

Affiliate Network of NAAEE
Operating Procedures
Revised June 2002 & November 2005

INTRODUCTION

The Affiliates Program was first conceived during a workshop at the 1990 North American Association for Environmental Education (NAAEE) conference in San Antonio, Texas. Since, the Affiliate Partnership has developed into a network that has tremendous potential to support NAAEE and further the field of environmental education. Realizing this potential the Board of Directors of NAAEE formally recognized the Affiliates Network in 1997 with the adoption of a five-year strategic plan and in 1998 with constitutional and bylaw changes creating the Affiliates Partnership.

The Affiliates of NAAEE are associations, made up of people and organizations in the field of environmental education whose purpose it is to promote and enhance environmental education. Affiliates are autonomous EE organizations that have chosen to affiliate with NAAEE for networking, support, and gaining new perspectives through shared learning. The Affiliates Network provides a forum for ongoing dialogue about enhancing EE capacity at all levels.

The Network strives to improve efficiency, greater effectiveness, and a stronger and more unified voice for EE on the provincial, state, territorial, regional, national, and international levels.

DEFINITION OF THE AFFILIATES NETWORK

I. **AFFILIATE** Affiliates of NAAEE are state, provincial, territorial, or regional associations for those people and organizations in the field of EE whose purpose is to promote and enhance environmental education. An affiliate is an autonomous environmental education organization that chooses to affiliate with NAAEE for networking, support, and gaining new perspectives through shared learning. The **AFFILIATES PARTNERSHIP** is recognized and supported by NAAEE

II. **MISSION** The Affiliates Network of the NAAEE strives to promote environmental education and support the work of environmental educators through strengthening the capacity of state, territorial, regional and provincial EE associations

III. **VISION** The Affiliates Network honors the importance of working together in support of environmental education and works toward a future where increasingly:

- The Affiliates Network, its affiliate organizations and their individual members, and the NAAEE are recognized as leaders in the field;
- The Affiliates Network and the NAAEE work together to advance environmental education and provide a unified voice for environmental educators;
- The Affiliates Network and NAAEE have a broad awareness of the work being accomplished by others.
- Affiliate representatives' view each other as virtual office mates, actively sharing advice, strategies, projects, and experiences, and working together where appropriate.
- Educators, environmental professionals, and the organizations and agencies they represent are well informed of best practices in the field as a result of the efforts of the Affiliates Network and NAAEE. And,
- An appreciation for, understanding of, and care for the environment among people of all ages is an integral part of all formal, nonformal, and informal education systems as a result of the efforts of the Affiliates Network and NAAEE.

IV. GOALS

GOAL A - Promote Communications/Networking. To create an integrated and effective network of environmental education associations through enhanced communication and cooperative/collaborative efforts.

GOAL B - Foster Organizational and Leadership Development. To foster leadership and organizational development of state, territorial, provincial, and regional EE associations in North America by providing

resources and training to increase organizational capacities and leadership abilities.

GOAL C - Provide Recognition and Support. To recognize and support the ongoing development, work, and missions of EE associations on the state, territorial, provincial and regional levels.

GOAL D - Promote Effective Interaction with NAAEE. To develop a structure that allows the Affiliates to effectively interact with NAAEE in a manner that is mutually beneficial and promotes the missions of involved organizations.

V. EXPECTATIONS AND RESPONSIBILITIES FOR AFFILIATE STATUS

Each Affiliate (only one per province, state, territory or region) will:

1. Have a mission statement that is compatible with that of NAAEE.
2. Publicize NAAEE membership and events in their Affiliate newsletter and place NAAEE on mailing list.
3. Pay dues to NAAEE at the same rate as a professional membership.
4. Designate one or two representative(s) to serve as liaison(s) to NAAEE. The procedures for selection of the “liaison(s)” will be determined by each Affiliate. The Expectations and Responsibilities of Liaison(s) are described in Affiliate Liaison Job Description (Appendix A).
5. Provide the addresses (including phone, fax and email) for the Affiliate Liaisons and provide updates to the Chair of the Affiliates Network’s Communication Committee and NAAEE liaison.
6. Send at least one representative to the NAAEE pre-conference and annual conference as funds allow.
7. Participate actively in the governance of the Affiliates’ program.

VI. GOVERNANCE

1. Chair. The chair of the Affiliates Partnership will be elected by a majority vote of liaisons. The chair will serve for three years in the following roles: Chair-elect, Chair and Past-chair.
 - A. As Chair, will ensure that the Network operates in accordance to these Operating Producers, as well as provide guidance and oversight to all committees, serve as the liaison between the Network and NAAEE and represent the Network. The Chair will also serve as an Ex-Officio member of the NAAEE Board of Directors
 - B. The Chair-elect will represent the Partnership as Chair as needed (when the Chair is unavailable).
 - C. The Past-Chair, will continue to serve on the Steering Committee and represent the Partnership as Chair as needed (when the Chair and Chair-elect are unavailable).
2. Chair Election Procedures. A slate of candidates to serve as Chair-elect will be prepared by the Nominating Committee. Each of the candidates must be a current Affiliate Liaison or a current Affiliates Network Steering Committee member, and an individual NAAEE member or the designated contact of an institutional member of NAAEE. The ballot of candidates will be disseminated to all Affiliate Liaisons at least one month prior to the Affiliates Business meeting at the NAAEE Annual Conference. Each Affiliate organization gets one vote. The results of the election will be announced during the Affiliates Business Meeting at the NAAEE Annual Conference. In the event of an unscheduled vacancy, the Steering Committee will appoint a qualified person to serve until an election can be held.
3. Terms of Office. The Chair will serve a three-year term in the roles described above.

VII. STANDING COMMITTEES

1. Affiliate Network Steering Committee. The day-to-day operations will be under the direction of the steering committee. This includes developing and updating all planning documents. The steering committee will be made up of the following:
 - A. The Chair, Chair-elect and Past Chair.
 - B. Standing and ad hoc committee chairs of the Affiliates Partnership.

- C. Up to three additional members as deemed necessary by the Chair.
 - D. A member of the NAAEE Staff as an ex-officio representative.
 - E. A member of the NAAEE Board of Directors as an ex-officio representative.
2. Affiliates Network Program Committee. This committee is responsible for designing, implementing, and evaluating at least one organizational development or professional training session for Affiliates each year. This may be a pre-conference workshop or other opportunities depending upon available resources. If several events are planned, the Pre-Conference workshop may be handled by a separate working group of this committee.
 3. Affiliates Communication and Membership Committee. This committee is responsible for determining and implementing a communication system and process for all aspects of the Affiliates Network; administering/managing all Affiliate member requirements/benefits; managing the content of the Affiliate website; considering all applications for new affiliates; and actively providing pertinent and appropriate information/resources to affiliates in a timely manner.
 4. Affiliate Award and Recognition Committee. This committee is responsible for identifying, developing, and implementing an awards and recognition program to acknowledge accomplishments of Affiliate organizations as well as affiliates and individuals who have made significant contributions to the overall Affiliates Partnership Program.
 5. Affiliate Conference Activities Committee: This committee is responsible for identifying, developing, and implementing any Affiliate Network activities to take place at the annual NAAEE conference and/or Affiliate involvement in conference events/functions. This includes the Affiliate cakewalk or other welcoming event, the Affiliates Welcome table, the Affiliates Partnership annual meeting, and the auction or talent show.
 6. Ad Hoc Committees. These may be appointed by the Chair as needs dictate with a majority approval of the Standing Committee.

VIII. MODIFYING / AMENDING THE PROCEDURES

Changes to the Affiliates Network operating procedures require approval by a simple majority vote of the total votes cast.