

Montana Weed Control Association Policies



Updated January 2017

Table of Contents

| | |
|---|----|
| I. ETHICS AND ACCOUNTABILITY | 1 |
| 3. Violations of the Conflicts of Interest Policy | 3 |
| II. BOARD AND BOARD MEMBERS | 9 |
| III. FINANCE AND INVESTMENTS | 15 |
| IV. FUNDRAISING | 24 |
| V. PERSONNEL | 25 |
| VI. COMMUNICATIONS | 29 |
| VII. COMMITTEES | 34 |

I. Ethics and Accountability

A. Mission

The mission of the Montana Weed Control Association is: Working together to strengthen and support noxious weed management efforts in Montana.

B. Values

1. Commitment to the public good
2. Accountability to the public
3. Respect for the worth and dignity of individuals
4. Inclusiveness
5. Respect for diversity
6. Transparency, integrity and honesty
7. Responsible stewardship of resources
8. Commitment to excellence and to maintaining the public trust

C. Code of Ethics

1. MWCA's mission can only be realized through a common code of ethics upheld by our officers, Board of Directors and staff.
2. We expect integrity, honesty and trustworthiness in our work; courage in our decisions; and dedication to MWCA's values and beliefs.
3. We expect responsible action on behalf of the organization and are accountable and transparent to our constituents and to one another. We share information when appropriate without sacrificing confidentiality.
4. We expect to be treated and to treat others with respect. We respect the opinions of and the differences among individuals.
5. We expect fairness to be evident in our actions internally and externally. We are equitable in our decisions and mindful of their impact on other groups and people.
6. We expect our actions to demonstrate our care for others and the community as a whole. We care about the well-being of each other, the community and the MWCA organization.

D. Conflict of Interest

The purpose of this Board conflict of interest policy is to protect MWCA's interests when it is contemplating entering a transaction or arrangement that might benefit the private interests of an officer or director of MWCA or might result in a possible excess benefit transaction.

1. Definitions

- a) Interested person -- Any director, principal officer or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

- b) Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - i. An ownership or investment interest in any entity with which MWCA has a transaction or arrangement.
 - ii. A compensation arrangement with MWCA or with any entity or individual with which MWCA has a transaction or arrangement.
 - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which MWCA is negotiating a transaction or arrangement.
 - iv. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial.
 - v. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.
- c) Independent Director -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director:
 - i. Is not, and has not been for a period of at least three years, an employee of MWCA or any entity in which MWCA has a financial interest;
 - ii. Does not directly or indirectly have a significant business relationship with MWCA, which might affect independence in decision-making;
 - iii. Is not employed as an executive of another corporation where any of MWCA’s executive officers or employees serve on that corporation’s compensation committee; and
 - iv. Does not have an immediate family member who is an executive officer or employee of MWCA or who holds a position that has a significant financial relationship with MWCA.

2. Procedures for Addressing the Conflict of Interest

- a) Duty to Disclose -- About any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
- b) Recusal of Self -- Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- c) Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee

meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.

- i. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - ii. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - iii. After exercising due diligence, the Board or Executive Committee shall determine whether MWCA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors, whether the transaction or arrangement is in MWCA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter the transaction or arrangement.
- d) Records of Proceedings -- The minutes of the Board and all committees with Board delegated powers shall contain:
- i. The names of the persons who disclosed or otherwise were found to have a financial interest about an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
 - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken about the proceedings.

3. Violations of the Conflicts of Interest Policy

- a) If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Compensation

- a) A voting member of the Board who receives compensation, directly or indirectly, from MWCA for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose authority includes compensation matters and who receives compensation, directly or indirectly, from MWCA for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the Board or any committee whose authority includes compensation matters and who receives compensation, directly or indirectly, from MWCA, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

5. Annual Statements

Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

- a) Has received a copy of the conflict of interest policy.
- b) Has read and understands the policy.
- c) Has agreed to comply with the policy.
- d) Understands MWCA is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e) Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
- f) If at any time during the year, the information on the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
- g) The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

E. Confidentiality

Confidentiality is a hallmark of professionalism. MWCA employees and directors:

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or firms acquired by MWCA personnel in dealing with outside firms on behalf of MWCA is treated as confidential and not disclosed.

F. Whistleblower & Non-Retaliation Policy

MWCA's Code of Ethics requires directors, officers, employees and volunteers observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of MWCA must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

1. Reporting Responsibility

It is the responsibility of all directors, officers, employees and volunteers to comply with and to report violations or suspected violations of the Code of Ethics, MWCA policies or laws in accordance with this policy.

2. No Retaliation

No director, officer, employee, volunteer or contractor who in good faith reports a violation of the Code, MWCA policies or law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within MWCA prior to seeking resolution outside MWCA.

3. Reporting Violations

Directors, officers, employees and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, employees and volunteers should report to the MWCA Executive Director. However, if an employee or volunteer is not comfortable speaking with the Executive Director or is not satisfied with the response, that employee or volunteer is encouraged to report to any officer of the Board.

4. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code, MWCA policy or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

5. Confidentiality

Upon the request of the complainant, MWCA will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

6. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Executive Director or Board officer has received the complaint or report. The Executive Committee shall be informed of all such complaints or reports.

G. Record Retention and Document Destruction

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by MWCA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate MWCA's operations by promoting efficiency and freeing up valuable storage space.

1. Document Retention

MWCA follows the document retention procedures outlined below. Documents that are not listed, but are substantially like those listed in the schedule, will be retained for the appropriate length of time.

| a) Corporate Records | |
|--|-----------|
| 1. Annual Reports to Secretary of State/Attorney General | Permanent |
| 2. Articles of Incorporation | Permanent |
| 3. Board Meeting and Board Committee Minutes | Permanent |
| 4. Board Policies/Resolutions | Permanent |
| 5. Bylaws | Permanent |
| 6. Construction Documents | Permanent |
| 7. Fixed Asset Records | Permanent |
| 8. IRS Application for Tax-Exempt Status (Form 1023) | Permanent |
| 9. IRS Determination Letter | Permanent |
| 10. State Sales Tax Exemption Letter | Permanent |
| 11. Contracts (after expiration) | 7 years |
| 12. Correspondence (general) | 3 Years |
| b) Accounting and Corporate Tax Records | |

| | |
|---|-----------|
| 1. Annual Audits and Financial Statements | Permanent |
| 2. Depreciation Schedules | Permanent |
| 3. IRS Form 990 Tax Returns | Permanent |
| 4. General Ledgers | 7 Years |
| 5. Business Expense Records | 7 Years |
| 6. IRS Forms 1099 | 7 Years |
| 7. Journal Entries | 7 Years |
| 8. Invoices | 7 Years |
| 9. Sales Records (box office, concessions, gift shop) | 7 Years |
| 10. Petty Cash Vouchers | 7 Years |
| 11. Cash Receipts | 7 Years |
| 12. Credit Card Receipts | 7 Years |
| c) Bank Records | |
| 1. Check Registers | 7 years |
| 2. Bank Deposit Slips | 7 years |
| 3. Bank Statements and Reconciliation | 7 years |
| 4. Electronic Fund Transfer Documents | 7 years |
| d) Payroll and Employment Tax Records | |
| 1. Payroll Registers | Permanent |
| 2. State Unemployment Tax Records | Permanent |
| 3. Earnings Records | 7 years |
| 4. Garnishment Records | 7 years |
| 5. Payroll Tax Returns | 7 years |
| 6. W-2 Statements | 7 years |

| e) Employee Records | |
|--|---------------------------|
| 1. Employment and Termination Agreements | Permanent |
| 2. Retirement and Pension Plan Documents | Permanent |
| 3. Records Relating to Promotion, Demotion, or Discharge | 7 years after termination |
| 4. Accident Reports and Worker's Compensation Records | 5 years |
| 5. Salary Schedules | 5 years |
| 6. Employment Applications | 3 years |
| 7. I-9 Forms | 3 years after termination |
| 8. Time Cards | 2 years |
| f) Donor and Grant Records | |
| 1. Donor Records and Acknowledgment Letters | 7 years |
| 2. Grant Applications and Contracts | 7 years after completion |
| g) Legal, Insurance and Safety Records | |
| 1. Appraisals | Permanent |
| 2. Copyright Registrations | Permanent |
| 3. Environmental Studies | Permanent |
| 4. Insurance Policies | Permanent |
| 5. Real Estate Documents | Permanent |
| 6. Stock and Bond Records | Permanent |
| 7. Trademark Registrations | Permanent |
| 8. Leases | 6 years after expiration |
| 9. OSHA Documents | 5 years |
| 10. General Contracts | 3 years after termination |

2. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents.

Therefore, any electronic files, including records of donations made online, that

fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

3. Emergency Planning

MWCA’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping MWCA operating in an emergency will be duplicated or backed up at least every quarter and maintained between staff and officers.

