

Coulee Region Chapter of The Prairie Enthusiasts Guidelines

(Revised 2-24-2022)

I. Mission

The mission of the Coulee Region Chapter of The Prairie Enthusiasts is aligned with the **TPE Mission Statement**: *We seek to ensure the perpetuation and recovery of prairie, oak savanna, and other associated ecosystems of the Upper Midwest through protection, management, restoration, and education. In doing so, we strive to work openly and cooperatively with private landowners and other private and public conservation groups.*

II. Chapter Geographic Area

Wisconsin counties of Buffalo, Jackson, La Crosse, Monroe, Trempealeau and Vernon.

Provision for chapter splitting

As the chapter grows, it will consider dividing into two chapters to include a chapter formed by those north of La Crosse County (Trempealeau, Jackson and Buffalo) and a chapter of La Crosse, Vernon and Monroe Counties. Basic requirements for splitting are that each of the new chapters must have at least 10 members, and that each has willing candidates for all offices. A vote to alter the current chapter boundaries must pass a majority of voting members in the present chapter before the proposed division is sent to the TPE Board for approval.

III. Chapter Structure

The chapter will consist of officers, board members, stewards, committee seat holders and members. All members are encouraged to pursue the offices, board seats, steward positions, and committee seats.

A. Membership - Members are those who are in good standing with TPE and specified the Coulee Region Chapter as their primary chapter.

B. Stewardship - The Chapter Board will select steward(s) for properties acquired or managed by the chapter.

Steward(s) responsibilities:

- If a management plan doesn't exist, then the steward and other interested parties will develop a plan and present it to the TPE Land Management Committee.
- Organize and facilitate workdays.
- Develop annual work plans and a summary of work activity for the past year to present to the Chapter Board.
- Update the management plan as needed. The Chapter Board and TPE Land Management Committee will approve any new or revised management plans.

C. Officers

Election and Terms of Office - Members elected to officer positions hold the seat for a two (2) year term. No more than three (3) terms can be served consecutively. Elections will be held every two years at the regularly scheduled February or March membership meeting, with new vacancies being filled as needed at

the next regularly scheduled meeting.

The terms will begin and end at the time of the election. Terms of the officers shall be staggered so that the election of the Chair and Vice-Chair alternate years with election of Secretary and Treasurer. The Chair and Vice-Chair will be elected in even numbered years and the Treasurer and Secretary will be elected in odd numbered years. Nominees for positions will be selected by the Chapter Board. Additional nominations may come from the floor during the meeting when elections take place. Elections of nominees requires a majority vote by the membership.

Chapter Officers

- 1 **Chair** - schedules, plans and presides at Chapter meetings; proposes and facilitates Chapter activities; and assists the Chapter Board, committees, and membership to fulfill the Chapter's mission.
- 2 **Vice-Chair** - assumes the duties of the absent Chair. The Vice-Chair will serve as Chair-elect unless another member is otherwise elected and will assume the office of Chair when it becomes available or vacant.
- 3 **Past Chair** - serves two years on the Chapter Board.
- 4 **Secretary** - keeps the minutes of all meetings.
- 5 **Treasurer** – Has reviewed the TPE “Chapter Treasurer’s Handbook” and will abide by its directives. Approves budget expenditures (along with Chair), records all transactions of the chapter and coordinates and communicates with the TPE treasurer regarding all finances.
- 6 **TPE Board Representative** - represents Coulee Region Chapter on the TPE Board of Directors.

Chapter Board - Consists of the Chapter Officers and up to two (2) at-large members who will be elected for a two-year term, not to exceed three (3) consecutive terms, by the membership. The purpose of the Chapter Board is to administer chapter affairs, lead the membership and guide the officers through their representational decisions. Members wishing to fill at-large member seats on the Chapter Board must notify the Chair and positions will be filled as needed. Any officer may be removed by the unanimous vote of the other Chapter Board members. All Chapter Board members are voting members of the Chapter Board.

Committees - A committee will be formed or dissolved at the discretion of the Chapter Board. Committees may be established for a limited purpose or remain active indefinitely.

IV. Chapter Meetings

The Annual Membership meeting will be in January or February. Additional membership meetings will be called at the discretion of Chair. Meeting agendas will be published 10 days before meetings.

V. Relationship to Parent Organization

The Coulee Region Chapter is a member chapter of The Prairie Enthusiasts, Inc. The Chapter acknowledges that all policies herein described will be in accordance with the policies, purposes, and objectives of The Prairie Enthusiasts.

VI. Amending Guidelines

The Guidelines for the Coulee Region Chapter may be amended by the Chapter Board as needed and presented for approval by the membership at a regularly scheduled meeting at which the proposed change is on the published agenda. Changes shall be approved by a majority vote of members present.

