com) 865-675-2278

Middle Tenn: Gary Bowers [sierra@totheforest.net](mailto:sierra@totheforest.net) 615-714-3185  
Alt: Grace Stranch [k.g.stranch@gmail.com](mailto:k.g.stranch@gmail.com) 615-498-4148

Watauga (Group transitioned to Community-Based Conservation Committee, Spring 2019)

### **Tennessee Chapter Administration:**

Chair - Mac Post, [mpost3116@gmail.com](mailto:mpost3116@gmail.com) 865-806-0980  
Vice Chair - JoAnn McIntosh, [mcijoann@gmail.com](mailto:mcijoann@gmail.com) 931-338-2530  
Secretary - Joanne Logan, [loganj1023@gmail.com](mailto:loganj1023@gmail.com) 865-310-1171  
Treasurer - Alice Demetreon, [demetreon1981@gmail.com](mailto:demetreon1981@gmail.com) 660-247-2288  
(Treasury correspondence to [TNChapterTreasury@gmail.com](mailto:TNChapterTreasury@gmail.com) )  
Conservation - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899  
CCL Delegate - Mac Post, [mpost3116@gmail.com](mailto:mpost3116@gmail.com) 865-806-0980  
CCL Alternate Delegate - Cris Corley, [drccriscorley@gmail.com](mailto:drccriscorley@gmail.com) 615-444-8558  
Parliamentarian - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
Compliance Officer - Charles High, [cahigh1722@aol.com](mailto:cahigh1722@aol.com) 615-500-5499  
Staff Manager - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899

### **TN Chapter Admin Committee Chairs:**

Budget - Alice Demetreon, [demetreon1981@gmail.com](mailto:demetreon1981@gmail.com) 660-247-2288  
Bylaws, Standing Rules - Alice Demetreon, [demetreon1981@gmail.com](mailto:demetreon1981@gmail.com) 660-247-2288  
Communications Coordinator - Gary Bowers, [sierra@totheforest.net](mailto:sierra@totheforest.net) 615-714-3185  
**May 7, 2019** (News correspondence/submissions to [wranglersctn@gmail.com](mailto:wranglersctn@gmail.com) )  
Electronic Newsletter Editor - Allie Stafford, [allie.m.stafford@gmail.com](mailto:allie.m.stafford@gmail.com)  
Hardcopy Newsletter Editor - Emily Ellis, [eellis424@gmail.com](mailto:eellis424@gmail.com)  
NewsWrangler - Rita Bullinger, [wranglersctn@gmail.com](mailto:wranglersctn@gmail.com)  
Digital Strategies- John Behn, [jbehn@rockelmroad.net](mailto:jbehn@rockelmroad.net) 931-840-0834  
Election - TBA  
Environmental Justice - Marquita Bradshaw, [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com) 901-647-8884  
Fundraising - Barbara Kelly, [bk1rivers@gmail.com](mailto:bk1rivers@gmail.com) 423-718-5009  
Leader Handbook - JoAnn McIntosh, [mcijoann@gmail.com](mailto:mcijoann@gmail.com) 931-338-2530  
Legislative - David Bordenkircher, [david\\_alan\\_bordenkircher@yahoo.com](mailto:david_alan_bordenkircher@yahoo.com) 615-429-6927  
Litigation - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
Membership - Paula Lennon, [paulalennon615@gmail.com](mailto:paulalennon615@gmail.com) 615-506-1502

(Chapter Admin, cont'd)

Outings - Ron Shrieves, [ronshrieves@gmail.com](mailto:ronshrieves@gmail.com) 865-924-8973

Nominating - Ramie Bell, [ramie.bell@gmail.com](mailto:ramie.bell@gmail.com) 901-383-3680

Personnel - Mac Post, [mpost3116@aol.com](mailto:mpost3116@aol.com) 865-806-0980

Political - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899

Retreat Liability Waivers - Jan Stone, [mcmljs@hotmail.com](mailto:mcmljs@hotmail.com)

### **TN Chapter Conservation:**

Conservation Committee Chair - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899

Conservation Committee Vice Chair - Cris Corley, [drcriscorley@gmail.com](mailto:drcriscorley@gmail.com) 615-444-8558

Conservation Program Coordinator (Staff Position) - Scott Banbury, [smbanbury@gmail.com](mailto:smbanbury@gmail.com)  
901-619-8567

### **Group Conservation Committee Chairs:**

Cherokee Group - Conservation - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899

Chickasaw Group - Marquita Bradshaw, [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com) 901-647-8884  
Vice Chair - Claudio Meier, [cimeier@memphis.edu](mailto:cimeier@memphis.edu)

Harvey Broome Group - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840

Middle Tennessee Group - Scott Heflinger, [sheflinger@aol.com](mailto:sheflinger@aol.com) 615-859-3553

Watauga (Group **transitioned** to Community-Based Conservation Committee, **Spring 2019**)

### **Community-Based Conservation Committee Chairs:**

Care NET (Hawkins County) - Nancy Bell, [nancywithbell@gmail.com](mailto:nancywithbell@gmail.com) 423-272-6342

Sierra Club Clarksville-Montgomery County - JoAnn McIntosh, [mcijoann@gmail.com](mailto:mcijoann@gmail.com)  
931-338-2530

Tipton County - Ray Graham, [rrgraham179@hotmail.com](mailto:rrgraham179@hotmail.com) 901-481-1978

Watauga - Gloria Griffith, [gla4797@embarqmail.com](mailto:gla4797@embarqmail.com) 423-727-4797

Issues Committee Chairs:

Air Quality - David Bordenkircher, [david\\_alan\\_bordenkircher@yahoo.com](mailto:david_alan_bordenkircher@yahoo.com) 615-429-6927  
Biodiversity - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
Environmental Education/Justice Committee - Marquita Bradshaw, [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com)  
901-647-8884  
Know Nukes - Don Safer, [dsafer@comcast.net](mailto:dsafer@comcast.net) 615-354-0505  
National Forests - Davis Mounger, [wdmounger@yahoo.com](mailto:wdmounger@yahoo.com) 423-877-4616  
National Parks & Recreation Areas - Ray Payne, [rpayne10@bellsouth.net](mailto:rpayne10@bellsouth.net) 865-693-6944  
Rebuild and Repower - Joe Schiller, [schillerj@apsu.edu](mailto:schillerj@apsu.edu) 931-237-7222  
State Forests - Cris Corley, [drccriscorley@gmail.com](mailto:drccriscorley@gmail.com) 615-444-8558  
Vice Chair - Charlie High, [cahigh1722@aol.com](mailto:cahigh1722@aol.com) 615-383-6856  
State Parks and Natural Areas - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
Transportation - Dennis Lynch, [dmlynch1@gmail.com](mailto:dmlynch1@gmail.com) 901-361-8029  
Water Quality - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840

Group Officers:

Cherokee Group:

Chair - Barbara Kelly, [bk1rivers@gmail.com](mailto:bk1rivers@gmail.com) 423-718-5009  
Vice Chair & Secretary - Kate Anthony, [rainbowgardener2@gmail.com](mailto:rainbowgardener2@gmail.com) 513-365-7989  
Treasurer - Barbara Hurst, [barbaraduckhurst@hotmail.com](mailto:barbaraduckhurst@hotmail.com) 423-886-9503  
Conservation - Bill Moll, [whmoll@aol.com](mailto:whmoll@aol.com) 404-401-7899  
Outings Co-Chairs - Marie Brown, [marietommybrown@gmail.com](mailto:marietommybrown@gmail.com) 423-499-9691  
John Doyal, [2ndoutdoorscha@gmail.com](mailto:2ndoutdoorscha@gmail.com) 423-315-0965  
Upper Cumberland Committee - Josephine McQuail, [jmcquail@tntech.edu](mailto:jmcquail@tntech.edu) 931-520-0449

Chickasaw Group:

Chair - Dennis Lynch, [dmlynch1@gmail.com](mailto:dmlynch1@gmail.com) 901-361-8029  
Vice Chair & Secretary - Ramie Bell, [ramie.bell@gmail.com](mailto:ramie.bell@gmail.com) 901-383-3680  
Treasurer - Sue Moresi, [suemoresi@hotmail.com](mailto:suemoresi@hotmail.com) 901-213-4066 (May 9, 2019)

(Chickasaw Group, cont'd)

Conservation - Marquita Bradshaw, [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com) 901-647-8884  
Conservation Vice Chair - Claudio Meier, [cimeier@memphis.edu](mailto:cimeier@memphis.edu) 901-297-8855  
Outings Co-Chairs - Mia Madison, [Mia.Madison@live.com](mailto:Mia.Madison@live.com) 901-288-0108  
Sue Williams, [sueawilliams.saw@gmail.com](mailto:sueawilliams.saw@gmail.com) 901-274-0524 (May 9, 2019)  
Communications Chair - Marquita Bradshaw, [quitabrad@yahoo.com](mailto:quitabrad@yahoo.com) 901-647-8884  
Programs Chair - Sue Moresi, [suemoresi@hotmail.com](mailto:suemoresi@hotmail.com) 901-213-4066 (May 9, 2019)

Harvey Broome Group:

Chair - Ron Shrieves, [ronshrieves@gmail.com](mailto:ronshrieves@gmail.com) 865-924-8973  
Vice Chair - Joanne Logan, [loganj1023@gmail.com](mailto:loganj1023@gmail.com) 865-310-1171  
Secretary - Kris Christen, [christen@knology.net](mailto:christen@knology.net)  
Treasurer - Bob Perlack, [perlack@aol.com](mailto:perlack@aol.com)  
Conservation - Axel Ringe, [onyxfarm@bellsouth.net](mailto:onyxfarm@bellsouth.net) 865-397-1840  
Outings - Ron Shrieves, [ronshrieves@gmail.com](mailto:ronshrieves@gmail.com) 865-924-8973

Middle Tennessee Group:

Chair - Grace Stranch, [k.g.stranch@gmail.com](mailto:k.g.stranch@gmail.com) 615-498-4148  
Vice Chair - Antoinette Olesen, [time4nashville@gmail.com](mailto:time4nashville@gmail.com) 615-498-2778  
Secretary - Mary High, [mary.w.high@gmail.com](mailto:mary.w.high@gmail.com) 615-243-4493  
Treasurer - Charles High, [cahigh1722@aol.com](mailto:cahigh1722@aol.com) 615-500-5499  
Conservation - Scott Heflinger, [sheflinger@aol.com](mailto:sheflinger@aol.com) 615-859-3553  
Outings - Craig Jervis, [cmjervis@comcast.net](mailto:cmjervis@comcast.net) 615-254-5301

Watauga (Group transitioned to Community-Based Conservation Committee, Spring 2019):

Chair - Gloria Griffith, [gla4797@embarqmail.com](mailto:gla4797@embarqmail.com) 423-727-4797  
Vice Chair - Dottie Grimes, [grimes2nc@yahoo.com](mailto:grimes2nc@yahoo.com) 423-737-4480  
Secretary - Dennis Shekinah, [bmwbruno@icloud.com](mailto:bmwbruno@icloud.com) 423-534-4804  
Treasurer - Cindy Johnson, [cinnji@hotmail.com](mailto:cinnji@hotmail.com) 423-895-1687  
Conservation - Ed Farnworth, [egfarnworth@aol.com](mailto:egfarnworth@aol.com) 843- 696-8324  
Conservation Vice Chair - Bob Carlough, [skimmer144@localnet.com](mailto:skimmer144@localnet.com)  
Outings - Webb Griffith, [gla4797@embarqmail.com](mailto:gla4797@embarqmail.com) 423-727-4797

## My Cheat Sheet

**National Sierra Club Website:** [www.sierraclub.org](http://www.sierraclub.org)

Press releases at <https://www.sierraclub.org/press-releases>

Current campaigns at <https://www.addup.org/campaigns>

Policies, Mission, Bylaws & Standing Rules at <https://www.sierraclub.org/policy>

Campfire Community and Events at <https://campfire.sierraclub.org>

Clubhouse (retired March 31, 2019; replaced by Campfire)

**Tennessee Chapter Website:** [www.tennessee.sierraclub.org](http://www.tennessee.sierraclub.org)

**My Group Website:** <http://tennessee.sierraclub.org/> \_\_\_\_\_ /  
\*\*\*\*Enter your Group Name in the blank between forward slashes\*\*\*\*