4. Document Destruction

MWCA’s Executive Director is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Shredding will accomplish destruction of financial and personnel-related documents.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

5. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against MWCA and its employees and possible disciplinary action against responsible individuals. The Executive Director and Treasurer will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

II. Board and Board Members

A. Role of the Board

1. Acts as the fiduciary and guardian of the organizational assets.
2. Reviews and approves MWCA’s program budget.
3. Establishes short- and long-term goals.
4. Assesses progress toward goals.
5. Assumes stewardship responsibility for MWCA’s finances.
6. Sets policies for the overall management and operation of the organization.

B. Expectations of the Members of the Board

1. Attend regularly scheduled Board meetings. A Board member must attend a minimum of 50% of MWCA meetings over the course of a year.
2. Participate in committee work.
3. Become informed about the policies and programs of MWCA.

4. Participate in fundraising activities and special events sponsored by MWCA.
5. Contribute financially according to ability.
6. Participate in Board orientation activities.
7. Act as an informed advocate of MWCA.

C. Board Member Agreement

1. MWCA agrees to provide each member of the Board with the following:
 - a) Access to the management of MWCA, as needed for proper operation of the Board.
 - b) Ample notice of all meetings.
 - c) Minutes of all Board meetings.
 - d) Relevant information to conduct his or her job as a Board member.
 - e) To the extent allowed by law, indemnification from liability for a Board member's reasonable and necessary actions.
 - f) Reimbursement for reasonable expenses in conducting and attending to MWCA Board business.
 - g) Director & Officer insurance liability coverage.
 - h) Respect for his or her time.
 - i) The use of his or her talent effectively.
2. The Board member agrees to do the following as an MWCA policy volunteer:
 - a) Learn about MWCA, read financial reports and other MWCA documents, and keep up-to-date on MWCA programs, finances and management.
 - b) Attend as many Board and committee meetings as practicable, and participate in all such meetings, using fair, independent judgment and due care in conducting the business of MWCA.
 - c) Avoid all direct or indirect political campaign intervention (such as supporting or opposing candidates for public office) in the name of MWCA and when using MWCA assets.
 - d) Contribute to the financial well-being of MWCA and seek financial support from others for MWCA as well.
 - e) Avoid all conflicts of interest with MWCA.
 - f) Be loyal to MWCA, always exercising Board powers in the interest of MWCA, and not for the interest of yourself or others.
 - g) Keep all MWCA matters confidential.

D. Board Officer Job Descriptions

1. President

The President shall be the chief volunteer executive officer of the Association and shall have general direction and control of the affairs of the corporation. They shall preside at the meetings of the Association, the Board of Directors and the Executive Committee. They shall perform such other duties as are usual to the office.

2. Vice President

In the absence or disability of the President, the Vice President shall perform all the duties of the President; when so acting shall have all the powers of, and be subject to all the restrictions upon the President. The Vice President shall have such other powers and perform such other duties prescribed for them respectively by the Board of Directors or the President. The Vice President shall normally accede to the office of President upon the completion of the President's term of office. The Vice President will reside as chair of the annual conference work group.

3. Treasurer

The Treasurer shall ensure all the records of the Association are accurate and current. The Treasurer shall be the chief financial officer of the Montana Weed Control Association. The Treasurer will reside as chair of the finance committee.

4. Past President (Immediate)

The past president will be encouraged to facilitate a smooth transition with the new president, Board of directors, and partners outside of the MWCA; the past president will work with the new president on goals and objectives for the organization to facilitate continuity within the MWCA. The past president will serve on a committee(s) that they have a vested interest in, and will be encouraged to utilize the strengths and achievements made during their tenure as president. The Past President will reside as chair of the Public Policy and Governance Committees.

E. Other Voting Board Member Descriptions

1. Industry Representative

- a) will be elected to a biennial position;
- b) must be an MWCA member;
- c) brings an industrial point-of-view to the table;
- d) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
- e) helps MWCA staff and Board identify and work with potential partners in the industrial communities;
- f) assists research, education and networking, where possible, in developing needed support for programs, both financially and politically, where appropriate; and

- g) must sit as an active member on a committee or work group that best fits their interests and/or qualifications.
2. Conservation Representative
- a) will be elected to a biennial position;
 - b) must be an MWCA member;
 - c) brings a conservation point-of-view to the table;
 - d) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
 - e) helps MWCA staff and Board identify and work with potential partners in the conservation and environmental communities;
 - f) assists research, education and networking, where possible, in developing needed support for programs, both financially and politically, where appropriate; and
 - g) must sit as an active member on a committee or work group that best fits their interests and/or qualifications.
3. Agricultural Representative
- a) will be elected to a biennial position;
 - b) must be an MWCA member;
 - c) brings an agricultural point-of-view to the table;
 - d) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
 - e) helps MWCA staff and Board identify and work with potential partners in the agricultural communities;
 - f) assists research, education and networking, where possible, in developing needed support for programs, both financially and politically, where appropriate; and
 - g) must sit as an active member on a committee or work group that best fits their interests and/or qualifications.
4. Member at large
- a) will be elected to a biennial position;
 - b) must be an MWCA member;
 - c) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
 - d) helps MWCA staff and Board identify and work with potential partners;
 - e) assists research, education and networking where possible in developing needed support for programs, both financially and politically, where appropriate; and

- f) must sit as an active member on a committee or work group that best fits their interests and/or qualifications.

5. Area Members

- a) will be elected to a biennial position;
- b) must be an MWCA member;
- c) is a liaison between their area council and MWCA;
- d) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
- e) helps MWCA staff and Board identify and work with potential partners within your area;
- f) must sit as an active member on the coordinator support committee and public policy committee. Other committee and workgroup participation is encouraged; and
- g) facilitate education and networking in the area to promote the MWCA through encouragement of membership and participation at trainings and to seek commonality among all weed managers. It is left up to the area member and the area council to determine how best to reach these responsibilities in their respective area.

6. Coordinator Support Representative

- a) will be elected to a biennial position at the fall coordinator training;
- b) must be an MWCA member;
- c) provides written or oral reports to MWCA Board;
- d) provides a budget upon request from the Board;
- e) submits newsworthy articles for the *Weed Times* and provide electronic notices for the membership, when applicable;
- f) assists with education and networking where possible to provide support for programs;
- g) works with local coordinators hosting the annual spring and fall trainings for coordinators to provide constructive and timely trainings;
- h) provides support to coordinators with unique problems and attempt to help resolve those problems;
- i) corresponds with new coordinators in matters of the Association and weed management;
- j) provides coordinator recognition through certificates of appreciation, achievement awards and pins annually at the annual conference; and
- k) assumes position at the January MWCA business meeting.

F. Non-Voting Advisory Positions and Appointed Positions

1. Advisory Board Representative:
 - a) Must be a member of MWCA.
 - b) A job description can be found in the back of the policies as Appendix B.
2. MWCA MACo Committee Representatives:
 - a) must be a MWCA member;
 - b) four representatives from MWCA will serve on the following Montana Association of Counties (MACo) Committees: Agriculture, Public Lands, Transportation and Land Use & Planning;
 - c) attend MACo committee meetings to represent noxious weed issues and the MWCA;
 - d) upon vacancy or poor attendance of representative to a committee, a call for nominations to fill the position will go out to the membership. The MWCA President will make the appointment from the list of nominations;
 - e) representatives are appointed by the sitting MWCA President upon request of MACo and;
 - f) representatives are asked to provide written or oral reports back to the MWCA Board on relevant MACo committee activities.
3. Montana Department of Agriculture (MDA) appointed positions:
 - a) director of MDA appoints Montana Noxious Weed Management Advisory Council positions. The terms are reinstated every other year and at that time, MWCA may make recommendations to the MDA director regarding the position. The current MWCA president will recommend this position but if appointee violates MWCA policy or position, the president can recommend that they be removed from the Advisory Council. Additionally, an MWCA president would be able to change recommended appointments if they desired. Individual recommended must be a MWCA member;
 - b) representative will serve on the Montana Noxious Weed Trust Fund Council;
 - c) attend MDA council meetings to represent noxious weed issues and the MWCA;
 - d) upon vacancy or poor attendance of representative to a council, a call for nominations to fill the position will go out to the membership. The MWCA President will make recommendations to the MDA Director from the list of nominations;
 - e) the sitting MDA Director appoint representatives; and
 - f) representatives are asked to report back to the MWCA Board on relevant MDA council activities.

G. Compensation of Board Members

Board members shall serve without compensation. Board members shall be allowed reasonable reimbursement of expenses incurred in the performance of their duties, including attendance at Board-authorized meetings and conferences.

H. Board Member Expense Reimbursement

Whenever possible, Board members are expected to bear all travel-related costs associated with attending Board meetings, committee meetings or discharging any other governance responsibilities assigned by the Board chair. When a Board member is unable to bear such costs, in whole or in part, appropriate receipts should be submitted to the Executive Director of MWCA for reimbursement by the organization. The MWCA will reimburse Board members state rate for hotel expenses, per diem for meals and actual gas receipts, as requested and based upon genuine need.

