



Coulee Region Chapter Guidelines

Revised November 6, 2025

Core Focus, Mission and Goals

The Coulee Region Chapter is aligned with the Core Focus and Mission of The Prairie Enthusiasts:

Purpose

Igniting relationships with the land.

Niche

Protecting and restoring endangered fire-dependent ecosystems of the Upper Midwest.

Mission

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.

Goals

The Chapter's 3-Year Picture, 1-Year Plan and goals will align with The Prairie Enthusiasts Vision for the organization.

Geographic Area

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

The Chapter may consider breaking into more than one chapter or revising its geographic area. A vote to alter the current chapter boundaries must pass with a majority vote by the Chapter Board before the proposed division or geographic area is recommended to The Prairie Enthusiasts Board of Directors.

Chapter Structure

Membership

Members who are in good standing with The Prairie Enthusiasts who meet one of the following criteria:

1. They have requested to become a member of the Coulee Region Chapter.
2. Their primary address is within the Chapter's geographic region, and they have not elected to be members of another chapter or opted out after being informed that they are being assigned to the Coulee Region Chapter.

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 at the Chapter Board meeting in March, with new vacancies being filled as needed at the next regularly scheduled meeting. The terms will begin and end with the organization's program year on April 1 and March 31.

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. Candidates for officer positions are nominated from among the membership and selected by a majority vote of the Chapter Board.

Chapter Officers

1. **Chair (required)** - 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** – Maintains Chapter records and documentation of key decisions.
5. **Treasurer (required)** – Has reviewed The Prairie Enthusiasts *Chapter Treasurer's Handbook* and will abide by its directives. Approves budget expenditures (along with Chair) and coordinates and communicates with Chapter Support and the Board of Directors as required.
6. **The Prairie Enthusiasts Board Chapter Representative (required)** – represents the Coulee Region Chapter on The Prairie Enthusiasts Board of Directors.

Chapter Board

Consists of the Chapter Officers and optional at-large members who will be elected for a two-year term, not to exceed three (3) consecutive terms, by the Chapter Board.

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.

Board meetings shall be convened at least four (4) times a year.

Committees and Coordinators

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. Chapter members can be identified as coordinators for such roles as Communication Coordinator, Field Trip Coordinator, Burn Program Coordinator, and any other roles that the Board decides are needed.

Chapter Meetings

Membership meetings will be called at the discretion of the Chair. Meeting agendas will be distributed at least 5 days prior to the meeting.

Relationship to Parent Organization

The Coulee Region Chapter is affiliated with The Prairie Enthusiasts, Inc. The Chapter will conduct itself in accordance with the policies, purposes, and objectives of The Prairie Enthusiasts.

Amending Guidelines

The Guidelines for the Coulee Region Chapter may be amended by a majority vote of the Chapter Board. Final amended Guidelines will be submitted to the President of The Prairie Enthusiasts Board of Directors.