**My Group Facebook Page:** \_\_\_\_\_

### Conference Calls

Call 866-501-6174

Code is 1004300 then #

Only Committee Chairs can reserve the Conference Line

### Listservs

Information on using, accessing, subscribing, adjusting your settings, changing your email address, passwords, etc.: <http://www.sierraclub.org/lists>

To subscribe to a list or request to be added as a subscriber, send an email

From: the email address you wish to use

To: [listserv@lists.sierraclub.org](mailto:listserv@lists.sierraclub.org)

Subject: (leave this blank)

Body: SUBSCRIBE LISTNAME (e.g. SUBSCRIBE:TENNESSEENEWS@LISTS.SIERRACLUB.ORG)

**Chapter Facebook Page:** <http://www.facebook.com/SierraClubTN>

**Chapter Twitter Page:** [@SierraClubTN](https://twitter.com/SierraClubTN)

**Treasury correspondence:** [TNChapterTreasury@gmail.com](mailto:TNChapterTreasury@gmail.com)

**Bylaws**

**TN Chapter, Sierra Club**

**10/21/2018**



**SIERRA  
CLUB**

<b><u>Approved</u></b>	<b><u>Date</u></b>	<b><u>By</u></b>	<b><u>Title</u></b>
Chapter Executive Committee	10/21/18	Mac Post	TN Chapter Chair
Sierra Club Bylaws and Standing Rules Committee	10/21/18	Alice Demetreon	Bylaws Chair
Filed by the Office of Chapter Support	10/26/18	Greg Casini	Chapter Support Director



## Table of Contents

1. Organization .....	1
1.1 Name .....	1
1.2 Establishment .....	1
1.3 Purpose .....	1
1.4 Boundaries .....	1
2. Membership .....	1
2.1 Members .....	1
2.2 [Membership Meetings] .....	1
3. Executive Committee .....	1
3.1 Number .....	1
3.2 Powers .....	2
3.3 Responsibilities .....	2
3.4 Vacancies .....	2
3.5 Officers .....	2
3.6 Representatives .....	3
3.7 [ExCom Committees] .....	3
3.8 [Chapter Committees] .....	3
3.9 Open Meetings .....	3
3.10 Quorum .....	3
3.11 ExCom Meetings .....	4
3.12 [Special Meetings] .....	4
3.13 [Emergency Meetings] .....	4
3.14 [Absences] .....	4
4. Nominations and Elections .....	4
4.1 Annual Election .....	4
4.2 Nominating Committee .....	5
4.3 Petition Candidates .....	5
4.4 Election Committee .....	5
4.5 Availability of Election Ballot Materials .....	5
4.6 Return of Ballots .....	5
4.7 Counting Ballots .....	5
5. Functions and Services .....	6
5.1 Functions .....	6
5.2 Publications .....	6
5.3 Conservation Program .....	6
5.4 Membership Program .....	6
5.5 Outings and Activities .....	6
5.6 [Political Action] .....	7
6. Groups and Sections .....	7
6.1 Groups .....	7
6.2 Sections .....	7
6.3 [Reports] .....	7
6.4 Suspension and Dissolution .....	7
7. Finances .....	7
7.1 Receiving & Expending Funds .....	7
7.2 [Fundraising and Fees for Outings and Activities] .....	7
7.3 Authority Over Deposited Funds .....	8

**Table of Contents, continued**

7.4	Requirement to Deposit.....	8
7.5	Delegation of Authority.....	8
7.6	Prohibitions .....	8
7.7	Fiscal Year.....	8
7.8	Books and Reports.....	8
7.9	Review.....	8
8.	Construction and Amendment.....	8
8.1	Interpretation of Bylaws .....	8
8.2	Amendment.....	8
8.3	Signatures and Effective Date.....	9

## **Bylaw 1. Organization**

- 1.1 **Name.** The name of this Sierra Club unit is the Tennessee Chapter of the Sierra Club (Club).
- 1.2 **Establishment.** This Chapter is established by action of the Board of Directors of the Club (Board), and is governed by these Bylaws, consistent with the provisions of the Bylaws and Standing Rules of the Club, by applicable law, and by the policies and directives of the Board. This Chapter is an integral part of the Sierra Club and is not a separate legal entity.
- 1.3 **Purpose.** The purpose of this Chapter is to foster within its territorial limits the purposes of the Club. The chapter is authorized to undertake activities that are consistent with the purposes of the Club and are not prohibited by the Board by a general rule applicable alike to all chapters. The Chapter shall act on questions of public policy only in pursuance of Board policies or in a manner consistent with them.
- 1.4 **Boundaries.** The territorial boundaries of this Chapter shall be as specified from time to time by the Board, with due consideration of the wishes of Club members residing therein.

## **Bylaw 2. Membership**

- 2.1 **Members.** Chapter members shall be those Club members of record who reside within the Chapter boundaries, except as otherwise provided in the Club Bylaws. Only Chapter members in good standing may vote or hold Chapter office. Only Sierra Club members in good standing may act on behalf of the Chapter.
- 2.2 **Membership Meetings.** The ExCom may call, or upon petition by 10 of the members shall call, a meeting of the members. At least 15 days written notice shall be provided to the members, stating the time and place to consider subjects specified in the petition or by the ExCom. The notice shall be published in a Chapter newsletter or other publication provided to all members. No binding action may be taken at a membership meeting, but resolutions addressed to any Club entity may be adopted. The quorum for a membership meeting shall be 20 of the Chapter members.

## **Bylaw 3. Executive Committee**

- 3.1 **Number.** Subject to the powers of the members as provided by these Bylaws, the management of the affairs and activities of the Chapter shall be in the hands of an ExCom of seven members elected by the Chapter membership for terms of two years, one representative from each Chapter group selected according to the group's bylaws, and the Council Delegate ex-officio, with vote. Group representatives may vote and hold any office except Council Delegate or Alternate. Groups may designate alternates who may vote in the absence of the representative.

In any election, up to four members may be elected for full terms, as long as the size of the ExCom does not increase as a result and no fewer than three terms will expire in any

future year. When filling vacancies in unexpired terms by election, longer terms shall be awarded to candidates with more votes. The candidates who win the higher numbers of votes shall receive any available full terms and the others shall receive the unexpired remainders of the vacated terms.

Members elected may serve an unlimited number of terms in that capacity, except that, after any three consecutive full two-year terms, that member shall not be again eligible to serve as a delegate-at-large or voting group representative until two years shall have elapsed after the conclusion of the third such consecutive term and may not serve as an alternate voting group representative during the two-year interval. This amendment shall take effect beginning with eligibility for election in the annual election in 2016.

Members elected shall take office at the start of the first meeting of the year following the counting of the ballots. If not otherwise members of the ExCom, the Secretary and Treasurer shall serve as non-voting members.

- 3.2 **Powers.** Only the ExCom or those specifically authorized by it or its designees shall act in the name of the Chapter. The ExCom shall have the authority to make rules and regulations for carrying out the provisions of these Bylaws. If any appeal arises concerning any act or decision of the ExCom, the Board or its designees shall have the power to determine the procedures to be followed. Chapter actions must be consistent with Club purposes and the policies and directives of the Board or its designees.

The ExCom may call meetings of the Chapter membership at large with 15 days written notice to all Chapter members stating time, place, and subjects to be considered. Notices shall be published in a Chapter newsletter or other publication provided to all members.

The ExCom may call and conduct special elections in accordance with these bylaws.

The ExCom may establish and dissolve groups, sections, and committees as provided in these Bylaws.

The ExCom may appoint and remove Chapter officers, representatives, and committee members at any time. The ExCom may fill vacancies in its elected membership.

- 3.3 **Responsibilities.** The ExCom shall assure that the activities and services provided for the benefit of the members by the Chapter and its groups, sections, and other entities comply and are consistent with these Bylaws and any Chapter Standing Rules, policies and directives of the Board or its designees, the Bylaws and Standing Rules of the Club, and applicable law. Such activities may include but are not limited to financial management, membership services, production of publications, and conservation, outings and political programs. Authority may be delegated to carry out such activities, but the ExCom shall retain overall responsibility and control.

- 3.4 **Vacancies.** The ExCom shall have the power to fill a vacancy in any elected or appointed office. A vacancy in an elected position shall be filled for the remainder of the unexpired term by vote of the remaining ExCom members.

- 3.5 **Officers.** The ExCom shall elect from its members the following officers, who shall also be Chapter officers: a Chair, a Vice-Chair, and at its option, a Secretary and a Treasurer. The ExCom may appoint from outside its membership any other Chapter officers it considers necessary, including the Secretary and Treasurer. All such officers shall be

Chapter members.

At the discretion of the ExCom, offices may be combined, provided there are at least two distinct officers. Assistants to these officers may be designated from among Chapter members.

Notice of the officers and appointees of the Chapter shall be provided to Club headquarters annually upon selection, or as required by the Board or its designees.

- 3.6 **Representatives.** The ExCom shall elect from among its members elected by the entire Chapter membership a Chapter Delegate and Alternate to the Sierra Club Council. The term of the Delegate shall be two years. The Council Delegate shall be a voting ExCom member for the duration of the appointed term as Council Delegate.

The ExCom may instruct delegates and alternates before each Council or RCC meeting. Delegates or alternates shall report to the ExCom after each Council or RCC meeting.

- 3.7 **ExCom Committees.** The ExCom shall annually appoint the members of a Steering Committee, consisting of the Chair, Vice Chair, and three other ExCom members, and may establish and appoint such other committees of at least two ExCom members as it deems appropriate. The ExCom may appoint one or more ExCom members as alternate members of any such committee, who may replace any absent member at any meeting of the committee. These committees shall have the power and authority to act for the ExCom on such matters as the ExCom may delegate, except as prohibited by law or these Bylaws. By majority vote of its members, the ExCom may at any time revoke any or all of the authority so granted. The committees shall keep regular minutes of their proceedings and report the same from time to time as the ExCom may require. A majority of the members of each committee shall constitute a quorum for the transaction of business by that committee.

- 3.8 **Chapter Committees.** The ExCom may establish and dissolve standing and special committees for such objectives as it may set. Subject to ExCom approval, the Chapter Chair shall appoint committee members from among Chapter members. The Chapter Chair, or another ExCom member designated by the Chair, may be designated as a voting member of each committee, except the Nominating and Election committees. Standing committees shall be appointed annually. Except for the Nominating and Election Committees, the ExCom may add, remove, or replace members of any committee at any time. The ExCom may fill vacancies on the Nominating and Election Committees.

- 3.9 **Open Meetings.** All meetings of the ExCom and its committees shall be open to attendance by any Club member, but the ExCom or its committees may convene in private session for the consideration of any sensitive matter, provided that any vote or final action is taken in open session.

- 3.10 **Quorum.** A quorum for ExCom meetings shall be a simple majority of its voting members. An ExCom member shall be considered present at a meeting if able to participate fully and simultaneously by means approved by the ExCom.

Any group that does not send a designated representative to any three regularly scheduled meetings over a twelve-month period need not be counted towards the quorum. A group's status in the quorum shall be restored by a designated group

representative's attendance at a regularly scheduled ExCom meeting.

- 3.11 **ExCom Meetings.** The ExCom shall hold regularly scheduled meetings at least 4 times per year at times and places communicated in advance to all Chapter members.
- 3.12 **Special Meetings.** ExCom business may, if necessary, be conducted at a Special Meeting. A Special Meeting may be called by the Chair or any 3 ExCom members with at least one week's notice, unless all ExCom members waive this notice requirement.
- 3.13 **Emergency Meetings.** A quorum of the ExCom may act in an emergency only when the Chair determines that quick action is necessary and there is insufficient time to arrange a Special Meeting, or if prior authorization to so deal with a specified issue has been given in a meeting, provided in either case that a determined and documented effort has been made to contact all ExCom members. Any such action must be reported promptly to all ExCom members and reported and placed in the minutes of its next meeting.
- 3.14 **Absences.** Except for group representatives, any ExCom member who misses three regularly scheduled meetings over any continuous twelve-month period may be removed from the ExCom by a two-thirds vote of the other ExCom members. The ExCom shall decide whether to remove a member at any regularly scheduled meeting following the third missed meeting.