I. Board Self-Assessment

The Board of MWCA will conduct a self-assessment every year. The Board should review the most recent organizational strategic plan for the organization adopted by the Board. After reviewing the goals achieved, the goals unmet and the goals that need modification, the Board will conduct a self-assessment. A review of these plans should provide the framework for the assessment. The Board should also review its previous self-assessment summaries and may find the use of a consultant especially helpful. The President shall submit a summary report to the Executive Committee and the Board after the assessment. This report will provide a basis for improving the Board member orientation and other programs of continuing education for Board members.

III. Finance and Investments

A. Budgeting

1. The Board of MWCA shall approve a biennial operating budget prior to the start of the fiscal year. The budget will project income and expenses and will provide for programs and support services as outlined in the work plan for the two years. Upon request of the Treasurer, committee chairs and Board members have two weeks to submit their budgets prior to the spring /budget meeting.
2. Requests made after the budget has been approved must be submitted first to the finance committee, who then makes their recommendation to the Board. The Board then votes on the request at the following Board meeting.
3. The Board authorizes the Executive Director to manage the organization in accordance with the approved annual operating budget. Programmatic or operational changes that may have a significant impact on the annual budget shall be reviewed by the finance committee and the Board between budget cycles and may lead to a budget revision.

B. Capital Expenditures

1. Capital Acquisition -- is an individual asset and/or class of assets that has a useful life of more than one year and a cost of \$2,500 or more.
2. Budget -- Anticipated capital acquisitions shall be included in the normal budgetary process, and when necessary, as part of the separate capital acquisitions budget. The annual budget shall include purchase requests for all new and replacement acquisitions.
3. Purchasing -- Any equipment with an estimated value of \$5,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors. Comparative pricing or competitive bidding should also be used periodically for regularly purchased materials, supplies, services and insurance.
4. Executive Authority -- The Executive Director shall have the authority to make purchases that are part of the approved annual budget without additional approval from the Board. Such acquisitions shall be reported to the Board and finance committee at their next regular meeting.
5. Discretionary Fund -- The Executive Director shall have the authority to spend up to \$2,500 from the discretionary fund on any single acquisition without prior approval from the Board. Such acquisitions shall be reported to the Board and finance committee at their next regular meeting.
6. Property -- The finance committee must approve the purchase or disposition of any capital asset with a value of \$2,500 or more. The purchase or sale of any capital asset of higher value shall be approved by the Board.

C. Financial Controls

1. The Treasurer, Executive Director and, if appropriate, one staff/Board member, as designated by the Board, are authorized to sign checks.
2. Credit cards will be distributed to the Treasurer and Executive Director and, if appropriate, one staff/Board member in the name of the Montana Weed Control Association.
3. The Finance Committee has oversight of expenditures on credit cards and checking accounts. The Executive Director reports to the Treasurer monthly, with a copy of all statements and reconciliation report Payroll summaries will be submitted to the treasurer prior to payroll deposits each month. Quarterly reports will be distributed to the Finance Committee on a quarterly basis.
4. The Executive Director will maintain the checking and investment accounts and the Executive Director and Treasurer will ensure that accurate and concise financials are submitted to the Board at each regular Board meeting.
5. MWCA Executive Director will split bookkeeping and accounting duties to ensure checks and balances with treasurer and other staff. Whenever possible, no one person will be responsible for a complete financial cycle.
6. All materials will be kept on file and submitted to a Certified Public Accountant to complete yearly taxes for the organization within IRS timelines.

D. Credit Card Data Security

To be compliant with US law regarding Payment Card Industry Data Security Standard (PCI DSS), MWCA will adhere to the following:

1. MWCA relies on third-party service providers to process cardholder data.
2. MWCA will confirm annually that the third party is PCI DSS compliant.
3. MWCA will not store any cardholder information in electronic format.
4. Paper reports with cardholder data will not contain full cardholder data.
5. All paper reports will be considered confidential and will be physically secured when not in use. These reports will only be made available to staff who have a need to know to complete their work duties.
6. Reports will not be removed from MWCA offices without prior approval of the Board.
7. When reports are no longer needed, they will be destroyed in one of the following methods: cross-cut shredded, incinerated or pulped so that cardholder data cannot be reconstructed.
8. If in the future, cardholder data is shared with service providers, policies and procedures will be established and approved by the Board to ensure that cardholder data is secure in a written agreement that maintains PCI security requirements.
9. Only employees with the need to know will have access to credit card information and that information will be in graduated levels to ensure that employee's only have access to data at a level required to do their job.

E. Speaker Fees

1. Attending conference
 - a) In-state speakers, upon request, will receive a banquet dinner ticket, hotel rooms and mileage reimbursement based on current state rates. They must pay registration fees if they are applying for credits.
 - b) Out-of-state speakers will receive waived registration and room and travel expenses, upon request and within MWCA budget if their agency will not cover costs. Moderators or MWCA Staff will ask if their agency can cover costs upon invitation to speak.
2. Only presenting their session
 - a) In-state speakers, upon request, will receive a luncheon ticket and mileage reimbursement based on current state rates.
 - b) Out-of-state speakers will receive luncheon ticket and travel expenses will be reimbursed, upon request and within MWCA budget, if their agency will not cover costs. Moderators or MWCA Staff will ask if their agency can cover costs upon invitation to speak.

F. Penalties and Refunds in General

1. MWCA will invoice for payment, if requested. Payment of all invoices is net 30 days. There will be an 18% finance charge per year on outstanding balances (including prior finance charges) and fees will not be assessed until 45 days from the date of the invoice.
2. The MWCA will have a returned check fee in the amount of \$40.00.
3. Refunds will be given for unforeseen circumstances for an MWCA event with 25% retained for administration costs to the organization.
 - a) Annual Conference cancellation/refund policy:
Registration fees will be refunded in full if cancellation is received prior to December 25. After December 25th, 25% of the registration fee will be retained to cover MWCA's costs. After early registration ends, NO refunds will be given for cancellations.
 - b) Substitutions are allowed at no charge.
 - c) Registered attendees who do not attend the conference, but have not submitted a cancellation request will be invoiced for the whole registration fee.
 - d) No refunds or adjustments to fees will be made for late arrivals, early departures or missed meals. No weather-related refunds will be issued unless emergency travel is issued by MT Dept of Transportation.
 - e) MWCA will not terminate an event once it begins. If an event must be terminated because of a government action or venue closure, MWCA will not refund registration fees for the event.
 - f) If, prior to beginning, an event is cancelled or rescheduled, registered groups will be given the option to attend a rescheduled date, transfer to another location on the same tour or receive a refund of their registration fees less the hard costs of the conference per attendee. MWCA is not responsible for any expenses the registrant may incur outside of registration costs paid to MWCA.
 - g)
4. If a bill remains unpaid after four months or 120 days, the business or individual will not be allowed to attend any future MWCA events until the bill (with penalties) is paid in full and the business or individual will not be allowed to use credit at any future MWCA events and will be required to pay their fees in full at the time of registration. Appeals can be made to the MWCA Executive Committee.

G. Investments

The Executive Director shall invest MWCA's short-term funds in such a way as to maximize return while protecting principal and will follow these guidelines.

1. The finance committee will review investment status and future opportunities that need to be considered prior to the spring budget meeting.
2. When held in a commercial bank, investments of MWCA funds should not exceed \$250,000 in any one institution for federal insurance purposes, unless approved by the Board.
3. Accounts such as interest-bearing checking accounts, money market accounts, certificates of deposit, investment-grade commercial paper and government securities are to be the primary investments. Investing in any other type of investment vehicle requires prior approval by the finance committee.
4. Investments should be limited in term. The committee must approve any investments with a term longer than three years.
5. Within guidelines, maximum interest rates shall be sought, with the maturity of the investments governed by expected cash needs.
6. All securities are to be written in the name of MWCA.
7. The Executive Director will be responsible for the maintenance and reporting of all investments to the finance committee and the Board.

H. Reserves, Endowments and Depreciation Limits

1. Reserve Funds

The financial objective of MWCA is to establish a temporary financial reserve restricted account to provide for unexpected expenses, upkeep, or emergency situations with six months of operating income. The fund will hold a minimum of 25% of the budgeted expenses, to be calculated after budget approval each year. Funds are to be transferred to the account following the annual conference each year. The Board needs to authorize any disbursements from this fund. The funds for the reserve funds will come from the surplus from operations, or the net operating excess for each fiscal year.

8. Endowment Funds

- a) Description - Endowed funds usually require that the principal of the fund remains intact and the income is paid out.
- b) Investment Objective - Preservation of principal to allow distribution of income for designated uses.
- c) Authority - These funds shall be invested in the same manner as Board-designated reserves, and paid out per the terms of the endowment.

9. Depreciation Limits

With capital assets, the depreciation limit will be \$5000.00.

I. Permanent restricted funds

1. Permanently restricted assets are any assets that are given to a not-for-profit by an outside individual or agency with restrictions on their use or purpose. Restrictions can only legally be placed on funds by the donor.

