

# **CENTRE COUNTY PA SENIOR ENVIRONMENTAL CORPS CONSTITUTION**

## **ARTICLE I NAME**

The name of this organization shall be Centre County Pennsylvania Senior Environmental Corps (CCPaSEC) at ClearWater Conservancy of Central Pennsylvania, Inc., (hereafter referred to as ClearWater Conservancy). CCPaSEC will operate as a committee of ClearWater Conservancy and a member of the Centre County Retired and Senior Volunteer Program (RSVP).

## **ARTICLE II HISTORY**

Centre County PaSEC was organized as part of the Pennsylvania Senior Environmental Corps under the auspices of the Centre County Office of Aging through its Retired Senior Volunteer Program. The program was originally under contract with the Pennsylvania Environmental Alliance for Senior Involvement (EASI). With the closure by EASI of its statewide Environmental Corps program, CCPaSEC has become affiliated with ClearWater Conservancy while retaining its association with RSVP.

## **ARTICLE III MISSION**

The mission of the Centre County Pennsylvania Senior Environmental Corps (CCPaSEC) is to develop and support teams of senior citizens who gather and publish data on the quality of water in the streams of Centre County. Through public outreach, with the assistance of the ClearWater Conservancy, the Centre County Conservation District, and other environmentally concerned organizations, CCPaSEC seeks to keep the public informed of the importance of clean water and how management of our civil and natural resources affects the quality of streams in the county.

## **ARTICLE IV MEMBERSHIP**

Section 1. Membership of Centre County PaSEC shall consist of retired senior volunteers who monitor stream sites and those who assist them. When votes are taken, every member present shall have one vote.

Section 2. CCPaSEC shall require that new members register with R.S.V.P. Technical and safety training will be provided by experienced monitors at the stream site.

Section 3. Members shall be assigned to local teams to carry out their monitoring duties at designated stream sites.

## **ARTICLE V OFFICERS, RESOURCE ADVISORS, AND TEAM LEADERS**

Section 1. Officers shall include a President, Vice-President, Secretary, and Treasurer.

Section 2. Officers shall be elected at the Annual Meeting of the membership for a term of one year, and may succeed themselves.

Section 3. Each team shall choose a Team Leader who shall serve at the will of the team.

Section 4. Resource advisors shall be named by the President in consultation with the membership for the areas of Quality Control, Macroinvertebrate Collection, Supplies,

Membership, Training, Webmaster and Data Manager, Communications and Public Relations, and Historian.

#### **ARTICLE VI BOARD OF DIRECTORS**

The Board of Directors shall consist of the four officers, the immediate past-president, and resource advisors.

#### **ARTICLE VII MEETINGS**

Section 1. Regular monthly membership meetings will be held to carry on the business of the group. Meetings may be canceled due to inclement weather conditions or as deemed necessary. The monthly meeting will be canceled when Bellefonte schools are closed or have weather delays beyond 2 hours.

Section 2. Teams will meet on a monthly basis to conduct their monitoring, weather permitting.

Section 3. Special meetings for training workshops, joint sessions with other water testing groups, or for other purposes may be called from time to time.

Section 4. An Annual Meeting of the membership shall be called once a year.

#### **ARTICLE VIII QUORUM**

A quorum will consist of the members present at a meeting.

#### **ARTICLE IX AMENDMENTS**

The Constitution may be amended by a 2/3 vote of members present at the Annual Meeting of the membership.

## **CENTRE COUNTY PASEC BYLAWS**

### **ARTICLE I MEMBERSHIP**

Section 1. Members of Centre County PaSEC are volunteer monitors and supporters of the monitoring effort.

Section 2. Members must complete the Centre County RSVP membership form(s) to be covered by the RSVP supplemental health and liability insurance.

Section 3. Members shall be assigned to a monitoring team or a support activity at the time of their joining, and continue on that team or another or in an activity, so long as they remain members.

Section 4. Inactive members who no longer conduct support activities, attend team monitoring days and/or monthly membership meetings, for a period of 1 year, shall be dropped from the roll of members.

Section 5. New members will be trained by experienced monitors at stream sites, and will be encouraged to join ClearWater Conservancy.