#### **Bylaw 4.Nominations and Elections**

- 4.1 **Annual Election.** An Annual Election shall be held in the fourth quarter of each year to choose ExCom members. This election shall be conducted by written ballot or through a secure website made available to all Chapter members of record at least four weeks before the closing date of the election, and shall be conducted in such a manner as to ensure facility of voting and tabulation. The ballot shall allow each voter to vote for as many candidates as there are positions to be filled. A voter may not cumulate votes for any candidate.

The ExCom shall specify the calendar dates and deadlines for appointing the Nominating Committee (NomCom), production of eligible voter lists, receipt of names for consideration by the NomCom, receipt of ballot issue petitions, the NomCom report of names of nominees, receipt of candidate petitions, appointment of the Election Committee, printing and mailing dates for ballots allowing at least four weeks for return of the ballots, receipt of returned ballots, and the date, time and place for counting ballots.

The ExCom shall provide written notice of this schedule and of the opportunity to nominate candidates by petition to all Chapter members.

- 4.2 **Nominating Committee.** A Nominating Committee (NomCom) of at least three Chapter members, at least one not an ExCom member, none of whom may be a candidate, shall be appointed annually by the ExCom not later than four months before the designated closing date of the election. Sufficient opportunity shall be given for Chapter members to submit names for consideration by the NomCom. The NomCom shall attempt to nominate at least two more candidates than the number of ExCom members to be elected, and shall report the nominees' names to the ExCom at least two weeks before the deadline for submission of nomination petitions and five weeks before the scheduled mailing of the ballots. Nominees shall be Chapter members who give their consent. If the

NomCom chooses not to nominate a willing candidate, the NomCom shall promptly inform that candidate of the opportunity to seek nomination by petition.

- 4.3 **Petition Candidates.** The name of any Chapter member proposed in writing by at least 15 Chapter members prior to the deadline for submission of petitions, and who gives consent, shall also be included on the ballot. The nomination petitions shall be retained until the ballots are destroyed.
- 4.4 **Election Committee.** An Election Committee of at least three Chapter members, at least one not an ExCom member, shall be appointed annually by the ExCom prior to the scheduled date of mailing of ballots. No candidates may serve on the Election Committee. The Election Committee shall cause the ballots to be prepared and mailed, and shall count the returned ballots. Challenges of the conduct of candidates or their campaigns shall be referred to the Election Committee. Decisions of the Election Committee may be appealed to the ExCom.
- 4.5 **Availability of Election Ballot Materials.** Election ballot materials shall be made available to all Chapter members of record according to the voter list obtained prior to the election.
- 4.6 **Voting.** Eligible members may vote by mailed ballot or through a secure website. The decision to allow electronic voting shall be made by a vote of the executive committee prior to appointment of the nominating committee. Ballots shall be returned to the Election Committee as directed in the ballot instructions. Return of a minimum number of valid ballots shall not be required for the validity of an annual election.
- 4.7 **Counting Ballots.** The Election Committee shall count the ballots on the closing date of the election, or as soon as practical after the closing date of the election. The candidates or their authorized representatives shall be permitted to be present. The candidates receiving the highest number of votes shall be elected. Any tie shall be resolved immediately, first by a recount, then if necessary by lot at the ballot counting.

The Election Committee shall immediately notify the candidates, the ExCom members, and other interested parties, and shall report the results to the ExCom at its next meeting. The ballots and nomination petitions shall be retained until their destruction is directed by the ExCom.

#### **Bylaw 5. Functions and Services**

- 5.1 **Functions.** The Chapter shall provide functions and services required by the Board, its designees, or the Chapter members. The ExCom shall define from time to time the methods and procedures by which these functions and services shall be delivered.
- 5.2 **Publications.** The ExCom shall arrange for Chapter publications to be distributed regularly by print or electronic means to all Chapter members, giving notice and reporting proceedings of the ExCom, Chapter meetings, elections and other news, including announcements of social events and outings.
- 5.3 **Conservation Program.** The Chapter Conservation Program shall further the conservation objectives and priorities of the Club within Chapter boundaries, assist in international, national and regional Club actions, and provide for the development and execution of specific conservation strategies and action programs authorized by the

ExCom.

The ExCom shall appoint a Conservation Chair who shall provide a point of contact for the public and other Club leaders, and assist the ExCom in conservation planning, budget decisions, resolving conflicts, training, and implementation of the Conservation Program.

The program shall be coordinated with other Club entities. Chapter leaders shall not make a statement or take a position publicly that is contrary to a policy or position established by the Board of Directors, the duly authorized chapter, group, committee or other Club entity, or the Club membership through referendum, nor shall Club leaders or staff members mention their Sierra Club affiliation if they, in their own names, make a statement or take a position contrary to established policy.

Conservation actions may not include civil disobedience. No chapter, group, nor other Club entity shall encourage, request or direct any person to violate the law.

- 5.4 **Membership Program.** The ExCom shall provide for a membership program that keeps a copy of the roster of current members, assists in efforts to recruit and retain members, and is responsible for recruiting and welcoming members and encouraging them to participate in Club and Chapter activities.
- 5.5 **Outings and Activities.** The Chapter ExCom shall manage any outings and activities programs in cooperation with Chapter entities that conduct such outings and activities. Such management shall include but is not limited to the establishment of codes of conduct appropriate to each type of activity, provisions for approval and publication of notices, training and certification of leaders, screening of participants, compliance with insurance restrictions and other Club policies, handling of reservations and fees, restricting group size and environmental impact, and investigation of incidents and complaints. All outings and activities shall be sanctioned in advance.
- 5.6 **Political Action.** The Chapter's political program shall include evaluating political issues and positions, planning and conducting the endorsement and support of candidates for public office, and developing and leading the efforts necessary for those processes. This program may include federal, state, provincial, territorial, and local government races as well as ballot initiatives, and shall be conducted in compliance with applicable law and the Club's electoral compliance guidelines.

#### **Bylaw 6. Groups and Sections**

- 6.1 **Groups.** With ExCom approval, Chapter members residing in a contiguous Chapter area may form a group, subject to Chapter and Club approval of group bylaws. A group shall elect its own executive committee by secret written ballot provided to all group members.
- 6.2 **Sections.** With ExCom approval, Chapter members interested in special activities consistent with Club purposes, or other appropriate subsets of Chapter members, may form sections, subject to approval of section operating procedures. Because section membership is optional, sections may assess dues and also charge for activities, as permitted by the Chapter ExCom.
- 6.3 **Reports.** Each group and section shall submit an annual report of its activities to the Chapter ExCom.



6.4 **Suspension and Dissolution.** By 2/3 vote the Chapter ExCom members present at a regular or special meeting may suspend or dissolve a group or section, if, in the judgment of the ExCom, such action is in the best interest of the Club. Such action shall not affect the standing of the individual members as members of the Club or Chapter. Suspension or dissolution shall only take place after written specification of the grounds for the proposed action are furnished to the members of the group or section affected and to the Board or its designees. At the same ExCom meeting, Chapter members shall have an opportunity to comment on the proposed action.

Upon dissolution, all remaining assets of the dissolved group or section shall revert to the Chapter.

As an alternative to dissolution, the Chapter ExCom may require new elections to be held for group or section office.

### Bylaw 7. Finances

7.1 **Receiving & Expending Funds.** The Chapter may receive funds from Club entities and may receive contributions directly. The Chapter may not assess or collect dues from its members, or charge additional fees for Chapter publications distributed to all Chapter members. Expenditures shall be consistent with all rules, policies and directives of the Board and its designees.

7.2 **Fundraising and Fees for Outings and Activities.** Consistent with rules, policies and directives of the Board or its designees, the Chapter may conduct fundraising and other activities, including outings, that require members and others to pay a fee to participate.

Such fees may include both direct and indirect costs and provide for operating reserves. Announcements of fundraising events shall indicate the intended use of the proceeds.

7.3 **Authority Over Deposited Funds.** The ExCom shall have authority over all funds deposited in accounts in the name of the Chapter and its entities. Every bank, savings, or investment account must have on the signature list for that account at least two signatures, including the signature of a Chapter ExCom officer, generally the Treasurer or Chair.

7.4 **Requirement to Deposit.** Unless otherwise specified by the ExCom or the Board or its designees, all monies received by Chapter entities shall be deposited promptly in an account bearing the name of the entity, the Chapter, and of the Sierra Club.

7.5 **Delegation of Authority.** The ExCom may delegate financial authority to Chapter entities. The Chapter shall retain responsibility and control. Chapter entities must provide satisfactory accounting at least quarterly to the Chapter Treasurer, including all reports required to satisfy Club requirements and applicable laws.

7.6 **Prohibitions.** The Chapter and its entities may not borrow money, own real estate, or contribute from its general funds to political campaigns, candidates, or their parties.

7.7 **Fiscal Year.** The fiscal year of the Chapter shall coincide with that of the Club.

7.8 **Books and Reports.** The Chapter Treasurer shall keep proper books of account, and shall

report balances, revenues, and expenses of the Chapter and its entities to the ExCom at least quarterly, and to the Club Treasurer or designee at the end of the fiscal year. The Chapter Treasurer shall either file, or provide the Club Treasurer with timely information and funds required to file, all reports and returns required to satisfy Club requirements and applicable laws.

- 7.9 **Review.** As soon as practicable after the close of the fiscal year, the ExCom shall cause a review to be made of the books, including those of all Chapter entities. The results of the review shall be submitted to the ExCom for their approval.

### **Bylaw 8. Construction and Amendment**

- 8.1 **Interpretation of Bylaws.** All questions as to the construction or meaning of these Bylaws are first to be referred to the Chapter ExCom for decision. Appeals from such decisions may be taken to the appropriate level, as established by rules of the Board of Directors. The decision of the highest of these entities that chooses to act shall be final. All procedures not prescribed by the Bylaws and Standing Rules of the Club, these Bylaws, or the Standing Rules of the Chapter, shall be governed by the current edition of Robert's Rules of Order, newly revised.

- 8.2 **Amendment.** These Bylaws are fundamental and shall not be added to, amended or repealed except by a two-thirds vote of the Chapter ExCom and a two-thirds vote of all mail ballots cast in an Annual Election. After proposed bylaw changes have been approved by the Chapter ExCom, and before they are submitted to a vote of Chapter members, they shall be submitted to the Board or its designees for review and approval.

If an amendment expands the size of the ExCom, but the annual election was held for fewer members, the ExCom may appoint members or hold a special election to fill the new positions. If the amendment reduces the size of the ExCom, the elected members receiving the most votes shall serve.

Approval by vote of the members is not required for amendments needed to keep these Bylaws consistent with changes in the Club Bylaws, directives of the Board or its designees, or to correct inconsequential errors or omissions. Such amendments shall require only a majority vote of the ExCom.

A current copy of these Bylaws shall be filed at the principal office of the Sierra Club.

- 8.3 **Signatures and Effective Date.** These bylaws and any amended versions shall be signed and dated by officers acting on behalf of the ExCom and by the national entity designated to approve bylaws. These bylaws as amended shall take effect when the signed copy is filed at the principal office of the Sierra Club. A copy of the signature page shall be returned to the Chapter, and shall be attached to all reproduced copies.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

Amendments passed between January 2018 and October 2018 have been added to this document.

Definition: Standing Rules are primarily parliamentary rules below the level of the bylaws. Standing Rules can be changed at any time by a majority vote of the Executive Committee (ExCom).

## SR 1. MEMBERSHIP LIST

The Chapter's membership list can only be provided to another organization with the approval of the Chapter ExCom. A member must be present for the preparation of the mailing to assure that mailing labels or the list is not duplicated by another organization, pursuant to Sierra Club rules, if it is not handled by a mailing house.

## SR 2. REPRESENTING SIERRA CLUB

Copies of all communications by a member as a representative of the Chapter, except thank you letters, shall be sent to the Chair and the Conservation Chair, (or their delegates) if a conservation matter. (See also Bylaw 3.2)

## SR 3. ANNOUNCEMENTS/DISPLAYS AT MEETINGS

Announcements or materials which anyone wishes to display which do not directly relate to Sierra Club activities shall be approved prior to the scheduled meeting by the Chair and the Conservation Chair, if a conservation matter.