2. All restricted funds, once donated to MWCA, are the property of MWCA, not a working group or committee, although the Board may set a working group to oversee the funds.
3. MWCA staff would be responsible for any accounting related to the restricted fund based on recommendations of the working group and approved by the Board.
4. MWCA staff would be responsible for program related duties relating to internal MWCA protocol: website transactions (i.e., ticket sales), event insurance, advertising on website, etc.
5. MWCA will retain 5% of the proceeds (amount set by the MWCA BOD) for any events involving registration or tickets.
6. Specific to Big Hole Watershed Donation
 - a) Funds donated to MWCA will be placed into a permanent restricted fund.
 - b) Funds will be used for weed management efforts in the Big Hole Watershed and 5% of gross income from the Weed Whacker Ball or any other future event with a ticketed admission will be transferred to the MWCA general fund. The 5% from ticketed events does not cover expenses included in hosting a ticketed event such as catering, building rental and other costs usually associated with hosting an event. A 5% fee will not be assessed on the original funds transferred to the permanent restricted fund.
 - c) MWCA administration will be based on accurate costs directly related to activities of the restricted fund including, but not limited to, accounting oversight (checks, invoices, contracted accountant costs, mailing, etc.), staff time dedicated specifically to the permanent restricted fund accounting or projects, additional insurance costs, additional website use and fees associated with online transactions. These expenses will be charged to the restricted fund account.
 - d) The working group retains the option to donate an additional amount above the 5% to the MWCA general fund each year.
 - e) MWCA has established a working group (Big Hole Basin Cooperative Weed Management Area Working Group) to oversee the budgeting of those funds and implementation of projects the funding is used for.
 - f) The Big Hole Cooperative Weed Management Area working group will make recommendations for funding (i.e., grants) to the MWCA Board and the working group will establish a tentative budget for the funds each year in accordance with MWCA budgeting guidelines. Deviations from the budget will need to be approved by the MWCA Board of directors or Executive Committee for budget amendment.
 - g) The working group will draft objectives for the year in accordance with MWCA organizational criteria.
 - h) If the Big Hole Cooperative Weed Management Area Working Group dissolves, the remainder of any restricted funds will be transferred to the Southwest

Area of the Montana Weed Control Association to continue noxious weed efforts in the Big Hole Valley.

J. Financial Review

To ensure financial accountability, MWCA will complete an internal financial review on a biennial basis. If an external audit is deemed necessary by the financial committee, the selection of the firm to conduct the audit will be approved by the Board. The auditor's report, management letter and IRS Form 990 will be presented to the Board for approval. A copy of the audited statement will be distributed to the full Board and the Executive Director. The audited financial statements will also be made available to anyone who requests them.

K. IRS Form 990

1. The Executive Director shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.
2. The Executive Director shall sign and certify that the IRS Form 990 is accurate and complete.
3. The financial committee shall review and approve the IRS Form 990 annual tax filing prior to submission. The Board shall be notified that they can receive a copy of the IRS Form 990 within 30 days of its submission if they desire.
4. Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations thereunder, copies of the organization's IRS Form 990 shall be made available, upon request, in a timely manner and [without charge OR subject to the charges permitted by law] to any individuals who request it.
5. The organization's current IRS Form 990 shall always be made available on the organization's website.

L. Membership

1. Dues

- a) Membership dues will be established for the following calendar year at the spring Board retreat.
- b) MWCA membership is to be renewed on a yearly basis. A membership is valid for one year from the time membership dues are received at the MWCA office.
- c) Registration fees for MWCA events shall be amended by the finance committee and presented to the Board for vote and membership dues will be established at the spring Board retreat for the following year.

2. MWCA dues are set as follows:

- a) INDIVIDUAL MEMBERSHIP -- Includes one membership and one mailing of the *Weed Times* to the member address.
- b) HOUSEHOLD MEMBERSHIP -- Includes two memberships and one mailing of the *Weed Times* to the household address.
- c) GROUP MEMBERSHIP -- Includes up to ten members. Names, addresses and email addresses for all members must be submitted.
- d) BASIC BUSINESS MEMBERSHIP -- Includes one membership, a listing in MWCA Director and, for consumer weed control business, a listing on the website advertising page.
- e) PREMIER BUSINESS MEMBERSHIP -- Includes three memberships, business card listing in the MWCA Directory, the *Weed Times* and the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page.
- f) LEGACY MEMBERSHIP -- Includes four memberships, a one-quarter page ad or double-sized business card listing in the MWCA Directory, the *Weed Times* and the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page. Additional benefits include articles reflecting education or information associated with the business, advertising in the *Weed Times* and recognition at all MWCA sponsored events and publications, as well as recognition at the annual convention.
- g) FOUNDING MEMBERSHIP -- Includes 4 memberships, one-half page ad in the MWCA Directory, the *Weed Times* and a double-sized business card listing on the website partnership page. Consumer weed control businesses also receive a business card listing on the website advertising page. Other benefits include articles reflecting education or information associated with your business, recognition as a Founding Member on the MWCA home page, and recognition at all MWCA sponsored events and publications, as well as recognition banners and an award at the annual convention.

3. Suspension of Membership

Membership will be cancelled if:

- a) An address change is made without notification to the MWCA office.
- b) Dues are 60 days in arrears.
- c) A member is deemed to be in gross violation of MWCA policy or does not represent the best interests of the MWCA as determined by the Board.

4. Member and Non-Member Rates

| | <u>Member</u> | <u>Non-Member</u> |
|---|---------------|-------------------|
| <i>Weeds of the Prairies</i> | \$35 | \$40 |
| <i>Why Should I Care Brochure</i> | \$.75 | \$1.50 |
| <i>Noxious Weed Field Guide</i> | | |
| Single Copy | \$5.00 | \$5.00 |
| Bulk | \$2.50 | \$4.00 |
| <i>MWCA Directory</i> | \$10 | \$15 |
| Spring Training | \$100 | \$125 |
| Fall Training | \$100 | \$125 |
| Late Registration Fee+25% of registration fee for events that have a late fee | | |
| Annual Conference | \$175 | \$225 |
| Annual Conference Single Day | \$100 | \$100 |
| Vendor Booth | \$375 | \$425 |
| Vendor Booth Education/NPO | \$225 | \$275 |

M. Risk Management

MWCA will purchase necessary insurance policies to insure the organization against risk. Types of insurance to be purchased should include:

1. Insurance against employee theft and dishonesty
2. Commercial auto
3. General liability (personal and property damage and punitive damage)
4. Nonprofit Officers' and Directors' Liability (also known as association professional liability)
5. Workers' Compensation

IV. Fundraising

A. Board Member Fundraising

Fundraising is a major part of a Board member's responsibility, and financial support of the annual appeal and special events is expected. Board members are expected to make an annual financial contribution per their personal means.

B. Donor Relations

1. Donor Intent -- Donors' wishes will be considered to the extent possible, if their intended use of funds is in keeping with the purpose of MWCA and with the policies and priorities of the organization as expressed in the corporate plan. MWCA will not accept a gift for which it is incapable of honoring donor intent.
2. Acknowledgment -- All gifts, in value of \$25 or more, shall be acknowledged by MWCA in the form of a written substantiation, including a gift receipt.
3. Recognition -- Formal recognition of donors includes methods that convey appreciation to the donor and provide opportunities for public acknowledgment.
4. Public Notice -- MWCA will respect a donor's wish to remain anonymous.
5. Confidentiality -- MWCA shall maintain confidentiality concerning all correspondence regarding contributions, gift records, prospect cards and other data on donors; and will ensure that this donor information is used on a need-to-know-basis only for the support of fund development for MWCA.
6. Gift Acceptance
 - a) MWCA actively solicits gifts and grants to further the mission of the organization. There is a potential that the acceptance of certain gifts could compromise the ability of the organization to accomplish its goals or could jeopardize its tax-exempt status. Hence, the following gift acceptance policy applies:
 - The MWCA staff and Board have the authority to solicit and/or accept gifts on behalf of MWCA.
 - b) MWCA's responsibility is to productively pursue gifts that will further the organization's mission, goals and objectives. The primary consideration in the pursuit of gifts is how they can benefit the organization in the most ethical and unencumbered manner. To that end, the following caveats must be considered:
 - i. Core Values -- Is the gift one that is consistent with the organization's standards, principles and core values?
 - ii. Compatibility of Cause -- Will the gift unnecessarily challenge the organization's ability to further its mission, goals, or objectives?
 - iii. Public Relations -- Does the acceptance of the gift present the organization in an unfavorable light; does it appear that there may be a conflict of interest between the donor and the organization?
 - iv. Motivation -- Is there clear charitable intent and a commitment to the organization?

- v. Consistency -- Will the acceptance of the gift be compatible and in agreement with other fundraising activities or gifts of the organization?
- vi. Credibility -- Are the circumstances surrounding the donor and the gift believable?
- vii. Organizational Stability -- If controversy develops, will it be significant enough to weaken the structure of the organization?
- viii. Form of Gift -- Will the nature of the in-kind contribution create problems, such as in advertising or sponsorship?
- ix. Source of Gift -- Who is the donor? Is the gift from an individual or a corporation? Does the donor represent a perceived conflict of interest, or might the donor's objectives not fit with the mission of the organization?

