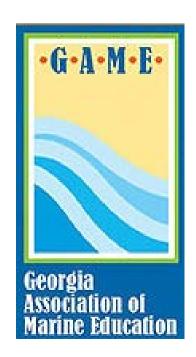
# **GAME Board Packet**

January 2015



www.gamarineeducation.org

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#### Vision

GAME envisions a collaborative community of educators, scientists, and concerned citizens. The group provides networking opportunities for its members, equips educators to teach marine science concepts more effectively, and celebrates the wonder of the aquatic systems of Georgia.

#### Goals

GAME strives to:

- Help educators motivate students using marine and water-related topics in science as well as in math, language arts, social studies, and the fine arts.
- Stimulate communication among all persons interested in preserving the marine environment.
- Provide opportunities for personal and professional development.
- Provide opportunities for the study of aquatic environments.
- Provide field trips, conferences, workshops, and access to marine resources in Georgia.
- Promote continuity between inland and coastal education and natural resource communities.
- Promote the mission and work of GAME's parent organization, National Marine Educators Association.

## **History of GAME**

Dr. Millie Graham founded GAME in 1991. Over the years, GAME has seen great leadership that lead to the creation of the GAME newsletter "Whale Tales" in 1992, going online in 1996, and official incorporation in 1997. In 2002, GAME received \$500 Web Development Grant from National Marine Education Association to buy software to support graphics for website.

In 2007, GAME launched a new website (www.gamarine-ed.org) in preparation for hosting the National Marine Education Association conference in 2008 in Savannah, GA. Under the chairwomenship of Mare Timmons, Anne Lindsay, Cathy Sakas and Venetia Butler, GAME hosted over 400 marine educators from all over the United States and the world. We also introduced the chapter basket at the Silent Auction which has since become a mainstay at the National conference.

## **Constitution and By-Laws**

#### CONSTITUTION

*Definition:* 

A constitution consists of the fundamental principles of an organization that determine and guide its work.

**GAME** 

**ARTICLE I: NAME** 

The name of this association shall be the Georgia Association of Marine Education.

#### ARTICLE II: PURPOSE OF THE ASSOCIATION

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including for such purposes, the making of distributions that qualify as exempt organization under the 501(c)(3) of the Internal Revenues Code, or correspond section of any future tax code.

In furtherance of only these purposes the particular business and objects of said corporation shall be the following:

**Section 1.** To provide a medium for the exchange of information and teaching materials and to stress the interrelationships of marine education to all disciplines and other educational experiences.

**Section 2.** To make available to educators information concerning the selection, organization, and presentation of marine science materials.

**Section 3.** To plan, organize, and administer projects for the advancement of marine science education.

**Section 4.** To provide assistance to other societies, agencies, and individuals conducting research and investigations in the field of marine science education.

**Section 5.** To work for the improvement of professional qualifications of marine science educators.

The ASSOCIATION shall not otherwise engage in activities which in themselves are not in the furtherance of one or more exempt purposes except as same do not represent a substantial part of its activities.

#### ARTICLE III. MEMBERSHIP

**Section 1.** There shall be three classes of membership: Active, Student and Lifetime/Honorary. Eligibility privileges for each class of membership shall be prescribed by the Bylaws.

**Section 2.** The Bylaws may provide for organizations to become affiliated with the ASSOCIATION under such conditions and privileges as are provided therein.

#### ARTICLE IV. OFFICERS

**Section 1.** The Officers of the ASSOCIATION shall be the President, a President-elect, and immediate Past President, a Secretary and a Treasurer.

**Section 2A.** The duties of the Officers shall be such as usually pertain to the offices held and also any other duties as may be assigned by the President or prescribed by the Bylaws.

**Section 2B.** In the case of death, resignation or inability to serve of an elected officer, the President-elect shall assume duties of the vacant office. Officers to fill any further vacancies shall be appointed by the President.

**Section 3.** Each officer shall be elected for a one year term beginning January 1<sup>st</sup> and run through December 31<sup>st</sup> of that year..

**Section 4.** The Officers shall be elected in the manner prescribed in the Bylaws.

**Section 5.** The Officers shall convene each year for an Annual Meeting.

#### ARTICLE V. BOARD AND COMMITTEES

**Section 1.** The board is comprised of at least eight, but no more than fourteen members who have been nominated to Board by the membership to serve a three year term to run the ASSOCIATION.

**Section 2.** Board members have voting authority on day to day operations of the ASSOCIATION and often serve as the chairs of the respective committees of the ASSOCIATION.