## SR 4. EXECUTIVE COMMITTEE MEETINGS

### 4.1. MEETING TIME, LOCATION, FEES & LIABILITY WAIVERS (Jan. 28, 2018)

4.1.1. Chapter ExCom meetings will be held, unless otherwise agreed, in January, April, July and October. Group Chairs shall report the location and date of any meetings which a group is responsible for one year in advance of said meeting. Groups are responsible for meeting locations on a schedule found in the Chapter Meeting Schedule Master Document. The January meeting shall be held at a central location which is near to interstate access. Meeting facilities are to be accessible to persons with disabilities. (See National SR 4-2-4)

4.1.2. The meeting time and location shall be published by the host Group in the Chapter newsletter and on the Chapter webpage along with the deadline for submission of agenda items. Such notice shall, when possible, also include an emergency contact phone for the meeting location.

4.1.3. Fees for lodging (including camping) shall include both nights and shall not be prorated if an attendee does not attend both nights. However, meals may be prorated. The ExCom may establish scholarships or discounts for students, first time attendees or other classes of attendees. Early bird discounts may be set for registrants before a given date. A day registration fee may be established for attendees not taking meals or using lodging or camping. There will be no charge for children 15 years and younger.

4.1.4. Groups are responsible for securing meeting locations using the schedule found in the Chapter Meeting Schedule Master Document. The Communications Chair shall be responsible for maintaining this document with at least two years forward being maintained.

4.1.5. Chapter meeting notification will be published both in the chapter newsletter and posted to the chapter website using the schedule detailed in the Chapter Meeting Schedule Master Document. Notification includes meeting date and location as well the deadline for submission of agenda items.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

The meeting host Group is required to ensure that attendees sign the current Sierra Club nationally-approved liability waiver form. Youth under the age of eighteen (18) attending without a parent or legal guardian must arrive at the meeting with a signed currently approved liability form and medical authorization form. Host Group will be responsible for the following: providing the current form for attendee to sign upon arrival, prominently posting approved signs reminding attendees of need to sign the waiver immediately upon arrival, having waiver forms available from 4 PM Friday thru 2 PM on Sunday, confirming that youth without parent or legal guardian arrive with signed waivers, delivering all signed waiver forms to the Chapter Secretary at the end of the meeting. Chapter Secretary will retain forms in accordance with Sierra Club national requirements, currently seven (7) years. Any adult not signing the waiver or youth arriving without their signed waivers will not be allowed to attend the meeting. (Jan. 28, 2018)

4.1.6. Early notification of the chapter meeting dates allows members to plan attendance. To support this notification, each chapter meeting will receive the following newsletter publicity: One issue prior to meeting date – complete meeting information including date, location, hikes description, if available, and complete registration information. Two and three issues prior to meeting date - meeting information including date, location, hikes description, if available.

4.1.7. Communication of the chapter quarterly meetings is very important and will be presented in the bottom half of the front page of each issue of the newsletter. The upcoming chapter meeting will receive three quarters of the bottom half page with the subsequent chapter meeting receiving one quarter of the bottom half page.

4.1.8. The Communications Chair shall be responsible of insuring both the receipt of the information from the hosting group and the proper location on the front page with the newsletter editor. This schedule will also be used for posting meeting information to the chapter web page.

## 4.2. AGENDA

4.2.1. Agenda items shall be submitted to the Chair at least seven (7) days before the meeting. Background materials shall be posted to the Chapter ExCom list serve by the party placing the item on the agenda at least seven (7) days prior to the meeting. Agenda items which will be voted upon and which are related to Sierra Club policy shall be posted at least (7) days before the meeting.

4.2.2. The tentative agenda shall be distributed to the ExCom at least seven (7) days before the meeting.

4.2.3. No votes may be taken after 11 a.m. on the day of the ExCom meeting unless notice is given before 11 a.m. that such a vote is necessary.

## 4.3. MINUTES

Creating and maintaining written meeting minutes are requirements of the National Sierra Club. With the goal of providing timely information regarding their decisions to membership, the Tennessee Chapter ExCom and each of its groups will publish minutes as follows.

4.3.1 A TENNESSEE-MINUTES list serve will be created to facilitate the ease of distribution of Chapter and Group minutes to ExCom members on a timely basis. All Chapter and Group ExCom members subscribed to the [TENNESSEE-EXCOM-VIRTUAL-MEETING](#), [TENNESSEE-CHEROKEE-EXCOM](#), [TENNESSEE-CHICKASAW-EXCOM](#), [TENNESSEE-HBG-EXCOM](#), [TENNESSEE-MTG-EXCOM](#), and [TENNESSEE-WATAUGA-EXCOM](#) will be subscribed to the TENNESSEE-MINUTES list.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

4.3.2 It is the responsibility of the Chapter secretary and each Group secretary to post “draft” minutes to the TENNESSEE-MINUTES LIST serve within seven (7) calendar days of that body’s ExCom meeting. Minutes will be marked “Draft Minutes – (Chapter/Group)” in the subject line. Action items will be marked as such, and include the owner and due date.

4.3.3 Additions and corrections are due from that body’s ExCom members directly to their secretary within seven (7) calendar days from the draft minutes posting date. Corrections will be sent directly to the body’s secretary’s personal email address, not via list serve.

4.3.4 Revised, not approved minutes will be posted to that body’s ExCom list serve within seven (7) days of the corrections due date and noted as “Revised Not Approved” in the subject line.

4.3.5 Each body’s secretary will provide a revised minutes document at their next meeting for approval.

4.3.6 Following approval by the body, that secretary will post the body’s approved minutes to the TENNESSEE-MINUTES LIST serve within seven (7) business days. Minutes will be marked “Approved Minutes – (Chapter/Group)” in the subject line.

4.3.7 Both Chapter and Group minutes will include the following:

- Chapter or Group name
- Meeting Date
- Meeting location
- Start time/ end time
- ExCom members present
- Quorum- yes/no
- Others present
- Minutes approved/ amended and approved
- Items voted on
- Action items indicating owner and due date
- Vote outcome with totals-ayes/nays/abstentions

## 4.4. PRESENTATIONS TO THE EXECUTIVE COMMITTEE

4.4.1. PRESENTATIONS BY NON-EXCOM MEMBERS: Anyone wishing to make a presentation to the ExCom shall advise the Chair of their request and what action they desire the ExCom to take. The presentation shall be limited to ten (10) minutes. Anyone present who is not a Sierra Club member shall be asked to leave before the ExCom discusses the issue and takes a vote. Prior to the meeting, the Chair shall notify all the ExCom members who have a particular interest in the issue to be discussed and provide the phone number(s) of the party who wishes to appear so that ExCom members may consult with that party.

4.4.2. TIMEKEEPER: A timekeeper shall be appointed by the ExCom. The timekeeper shall provide verbal notice when the designated time has elapsed for each agenda item.

4.4.3. COPIES: A sufficient number of copies will be provided so that every delegate may have his/her own copy if the matter relates to a complex motion or if background materials are needed. If the report has been distributed in advance by e-mail, three (3) copies, one for the Chair, one for the Secretary, and one to circulate, will be sufficient.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

4.4.4 KEEPING ORDER: The ExCom cannot conduct business or achieve its mission in chaos. The sergeant at arms maintains order and enforces standards for proper behavior and security for the event. With a courteous demeanor, the sergeant at arms calls for quiet and for attendees at meetings to be seated when needed. For those who disrupt proceedings, the sergeant at arms may escort the person out of the meeting.

4.4.5 PREPARING FOR THE MEETING: The sergeant at arms must have the ExCom ready to conduct business. Meeting preparation includes supervising setting up the meeting space, as well as having all handouts in place prior to the scheduled meeting time.

4.4.6 AMBASSADOR: An organization can gain members through a knowledgeable and welcoming sergeant at arms. Before the ExCom meeting, the sergeant at arms greets visitors and invites them to join the meeting.

## 4.5. DISTRIBUTION OF BYLAWS AND STANDING RULES

The Secretary shall distribute a printed copy of the Tennessee Chapter's Bylaws and Standing Rules as soon as possible after the election to all new ExCom members, and to continuing members if there have been changes. When Standing Rules are amended during the year, the Secretary shall make those items a separate page for the minutes so it can be attached to the Standing Rules. The Standing Rules distributed at the beginning of the year shall incorporate all changes. A summary of Robert's Rules of Order shall be included with the Chapter Bylaws and Standing Rules.

## 4.6 POLICIES

The policies of the national Sierra Club can be found at <http://www.sierraclub.org/policy/conservation/>. The Conservation Chair shall provide a printed copy of relevant policies to any member requesting one. The Chapter may adopt policies relative to specific issue within the Chapter's territory, so long as they are consistent with national policies. (See also the national policy on Policies, <http://mitchell.sierraclub.org/leaders>)

4.6.1 GROUND RULES FOR MEETINGS: The following ground rules were adopted April 16, 2011.

1. Be prepared. Do your homework.
2. Speak only when recognized by the facilitator. Stand to speak.
3. Do not interrupt each other.
4. Respect differences
5. No personal attacks. Address the issue, not the person.
6. There are no stupid ideas or questions.
7. Everyone has equal opportunity to speak.
8. Don't ramble. Keep comments short and on topic.
9. Everyone is expected to participate.
10. Discussions will stay on topic and follow the agenda.
11. Limit side conversations and other distracting activities.
12. Everyone is responsible for the success of the meeting.
13. Once a vote is taken, everyone supports it.

## 4.6.2 TENNESSEE CHAPTER GROUP DELEGATE AND ALTERNATE DELEGATE

As a means of supporting and furthering the Sierra One Club philosophy while enhancing and facilitating the communication, understanding and participation of the Groups of the Tennessee Chapter with the Tennessee Chapter Executive Committee (ExCom) as well as the workings of the Tennessee Chapter and

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

its various committees, the following Group Delegate and Group Alternate Delegate expectations are established.

Each Group will elect or appoint one Group Delegate and one Group Alternate Delegate to the Chapter ExCom to serve a term of one year starting with the winter Chapter ExCom meeting. The Chapter requires current group leadership information to be entered into the national Sierra Club database before group delegates can be seated on the Chapter ExCom at the January Chapter meeting. To insure this requirement is met prior to the meeting, the Chapter Communication Chair will send a reminder to group chairs and post to the ExCom list serve. This communication will be sent two (2) weeks prior to the meeting and will include instructions on where and how to enter the data.

Responsibilities for both Group Delegate and Group Alternate Delegate include:

1. Attend the quarterly Chapter meetings.
2. Be familiar with the Chapter ExCom business and conservation initiatives.
3. Communicate the Chapter ExCom business and conservation initiatives to the Group ExCom.
4. Group Delegate will represent the Group as a voting ExCom member at the Chapter ExCom meetings.
5. Group Alternate Delegate will represent the Group as a voting ExCom member at the Chapter ExCom meeting when the Group Delegate is not in attendance.

Both Group Delegate and Group Alternate Delegate are important links between the Chapter and the Group. Continuity of attendance results in valuable representation for the Group to the Chapter and the Chapter for the Group. Given the importance of the Sierra One Club philosophy, it is the expectation of the Tennessee Chapter ExCom that the Group Delegate and the Group Alternate Delegate make the commitment to serve the entire year when accepting these positions.

Becoming a Group Delegate or Group Alternate Delegate is a commitment to the advancement of the relationship between the Group and the Tennessee Chapter. Given the importance of uninterrupted attendance, these positions will only be replaced within the calendar year when the Group Delegate or Group Alternate Delegate moves to another state or Group geographic area, ceases to be a Sierra Club member, or experiences long term health issues preventing attendance at multiple Chapter ExCom meetings. Replacing a Group Delegate or Group Alternate Delegate during the calendar year shall be subject to approval Tennessee Chapter ExCom.

The Group Alternate Delegate will be a non-voting position unless the Group Delegate is absent. Absence of the Group Alternate Delegate does not affect the voting privileges of the Group Delegate when Group Delegate is in attendance.

In the case that both the Group Delegate and the Group Alternate Delegate do not attend a Chapter ExCom meeting, that Group will have no representation at that meeting.

Group Alternate Delegates are not eligible to vote in any electronic ExCom vote.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

Both the Group Delegate and the Group Alternate Delegate will be added to the appropriate Tennessee Chapter list serves.

## SR 5. E-MAIL VOTING PROCEDURES

### 5.1. GENERAL RULES/PROCEDURES FOR VOTING

5.1.1. The use of "Chair" hereafter is defined as the "Chair or designee." The Chapter Chair will act as moderator. Only the Chair may post a motion for discussion or call for a vote.