### **ARTICLE II DUTIES OF OFFICERS**

Section 1. The President shall chair meetings, prepare agendas, keep in touch with advisors, appoint committees when necessary, help resource advisors when requested, and carry out the members' voted wishes. S/He shall monitor the progress of the CCPaSEC mission and any other goals decided on by the membership. S/He shall be the primary person for communications with our various partner groups concerning water monitoring or environmental project issues. S/He may work with ClearWater Conservancy and the Centre County Conservation District to identify new monitoring sites as needed.

Section 2. The Vice President shall act for the president in the latter's absence, serve as a representative to the board of ClearWater Conservancy, and perform other duties as required.

Section 3. The Secretary shall attend all board and general meetings of the Centre County PaSEC and take notes of the meeting interactions. S/He shall compose the minutes of the monthly meetings, and forward the minutes electronically to the President for distribution to all members. S/He shall maintain electronic and hard copy files of membership approved minutes, and hold other documents of the group in custody as directed.

Section 4. The Treasurer shall receive and have custody of the moneys of the group, depositing them with ClearWater Conservancy, and making withdrawals when instructed by vote of the membership or Board. S/He shall keep an account book and shall provide a monthly and year-to-date report of income and expenses at the membership meetings.

Section 5. Any grant written to request funds for CCPaSEC must be cleared with the financial officer of ClearWater Conservancy before submission.

### **ARTICLE III BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the elected officers of Centre County PaSEC, the immediate past-president, and resource advisors.

Section 2. The Board, in consultation with the ClearWater Conservancy and the Centre County Conservation District, shall have authority to act for the membership between regular meetings.

Section 3. Board members shall be consulted, and a Board meeting called when necessary, to approve expenditures not previously approved by the membership.

Section 4. The Board shall have control of the property of the group, and power to hire employees to carry on its work as required by grants or votes of the membership.

#### **ARTICLE IV MEETINGS**

Section 1. Membership meetings shall be held on the second Wednesday of the month except when the membership at a meeting decides to postpone or alter the date of a future meeting. All members are encouraged to attend.

Section 2. As possible, each team shall meet on a regular monthly date agreeable to the team's members to carry out the monitoring duties at its sites.

Section 3. The Centre County PaSEC Annual Meeting shall be the first monthly meeting of the calendar year or as soon after the first as possible. Two weeks notice shall be given to the membership prior to this meeting.

#### **ARTICLE V FINANCE**

Section 1. CCPaSEC funds will be held in a separate account by ClearWater Conservancy.

Section 2. The fiscal year of Centre County PaSEC shall be the calendar year.

Section 3. The president is authorized to sign all grants and contracts previously approved by the membership. The president and treasurer are authorized to approve all checks up to \$500.

Section 4. No activity of Centre County PaSEC shall be in violation of or put at risk the Clear Water Conservancy's 501 (c)(3) tax-exempt IRS designation.

Section 5. An annual budget, prepared by a committee of at least three members appointed for the purpose, shall be approved by members at the Annual Meeting.

Section 6. The treasurer shall prepare an annual balance sheet and financial statement of operations for the preceding year, and provide it to the membership.

Section 7. Upon dissolution of Centre County PaSEC, assets shall revert to ClearWater Conservancy.

#### **ARTICLE VI AMENDMENTS**

These by-laws may be amended by a majority vote at the Annual Meeting of the membership. All members, however, shall have received notice of proposed Constitution and Bylaws changes at least two weeks prior to that meeting.

Adopted May 11, 2005

Revised June 11, 2008

Revised February 8, 2011

Revised February 13, 2013

Revised June 10, 2020

## **ADDENDUM - DUTIES OF RESOURCE ADVISORS AND TEAM LEADERS**

The duties of Resource Advisors and Team Leaders include but are not limited to the following descriptions.

Section 1. The Quality Control Resource Advisor shall oversee the quality and safety procedures practiced by the volunteers. The duties of the CCPaSEC Quality Control Resource Advisor are as follows:

- Document and update the CCPaSEC quality control processes as required or directed by the board.
- Attend the monthly CCPaSEC meetings to report on current activities and to respond to questions of the membership.
- Review the quality control processes and procedures as being practiced by the volunteers.
- Recommend remedial action if needed to correct issues.
- Provide a yearly report on the effectiveness of the quality procedures in use and make recommendations to improve them as required.
- Assist in the training of volunteers as needed.
- Provide volunteers with relevant safety recommendations, instructions, and local emergency contact information.
- Encourage suggestions from the field teams and other environmentally concerned organizations to improve the CCPaSEC quality control plan.