**Section 3.** The three year term of each board member shall begin January 1<sup>st</sup> and expire December 31<sup>st</sup>.

**Section 4.** The President may appoint Ad Hoc Committees and their Chairs as s(he) may deem advisable.

**Section 5.** The terms of each Committee Chair and members thereof shall expire with the term of the President who appointed such committee unless otherwise specified by the Bylaws.

#### ARTICLE VI. DUES AND FINANCES

**Section 1.** The Board shall recommend the amounts of assessments, if any, the annual dues for each class of membership, for approval by a simple majority of the voting members at the annual meeting.

**Section 2.** The Board shall recommend salaries and honoraria. No member may vote on any question involving a salary to be paid to that member.

**Section 3.** The Board shall adopt an annual budget; and it shall order an annual independent audit of the financial accounts of the ASSOCIATION, if it deems necessary.

#### ARTICLE VII. MEETINGS

The ASSOCIATION shall hold at least one general meeting of the membership every calendar year, designated as the "Annual Meeting" as prescribed by the Bylaws.

#### ARTICLE VIII. NOT FOR PROFIT CORPORATION

No part of its net earnings shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered to and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Notwithstanding any other provision of these Articles, the ASSOCIATION shall not carry out any other activities not permitted to be carried on by

an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 and its regulations as amended.

#### **ARTICLE IX.** BYLAWS

Bylaws that are set forth in this Constitution shall constitute the Bylaws of the ASSOCIATION which may be amended as provided therein.

#### **ARTICLE X.** AMENDMENTS TO THE CONSTITUTION

**Section 1.** A proposed amendment to the Constitution shall be presented in writing to the Secretary by not fewer than two Officers or not fewer than ten voting members.

**Section 2.** The Secretary shall inform the other Officers of the proposed amendment. If the proposed amendment (or as revised or amended) be approved by a simple majority of the Officers, the proposed amendment shall be published in the ASSOCIATION'S publication having the widest circulation among the membership and shall be voted upon either: a) at the next Annual Meeting of the membership, which meeting shall not be less than 15 days following such publication; or b) by ballot mailed to all Active members, the counting of such ballot shall be four calendar weeks after such mailing. The amendment shall become effective upon adoption by a simple majority of the Active members voting.

#### **ARTICLE XI. DISSOLUTION**

**Section 1.** The ASSOCIATION may be dissolved by a vote of three-fourths (3/4) of the Active members attending a duly constituted Annual Meeting providing that notice of the proposal to dissolve the ASSOCIATION together with the full text thereof and the name(s) and address(es) of the proponent(s) shall be sent to all members of the ASSOCIATION at least ninety (90) days prior to the vote to dissolve.

**Section 2.** In the event of dissolution or termination of the ASSOCIATION, title to and possession of all the property of the ASSOCIATION shall pass forthwith to such organization dedicated to similar purposes and qualified for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, or under such successor provision of the Code as may be in effect at the time of the ASSOCIATION'S dissolution or termination, as the Officers of the ASSOCIATION shall deem best qualified to carry on the functions of the ASSOCIATION

#### **BYLAWS**

Definition: Bylaws are rules adopted by an organization for governing its members and the regulation of its affairs. Bylaws further define and implement the principles of GAME's constitution

#### ARTICLE I. MEMBERSHIP

- **Section 1.** Membership in the ASSOCIATION shall be open to all persons, without regard to race, color, creed, sex or age, sympathetic to the purposes of the ASSOCIATION.
- **Section 2A.** There shall be three (3) classes of membership:
- **Section 2B.** Active member. Any person who has paid their annual dues, and is not a student, is entitled to one vote.
- **Section 2C.** Student. Any person currently enrolled in a college or university program and is entitled to one vote.
- **Section 2D**. Lifetime/Honorary Membership. Any person who has been given lifetime/honorary membership for their service to GAME and is not a student, is entitled to one vote.
- **Section 3.** All members shall be entitled to the privileges of the ASSOCIATION as specified by the Board except that only Active members may become board members of the ASSOCIATION.
- **Section 4.** Members with dues more than one (1) year arrears shall be dropped from Active membership.
- **Section 5.** The membership year of the ASSOCIATION shall be date to date for one year.
- **Section 6.** Membership in the National Marine Education Association shall be encouraged of all members of the Georgia Association of Marine Education.