5.1.2. The ExCom will conduct formal business via e-mail only when the Chair determines that a matter cannot wait until the next regular meeting for action or when acting before the next formal meeting offers a significant advantage.

5.1.3. E-mail voting shall not be used for certain classes of decisions, including election of Chapter officers, expenditures over \$1,500.00, or policies.

5.1.4. The majority of the total ExCom membership shall constitute a quorum for the purposes of voting by e-mail except where the Bylaws require a certain number of votes, such as political endorsements, which require a 2/3 vote.

5.1.5. All ExCom members are considered present unless they have notified the Chair of their absence via the ExCom list serve or direct communication prior to the time that the vote is initiated.

5.1.6. Robert's Rules of Order will apply to all e-mail discussion and voting with the exception that more than one motion may be "on the floor" simultaneously.

5.1.7. Specified terminology will be utilized to present a motion and call to vote. The terms will alert the ExCom that specific activities are occurring and action will be required. The terms are "MOTION," "DISCUSSION," and "VOTE."

### 5.2. MOTIONS

5.2.1. A member of the ExCom who wishes to bring a motion before the ExCom shall secure a second (preferably from another Group) and send the proposal to the Chair ONLY. The term "MOTION" shall NOT be used at this stage. Only the Chair may put a motion before the ExCom. The Chair shall present the motion to the ExCom within five (5) days of receipt.

5.2.2. The Chair shall use the term "MOTION" to announce that a motion is being put before the ExCom. "MOTION" will be the first word in the e-mail subject line with a short description of the topic to be assigned by the Chair. The assigned description will follow the motion through the voting process.

5.2.3. The Chair reserves the right to "perfect" a motion before placing it before the ExCom. Once put before the ExCom, the motion becomes the property of the ExCom, not the maker or sender. The Chair shall post the motion and any supporting documentation or background information to the ExCom list serve. The Chair may request additional documentation or background information from the moving party.

5.2.4. The Chair shall notify non-e-mail ExCom members of the motion via phone or fax.

5.2.5. Comments should not be made before the Chair has opened the floor up for discussion.

### 5.3. DISCUSSION

5.3.1. Once posted, the chair will open the motion for "DISCUSSION." This will be signified by sending an e-mail with "DISCUSSION" as the first word in the e-mail subject line followed by the same short topic description.

5.3.2. Included in the e-mail to open the motion for discussion will be the date and time that the discussion period will end and voting will begin. A week should be allowed if time permits.

5.3.3. Voting on the motion cannot occur during the comment period.

5.3.4. All discussions or amendments to the motion must be presented with "DISCUSSION" and the assigned topic in the subject line to prevent confusion between active motions.



# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

5.3.5. Amendments, once stated by the Chair, become the topic for discussion until resolved. The ensuing discussion and vote will be on the motion as amended.

5.3.6. The Chair will attempt to ensure that all subscribers with a special interest in a topic under discussion (e.g., may include committee chairs or legal advisors) have the opportunity to participate in the discussion.

## 5.4. VOTING

5.4.1. The Chair may close the discussion at any point before the designated end if the Chair determines that the discussion has wound down, the results seem clear or that no new facts or opinions have been recently posted.

5.4.2. If two members object to the Chair's closing of the discussion, the Chair must reopen the discussion or put the closing to the ExCom. When put before the ExCom, a 2/3 affirmative vote will close the discussion.

5.4.3. Voting shall occur only after the Chair formally calls for a "VOTE." This will be designated by the word "VOTE" in the e-mail subject line followed by the topic description.

5.4.4. Included in the e-mail calling for a vote will be the date and time that the voting will end and the votes will be tallied. A week should be allowed if time permits.

5.4.5. Only one motion can be submitted within a proposal for vote although multiple motions can be out for voting at the same time.

5.4.6. ExCom members shall submit their vote to the Chair by ExCom list serve, private e-mail, or phone call.

5.4.7. Messages containing votes should have "VOTE" and the topic in the subject line, and contain only a "Yes" or "No" vote in the body of the message; no discussion is allowed.

5.4.8. The vote of each member shall be recorded as Yes, No, Abstain, Not Voting (did not respond to e-mail vote), Not Present (notified Chair of absence).

5.4.9. E-mail votes shall be presented at the next regularly scheduled ExCom meeting, read into the minutes, and be accompanied by a paper copy for the Secretary.

## 5.5. ENDING THE VOTING PROCESS/APPEALS

5.5.1 Any member of the ExCom may end the voting by contacting the Chair and expressing their concerns as to why the issues should be discussed in a plenary session. The Chair shall ensure the objection is not being raised because of misunderstanding or misinterpretation of the motion.

5.5.2. If the objection is valid, the Chair will post a message to the list to end the vote.

5.5.3. If one disagrees with a ruling of the chair, one may "APPEAL" that ruling. An appeal, if seconded, will be put to vote immediately.

## SR 6. LISTSERVES AND E-MAIL

### 6.1. CHAPTER LISTSERVES

6.1.1. Three list serves are established for Chapter use. The Listmaster is the moderator of the lists and may curtail the activities of subscribers who do not follow Chapter guidelines.

6.1.2. The TENNESSEE-EXCOM-VIRTUAL-MEETING list serve is intended for strictly Chapter ExCom business. At Large ExCom delegates, Group Delegates, Group Alternate Delegates, Chapter Secretary and Chapter Treasurer are subscribed to TENNESSEE-EXCOM-VIRTUAL-MEETING. All

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

TENNESSEE-EXCOM-VIRTUAL-MEETING subscribers are also subscribed to TENNESSEE-CHAPTER-LEADERS and TENNESSEE-NEWS.

6.1.3. The TENNESSEE-CHAPTER LEADERS list serve is intended for things to think about and discuss by TN Chapter ExCom, Chapter Conservation Committee Chairs, Chapter Committee Chairs, and TN Chapter employees. Chapter ExCom business is prohibited. All TENNESSEE-CHAPTER-LEADERS subscribers are also TENNESSEE-NEWS.

6.1.3. The TENNESSEE-CHAPTER LEADERS list serve is intended for things to think about and discuss by TN Chapter ExCom, Chapter Conservation Committee Chairs, Chapter Administrative Committee Chairs, Group ExCom, Group Conservation Committee Officers, Local Conservation Committee Officers, and TN Chapter employees. Former Chapter committee chairs may remain on the list if they desire and request to remain. Chapter ExCom business is prohibited. All TENNESSEE-CHAPTER-LEADERS subscribers are also TENNESSEE-NEWS. (Aug. 5, 2018)

6.1.4. The TENNESSEE-NEWS list serve is intended for general interest conservation related topics, posting of action alerts, scheduled events, and news items of interest. Any Tennessee Chapter member may subscribe to TENNESSEE-NEWS.

6.1.5. The Communication Committee Chair shall be responsible for updating the TENNESSEE-EXCOM-VIRTUAL-MEETING MEETING and TENNESSEE-CHAPTER-LEADERS list serves. Maintenance will follow the January chapter meeting, and include addition of Excom members newly elected as well as the removal of those no longer continuing in their previous capacity. Maintenance will be completed within fourteen days of the January chapter meeting.

6.1.6. The Communication Committee Chair shall be responsible for updating the TN NEWS LIST SERVE. At the end of January each year, a review of the members subscribed will be reviewed to confirm that members are listed in HELEN. List serve members not in HELEN will be removed. List serve members whose membership has expired will be communicated to the membership chair.

## 6.2. USE OF LIST SERVES AND E-MAIL

6.2.1. E-mail should be posted to TENNESSEE-CHAPTER-LEADERS list for the distribution of pre-meeting materials such as the agenda, minutes, proposals, committee reports, etc. Paper copies of these materials shall be provided at regularly scheduled meetings: a sufficient number of the first three for all attendees; for reports, three (3) copies will suffice: one for the Chair, one for the Secretary, and one to circulate.

6.2.2. The TENNESSEE-CHAPTER-LEADERS list serve should be used for preliminary discussions of issues to potentially shorten discussion times at regularly scheduled ExCom meetings. A hard copy of these discussions shall be made available to ExCom non-email users at the meeting. This copy will be provided by the Secretary.

6.2.3. A message posted to TENNESSEE-NEWS should not be double posted to TENNESSEE-EXCOM-VIRTUAL-MEETING and TENNESSEE-CHAPTER-LEADERS as subscribers to both lists are subscribed to the TENNESSEE-NEWS list. See 6.1.2. above.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

6.2.4. Subscribers should exercise care to ensure that a message they intended for one person is not inadvertently sent to the entire list serve by making a hasty reply.

6.2.5. Subscribers shall apply the same rules of courtesy on e-mail as they would in a meeting, and refrain from any personal or derogatory remarks.

6.2.6 SIERRA CLUB "ALIAS" E-MAIL ADDRESS: Group Chairs and Committee Chairs desiring a Sierra Club "Alias" e-mail address shall submit the names, e-mail addresses and position to the Chapter Communications Chair. The Communications Chair shall submit the person's name to the Webmaster for the assignment of an "alias" e-mail address. The format shall be first name, last name@sierraclub.org. The Helen data base shall reflect the office/committee chair. At the end of January each year, a review of the "alias" email members subscribed will be reviewed to be confirmed or removed.

## SR 7. CHAPTER ELECTIONS

### 7.1 TIME LINES

An addendum to the Standing Rules (Addendum A) shall be revised each year to facilitate the election process by providing the dates and deadlines for each step of the procedure.

### 7.2 NOMINATION COMMITTEE CHAIR

7.2.1 Nomination Committee (NomCom) Chair - nominees for this position shall be explored during an ExCom discussion on the agenda at the 4th quarter meeting each year as guaranteed by action of the Chapter Chair and Vice Chair in setting the agenda. If the current ExCom's Chair does not appoint a NomCom Chair, who is confirmed by majority vote of the ExCom [to begin serving immediately since the current year's NomCom concludes its work by finalizing the ballot in September], then the Chapter Chair and Vice Chair are required to offer an appointment in November, to be pursued by eDiscussion until an appointment for NomCom is confirmed by an ExCom eVote. Once the next NomCom Chair is confirmed, they are then immediately charged with building a nominating committee and directly working with Chapter leaders to begin identifying and nurturing [as needed] potential candidates for the ensuing calendar year's election, giving explicit consideration to the SC Ladder of Engagement and the Chapter's Succession Planning Matrix, which are developed and maintained by Chapter leaders and kept by the Chapter Secretary. Chapter leaders, including committee chairs, should immediately contact all candidates who do not win a seat in the election to discuss their current position in the SC Ladder of Engagement and the Chapter's Succession Planning Matrix with an intention to enhance their involvement with Chapter activities and enhance their candidate viability in the next election cycle.

### 7.3. NOMINATING COMMITTEE

The Nominating Committee (NomCom) shall actively solicit names for consideration as nominees to be delegates selected by all members of the Chapter (hereafter referred to as At-Large candidates) from all chapter units and Chapter leaders early in the nominating process. At appropriate times the NomCom shall prepare and have distributed to the Chapter and Group Chairs and newsletter editor(s) memos in which the following matters are discussed:

7.3.1. The nature of the nominating process and the criteria used.

7.3.2. The availability of the petition process.

7.3.3. Deadlines for nominations and petitions.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

7.3.4. A copy of this Standing Rule (including Addendum A) and the relevant sections from the Bylaws.

7.3.5. A plea for orderly process in elections, asking that members vote the candidates that in their opinion would best serve the overall interests of the Club and its members.

## 7.4. NOMINATIONS

7.4.1. Any Chapter member may submit nominations for At-Large candidates to the NomCom. A nominee should be a member in good standing who is willing to serve and who has given permission for his/her name to be submitted for consideration by the NomCom.

7.4.2. A member in good standing who is willing to serve may nominate him/herself as an At-Large candidate by contacting the NomCom and requesting that he/she be considered.

7.4.3. A written statement of nomination for each candidate shall be submitted to the NomCom by the specified deadline.

7.4.4. No second is required for consideration by the NomCom.

## 7.5. NOMINEES

7.5.1. All potential nominees will be asked to submit qualification information to the NomCom. The NomCom may develop a questionnaire to evaluate the candidates. The NomCom will then select the final list of nominees.

