

BYLAWS
1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

ARTICLE I – NAME

1. The name of this committee shall be the 1000 Islands Environmental Center Committee.

ARTICLE II – OBJECT

1. The object of this Committee shall be to determine the policies, programs, and regulations governing the 1000 Islands Environmental Center. (1000 Islands Environmental Center is the official name for the areas designated by the City of Kaukauna as the 1000 Islands Conservancy Zone and all buildings therein.)
2. To select and appoint a competent **Director/**Naturalist for the 1000 Islands Environmental Center.
3. To advise in the preparation of the budget, to approve it, and to work to obtain the necessary funds.
4. **To follow City Guidelines in all wage and salary administration of 1000 Islands employees. No wage proposal will be automatic. Performance reviews will be determining factor before requests for adjustments are presented to the City.**
5. To preserve and maintain the buildings and grounds necessary for the operations of the 1000 Islands Environmental Center.

ARTICLE III – MEMBERSHIP

1. The 11 members of this committee shall include 10 members appointed by the Mayor and approved by the Common Council to include one member from the Common Council and one member from the Board of Education of the Kaukauna Area School District. The current President of the Friends of 1000 Islands or their designated representative, shall be an ex-officio member.
2. Appointments shall be for three (3) year terms, with the exception of the Board of Education and City Council designee who shall be appointed on a one (1) year basis.
3. No member of the Committee or staff member of 1000 Islands shall use the resources, business, finances or contracts of 1000 Islands for personal use or profit. Nor shall any member of the Committee or staff use their position to the detriment of the services which are provided to the public.

4. Regular members of the Committee will be expected to notify the **Director/Naturalist** or another member of the Committee, 24 hours prior to the meeting, if they are unable to attend a meeting.
5. No member of the Committee or immediate relative of a Committee member or any staff member of 1000 Islands shall be considered for employment on a permanent basis by 1000 Islands staff.

ARTICLE IV – OFFICERS

1. The officers of the Committee shall be a Chair, and a Vice-Chair/Chair-Elect, whose duties shall be such as are usually performed by like officers of similar organizations, and such as may be prescribed by the Committee.
2. At the regular meeting of the Committee held on the third Thursday of October officers shall be elected by the committee for the coming year. The Vice-Chair Chair-Elect shall succeed to the office of Chair upon completion of the election.
3. The officers shall be elected to serve for one year, or until their successors are elected, but not more than two years, and their term of office shall begin at the close of the elections.

ARTICLE V – MEETINGS

1. The regular meetings of the Committee shall be held on the third Thursday of every month.
2. Special meetings may be called at the request of the Chair or by any three members of the Committee. Such requests shall be in writing and state the reason thereof.
3. Six (6) regular members of the Committee shall constitute a quorum and the action taken by a majority of those present shall control. If a quorum is not present, no action can be taken.
4. Meetings shall be called and conducted in accordance with the Open Meeting Laws of the State of Wisconsin.

ARTICLE VI – STANDING SUB-COMMITTEES

1. The Chair of the Committee shall upon assumption of office appoint three (3) members of the 1000 Islands Environmental Center Committee to the Administrative Finance Sub-Committee and four (4) members to each of the Education and the Building and Grounds Sub-Committees. The Chair shall be an ex-officio member of all committees.

2. The immediate Past Chair shall automatically be an additional member of the Administrative Finance Committee.
3. The **Director/Naturalist** of the 1000 Islands Environmental Center Committee shall be invited to all sub-committee meetings.
4. ADMINISTRATIVE/FINANCE COMMITTEE:
The Administrative/Finance Committee shall be responsible for the following general areas of activity:
 - A. **Develop policies and procedures** relating to:
 1. The general operations of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
 - B. In January, present short- and long-range goals and objectives relating to:
 1. The general operation of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
 - C. Annually evaluate the performance of the Committee and the paid and unpaid staff relating to:
 1. The general operation of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
5. EDUCATION COMMITTEE:
The Education Committee shall be responsible for recommendations in the following general areas of activity:
 - A. **Develop policies and procedures** relating to:
 1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. Special events
 3. The selection, utilization and training of the volunteer personnel utilized by the Committee in the educational program of 1000 Islands and its property.
 - B. In January present short- and long-range goals and objectives relating to:

1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.
- C. Annually evaluate the performance of the Committee and the paid and unpaid staff in achieving the short and long range goals and objectives established in relation to:
1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.
6. BUILDING AND GROUNDS SUB-COMMITTEE
- The Building and Grounds Sub-Committee shall be responsible for recommendations in the following general areas of activity:
- A. Develop policies and procedures relating to:
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
 - B. In January present short and long-range goals and objectives relating to: Environmental Center.
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
 - C. Annually evaluate the performance of the Committee and the paid and **unpaid staff** in achieving the short and long range goals and objectives established in relation to:
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
7. Other special committees shall be formed as deemed necessary to carry on the work of the Committee.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Committee may adopt.

ARTICLE IX – AMENDMENT OF BYLAWS

1. These bylaws can be amended at any regular meeting of the Committee by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous meeting.

13 January 1987

Amended: 20 July 1989

14 December 1989

18 November 1990

16 March 1995

16 November 1995

15 February 2001

17 April 2008

16 January 2020