## ARTICLE II. CHAPTER STATUS IN THE NATIONAL MARINE EDUCATION ASSOCIATION

**Section 1.** Subject to decision by the Board of Directors of the National Marine Education Association, the Georgia Association of Marine Education will be a chapter of the National organization.

**Section 2.** The Constitution, Bylaws, current membership list, and other records of the Chapter shall be available for periodic review at the request of the Board of Directors of the National Marine Education Association.

**Section 3.** The Past-President (or someone appointed by the President) shall serve as the Chapter Representative to the National Marine Education Association. Expenses for this representative to attend the National meeting shall be paid by the Georgia Association of Marine Education to the extent deemed feasible and appropriate by the Officers of the ASSOCIATION.

#### ARTICLE III. DUES

**Section 1.** All dues and assessments in the ASSOCIATION shall be recommended by the Officers to be approved by a simple majority of the voting members.

**Section 2.** Funds on deposit at the end of one fiscal year shall be carried forward into the following fiscal year.

#### ARTICLE IV. ELECTION OF BOARD MEMBERS

**Section 1.** Members of the ASSOCIATION may send nominations to the Nominating Committee any time prior to the aforementioned thirty (30) day period.

**Section 2.** At least thirty (30) days prior to each election, the Nominating Committee shall name candidates for the Board.

**Section 3.** All potential candidates would be introduced at the Annual Conference prior to voting

**Section 4.** The Secretary shall send a communication a week after the Annual Meeting, with the ballot bearing all nominations for office to all Active members in good standing in the ASSOCIATION.

- **Section 5.** The voting system will close after a thirty (30) day period and results report to the Secretary who shall announce the results promptly.
- **Section 6.** The candidates who receive the highest number of votes shall be elected.
- **Section 7.** The incoming Board Members shall assume office January 1<sup>st</sup> of the ensuing year.

#### **ARTICLE V. ELECTION OF OFFICERS**

- **Section 1.** Members of the ASSOCIATION may send nominations to the Nominating Committee any time prior to the aforementioned thirty (30) day period.
- **Section 2**. At least thirty (30) days prior to each election, the Nominating Committee shall name candidates for Officers.
- **Section 3.** All potential candidates would be introduced at the Annual Conference prior to voting
- **Section 4.** The Secretary shall send a communication a week after the Annual Meeting, with the ballot bearing all nominations for office to all Active members in good standing in the ASSOCIATION.
- **Section 5.** The voting system will close after a thirty (30) day period and results report to the Secretary who shall announce the results promptly.
- **Section 6.** The candidates who receive the highest number of votes shall be elected.
- **Section 7.** The incoming Officers and Board Members shall assume office January 1<sup>st</sup> of the ensuing year.

#### ARTICLE VI. DUTIES OF OFFICERS

**Section 1.** The President shall preside at the meetings of the ASSOCIATION and at meetings of the Officers. The President shall appoint the Chair and members of all Standing Committees and Ad Hoc Committees as provided in the Constitution and Bylaws (with the consent of the other Officers). The President will provide leadership in effecting the purposes of the ASSOCIATION and in fulfilling directives from the Board; and will provide a President's Report to the Annual Meeting covering the activities of the ASSOCIATION during the term of office. The President is an ex officio

member of all Committees and shall assume all other duties normally associated with the office. The President shall Chair the Annual Conference Committee.

**Section 2.** The immediate Past-President serves as an Officer, Chapter Representative to NMEA and chair the nomination committee.

**Section 3.** The President-Elect shall assume the duties of the President in his/her absence or in case of inability to serve. The latter condition will be determined by a two-thirds (2/3) vote of the Board. The President-Elect shall assume the office of President and/or perform the duties of other officers under the conditions outlined in ARTICLE IV, Section 2B, of the Constitution. The President-Elect shall work cooperatively with the President in administering the affairs of the ASSOCIATION. The President-Elect shall serve as Co-Chair of the Annual Conference Committee and the Co-Chair of the Financial Advisory Committee. S(he) shall prepare the agenda of the Annual Meeting and assume other duties delegated to the office.

**Section 4.** The Secretary shall record and preserve the proceedings of the Annual Meeting and other such meetings of the Board and general membership. The Secretary is responsible for communicating such records to the Officers within a reasonable time period and these records shall be at all times open to the inspection of members of the ASSOCIATION. The Secretary will supervise the conduct of ASSOCIATION elections.

