

Read Me First

If you are either

a NEW chapter undertaking the task of adopting new bylaws and a chapter operating handbook,

or

an EXISTING chapter seeking to revise your bylaws and your chapter operating handbook or a similar document

this set of documents is for you.

The documents included in the set are listed below with their intended use.

Start with the ROADMAP document that provides a how-to process for either a NEW chapter or an EXISTING chapter.

If you have any questions you can contact any of the following folks:

Michelle Haggerty  
979-458-2034

[mhaggerty@wfscgate.tamu.edu](mailto:mhaggerty@wfscgate.tamu.edu)

Sonny Arnold  
979-458-1099

[mr-arnold@tamu.edu](mailto:mr-arnold@tamu.edu)

Walt Krudop  
512-858-0588

[wlkrudop@earthlink.net](mailto:wlkrudop@earthlink.net)

## Chapter Governance Documents

The following documents are important in the development of the Bylaws and Chapter Operating Handbook for chapters and in the operation of chapters.

<i>Document</i>	<i>Purpose</i>
<u>Roadmap for Development of Bylaws and Chapter Operating Handbook for NEW Chapters</u> <u>Roadmap for Adoption of New Bylaws and Chapter Operating Handbook for EXISTING Chapters</u>	These documents describe the process for new and existing chapters to develop and adopt new bylaws and a Chapter Operating Handbook.
<u>Chapter Management Guidelines</u> <u>General Guidelines for the Establishment, Operation, and Rescission of Chapters within the Texas Master Naturalist™ Program</u>	These documents provide the foundation for the formation of chapters and how they operate.
<u>Standards of Conduct</u> <u>Code of Ethics</u>	These documents establish the values and principles upon which the Master Naturalist program is built and will provide clarification when questions arise about behavior and intentions for the program.

<u>Chapter Annual Report Information</u>	This document enumerates reporting requirements that may influence the organizational development of the chapter and the details of the COH.
<u>Chapter Bylaws Template</u> <u>Chapter Operating Handbook Template</u>	These are templates used in developing and adopting the Bylaws and chapter Operating Handbook for chapters. The <u>Bylaws is to be adopted verbatim</u> and the <u>COH may be modified and adapted to fit the needs of the chapter.</u>