C. Sponsorships and Endorsements

1. MWCA will not solicit or accept gifts from individuals or entities whose practices, policies, or operations are deemed unacceptable and contrary to the values implicit in its mission.
2. MWCA will not endorse the policies or views of its funders or donors.
3. MWCA will not promote corporate products without approval by the Board.

D. Raffles

1. Any area council or committee who agrees to produce a raffle for fundraising for MWCA shall fill out and return a raffle disclosure statement prior to the sale of tickets.
2. No tickets may be sold over the internet and tickets must be sold to residents of Montana or to individuals who are visiting Montana at the time of sale, if the individual purchases the ticket while in Montana. Tickets cannot be sold out of state.
3. Net proceeds of raffle will be distributed as follows: 50% of the net proceeds go to the MWCA and 50% go to the area council or committee that is hosting the raffle. If the area or committee wishes to change this percentage, they must present their case to the MWCA Board of directors.

V. Personnel

A. Responsibility for Human Resources

In relating to staff, the Executive Committee shall not fail to:

1. Establish human resource policies and to acquaint staff with the organization's personnel procedures in developing these policies, the Executive Director shall consult with a professional.

2. Ensure that the rights of the employees to equitable and humane treatment are not impaired and establish procedures through which employee complaints will be resolved.
3. Develop a plan and execute an annual performance evaluation for the MWCA Executive Director. The Executive Committee will review and make recommendations to the Board of directors concerning compensation and benefits package for MWCA employees.
4. Establish management policies and procedures that protect the rights of the employees and of the organization.
5. Initiate appropriate intervention or advocacy on behalf of any employee or agent of MWCA who during duty is unlawfully detained, subjected to physical harm, or otherwise placed in jeopardy.

B. Equal Employment Opportunity

MWCA is an equal opportunity employer committed to principles of the broadest form of diversity. We, therefore:

1. Value, champion and embrace diversity in all aspects of MWCA activities and respect others without regard to race, color, creed, age, sex (including pregnancy, childbirth or related medical condition), national origin, religion, marital status, veteran or military status, disability, sexual orientation, personal appearance, family responsibility or political affiliation.
2. Support affirmative action to the extent permitted by law and equal opportunity programs.
3. Refuse to engage in or tolerate any form of discrimination or harassment by stakeholders or vendors.

C. Nepotism

Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.

Employees shall not hold a position with the organization while they or members of their immediate family (as defined below) serve on the Board or any committee of the Board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. For purposes of this policy, "immediate family" includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent and grandchild.

D. Sexual Harassment

MWCA is committed to providing a work environment that is free of unlawful discrimination. In keeping with this objective, MWCA maintains a strict policy prohibiting unlawful harassment, including harassment based on any of the following categories: race, color, religion, sex, pregnancy, disability, national origin, ethnicity or ancestry, age or any other protected category.

In particular, sexual harassment is defined as any unwelcome conduct that would not have occurred but for the employee's gender, including but not limited to sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that 1) has been made either explicitly or implicitly as a term or condition of an individual's employment or 2) is used as a basis for employment decisions such as promotions and benefits affecting such individual and other offensive behavior directed toward an employee because of or on account of his or her gender, which substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

In addition to sexual harassment, MWCA also prohibits all forms of harassment on any basis prohibited by discrimination laws, such as race, religion, ethnicity, age and disability. While it is not easy to define precisely what harassment is, it certainly includes slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing and other similar verbal, written or physical conduct.

Any employee who believes he or she has been or is being harassed by a coworker, supervisor or agent of MWCA should immediately report the facts of the incident(s) and names of the individuals involved to his or her supervisor or, in the alternative, to the human resources office, the Executive Director, the Board president or Executive Committee chair. Employees who report harassment, in good faith, should not fear any reprisal (also, refer to whistleblower policy). All employees should also immediately report any incidents of harassment they witness to a management representative.

After a report of harassment is received, an investigation by the Executive Committee will be undertaken promptly. Any supervisor, agent or other employee who has been found by MWCA, after investigation, to have harassed another employee in violation of this policy will be subject to discipline that may range from a warning up to, and including, termination.

E. Complaints

1. If an employee has a problem or complaint regarding any aspect of employment with MWCA, the matter should first be discussed with the President. If the issue is not resolved through discussion, the employee should submit a formal written submission to the Executive Committee. Every attempt will be made to resolve the issue by the employee at this level.
2. After thirty (30) days, if the matter is still unresolved, it may be subject to review by the Board. The Board's decision, or that of the Board chair if the Board elects not to review the matter, will be final, and will not be subject to further review or appeal within MWCA.
3. If a member of MWCA or a Board member has a complaint against MWCA staff, they are to notify a member of the Executive Committee (if it is against the Executive Director) or the Executive Director (if it is against staff). The grievance must be submitted in writing to the Executive Director (or if against the Executive Director to the president) in a timely fashion.
4. The executive director or the staff person involved must also submit their account of the incident or issue in writing as well. The executive committee will meet to investigate the matter and decide on whether the employee or ED

should be disciplined. A letter shall be submitted back to the member of the Board's decision. The nonprofit's decision is final.

F. Performance Evaluation

Although employees are continually evaluated by their immediate supervisor, an initial performance evaluation will generally be conducted prior to completion of the first 180 days of employment. Annual performance evaluations will be conducted by July of each year. The Executive Director will be responsible for completing an annual performance evaluation for employees.

G. Executive Compensation Policy

1. Purpose:

- a) Drafted to comply with Federal regulations;
- b) To assure that MWCA can retain high quality executive leadership of MWCA by providing reasonable compensation; and
- c) To assure that decisions regarding executive compensation are made through a process free of potential conflicts of interest.

2. Procedure:

- a) The Executive Committee of the Board is authorized to make recommendations to the Board regarding executive compensation.
- b) Only those members of the Executive Committee who are free of conflicts of interest may be involved in evaluation of executive compensation.
- c) The Executive Committee should, to the extent reasonably available, rely upon appropriate data as to comparability prior to making its recommendation, and shall contemporaneously place such data and other reasons for its recommendation in the minutes.
- d) If the Executive Committee does not have data as to comparability, it shall document any other bases for believing the proposed compensation is reasonable.
- e) The Executive Committee shall make this determination prior to the start of the fiscal year.
- f) Only those directors who are free of conflicts of interest may vote on executive compensation.
- g) The Board shall review and approve executive compensation, after a review of comparability data or other evidence that compensation is reasonable, and shall contemporaneously substantiate its deliberation and decision in the minutes.

H. COLA Compensation Procedure

- a) The Finance Committee will bring a recommendation to the board annually at the January Board meeting for a cost of living increase for the next fiscal year for the executive director position.

- b) Suggested increases shall be based on the MT Bureau of Business and Economic Research figures through the University of Montana.

VI. Communications

A. Media Relations

1. To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced: All media inquiries are to be handled by the Executive Committee and Executive Director regardless of who the media representative is, whom he or she represents or how innocuous the request.
2. Social Media Policy:
 - a) This policy refers to all staff and Board members and applies to multimedia, social networking sites, blogs and wikis for personal and professional work.
 - b) Make certain information is a professional reflection of opinions and beliefs, avoiding abusive, racist or unethical remarks.
 - c) THINK CAREFULLY BEFORE POSTING ANYTHING. Use common sense. Do not post either proprietary company material or private information about yourself or co-workers.
 - d) Be honest about who you are and make it clear that the views expressed are your own and not that of the MWCA unless you are authorized to speak for the organization.
 - e) Refrain from engaging in heated conversations or posting angry comments that attack individuals.
 - f) Endeavor to share accurate information backed up with well-researched links or documents. Stick to your areas of expertise.
 - g) Understand copyright and respect copyright. Do not use the posting of other people without permission or acknowledgement. (This does not apply to sharing other posts).
 - h) Respect the privacy of offline conversations.
 - i) MWCA reserves the right to avoid certain subjects and remove inappropriate comments.
3. Failure to comply with MWCA's media policy shall be grounds for disciplinary action.

B. Crisis Communication

MWCA is committed to taking a preemptive approach to public relations crises, using disclosure whenever possible, as the preferred strategy for preventing or minimizing public relations crises.

No Board member, committee member or employee is authorized to speak to the news media in a crisis without clearance from the Executive Committee.

The Executive Committee will be responsible for developing a crisis communication strategy if the need arises.

1. Crisis Prevention

- a) The Executive Committee will maintain regular contact with staff, advising the staff when internal issues or developments appear likely to lead to public relations problems.
- b) Similarly, MWCA's staff will regularly notify the Executive Committee of internal developments that may escalate into public relations crises.
- c) The Executive Committee will also monitor local, state and national news coverage of field issues, advising the staff of issues and/or trends that might lead to negative stories or opportunities for MWCA to support public dialogue on issues central to its work.