7.5.2. The NomCom will set and make known to all candidates rules for the publication of biographical information and candidate statements to be mailed with the ballots. Anyone who is considered as a potential nominee and who is not selected by the NomCom shall be informed at least four (4) weeks before the deadline for receipt of candidate petitions. The NomCom will prepare the biographical information and candidate statements to be mailed with the ballots.

## 7.6. CLOSED MEETINGS

The NomCom meetings shall be closed and all proceedings shall be confidential, except necessary reports to the ExCom. Members of the committee are to act independently of any Group of which they are a member.

## 7.7. PETITION CANDIDATES

7.7.1. Pursuant to Bylaw 4, a candidate may qualify by petition. Each signature of a petition nominating an At-Large candidate shall be accompanied by the date of signing and either the membership number or address of the signer.

7.7.2. A separate petition shall be submitted for each person to be nominated. Petitions must be signed within eleven (11) months of the election. Signed petitions shall be submitted to the Chair of the NomCom by 5 p.m. on the date set for the close of nominations and shall be accompanied by a statement from the nominated member consenting to the nomination and the member's address, phone number, and membership number.

7.7.3. Circulators of the petitions are requested to inform the NomCom Chair of the proposed nominee before or at the time, they begin to circulate the petitions, so they can be kept informed of the proper procedures and timing.

## 7.8. CANDIDATE PROMOTION PROCEDURES

7.8.1. In conformance with California law, At-Large candidates shall be provided reasonable opportunity to promote their own candidacy and solicit votes pursuant to the following.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

7.8.2. A statement from each nominee shall be distributed with the ballot mailed to each member. The NomCom shall set the date by which statements must be received in order to be included with the ballot. The NomCom shall review the statement from each nominee for accuracy; however, no change in a statement shall be made without the nominee's specific consent. If the nominee refuses to remove significant errors from his or her statement, the Chair of the NomCom shall cause a correction to be printed and included with the information about the nominees. The statement shall indicate whether the nominee was nominated through a petition or the NomCom's recommendation.

7.8.3. Without authorization by the ExCom, no additional Club funds, including Chapter or Group funds, shall be expended to support an At-Large candidate. Promotional materials beyond the ballot statements may be provided at cost in accordance with the policies that apply to all other uses of the Club's membership lists. No Sierra Club publication, including Chapter and Group newsletters shall accept or carry advertising relating to the candidacy of any nominee.

7.8.4. Chapter Groups may and are encouraged to give publicity to elections on an impartial basis, but shall not endorse or promote individual candidates. All candidates shall have equal access to newsletters and all other Club mailings. If any Group distributes information regarding any person's candidacy, it shall make available and offer in writing, to each other candidate the same amount of space with equal prominence in or with the same material to be used for a purpose reasonably related to the election.

7.8.5. Articles by or about individual candidates shall not be published in the Chapter or Group newsletter prior to an election, unless it relates to the ordinary performance of the duties of the candidate as a club officer (e.g., the Chair's column or other regular columns and articles if not used as a campaign opportunity). Such exceptions must be restricted to the topic(s) required to fulfill the official duties and every attempt shall be made to avoid connecting the article or byline with the person's candidacy.

## 7.9. FORM OF THE BALLOT

The Election Committee shall ensure that the ballot is suitable for single and joint membership voting. The instructions on the ballot shall state:

7.9.1. Ballots should be mailed according to the instructions printed on the ballot.

7.9.2. The ballot must be returned by the specified deadline.

7.9.3. The member's name and address and membership number must appear on the outside envelope.

7.9.4. The proper way to indicate the ballot is for either a single or a joint membership.

7.9.5. The voter shall place his/her ballot in an inner envelope to ensure privacy.

The inner envelope shall be marked "Ballot."

7.9.6. The ballot may be cut out, photocopied or printed from the web page.

## 7.10. COUNTING BALLOTS

The Election Committee shall retrieve the ballots from the designated mailing address at the end of the voting period. A ballot may be delivered personally to an Election Committee member during the voting period, and the member who receives it shall initial and date the envelope and ensure that the ballot is included in the vote count. The Election Committee shall:

7.10.1. Ensure that only ballots received by the voting deadline are counted in the election.

7.10.2. Determine that each ballot received is from a member in good standing as of the date and time of vote closing.

7.10.3. Count the ballots in such a manner that they can verify that a single ballot was not counted as a joint ballot and vice versa.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

7.10.4. Ensure that notice of the time and place that the ballots will be counted is given to all candidates unless the Election Committee has received a written waiver of the requirement. The time and location of the counting will be sent by the Election Committee Chair to the Chair of the Tennessee Chapter at least 2 weeks before the date of the counting. Every effort will be made to schedule the counting on a Saturday but is up to the Election Committee. When choosing the location, the Election Committee will attempt to find a location that affords the observers to easily see the progress of the counting. (Aug. 5, 2018)

## 7.10.5. RESERVED

7.10.5. The Election Committee shall welcome all Chapter members who want to observe the counting of votes. Observers are there to watch the counting of the votes, take notes, and help protect the democratic process. A member from each Group is encouraged to be present. Observers will conduct themselves in the following manner: not to interrupt the counters either verbally or physically, cannot touch any of the ballots or envelopes, will leave the appropriate physical space between themselves and the counters, respect the process established by the Election Committee Chair. Anyone violating these standards of conduct will be asked to leave. It is very important that our elections are free from bias and impropriety. (Aug. 5, 2018)

7.10.6. All ballots received will be retained and brought to the January chapter meeting. Any election irregularities will be addressed by the Excom at that meeting.

*7.10.6. Once the counting process is completed for Chapter At-Large and Group Executive Committee:*

*7.10.6.a. The Election Committee shall email the Chair of the Tennessee Chapter the results within 48 hours. The results will include the # of votes for each candidate for each race.*

*7.10.6.b. The election Committee shall email the Chair of the Tennessee Chapter within 1 week of the ballot counting the following information: # of ballots received for each election, # of ballots accepted for each election, # of ballots rejected by reason for each rejection. (Aug. 5, 2018)*

7.10.6. Once the counting process is completed for Chapter At-Large and Group Executive Committee, the Election Committee shall email the candidates, the ExCom members, and other interested parties within 1 week of the ballot counting. The email will include the following information: # of votes for each candidate for each race, # of ballots received for each election, # of ballots accepted for each election, # of ballots rejected by reason for each rejection. (Oct. 21, 2018)

7.10.7. Ballots will be destroyed at the close of the January chapter meeting unless any irregularities have not been resolved, in which case they will be retained until resolution has been achieved.

7.10.7. All ballots received will be retained and brought to the January chapter meeting. Any election irregularities or challenges will be addressed by the ExCom at that meeting. (Aug. 5, 2018)

7.10.8. The offices of Chair, Vice-Chair, Secretary, Treasurer, Council of Club Leaders, Conservation Chair, Vice-Conservation Chair and At-large Delegate shall be by secret ballot when there is more than one candidate for the position.

7.10.8. If so directed by the Chapter ExCom, ballots will be destroyed at the close of the January chapter meeting unless any irregularities or challenges have not been resolved, in which case they will be retained until resolution has been achieved.

7.10.9. The offices of Chair, Vice-Chair, Secretary, Treasurer, Council of Club Leaders, Conservation Chair, Vice-Conservation Chair and At-large Delegate shall be by secret ballot when there is more than one candidate for the position. (Aug. 5, 2018)

## SR 8. EMPLOYEES NOT ELIGIBLE TO SERVE ON EXCOM

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

8.1. Sierra Club employees are ineligible to serve as At-Large or Group delegates to the ExCom. Former employees shall remain ineligible for a period of two (2) years after their last day of employment. Former temporary employees who have worked for the Club for less than six (6) months in the previous two (2) years shall be eligible for nomination three (3) months after their last day of employment.8.2. Persons who are paid by the Club as independent contractors or consultants rather than as employees are not subject to this period of ineligibility, but may not continue the financial relationship with the Club after being nominated either by the NomCom or petition, or as a Group delegate.

## SR 9. GROUP CHAIRS NOT ELIGIBLE TO SERVE AS OFFICERS

9.1. Group Chairs may not serve as the following Chapter officers: Chair and Vice Chair.  
9.2. A Group Chair is eligible to be an At-Large delegate.

## SR 10. STANDING COMMITTEES

10.1.1 INACTIVE COMMITTEE DISSOLUTION: Tennessee Chapter Committees, both conservation and administrative, are sanctioned by the Chapter ExCom as provided in the Chapter By-laws, section 3.8.

10.1.2 The Tennessee Chapter is proud to empower its committees and their members but requires commensurate accountability to accompany that empowerment. This accountability includes each sanctioned committee providing timely information to the Chapter ExCom, both of its good works and any challenges that it has encountered, as well as an accounting of the use of any funding provided. The preferred method is by written report prior to each Chapter ExCom meeting.

10.1.3 Any committee not providing an update to the Chapter ExCom by either a written report or personal attendance at Chapter ExCom meetings for three (3) consecutive meetings will be dissolved as provided for in Chapter By-laws, section 3.8.

### 10.1. POLITICAL

The Chapter's political program shall include evaluating political issues and positions, planning and conducting the endorsement and support of candidates for public office, and developing and leading the efforts necessary for those processes. This program may include federal, state, and local government races as well as ballot initiatives, and shall be conducted in compliance with applicable law and the Club's political policy.

### 10.2. MEMBERSHIP

### 10.3 LEGISLATIVE

### 10.4. COMMUNICATIONS

### 10.5 LITIGATION

## SR 11. FINANCIAL ACCOUNTS

11.1.1 REIMBURSEMENT REQUESTS Written reimbursement requests stating the purpose and the amount shall be submitted to the Treasurer. Receipts are to be submitted with reimbursement requests unless the expenditure is under \$50.00. All reimbursement requests shall be submitted within thirty (30) days of the expenditure, bill or receipt, whichever occurs later. Requests will not be accepted after December 20 of any year.

# TENNESSEE CHAPTER SIERRA CLUB STANDING RULES

---

11.1.2 QUICKBOOKS ON-LINE ACCOUNT: The Group treasurers will be provided access to a QuickBooks on-line account and will be trained in the use of QuickBooks. A uniform chart of accounts shall be used by all Groups. This will facilitate the compilation of Group financial information for reporting to the Club.

11.1.3 PROCEDURES FOR FOUNDATION SPECIAL ACCOUNTS: Proponents of a Foundation Special Account should learn the Sierra National Foundation 401(c)3 set-up requirements and procedures.

11.1.4 The campaign plan, including mission, goals, budget, fund-raising plans, advocate members and/or partner alliances and pertinent information, should be submitted to:

- a. Chapter Chair
- b. Chapter Conservation Chair
- c. Fund Raising Committee
- d. Budget Committee
- e. The most closely associated Conservation Committee
- f. The geographically associated Group ExComs, if applicable.

11.1.5 After above approvals, supply a written motion to the Chapter ExCom for vote.

11.1.6 After ExCom approval, work with the Chapter Treasurer to submit to the Sierra Club Foundation the necessary documentation. The Treasurer may approve someone involved in the campaign to accept donations and forward donations to the Foundation earmarked for the special account.

## SR 12. AWARDS

- 12.1. The Sara Hines Award
- 12.2. The Mack Pritchard Award
- 12.3. The Unsung Hero Award
- 12.4. The Award of Appreciation

## SR 13. CONFLICT OF INTEREST (RESERVED)

This compilation of the Tennessee Chapter Sierra Club Standing Rules adopted and approved by the Chapter Executive Committee on January 31, 2016.

Standing rules passed between January 31, 2016 and January 20, 2018 have been added to this document.

Amendments passed between January 2018 and October 2018 have been added to this document.