Section 2. The Macroinvertebrate Collection Resource Advisor shall see that each team has qualified assistance with the Spring and Fall macroinvertebrate samplings at their stream sites. In addition, visual aids and specific training will be provided for each new team for up to four samplings as needed.

Section 3. The Supplies Resource Advisor shall:

- Keep CCPaSEC teams supplied with required test chemicals, calibration standards, and water monitoring equipment.
- Interface with commercial suppliers as well as associated supply organizations such as ClearWater Conservancy, and local universities to acquire supplies, analysis of samples, or funds for supplies.
- Keep an inventory of supplies and a record of expenses to communicate to the Treasurer.
- Help educate members on proper care and use of standards, chemicals, and equipment.
- Make the arrangements with a team of member volunteers for the annual kit equipment-check day, over the winter, to replace batteries in all meters, replace DO meter membranes, check meter sensors and repair as required, and to check meter accuracies against appropriate standards.

Section 4. The Membership Resource Advisor shall:

- Maintain the master membership lists for CCPaSEC. The membership lists must include the name and address, telephone number, team number and email address of each member.

- Maintain membership lists for each team that includes the team leader and each member of the team.
- Maintain an email address list for all team leaders to aid in convenient communication with this group.
- Ensure that Centre County RSVP is aware of our membership needs for recruitment.
- Contact all potential members referred by RSVP or others as soon as possible after referral.
- Assign each new member to a team for preliminary training.
- Ensure that each team has a member assigned to leadership of the team.

Section 5. The Training Resource Advisor shall:

- Work closely with the Membership Advisor.
- Plan for training by an experienced member for all new members at stream side. Initial training shall include all tests except the macroinvertebrate survey. Quality control procedures and safety issues in the field must also be discussed and demonstrated. More than one training session will be conducted if the number of new members or other training requirements demand it.
- Recruit experienced members to help with presenting training topics.
- Conduct a follow-up survey to check the effectiveness of the training. The directions for this and the forms are posted on our web site.

Section 6. The Webmaster (with the help of the tech team) shall update the CCPaSEC website in the following ways:

- Add meeting highlights from the monthly meetings in a timely manner.
- Upload approved Minutes from the previous monthly meeting.
- Process photos (crop, resize, etc.) for uploading to the website.
- Upload stream and site photos as they become available.
- Upload event and activity photos/videos as they become available.
- Create new web pages or articles which feature CCPaSEC activities and events.
- Maintain online manuals and documents as directed by the board.
- Add new members to users of the website (make a username/password) for each new member and add them to the web listing of CCPaSEC members.
- Add a new monitoring site web page for each new monitoring site with appropriate links to site details, data, and photos for that site.
- Update sites' webpages as needed.
- Provide a demonstration of website and its features at presentations when requested.
- Work closely with the officers, standing committee advisors, and team leaders to keep information on the website current.
- Update the meeting schedule including dates, times, and locations for the new calendar year or as details of meetings change.

Section 7. Data Manager (with the help of the tech team) shall:

- Review on a yearly basis all data input by each team for consistency, accuracy, and completeness in whatever data storage system is used.
- Make copies of the data for security against loss as follows for each site's data sheets:

- Copy new data yearly from the Physical/Chemical Data Sheet tab to the Archived Data Sheet tab for each Physical Chemical Data Sheet and make a copy of the Physical Chemical Data Sheet in the CCPaSEC Google Docs account, labeled as a copy in whatever data storage system is used.
- Download a copy of the Physical/Chemical Data Sheet for each site in Excel format to a home computer for safe keeping following data review.
- Copy new data for each biosurvey event from the Biosurvey Data Sheet tab to the archived Biosurvey Data Sheet tab for each site's Biosurvey Data Sheet and make a copy of the Biosurvey Data Sheet in the Google Docs account, labeled as a copy.
- Download a copy of the Biosurvey Data Sheet for each site in Excel format to a home computer for safe keeping following data entry.
- Contact data enterers for data which is incomplete, questionable, or inconsistent to have concerns addressed.
- Resend data sheet links and data input forms to data enterers as needed.
- Update electronic forms (Chemical/Physical Data Entry Sheet and Macroinvertebrate Survey Data Entry Sheet) as changes are needed.
- Send new forms to the webmaster for uploading to the CCPaSEC website.
- Create new data sheets, in the CCPaSEC Google Docs account, for each new monitoring site.
- Grant edit/enter permissions to new data enterers and revoke data edit/enter permissions for those who no longer edit/enter data.
- Send links for new data sheets to the webmaster for inclusion on website pages for new sites.
- Provide training to new data enterers on how to access and enter stream monitoring data using the Google Docs system.
- Work closely with the communications resource advisor and webmaster.

Section 8. The Communications Resource Advisor may or may not visit streams. This position may provide a good opportunity for a member interested in CCPaSEC's mission but unable to do stream visits or wade into streams. The Resource Advisor shall:

- Send an email reminder to all members to send in RSVP monthly volunteer hours near the end of each month.
- Collect and report member and team RSVP monthly volunteer hours to RSVP and ClearWater Conservancy
- Attend most or all of the CCPaSEC monthly meetings.
- Work closely with the president, secretary, membership advisor, public relations resource advisor, and webmaster.
- Using an up-to-date email address list of all members, send email notices to members when directed by the president or Board.

Section 9. The Public Relations Resource Advisor may or may not visit streams except, perhaps, to get pictures and conduct on-site interviews. This position may provide a good opportunity for a member interested in CCPaSEC's mission but unable to do stream visits or wade into streams. The Public Relations Resource Advisor may contribute in any of the following ways:

- Attend most or all of the CCPaSEC meetings.

- Publicize CCPaSEC meetings by offering to place notices with local media outlets.
- Write articles for the ClearWater Conservancy and RSVP newsletters, the County Gazette, the Centre Daily Times and/or other media outlets when appropriate.
- Arrange presentations at public or group events to encourage public interest and new member sign-up.
- Update the CCPaSEC brochure and business card and have an adequate supply printed and available for distribution.
- Update photos/visual display items for the poster board display used at events and conventions.
- Help with publication of an annual report.
- Work closely with the president, secretary, membership advisor, and webmaster.
- Create a library of posters that can support CCPaSEC members' event appearances.
- Create power point slide shows for different audiences and situations as needed.
- Create some form of public recognition for members that decide to retire from CCPaSEC.

Section 10. If the Historian position is filled, the historian may or not visit streams. This position may provide a good opportunity for a member interested in CCPaSEC's mission but unable to do stream visits or wade into streams. The Historian may relieve the secretary of some obligations and provide some creative effort to tell CCPaSEC's story as it unfolds, perhaps keeping a record of

- written statements from members,
- demonstrations of headline-making readings at various sites,
- our connections to PA DEP,
- a representation of some of our reports,
- a copy of any paper that we publish,
- an annual statement of membership, etc.

Section 11. A Team Leader shall coordinate the activities of and communication between members of a team monitoring the waters of a Centre County stream as directed by the Board of the Centre County PaSEC. A Team Leader shall:

- Make decisions to keep team members thinking safely, delaying planned monitoring if weather conditions so dictate, and assure the team has the recommended first-aid kit during monitoring.
- Attend an initial training seminar and follow-up training seminars and informational meetings required by the Board.
- Assist team members with questions regarding monitoring procedures.
- Maintain safekeeping of the test kits and meters, or assigning their safekeeping to a team member. See that kit contents are thoroughly cleaned after each outing.
- Make periodic requests to the supply advisor to replenish testing supplies.
- Ascertain each member's primary interest and comfort zone in monthly monitoring duties and bi-annual macroinvertebrate surveys.
- Assign each member with a participation activity of conducting water quality tests, taking stream flow measurements, and/or recording data and overseeing data calculations and input into the database.
- Coordinate communication with team members regarding water monitoring dates and



times and planned attendance.

- Maintain team members' current telephone numbers, residential addresses and e-mail addresses.