2. Crisis Response

- a) When crises erupt, the Executive Committee will gather and verify information about the crisis, assess the severity of the crisis and develop strategies concerning how information is to be released, who should speak for MWCA and who is to be notified.
- b) The Executive Committee and MWCA staff will distribute verified information as quickly as possible to internal and external audiences.

C. Electronic Media

- 1. Website -- A website will be established to provide access to member services and information to the public. The website will be updated on a regular basis. The staff will post information and updates.
- 2. Broadcast system -- MWCA provides a member-only broadcast system to provide up-to-date information and promote discussion among members. Members will be added to, or subtracted from, the list upon their request. All members have access to post information on the broadcast in accordance with MWCA standards.
- 3. Surveys -- Proposal for surveys requested by members are subject to the following:
 - a) The requestor must be a current member of MWCA.
 - b) The survey must be related to noxious weeds.
 - c) The requestor must develop and submit the survey to MWCA. MWCA staff will not write surveys not conducted by the organization.
 - d) MWCA may reformat the answers to facilitate use of the survey tool.
 - e) MWCA will donate the staff time to setup the survey and report on the data.
 - f) The survey requestor will be charged \$100 per survey with the first two hours of staff time included in that fee.
 - g) MWCA has the right to decline any survey, which shall be left to the discretion of the Executive Director.

D. Lobbying and Political Activity

1. Lobbying Expenditures

- a) MWCA engages in limited lobbying to advance its mission. It is MWCA policy to adhere strictly to limitations on lobbying expenditures imposed by the Internal Revenue Service. Lobbying expenditures are reported annually to the IRS on Form 990.
- b) To ensure adherence to this policy, lobbying expenditures must be included in the approved MWCA budget or authorized in advance by the Executive Committee. The Executive Committee will alert the staff to any significant lobbying expenditures in advance, to facilitate compliance with the limits on direct and grass-roots lobbying expenditures.
- c) Both expenditures and staff time must be charged to a lobbying project code, which will indicate whether the lobbying is “direct” or “grass-roots.” Below is some general guidance about lobbying, as defined by the IRS. Please contact the general counsel’s office if you have any questions about lobbying.
- d) The following organization-wide policies apply to field offices just as they apply to the national office.

2. Definition of Lobbying

- a) Lobbying is generally defined as communicating, directly or indirectly, with policymakers for trying to influence legislation, whether federal, state, local, or foreign (non-U.S.).
- b) U.S. law divides lobbying into two principal categories: “direct” lobbying and “grass-roots” lobbying.
 - i. Direct lobbying involves communications that:
 - (a) Are directed towards government officials;
 - (b) Refer to specific legislation; and
 - (c) State or strongly imply a position on it.
 - ii. Grass-roots lobbying involves communications that:
 - (a) Are directed to segments of the public;
 - (b) Refer to specific legislation;
 - (c) State or strongly imply a position on the legislation; and
 - (d) Encourage the recipient of the communication to contact government officials with respect to the specific legislation. (This is sometimes called a “call to action.”)
 - iii. To be considered lobbying, an activity must generally meet all the parts of either one definition or the other. In addition, there are certain exceptions to the definitions of lobbying that may apply. Please consult the Secretary of State’s office.
 - iv. When recording lobbying expenditures, it is critical to specify whether the spending was for direct lobbying or for grass-roots lobbying.
 - v. The Secretary of State’s office can provide further advice on applying the lobbying policies.

3. Lobbying with Foundation Funds

- a) In general, foundation grant funds may not be used for lobbying.
- b) If a project gets only part of its funding from a foundation, the project can include lobbying, so long as the lobbying expenditures are funded by sources that do not exclude lobbying.
- c) When designing a project that will include funding from a foundation, any lobbying must be paid for out of general funds or other non-foundation funds that can be used for lobbying.

4. Lobbying with Government Funds

In general, we are prohibited from using any government funds for lobbying, including using government funds to hire consultants or make grants that involve lobbying. If you have any questions, please contact the Secretary of State's office.

5. Responsibility – Lobbying Expenditures

- a) In each year's budget request, the Treasurer is responsible for identifying and labeling any proposed expenditures for lobbying.
- b) In carrying out the approved budget, the Executive Director is responsible for accurately recording the actual allocation of staff time and other expenditures for lobbying.
- c) The Executive Committee is responsible for obtaining authorization before incurring any unbudgeted expenditure for lobbying. Requests for authorization are to be submitted to the Executive Committee.
- d) In addition to reporting our lobbying expenses annually to the IRS, we are required to report to Congress twice yearly on our lobbying activities that involve trying to influence U.S. federal programs, policies and practices through communications with congressional employees and certain high-ranking agency employees.
- e) At no time, will MWCA endorse a candidate, or allow a candidate to speak at a MWCA event where they are speaking to seek votes, nor publish in any MWCA publication any materials which would seek to endorse or request voting for a candidate.

E. MWCA Public Policy

1. Public policy recommendations are developed through democratic processes that, on approval of the Board of Directors, set policy to guide MWCA legislative activities.
2. The Montana Weed Control Association's public policy statements function as a set of guiding principles for the organization when it comes to issues that arise in the realm of public policy.
3. A MWCA Resolution is a written motion, proposed by either a member of the MWCA for review and approved by the policy committee and the executive committee that is intended to guide the organizations actions in relation to specific legislative and policy issues. Resolutions may also be proposed directly from the members of either the public policy committee or the executive committee.
4. MWCA Public Policy Timeline
 - a) October 1 -- Distribution of resolution and policy statement submission format examples, explanations and guidelines.
 - b) November 1 -- Deadline for submission of policy statements and resolutions by members of the Board and the general membership. If submitted after

November 1, they may or may not be acted upon in the upcoming legislative session.

- c) November 25 -- Deadline for the Public Policy Committee to review and revise all policy statements and resolutions.
- d) December 1 -- Ballots are sent to members. Resolutions will be included with Board of director positions and proposed bylaw changes.
- e) December 21 -- Ballots are due back to MWCA. If resolutions pass the membership vote, they become public policy on January 1 of the following calendar year.
- f) January 1 -- MWCA Public Policy Manual will be updated and available for distribution. It will also be posted on the MWCA website.

VII. Committees

A. Effective Committees

To ensure that committees help the Board be more effective:

1. Assess the effectiveness of present committee structure. Eliminate any unnecessary committees;
2. Turn some committees into task forces with specific timeframes for project completion;
3. Draft a clear job description for each committee. Do not allow the committees, themselves, to determine their charter;
4. Choose committed members who will advance the objectives set for the committee and who can actively participate in the work;
5. Set meeting schedules well in advance. Take advantage of electronic communication and virtual meetings;
6. Regularly assess the productivity of the committees. Don't tolerate substandard results; and
7. All standing committees and working groups will provide written reports to the Board of Directors when they hold a meeting. Meeting minutes serve to record what was done (the actions) at a meeting, not what was said at the meeting. Minutes serve as the legal record of what was decided at a meeting. Written reports/minutes will include: date, place, who was present, agenda, voting actions (results & manner), action items with who is responsible and the date due and adjournment. Discussion of items on the agenda is NOT included in minutes.

B. Executive Committee

1. Shall consist of the officers of the Board and the Executive Director. The Executive Committee shall meet upon request of the President for performing business and may meet as often as necessary. The executive committee may exercise all the powers and authority of the Board in the management of the

business and affairs of MWCA between Board meetings. The executive committee shall not have power to amend MWCA's charter, bylaws, or to fill vacancies on MWCA's Board. The executive committee shall perform such other duties as may from time to time be delegated to it by the Board;

2. Whenever possible, if a decision needs to be made between board meetings, the full board will be involved in the decision-making process via email. Board members will have a set time frame to respond with discussion and then a vote will be asked. Timely response is necessary and a quorum will be based on the number of those responding.
3. All action/minutes of the Executive Committee shall be reported immediately via email.
4. The Board may reconsider any action by the Executive Committee, and act thereon, if no such reconsideration shall adversely affect the rights of third parties who have acted in reliance on action of the Executive Committee taken in accordance with the authority of these bylaws;
5. A simple majority of the voting members of the Executive Committee shall constitute a quorum of that committee; and
6. Members of the Executive Committee may submit their votes on issues being considered by the Executive Committee either in person, by facsimile, transmissions or by electronic mail (to the extent permitted by state law).

C. Finance Committee

Objective: To ensure sound financial management of the Association. The Finance Committee will assist the MWCA Board of Directors in its oversight responsibilities relating to fiscal management. The Committee will consist of Board Members, the Treasurer will chair the committee and at-large community members will be selected as deemed necessary. To fulfill its purposes, the Committee shall:

1. Review of the financial results: Members of the Committee will receive and review financial statements consisting of the then current year-to-date: a) statement of financial position, b) operating statements, c) cash flows; and d) key financial performance benchmarks that the Committee deems relevant from time-to-time. These financial statements will be accompanied by a narrative from management highlighting any financial issues and, where necessary, management actions related thereto;
2. Be comprised of a minimum of five Board members. The treasurer will chair the committee and the President will appoint additional members from the Board of directors and/or membership in January;
3. Have a chair and a vice-chair;
4. Develop a preliminary budget by the June budget webinar based upon current and future objectives of the Association and plans for the following year;
5. Require committee budgets from all standing committees before the spring planning meeting;

6. Approve a current P & L from the Executive Director for inclusion in the annual meeting proceedings;
7. Plan for future financial needs of the Association and develop new sources of revenue for the Association;
8. Oversee the management of financial assets - the committee will consider the management of financial assets, their protection and sufficiency to determine the sustainability of the MWCA;
9. Develop long-term financial plans for the Association, including investment of excess funds when necessary. Establish a 25% temporary financial reserve restricted account of the regular operating budget for future Association needs, and;
10. Review and evaluate internal controls and make recommendations as needed.

