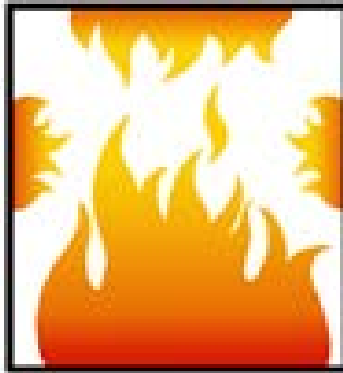


**SOUTH CENTRAL TEXAS PRESCRIBED BURN  
ASSOCIATION, INC.  
OPERATING HANDBOOK**

Version 1.1 (Aug. 30, 2014)



---

**SCTPBA**  
**South Central Texas Prescribed Burn Association**

# **SCTPBA OPERATING HANDBOOK**

## **Table of Contents**

A: DUES

B: BOARD MEMBERS

C: DUTIES OF OFFICERS

D: STANDING COMMITTEES

E: AD HOC COMMITTEES

F: ACTIVE MEMBERSHIP

G: OPERATING POLICIES

H: CONDUCT OF MEETINGS

I: ADOPTION AND AMENDMENT OF THE OPERATING HANDBOOK

## **SCTPBA OPERATING GUIDELINES**

### **A: DUES**

- 1) Establishment of Dues. The Board of Directors, in accordance with the provisions of the Bylaws, may set and change the amount of the annual dues payable to SCTPBA.
- 2) Dues Schedule. Dues shall be payable in advance of the first day of January in each fiscal year. New member dues paid in the last quarter of a fiscal year shall be applied to the subsequent year. If dues are not paid by March 31 in each fiscal year, then all privileges afforded a member are rescinded.

### **B: BOARD MEMBERS**

Board members are elected by the SCTPBA membership. Officers are elected by the Board members and serve as both member and officer. Board members and officers comprise the Board of Directors.

### **C: DUTIES OF OFFICERS**

1. President
  - a. Preside at all meetings of the SCTPBA.
  - b. Serve as Chair of the Board of Directors.
  - c. Appoint, subject to the Board's approval, committees and committee chairs.
  - d. Be an ex-officio member of all committees.
  - e. Sign all Board-approved documents that may be legally binding on the SCTPBA.
  - f. Co-sign checks with another Officer in the absence of the Treasurer.
  - g. Present an annual report at the annual meeting of SCTPBA.
  - h. Votes when there is a tie.
2. Vice President
  - a. Assist the President and act for the President in his absence.
  - b. Assist any Committee as requested by the President.
3. Secretary
  - a. Conduct all necessary PBAT correspondence for conformance to the Bylaws.
  - b. Record, publish and preserve the minutes of all meetings of the Board of Directors, General Membership meetings or special meetings.
  - c. Furnish the minutes to all Board members and make them available to other SCTPBA members when requested.
  - d. Keep a record of attendance at each meeting and whether a quorum is present.

- e. Maintain a hard copy file or electronically secure and easily accessible copy of all minutes and correspondence.
  - f. Bring to each meeting the minute book or electronic equivalent, a copy of the bylaws, rules and policies, a list of all committees and a copy of the parliamentary authority adopted by the Corporation.
  - g. Publish notice of membership meetings.
  - h. Coordinate with other committees and assist those committee's efforts as needed.
4. Treasurer
- a. Fiscal year Begins January 1 and ends December 31
  - b. Maintain budget and accounting records.
  - c. Receive all dues and monies for the association and maintain them in a separate bank account.
  - d. Keep an account of all income, expenses, disbursements and other financial matters.
  - e. Keep a list of all donated or purchased inventory, equipment or other property. Update list, monthly or as needed.
  - f. Pay all bills upon receipt of a written statement or receipt. Treasurer or President and one other Officer shall sign all checks, drafts or other instruments for payment of money or notes of the SCTPBA.
  - g. Make annual reports to the membership.
  - h. Develop an annual budget based on the fiscal year for approval by the Board of Directors.
  - i. Present the financial records upon request for internal or external audit on or before the last day of the fiscal year.
  - j. Submit all annual financial records and audits as required by law.
  - k. Prepare, or provide oversight in preparation of, SCTPBA's annual IRS 990 submission and other regulatory reporting forms, as required.

**E: AD HOC COMMITTEES.** Ad Hoc committees are formed for a particular and specific short-term purpose. Ad-Hoc committees executing Board of Director activities must contain at least two Board members.

1. Audit Committee. Responsible for conducting the annual audit of the financial records of SCTPBA. Members will include the vice-president, secretary, and one other standing committee chair or member.
  - a. Reports annually at least 2 months before liability Insurance policy is to be renewed (more often if need to comply with 2 mo. requirement).
  - b. Reports to whole Board.
2. Other Ad Hoc Committees. Can be formed by the Board as needed to address specific tasks or purposes.

**F: ASSOCIATION MEMBERS**

Members are those individuals/families who have paid the SCTPBA dues for the current year.

**G: ASSOCIATION FRIENDS**

Association Friends are those persons who have an interest in prescribed burning and may desire to participate in SCTPBA prescribed burns. Friends are not Members, as defined in Section F., and have no vote in matters before the SCTPBA General Membership.

**H: OPERATING POLICIES**

The Board of Directors approves and maintains Operating Policies for the effective management and oversight of SCTPBA business. Approved policies become part of the SCTPBA Operating Handbook.

**I: CONDUCT OF MEETINGS**

Robert's Rules of Order shall govern procedures not covered in SCTPBA Bylaws or PBAT Operating Guidelines. Board of Director, Committee and General membership meetings will follow Robert's Rules of Order (latest edition) for parliamentary procedures and the routine conduction of SCTPBA business.

**J: ADOPTION AND AMENDMENT OF THE OPERATING HANDBOOK**

1. Adoption. Ratification of the Operating Handbook is by a majority vote of Members or their proxies at a general meeting following written distribution of the proposed Operating Handbook to the membership at least ten days before the meeting with notice that the ratification vote will be held at the general meeting. Written distribution may be via conventional mail, email or other equivalent means.
2. Amendment. Changes and amendments may be made by the Board of Directors at a regular Board meeting with a two-thirds vote of the Board members in attendance. The general membership must be notified in written form of the proposed changes or amendments at least ten days before the meeting and be given an opportunity at the Board meeting to voice any concerns about the changes or amendments. Written form may be via conventional mail, email or other equivalent means.