



## Organization Document

### Mission Statement

We support rural and urban forests and promote knowledge and understanding of the value of trees for present and future generations.

### Goals

1. Promote public awareness
2. Involve the community
3. Assist local government agencies and civic groups
4. Increase a vibrant volunteer base
5. Educate the public about trees

### Organization

1. Board of Directors—Purpose: Lead the organization
  - a. A slate of candidates proposed by the Nomination and Election Committee will be presented at the November meeting and additional nominations requested from the floor.
  - b. A vote for the candidates will occur at the December meeting. Those elected will begin serving January 1.
  - c. The President and President-Elect will serve for one year. The Secretary and Treasurer will serve for one year; they may be reappointed and serve up to four consecutive years.
  - d. The Board officers will be;
    - i. President —The President provides overall leadership to the organization. The President is responsible for managing the organization in accordance with the Organization Document and Bylaws. The President sets the agenda for and presides at meetings of the Board of Directors and monthly membership meetings.
    - ii. President-Elect —The President-Elect acts for the President in the President's absence. The President Elect serves as Chair of the Nomination and Election Committee and performs other duties as requested by the President.
    - iii. Recording Secretary —The Recording Secretary maintains a record of the organization's proceedings. The Recording Secretary is responsible for recording minutes of Board and membership meetings and retaining records of all past Board and membership meeting minutes.

- iv. Treasurer —The Treasurer manages the finances of the organization. This includes preparing an annual budget, managing the organization’s bank accounts, making deposits and paying expenses, assuring the preparation of all necessary government tax and registration forms, reporting on the organization finances at Board meetings, and maintaining financial records as required by law or by the needs of the organization.
  - e. Additional Board members are the chairs or designees of the following committees: Projects, Education, and Communications. These Committee chairs will serve an initial two years beginning January 1 and may be reappointed by the Board.
  - f. The Board will develop and maintain mission statement, operating policies, and procedures.
  - g. The Board will plan and conduct regularly scheduled CATS meetings.
  - h. The Board will procure and manage the yearly CATS budget.
  - i. The Board will establish and maintain communication with partner organizations, the community, and membership.
  - j. Four Board members will constitute a quorum.
  - k. The immediate Past President attends Board meetings as an ex officio, non-voting member.
2. Projects Committee—Purpose: Oversee CATS projects
- a. Evaluate and approve project proposals according to guidelines for CATS projects.
  - b. Coordinate scheduling of projects and events with other organizations to ensure volunteer availability.
  - c. Support project leader for volunteer recruitment and participation on endorsed projects.
  - d. Manage tool storage shed and items within.
3. Education Committee—Purpose: Train new tree stewards, provide continuing education opportunities to current tree stewards, and educate the public.
- a. Assess CATS training activities, develop curricula, and train new and current tree stewards.
  - b. Based on criteria established by the Board, determine whether applicants qualify for Tree Steward Certification
  - c. Provide continuing education opportunities on tree steward skills such as pruning, planting, tree care, invasives removal, tree identification, photographing CATS events.
  - d. Select and coordinate speakers for annual training class and monthly membership meetings.
  - e. Identify and train field team leaders, presenters, tree walk leaders, event table staff, and training support staff.

- f. Educate the public through live and virtual classes on tree-related matters, guided tree walks, speakers for tree-related presentations, and representing CATS at public events.
4. Communications Committee—Purpose: Keep CATS members and the community informed of CATS activities
  - a. Maintain CATS website and Facebook page.
  - b. Promote CATS events and educational opportunities to the public.
  - c. Promote CATS meetings, projects, and educational opportunities to CATS members.
  - d. Maintain membership records, including hours volunteered.
  - e. Maintain the CATS library and a Librarian to communicate the variety and availability of the books.
- 5 Finance Committee—Purpose: To prepare and submit an annual budget to the Board, chaired by the Treasurer Chairperson and consisting of at least 3 members.

## **Operating Principles/Bylaws**

1. Membership
  - a. Tree Stewards will have successfully completed tree steward training and will commit to doing 25 hours of volunteer work each year.
  - b. In special circumstances, the Board and the Education Committee may develop an alternative path to membership. The alternate path to membership is designed for those committed to meeting the voluntary hours requirement, but who cannot take the next scheduled training class.
  - c. “Certified” Tree Stewards have successfully completed the tree steward training and have completed the required annual volunteer hourly commitment.
  - d. Tree Stewards are eligible to vote on all CATS policy decisions at membership meetings.
  - e. Annual membership fee (currently \$20) is due by December 31 for the following year.
  - f. Associate members will be recognized at the discretion of the Board. These are non-members who have helped CATS and/or pursued our mission in an exemplary way. Their names may be posted on the website. They are invited to attend membership meetings and events.
2. Membership Meetings
  - a. Membership meetings will conduct business and serve as continuing education.
  - b. Continuing education presentations will be coordinated by the Education Committee.
  - c. Committee chairs must attend or be represented.
  - d. Total membership meeting time and travel to and from counts toward volunteer hours.
3. CATS Projects

All proposed projects will be documented on the Project Proposal Form and submitted for approval by the CATS Projects Committee. Each project will have a Project Leader.

- a. Effort is directly related to CATS mission and is to be performed in the Charlottesville area, including the counties of Albemarle, Greene, Fluvanna, Nelson, and Louisa.
  - b. If a project requires expenses of \$500 or more, a vote by the membership will be required following approval by the Projects Committee and the Board.
  - c. Projects may partner with government or educational agencies, non-profit organizations, or other groups.
  - d. Any funding needed is planned, budgeted, and approved by the Projects Committee with approval of the Board.
  - e. Projects may be “ongoing” or “event/timeframe specific.”
4. Volunteer Hours
- The annual commitment of 25 volunteer hours shall be awarded for CATS administrative service, CATS meetings, tree-related continuing education (including through other tree organizations), and participation in CATS projects. Travel time to perform the volunteer service may be counted.
5. Partnering Organizations:
- Partnering organizations are government, non-profits, and education agencies in the Charlottesville Area.
6. Budget
- a. The fiscal year will be January 1 to December 31.
  - b. The budget will be approved by the Board at the February meeting
  - c. If a Committee requires funds beyond its allocation, the Board of Directors will approve or disapprove the additional expenditure.
  - d. The budget allotted to a Committee does not carry over to the next year.
  - e. Funds donated for specific purposes will be carried over in order to be used for their intended purpose.
  - f. Money acquired for an activity through a grant or donation will be accounted for separately from the annual budget of the Committees and managed by the leader, and the Treasurer.

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