D. Public Policy Committee

Objective: To help MWCA create a system of resolutions and public policy and work on creating resolutions as the need arises. The Public Policy Committee will:

1. Be chaired by the MWCA Past President;
2. Be comprised of a minimum of five members;
3. Include committee members who shall be members of the Association;
4. Have a vice-chair;
5. Provide a budget upon request from the executive officers;
6. Maintain a current contact list of their members and provide to the Executive Director;
7. Be encouraged to submit articles for MWCA publications and provide updates;
8. Work with area councils in the creation of proposed resolutions as needed;
9. Review and provide input of proposed resolutions as they are put forth to MWCA;
10. Collaborate with other organizations to work on areas of legislation as necessary;
11. Help develop and implementation of MWCA public policy;
12. Adhere to public policy procedures and timelines;
13. Aid MWCA Executive Director in necessary duties and actions as needed; and
14. Be an engaged and informed committee member during legislative sessions.

E. Governance Committee

Objective: To ensure that the Board fulfills its legal, ethical and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of Board activities and evaluation of Board member's performance. Chair shall be the MWCA Past President. The Governance Committee will:

1. Be comprised of a minimum of the Executive Committee and two other Board members;

2. Include committee members who shall be members of the Association;
3. Review the basic responsibilities and “best practices” literature of nonprofit boards;
4. Plan for leadership development—for the Board, staff and standing committees;
5. Prepare annual schedule for the Board, all standing committees and individual Board and committee member reviews and evaluations;
6. Assess the current makeup of the Board, recognizing strengths as well as weaknesses and identifying potential Board members to fill gaps;
7. Cultivate and recruit new Board and committee members;
8. Advise the Board of their responsibilities in accordance with the organization’s governance calendar; and
9. The MWCA Board of Directors may also establish work groups/sub-committees to assist in the facilitation of projects and/or support committee activities on an as-needed basis. A list of active working groups can be found under Appendix D.

F. Appointed positions

1. The Montana Department of Agriculture has one appointed MWCA representatives to the Montana Noxious Weed Trust Fund Council. This position is appointed by the director and recommended by the MWCA.
2. The Montana Association of Counties has four MWCA representatives to the following committees: Agriculture, Land Use, Public Lands and Transportation. These representatives are appointed by the standing president at the time of the request from MACo to reappoint these positions.
3. Representatives to these committees and councils are to provide written reports of relevancy to the MWCA following meetings and decisions made by those committees and councils.
4. Representatives are to relay the positions, views and policies (including public) of the MWCA to these committees and councils. They are also to provide the MWCA with rule changes, positions, views and policies of relevancy to MWCA, which may be shared with the membership as necessary.
5. If a representative violates MWCA policy or engages in conflict of interest while representing the MWCA, the representative may be removed from the position by the standing MWCA president.

(Adopted January Winter Meeting, 2007, updated Early Fall Meeting, 2007, updated Spring Retreat, 2008, updated Winter Board meeting, 2009, updated Winter Board meeting, 2010, updated Fall Board Meeting, 2011, updated Spring Board Meeting, 2012, updated Executive Committee Consensus, Oct 2012, updated Spring Board Webinar, 2013, updated November Board meeting, 2013, updated March Board meeting, 2015, updated January Winter Meeting, 2017)

APPENDIX A -- GOVERNANCE CALENDAR

| Month | Duty |
|-----------|---|
| January | <ol style="list-style-type: none"> 1. Start newly-elected officer terms upon announcement at MWCA Business Meeting at Conference. 2. Governance committee meet to organize new Board member orientation, pair new Board members with mentors, distribute conflict of interest forms to Board members and prepare list of committee/workgroup members. 3. Review governance committee calendar. 4. Review policies and prepare for spring Board meeting. 5. Set annual objectives in conjunction with strategic plan. |
| February | <ul style="list-style-type: none"> • New Board member orientation held. |
| March | <ol style="list-style-type: none"> 1. Board of Directors meeting if in West. 2. MWCA governance committee approved by Board. 3. Board members sign conflict of interest agreements. 4. Evaluation process for Executive Director begins. |
| April | <ol style="list-style-type: none"> 1. Board of Directors meeting if in East. 2. Governance committee submit budget and objectives for fiscal year. |
| May | <ul style="list-style-type: none"> • May 1: Executive Director evaluation completed. |
| June | <ul style="list-style-type: none"> • June 30: End of fiscal year. |
| July | <ul style="list-style-type: none"> • July 1: Start of new fiscal year. |
| August | <ol style="list-style-type: none"> 1. Governance committee meets. 2. Board member and committee job descriptions reviewed. 3. Board nomination packets reviewed and ready for submission. 4. Prepare Board self-assessment. |
| September | <ol style="list-style-type: none"> 1. Board recruitment starts. 2. September 30: Board assessment completed. |
| October | <ol style="list-style-type: none"> 1. Board recruitment continues. 2. Governance committee prepares for late fall BOD meeting. |
| November | <ol style="list-style-type: none"> 1. Governance committee meets. 2. Board development if budgeted. 3. November 5: Review elected Board nominations. 4. Review of contingency and strategic plans |
| December | <ol style="list-style-type: none"> 1. December 1: Ballots sent to members (Board positions, bylaw changes, resolutions and policies voted on by membership). 2. December 21: Ballots due back to MWCA; results are tabulated. |

APPENDIX B -- FINANCE COMMITTEE CALENDAR

| Month | Duties |
|-----------|---|
| January | <ol style="list-style-type: none"> 1. Annual Conference Meeting/Board Meeting 2. Review most recent monthly financial statements per Board policy 3. Review and present quarterly financial statements to the Board 4. Present financials to membership at business meeting 5. Bookkeeper will complete calendar year end reports |
| February | <ul style="list-style-type: none"> • Review most recent monthly financial statements per Board policy |
| March | <ol style="list-style-type: none"> 1. Review most recent monthly financial statements per Board policy 2. Review quarterly reports prepared by bookkeeper at end of March |
| April | <ol style="list-style-type: none"> 1. Board Meeting - odd years east, even years west 2. Review most recent monthly financial statements per Board policy 3. Review and present quarterly financial statements to the Board 4. Assure that Montana Annual Report is filed with Secretary of State 5. Request committee budgets and goals for the next fiscal year |
| May | <ol style="list-style-type: none"> 1. Review most recent monthly financial statements per Board policy 2. Review first draft of operational plan, fundraising plan and annual budget for next two years |
| June | <ol style="list-style-type: none"> 1. Budget webinar 2. Review most recent financial statements per Board policy 3. Present the operational plan, fundraising plan and annual budget for next two years to Board for approval 4. Review quarterly reports prepared by bookkeeper at end of June 5. Fiscal year end |
| July | <ol style="list-style-type: none"> 1. Fiscal year begins 2. Finance Committee conference call 3. Review most recent monthly financial statements per Board policy 4. Review and present quarterly financial statements to the Board |
| August | <ol style="list-style-type: none"> 1. Review most recent monthly financial statements per Board policy 2. Review audit/financial review/990 report with auditor |
| September | <ol style="list-style-type: none"> 1. Board webinar 2. Review year-end report 3. Review most recent monthly financial statements per Board policy 4. Present audit (or financial review) and 990 report to Board 5. Review and present IRS Form 990 report (by November 1st) 6. Assure that IRS Form 990 was submitted to IRS (by November 1st) 7. Review quarterly reports prepared by bookkeeper at end of September |
| October | <ul style="list-style-type: none"> • Review most recent monthly financial statements per Board policy |
| November | <ol style="list-style-type: none"> 1. Board Meeting - Retreat 2. Review most recent monthly financial statements per Board policy 3. Review and present quarterly financial statements to the Board 4. Begin initial development of annual plan for next fiscal year |
| December | <ol style="list-style-type: none"> 1. Review most recent monthly financial statements per Board policy 2. Review and present quarterly financial statements to the Board |

Notes: The committee expects that monthly meeting/conference calls will be required to address the responsibilities outlined in the committee charter. Every two years, in conjunction with the Executive Director, review and update all Financial and Investment Policies and Accounting Procedures. Revised Jan 2017.