## Tennessee Chapter Nomination Process

When	What	Reference Location	Due Date
October Chapter ExCom meeting	Nominees for following year's Nom Com Chair are discussed during ExCom meeting	Standing Rule 7.2.1	10/29/2017
Month of November	If no appointment made and confirmed at ExCom, Chapter Chair and Vice-Chair to offer an appointment in November to be confirmed by e-vote	Standing Rule 7.2.1	11/30/2017
Upon confirmation	1 - Nom Com Chair seeks committee members 2 - Begins working with Chapter leaders to identify and nurture candidates for the 2018 At Large Excom election	Standing Rule 7.2.1	1/28/2017
May/June issue	Call for nominations in Tennes-Sierran newsletter	-----	3/31/2017
May version	Call for nominations in Chapter E-Newsletter	-----	4/30/2017
By the specified deadline	- Any Chapter member may submit nominations for At-Large candidates to the Nom Com - A member in good standing who is willing to serve may nominate him/herself - Written statement of nomination for each candidate shall be submitted to the Nom Com by the nominating member	Standing Rule 7.4.1  Standing Rule 7.4.2  Standing Rule 7.4.3	7/1/2018
-----	Nom Com may develop a questionnaire to evaluate the candidates	Standing Rule 7.5.1	7/1/2018
-----	Nom Com receives questionnaires	-----	7/15/2018
-----	Nom Com will then select the final list of nominees	Standing Rule 7.5.1	8/1/2018
At least four (4) weeks before the deadline for receipt of candidate petitions	Potential nominee and who is not selected by the Nom Com shall be informed	Standing Rule 7.5.2	8/1/2018
At least two weeks before the deadline for submission of nomination petitions and five weeks before the scheduled mailing of the ballots	Report the nominees' names to the ExCom	Bylaws 4.2	8/15/2018
-----	Petition candidate deadline	-----	9/1/2018
-----	Request ballot statements from candidates	-----	9/1/2018
-----	Receive ballot statements from candidates	-----	9/15/2018
-----	Nom Com will prepare the biographical information and candidate statements to the mailed with the ballots	Standing Rule 7.5.2	9/30/2018
-----	November/December Tennes-Sierran hard cutoff	-----	9/30/2018
-----	Tennes-Sierran in the mail	-----	11/1/2018

# TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

## TABLE OF CONTENTS

Budget Committee Mission Statement.....	Page 2
Budget Committee Members.....	Page 2
Budget Committee Schedule.....	Page 3
Budget Requests .....	Page 6
TN Chapter Treasury Standing Rules.....	Page 8

## Budget Committee Mission Statement

While striving to create a balanced budget, provide responsible allocation and use of the TN Chapter's funds based on planned Conservation Campaigns, administrative expenditures, and other perceived needs.

## Budget Committee Members

### Ex officio (Default) Members

Chapter Treasurer (Budget Committee Chair)

Chapter Asst/Vice Treasurer (Budget Committee Vice-Chair)

Chapter Chair

Chapter Vice-Chair

Chapter Conservation Chair

Chapter Legal Committee Chair

Most recent retired Chair (for 1 year after retiring)

Other Members by appointment

Group Treasurers (advisory members)

**If not already present in above default members**, appointments will include at least one At-Large Delegate. There will also be one representative from each group. Treasurer shall not represent their group as can only vote upon a tie.

Budget Committee will consist of at least 6 but no more than 9 members.

**NOTE:** Under 2015 rules, TN Chapter Ex-Com only consists of 12 members

Budget Committee meetings are open to any Tennessee Chapter Member to attend. Every effort will be made to listen to the concerns and ideas of Groups and Members. **HOWEVER, only above stated defaults and appointed members are Voting Committee Members.**

All Budget Committee meetings and conference calls will be announced to the Tennessee Chapter ExCom, either publicly or via the ExCom List-serve.

# Budget Committee Schedule

## Winter Chapter Meeting

- **IN NOVEMBER** Treasurer delivers reminder announcement that there is No Rollover of prior year budget surpluses into a New Year and gives the FINAL CUTOFF DATE for current year reimbursement requests.
- 4 to 6 weeks before the Winter Meeting the Committee Chairs should develop initial committee budgets.
- These budgets should be submitted to the treasurer who should develop and submit a draft budget for upcoming year (**See budget request pages**)
- 2 to 4 weeks before the Winter Meeting the budget committee should discuss the budget proposal and work through preliminary budgetary plans, concerns, and revisions.
- Treasurer provides ExCom with Financial Reports during meeting that details ending position of the budget for ending/prior year, along with any other pertinent financial reports.
- Issues requiring financial analysis are also reviewed. Any ExCom questions are addressed or answered.
- Budget Committee meets to review the New Year Budget, tweaking any remaining areas and votes to approve the New Year Budget. **NOTE: All efforts should be made to have a meeting prior to the business meeting so that discussion is not curtailed by time constraints.**
- Any remaining prior year budget committee recommendations for additional funding for approval are considered and recommended to ExCom. Treasurer answers any ExCom questions.
- If there are line items in the budget that reflects a remainder balance, that balance is absorbed into the New Year budget.
- Treasurer presents to ExCom the Budget Committee approved New Year Budget for vote to approve.

## **Spring Chapter Meeting**

- Budget Committee meets to review final financial statements submitted for Prior Year.
- Treasurer provides ExCom with Financial Reports during meeting showing progress of budget.
- Review any significant disbursements, receipts or commitments
- Address issues or requests requiring financial analysis.
- Discuss new additional funding requests
- Addresses any other committee or ExCom requests or questions
- Budgets Committee develops recommendations for funding for approval or any other actions.

## **Summer Chapter Meeting**

- Treasurer provides ExCom with Financial Reports during meeting showing progress of budget.
- Review any significant disbursements, receipts or commitments
- Address issues or requests requiring financial analysis.
- Discuss new additional funding requests
- Addresses any other committee or ExCom requests or questions
- Budgets Committee develops recommendations for funding for approval or any other actions.

## FALL Chapter Meeting

- Treasurer provides ExCom with Financial Reports during meeting showing progress of budget.
- Review any significant disbursements, receipts or commitments
- Address issues or requests requiring financial analysis.
- Discuss new additional funding requests
- Addresses any other committee or ExCom requests or questions
- Budgets Committee develops recommendations for funding for approval or any other actions.
- Review Balances affected by Donor Intent such as Legislative & Staff Position Donations.
- Treasurer announces to ExCom a **schedule and methodology for submitting New Year Budget requests.** (See pages 6-7)
- Treasurer delivers reminder announcement that there is no rollover of prior year budget surpluses into a New Year.
  1. IF there are line items in the budget that reflect a remainder balance, that balance is absorbed into the New Year Budget.
  2. **Any Request for Reimbursement of an expense approved in a prior year budget requiring disbursement from same will require a new Funding Request AND Approvals of the Budget Committee AND ExCom before disbursement can occur.**

# BUDGET REQUESTS

- Budget requests must be submitted, via e-mail or regular postal, by every administrative and conservation committee chair by the first Friday in December for the upcoming new year.

**Administrative budget requests are submitted to the Chapter Treasurer. This includes, but is not limited to, the following administrative committees:**

- Awards
- Chapter Chair
- Chapter Secretary
- Communications Chair
- Chapter Treasurer
- Membership
- Political
- Outings
- Legislative
- Fund-Raising

Any committees who fail to submit a budget proposal will have their budgets estimated by the treasurer based on prior year activity.

**Conservation Committee Budget requests are submitted to the Chapter Conservation Chair. This includes, but is not limited to and subject to change, the following conservation committees:**

- Chapter Conservation Chair
- Chapter Conservation Programs
- Air Quality
- Water Quality
- Energy Conservation
- Know Nukes
- Transportation
- Environmental Education/Justice
- Rebuild & Repower
- National Forest/Wilderness
- State Parks & Natural Areas
- Smokies
- Sustainability Strategy Teams
- Tennessee Water Programs
- Biodiversity

**Request for donations to 501(c)3 organizations are submitted to Chapter Treasurer and are considered individually by the Budget Committee for approval.**

**Every request for donations to 501(c)3 organizations must have:**

An identified, named responsible facilitator to coordinate the completion of donation that includes:

- Obtaining IRS 501(c)3 letters for the benefactor organization
- W-9'S as applicable
- Billings or registration supporting documentation
- Completed Chapter Reimbursement Request form

**All Conservation Budget Requests MUST include:**

- A brief explanation purpose and breakdown of expected expenditures for the upcoming year
- Support and rationale for the purpose and total amount requested.
- 501(c)3 or 501(c)4 designation for funds requested.

**ALL BUDGET REQUESTS ARE SUBJECT TO ADJUSTMENT & APPROVAL OF/BY BUDGET COM**

# TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

1. **An amount of at least prior year's C4 expenses shall be maintained at all times in the Chapter's C4 Bank Account.** Should it appear that amount is in jeopardy, the ExCom shall be notified and appropriate steps taken, e.g. a Targeted Outreach to members, pausing Group Due Allocations
  2. **Yearly Budgets must be Zero Deficit.** Falling below Zero is only allowed if there are reserves in the account to cover:  
EXAMPLE: End Balance for last fiscal year shows excess over minimum allowable balance.  
The New Year's budget can anticipate using that excess to spin down closer to the \$45,000 minimum
  3. **Any funds received by a member** of the club on the behalf of the club should be remitted to the chapter bank as soon as possible. If any questions please contact and forward funds to the treasurer. Especially important **for Foundation Donations as there is only a 30-day window from when the check was written to get it to National.**
  4. There shall be a yearly review of Donor Intent at the Fall Chapter Meeting. If there are unused funds, every effort will be made to plan for their use in the following year's budget.
  5. **All requests for disbursement** of funds should be submitted to the Chapter Treasurer (see urgent request below)  
All requests for reimbursement must **be either submitted by the corresponding budget class committee chair, or be pre-approved by same. They MUST include:**
    - a. Completed Properly Approved Request for Reimbursement
    - b. c(3) request require the completion of additional reimbursement and call for specific documentation; see forms attached.
    - c. All applicable receipts.
      - i. Remember at some point receipts must be copied to share with various parties ie national
    - d. Any applicable supporting documentations such as time sheets, posters, etc.
    - e. Budget Class and Description of Activity must be completed.
      - i. Class should be approved by chair if significant
      - ii. If multiple classes are desired for any one request please submit the exact coding
    - f. Chapter assistant/co treasurer will assist you if you are unsure how/what to fill in.
  6. **Scanned, emailed documents** are permitted; however, the Chapter Treasurer reserves authority to request originals and other documentation, such as:
    - a. 501(c)3 Letters for charitable donations.
    - b. W-9 forms for tax payer identification (usually needed for legal and independent contractor payments)
    - c. Detailed billings/invoices
    - d. Copies of agendas, schedules, or registration information from conferences and/or trainings.
    - e. Please limit e-mail requests to one e-mail if possible and ONE Request Per Email.
    - f. Please clearly label e-mail requests for disbursement as such and see procedures below for urgent needs. Remember urgency is not emergency and matters of volunteer organizations should be treated as such.
    - g. Please provide and plan for the disbursement schedule noted below in requesting disbursements and when performing follow up on disbursements
- It is the requestor's duty to ensure the disbursements are made in a reasonable time**
7. **Committee Chairs have discretion** within their respective approved budgets to approve individual transactions up to 10% of their total approved committee budget, reallocations are at their discretion.



# TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

8. **Expense amounts requested by conservation committee chairs in excess of 10%** of their own committees yearly approved line item budget will not be reimbursed unless:
  - a. Another budget line item is identified as a contributor to same.
  - b. If another budget line item is identified as a secondary, or subsidiary, contributor to an expense reimbursement, proper approvals must be obtained from the corresponding committee chair as needed.
  
9. The treasurer can approve excess in the budget of up to 25% of planned expenditures before budget committee Excom approval is needed; based on the exception of committees above.
  - a. Any use of assets in excess of 10% of net assets will require budget committee approval
  - b. See notes above as to approval requirements
  
10. **Special funds and additional line items** will be added based on approval and request of budget committee and Excom pending discussion on materiality, internal controls, processes, and GAAP with treasurer.
  
11. **Special projects and campaigns** are to be accounted for as the separate projects that they are. Therefore financial statements are available upon request by the committee/project chair/coordinator and or Excom with sufficient notice.
  - a. Preferably access will be granted upon request by the treasurer.
    - i. And questions will be addressed.
  