APPENDIX C -- ADVISORY BOARD MEMBER JOB DESCRIPTION

| What Advisory Members Provide | What Advisory Members Can Expect in Return |
|--|---|
| 1. As a Liaison I will give my best effort to “hit the ground running” when beginning my service with the board. I will become an MWCA member if I am not at the time of service. | 1. The organization will provide me with a full orientation, including background information on work accomplished to date. |
| 2. I will learn about the organization’s mission and programs as they relate to my Organization/Agency and can describe them accurately. | 2. The organization will provide me with relevant materials and education. |
| 3. I understand that the board meets 2-3 times per year plus one annual spring retreat. I will do my best to attend each meeting or make myself available for questions that involve my Organization/Agency when I am unable to attend. | 3. I expect that board meetings will be well-run and productive, with a focus on decision-making and not merely reporting and updates. I understand that agendas will be distributed at least one week in advance. If I wish to add items to the agenda, I will contact the chair at least one week in advance. |
| 4. I will provide oversight to ensure that any programs that are related to my Organization/Agency run effectively. | 4. I expect regular reports from the executive director, program updates, press clippings, etc. |
| 5. I accept ethical responsibility and will help to hold fellow board members and the executive director (and, by extension, the full staff) to professional standards. | 5. The organization will provide me with relevant training. |
| 6. I will serve as an ambassador to the board to assist its members with any questions concerning the work of my Organization/Agency as it relates to the MWCA. I will also promote the assistance that the MWCA gives my Organization/Agency. | 6. I will need materials and may need training (public speaking, weed I.D., etc.) to do this job effectively. |
| 7. I commit to increasing my skills as an Organization/Agency Liaison. | 7. The organization will provide me with appropriate training and support. |

8. I will support MWCA by means that are appropriate and approved by my Organization/Agency.

8. I will be able to choose from a range of fundraising activities and I expect relevant training and support to help me fulfill my obligations. I will have the option of fulfilling my personal pledge based on the menu of options provided to me.

Appendix D -- Director and Officer Annual Conflict of Interest Statement

Name: _____ Date: _____

Position: _____

1. Are you a voting Director? Yes No

2. Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold: _____.

3. I affirm the following:

a. I have received a copy of the MWCA Conflict of Interest Policy. _____ (initial)

b. I have read and understand the policy. _____ (initial)

c. I agree to comply with the policy. _____ (initial)

d. I understand that MWCA is charitable and to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.
_____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with MWCA? Yes No

i. If yes, please describe it:

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with MWCA? Yes No

i. If yes, please describe it, including when (approximately):

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

If you are not independent, why?

Signature of Director: _____ Date: _____

Date of Review by Executive Committee: _____

Appendix E -- Work Group Descriptions and Duties

A. Work Group Definition

Work Groups exist to address a specific project or purpose not essential to the normal operation of the MWCA. As they are temporal in nature, creation, suspension and dissolution of these work groups is at Board discretion. Work Groups (two separate words) shall be chaired either by the designated Advisory Representative or selected by majority vote of the members of the Work Group. Members of the work group must be members of the Association.

B. Education Work Group

1. Objective: To encourage educational events, training, publications and other activities to further the knowledge and expertise of MWCA members and the public.
2. The Education Working Group will:
 - a) Be chaired by the Education Advisory Board member;
 - b) Be comprised of a minimum of five members;
 - c) Include working group members who shall be members of the Association;
 - d) Have a chair and a vice-chair;
 - e) Provide a budget upon request from the executive committee or finance committee;
 - f) Maintain a current contact list of their members and provide to the Executive Director;
 - g) Be encouraged to submit articles for MWCA publications and will provide a review of the Association web site;
 - h) Encourage area councils in the production of educational programs and events in their respective areas and coordinate with the Coordinator Support Working Group to develop a workable fall area meeting/tour to encourage educational activities in each area;
 - i) Provide networking for educational and/or professional development programs as requested;
 - j) Collaborate with other educational organizations to work on areas of focus;
 - k) Encourage the monitoring and strengthening of the awareness and educational components of the state weed plan; and
 - l) Produce and manage a silent auction in conjunction with the annual conference as a fundraiser for the working group.

C. Coordinator Support Work Group

1. Objective: To encourage professionalism and provide operational and educational direction for Weed District Coordinators.
2. The Coordinator Support Working Group will:

- a) Be chaired by the Coordinator Support Representative;
- b) Be comprised of a minimum of seven active weed coordinators, one from each area;
- c) Include working group members who shall be members of MWCA;
- d) Have a chair and a vice-chair;
- e) Provide a budget upon request from the executive committee or finance committee;
- f) Maintain a current contact list of their members and provide to the Executive Director;
- g) Be encouraged to submit articles for MWCA publications;
- h) Help organize annual spring and fall trainings for coordinators that will not interfere with the traditional weed control season and will provide informal training through suitable topics by guest speakers. It is helpful if trainings provide credits;
- i) Help organize an annual meeting of coordinators to provide the opportunity for interactive group discussions of issues and problems that coordinators face;
- j) Provide support to coordinators with unique problems and attempt to help resolve those problems;
- k) Correspond with new supervisors in matters of the Association and weed management; and
- l) Provide coordinator recognition through certificates of appreciation and achievement awards annually at the annual conference. Chair will keep an updated awards list and budget within constraints of Board approved amounts.

D. Integrated Weed Management Work Group

1. Objective: To encourage the development, research and demonstration of sustainable, integrated weed management strategies.
2. The Integrated Weed Management Working Group will:
 - a) Be chaired by the Integrated Weed Management Advisory Board member;
 - b) Be comprised of a minimum of five members, including one representative from each of the key components as identified for managing weeds: risk analysis and prevention, management, inventory and monitoring and research;
 - c) Include working group members who shall be members of the Association;
 - d) Have a chair and a vice-chair;
 - e) Provide a budget upon request from the Executive Committee or Finance Committee;

- f) Maintain a current contact list of their members and provide to the Executive Director;
- g) Be encouraged to submit articles for MWCA publications; and
- h) Encourage the monitoring and strengthening of the components of the state weed plan.

E. Annual Conference & Awards Planning Work Group

1. Objective: To plan for and help prepare for the MWCA Annual Conference and Awards Ceremony.
2. The Annual Conference & Awards Planning Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Include working group members who shall be members of the Association;
 - c) Have a chair and a vice chair;
 - d) Provide a budget upon request from the Executive Committee or Finance Committee;
 - e) Maintain a current contact list of their members and provide to the Executive Director;
 - f) Be encouraged to submit articles for MWCA publications; and
 - g) Help organize and plan the MWCA Annual Conference and Awards Ceremony.

F. Golf Fundraiser Work Group

1. Objective: To plan and implement an annual golf fundraiser for MWCA.
2. The Golf Fundraiser Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Include working group members who shall be members of the Association;
 - c) Have a chair and a vice chair;
 - d) Provide a budget upon request from the Executive Committee or Finance Committee;
 - e) Maintain a current contact list of their members and provide to the Executive Director;
 - f) Be encouraged to submit articles for MWCA publications; and
 - g) Help organize and plan an annual golf fundraiser to benefit the MWCA.

G. Continuity Planning Work Group

1. Objective: To create a succession plan for the Executive Director of MWCA.
2. The Continuity Planning Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Include working group members who shall be members of the Association;
 - c) Have a chair and a vice chair;

- d) Provide a budget upon request from the Executive Committee or Finance Committee;
- e) Maintain a current contact list of their members and provide to the Executive Director; and
- f) Coordinate with Executive Director to develop a continuity plan for the Executive Director position.

H. Publications Editing Work Group

1. Objective: To review and provide grammatical and editorial edits for publications produced by the MWCA.
2. The Publications Editing Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Include working group members who shall be members of the Association;
 - c) Have a chair and a vice chair;
 - d) Provide a budget upon request from the Executive Committee or Finance Committee;
 - e) Maintain a current contact list of their members and provide to the Executive Director; and
 - f) Provide grammatical and editorial edits to publications produced by MWCA at the request of the Executive Director.

I. Big Hole Basin CWMA Work Group

1. Objective: To facilitate funds in the Big Hole Basin CWMA and to organize and produce the Weed Whackers Ball.
2. The Big Hole Basin CWMA Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Have a chair and a vice chair;
 - c) Provide a budget upon request from the Executive Committee or Finance Committee;
 - d) Maintain a current contact list of their members and provide to the Executive Director;
 - e) Be encouraged to submit articles for MWCA publications;
 - f) Coordinate with Big Hole Basin CWMA landowners about noxious weed issues and opportunities;
 - g) Support noxious weed efforts in the Big Hole Basin; and
 - h) Organize and produce the annual Weed Whackers Ball as a fundraiser for the work group.

J. MWCA Direction Work Group

1. Objective: To reevaluate the mission and objectives of MWCA. To evaluate membership levels and basically review what the Association is about and where it needs to be headed.
2. The MWCA Direction Work Group will:
 - a) Be comprised of a minimum of five members;
 - b) Have a chair and a vice chair;
 - c) Provide a budget upon request from the Executive Committee or Finance Committee;
 - a) Maintain a current contact list of their members and provide to the Executive Director; and
 - b) Be encouraged to submit articles for MWCA publications.