12. **Treasurers will attempt to pay** all requests for reimbursements, contractor billings, and vendor invoices on a two-week cycle. However, treasurers are volunteers as well and may require additional time. Billings will be paid at a minimum of once a month. If you have a need with a time sensitive issue please respect this fact and direct the request to all pertinent check signors as follows:
  - a. Chapter Treasurer
  - b. Chapter Assistant/co Treasurer
  - c. Chapter Chair
  - d. Chapter Vice-Chair
  
13. **The check signing roles** and responsibilities are noted below:
  - a. The Treasurer is initially responsible for receiving, processing and disbursing all transactions.
  - b. Secondly the assistant/co treasurer is responsible for the above processes, followed by chair, then vice chair.
  - c. In the event that any signor other than the treasurer processes a transaction s/he is responsible for providing the details (see check log above) of that transaction to the treasurer.
  - d. Disbursement matrix
    - i. No disbursement in excess of \$5,000 should be made without prior notification to the treasurer.
    - ii. No amount in excess of \$15,000 should be made without the notification of the treasurer and chair.
    - iii. No amount in excess of \$25,000 should be made without notification of the Excom
    - iv. All amounts are subject to revision if net assets in c4 cash assets fall below \$45,000
  - e. Only the chair and the treasurer should retain debit cards or similar instruments unless approved by the Excom
  - f. The Treasurer is responsible for requesting c3 related reimbursements for c4 funds expended by the chapter and submitting all direct requests to National as well.
    - i. See required disbursement request support

# TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

14. **The Treasurer is responsible** for maintaining a check log (or recording in Quickbooks) including the following details:
- a. Description of the disbursement type (e.g. reimbursement, invoice, etc.)
  - b. Check number
  - c. Check date
  - d. Invoice number (if applicable)
  - e. Date incurred (accrual purposes)
  - f. Amount
  - g. Description of expense
    - i. (account code (e.g. supplies, widget, salary, see chart of accounts) if possible)
  - h. Budgetary classification(s)

The Assistant Treasurer will help with Budget Planning, Co-Chairing Budget Com Meetings and any other tasks the Treasurer may need help with.

**Checks should be printed directly from Quickbooks. If handwritten, they are to be entered into Quickbooks ASAP afterwards. As for Groups, not all have Quickbooks.**

15. **The chair of the newspaper** is responsible for submitting all required documentation required by national for analysis and reimbursement of newsletter costs. (pending approval of this as a funding item)
16. **On a monthly basis the treasurer will perform a bank reconciliation of all cash accounts.**
17. **At least quarterly all accounts will be reconciled and adjusted.**
18. **The Chapter does not need to maintain a sales tax permit** for collecting and paying collected sales taxes to the state of Tennessee; however, we are NOT exempt from paying Tennessee sales taxes on invoices paid from our treasuries.
19. **Additionally, no Group is authorized to apply for any type of license, or tax permit**, without the express consent and approval of the Tennessee Chapter Excom.
20. **Tennessee Sales Taxes** must be paid on all invoices reimbursed by TN Chapter and Group funds. Invoices included in reimbursement requests that do not reflect paid Tennessee sales taxes, where applicable, will not be reimbursed by the Chapter until sales tax paid.
21. **Once budgets are approved** at the beginning of every year, there must be a recommendation motion to Excom from the budget committee and then **two thirds approval vote of the Chapter Excom to change, combine or otherwise alter existing budget line items that extend beyond a given committee or require increases to the total budget.**
22. **Spending into a surplus/cash reserves**, outside of a wholly approved and established annual budget requires a recommendation motion to Excom from the budget committee and then a two thirds approval vote of the Chapter Excom.

## TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

### 23. Independent contractors

- a. All independent contractors engaged by the chapter must comply with all of the national standards including:
  - i. funding contracts,
  - ii. independent contractor's forms,
  - iii. time sheets,
  - iv. 1099 (w-9) reporting, etc.
- b. Requesting committees are responsible for all compliance related items.
- c. The treasurer must receive
  - i. an approved independent contractor agreement and
  - ii. W-9.
- d. Contractors should submit time reports and expense summaries directly to the committee chairs for review and approval
- e. Committee members are responsible for monitoring and approving
  - i. all time and
  - ii. expenses incurred by the contractors.
- f. Copies of time reports and expenses summaries along with receipts original and or copies are fine especially as S.F. gets copies of receipts for all c3 requests, invoices, etc. are required to be submitted to the treasurer

### 24. Employees

- a. All Employees engaged by the chapter must comply with all of the national standards including:
  - i. Entry of data into Work Day accounts in a timely manner.
  - ii. Any other reports required by National.
  - iii. Adherence to Nation employee Guidelines
- b. Employees shall work with their immediate Supervisor and the Personnel Committee to keep their expenses to a minimum within the allotted budget.

### 25. Travel Expense Reimbursements –

- a. Travel Expense reimbursements for any volunteer travel will be disbursed from the budget line item entitled "CCH -501(c)3 - Volunteer Travel Expense" and must be pre-approved by budget committee.
- b. Mileage reimbursement shall conform to the National Club's volunteer travel reimbursement policy, currently at 25 cents per mile
- c. Mileage logs/reports must be kept and turned in with any Reimbursement requests.
- d. There is a \$75 cap on any one night of lodging expense reimbursement for any one person.
- e. **Meals are not reimbursable unless there is special circumstance pre-approval of both the Chapter Chair and the Conservation Chair**
- f. **Employee Travel reimbursement** shall follow National Club Employee Guidelines

## TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

26. **For any expense related to conservation conferences, seminars, or trainings**, either for travel, registration, or event expense reimbursement, **there must at least one type of media produced** to support the educational value received from same. (Employees Exempt)

- a. An article written for the Tennes-Sierran that consists of at least 400 words and 1 graph image maybe the easiest and most economical way to achieve this.
- b. Media or article content should be educational, or 501(c)3, in nature and/or subject matter If multiple participants at present at the same conference, visible and credible contributions to the article must be received from every attendee.
- c. Multiple participants should elect a coordinator to report to the Chapter, and produce media or submit articles to the Tennes-Sierran Editor.

**27. Chapter Meeting Settlement Reports** must complete and submitted to the group Treasurer **within 45 days of the meeting.**

- a. The Chapter Treasurer can provide different file formats, such as Excel or PDF, for Group Treasurer to choose from.
- b. Profits, including the return of any Chapter Meeting advances to groups, must be remitted to the chapter along with the Chapter Meeting Settlement Report.
- c. Shortages reflected on settlement reports will be reimbursed by the Chapter.
- d. Receipts **MUST** be received with the Settlement report to be considered complete and before any reimbursement to the Group can be dispersed.
- e. Group dues will not be paid if a Group has a past due (Outstanding) Chapter Meeting Reconciliation Report. As dues are paid in Dec, the Fall meeting will be the most recent one required to be turned in.

**28. Any Group has the option of requesting a Chapter Meeting expense advance** if their group treasury is too low to bear the cost of initial outlay of cash for lodging, food or other Chapter Meeting Expense.

- a. Advances must be reflected/factored into the Chapter Meeting Settlement Reports; see limits above.
- b. As due course, not falling under an advance request, the Chapter shall pay Deposit Fees for Lodging when given the information in a timely manner.

**29. Group Dues allocations** are paid annually to groups in good standing with an elected Excom in December.

**Dues are Discretionary depending upon the financial health of the Chapter**

NOTE: Group Dues are at the discretion of Chapters. There is no National Policy. Some Chapters do not give any money to Groups. In fact, some Chapters expect the Groups to donate to the Chapter.

a. **The Formula for dues allocation calculation is** based on Group membership of the current summer time.

i. Calculation for dues amounts are:

1. 0 – 500 members = \$250
2. 501 – 1000 members = \$1 for every member
3. 1001 & up members = \$500 for the first 1000 members, and 10¢ for every member over 1000.

The total amount is split. Half goes into C3 monies paid to the Group's National Account through a Fund Transfer.

The other half is considered C4 and is paid directly to the Group Treasurer with a Chapter Check.

ii. Groups who do not use their funds will be requested to remit their funds to the state for use in a similar fashion to the doormat policy fund.

1. The Excom of both group and state must approve

## TENNESSEE CHAPTER SIERRA CLUB TREASURY STANDING RULES

- 30. If there are line items in the budget that reflect a remainder balance, that balance is absorbed into the New Year budget.**
- 31. Group treasurers should submit financial statements** to the state treasurer at least annually for preparation of the year-end financial statements.
  - a. Year End Statements are requested as soon as possible but no later than Feb. 15, 20XX.
- 32. The treasurer is responsible for assembling and reporting to national by March 15, 20XX**
  - a. To assist in this, All Groups are required to submit a copy of their checkbook to the Treasurer with their Year End Statements.

## Budget Request Guidelines

1. Name of the person responsible for this project along with a phone number or email address;
2. Expense projections by type; i.e., according to how a check would be written against an expense line such as salaries, printing, utilities, telephone, travel, etc.;
3. Timetable for when these expenses will be payable and when these actions will be taken;
4. Clear distinction between "hard" vs. "soft" money spending (i.e., 501(c)(4) [non-tax-deductible spending] vs. 501(c)(3) [tax-deductible spending]), especially if the proposed program has components of both.
5. Non-lobbying vs. lobbying vs. political activity spending; this impact type and source of funding (eligible for grant funds or must come from segregated funds).
6. Possible revenue opportunities or funding (grants, sales, etc.).
7. Goals and objective for the project and criteria with which to evaluate the success of the project.

ALL TREASURY Correspondence to go to:

[TNChapterTreasury@gmail.com](mailto:TNChapterTreasury@gmail.com)

# Budget Funding Request

Committee or Unit Name: \_\_\_\_\_

**Type of Request**  
(Mark below choice with "X")

Conservation	Administrative
--------------	----------------

Name of Facilitator: \_\_\_\_\_

Email Address of Facilitator: \_\_\_\_\_

\* List specific committee outcome goals:

1	_____
2	_____
3	_____
4	_____
5	_____

\* List related committee activity goals:

1	_____
2	_____
3	_____
4	_____
5	_____

\* Completion of these items are optional if submitting a separate report to club leaders that address same.

Description of Expense	**Class	Timeline for Disbursement	Mark with "X" 501(c)3	Mark with "X" 501(c)4	Amount
Description of Funding Raising	**Class	Timeline for Receipts	Mark with "X" 501(c)3	Mark with "X" 501(c)4	Amount
Sub-Total 501(c)3 Amounts					\$ -
Sub-Total 501(c)4 Amounts					\$ -
Total Budget Amount Requested					_____

**\*\* Class codes:**

1 = Supplies	5 = Travel Expense
2 = Media/Print Production	6 = Revenue from Fundraising
3 = Communications	7 = Other
4 = Seminars/Training	8 = Disbursement to non-Sierra Entity

**2019 TENNESSEE CHAPTER SIERRA CLUB  
REQUEST FOR FUNDING OR REIMBURSEMENT**

**Type of Reimbursement:**

**501(c)4      501 (c)3**

*Description REQUIRED Below*

**Date:** \_\_\_\_\_ **Total Amount Requested:** \_\_\_\_\_

**Budget Class:** \_\_\_\_\_

*(The budget class is a REQUIRED field. Please see reverse side of this form for selection of classes. If you are unsure which class to enter, please contact Alice Demetreon at the address below.)*

**Check should be payable to:** \_\_\_\_\_

**Check should be mailed to:** \_\_\_\_\_

**Description of Activity:** *If 501(c)3 is checked above, please demonstrate how this expense meets the requirements of a charitable 501(c)(3) project of the Sierra Club. Briefly describe the activity in terms of public interest litigation activity, non-lobbying contractor activity, public education, or a contribution to another charitable organization.*

*Please attach all supporting documentation and IRS designation letters as required.*

**Reimbursement Resulting from Ex-Com Vote?**

**Existing Budget?**

**Sierra Group requesting check:** \_\_\_\_\_

**Phone # & email of person requesting check:** \_\_\_\_\_

**Position with Group or Chapter:** \_\_\_\_\_

**Tennessee Chapter Sierra Club requests that all reimbursement forms with supporting receipts and documentation be \*electronically submitted to email at:**

[TNChapterTreasury@gmail.com](mailto:TNChapterTreasury@gmail.com)

**\*Scanned documents in PDF is the preferred format. TN Chapter reserves the right to request original documents and receipts at anytime.**

**Treasury contact for questions or correspondence:**

Email: [demetreon1981@gmail.com](mailto:demetreon1981@gmail.com) Cell/Text 660-247-2288

Alice Demetreon, Treasurer - Tennessee Chapter Sierra Club

550 Colony RD, Coalmont TN 37313