**Section 5.** The Treasurer shall serve as a Co-Chair of the Financial Advisory Committee and oversee the management of the ASSOCIATION'S fiscal affairs such as the supervision of collection and disbursement of ASSOCIATION funds and keeping accounts in books belonging to the ASSOCIATION. The Treasurer will produce a quarterly financial report to be sent to the Board and shall present an annual financial statement to the membership at the Annual Meeting. The books shall at all times be open to inspection by ASSOCIATION members and prepared for annual independent audit if the Board desire.

**Section 6.** The Officers may authorize any Officer to enter into any contract or to execute and deliver any instrument in the name or in the behalf of the ASSOCIATION, and such authority may be general or confined to specific instances. The Officers shall determine the time and place of the Annual Meeting and other special meetings of the ASSOCIATION and to give notice thereof. They shall review general arrangements for Annual and Special meetings of the ASSOCIATION and insure that an agenda for any such meetings is formulated. They shall make provision for adequate bonding and shall appoint a Nominating Committee and shall have the authority to appoint a Parliamentarian from the general membership.

Section 7. A person elected into the position of President Elect automatically becomes the President the following year and Past president the year after that. If for some reason the President Elect steps down prior to the end of their term, the President with advisement from the Board may appoint an interm President Elect.

#### **ARTICLE VII. DUTIES OF BOARD**

- **Section 1.** The Board shall convene quarterly.
- **Section 2.** The Board shall recommend the amounts of assessments, if any, the annual dues for each class of membership, for approval by a simple majority of the voting members at the Annual Membership Meeting (conference).
- **Section 3.** The Board shall recommend travel reimbursements and honoraria. No member may vote on any question involving these items being paid to that member.
- **Section 4.** The Board shall adopt an annual budget; and it shall order an annual independent audit of the financial accounts of the ASSOCIATION, if it deems necessary.
- **Section 5.** The Board may authorize any officer to enter into any contract or to execute and deliver any instrument in the name or in the behalf of the ASSOCIATION, and such authority may be general or confined to specific instances.
- **Section 6.** The Board shall determine the time and place of the Annual Board Meeting and other special meetings of the ASSOCIATION and to give notice thereof. They shall review general arrangements for Annual and Special meetings of the ASSOCIATION and insure that an agenda for any such meetings is formulated.
- **Section 7.** They shall make provision for adequate bonding.
- **Section 8.** The Board shall have the authority to appoint a Parliamentarian from the general membership should the need arise due to the absence of the Past-President.

#### **ARTICLE VIII. COMMITTEES**

- **Section 1.** The President-Elect shall submit for approval to the Board selections for Chairs of the various Standing Committees for the year in which (s)he shall be President.
- **Section 2.** Membership on all Committees is open to all members of the ASSOCIATION. Committee Chairs will be appointed by the President or his/her designee with the exception of the Nominating Committee. Any member of the

ASSOCIATION wishing to serve on a Committee may request appointment by notifying the President in writing.

**Section 3.** The working Committees of the ASSOCATION shall be: Nominating, Newsletter, Fieldtrip, Awards, Website, and Annual Conference.

**Section 4.** The President shall announce all Standing Committees upon assuming office and may from time to time appoint additional Committees as deemed necessary.

**Section 5.** The Nominating Committee shall be appointed by the Officers. It shall consist of not less than three (3) Active members who are not Officers as defined in ARTICLE IV, Section 1, of the Constitution. The Nominating Committee shall make the nominations specified by the Constitution and Bylaws and such other nominations as shall be required, and shall consider the geographic distribution of the membership.

**Section 6.** The President may appoint one or more representatives of the ASSOCIATION to serve with any group, board, committee, council, congress, or convocation when the interests of the ASSOCIATION demand. (S)He may negotiate agreements (consistent with the Constitution or these Bylaws) with institutions, individuals, or other societies, subject to the approval of the Board.

#### **ARTICLE IX. MEETINGS**

The ASSOCIATION shall hold an Annual Meeting each year and may hold additional meetings, with reasonable notice, upon the call of a majority vote of the Board. The President shall fix the time and place for all Board meetings.

#### ARTICLE X. QUORUM

**Section 1.** A simple majority of the Board shall constitute a quorum.

**Section 2.** When, at the discretion of the President, the Board members will transact business by mail (including electronic mail), a simple majority of the Board shall constitute a quorum, providing that thirty (30) days shall have elapsed between the mailing of a proposal with ballot and the counting of the returns.

#### ARTICLE XI. FISCAL YEAR

The fiscal year of the ASSOCIATION shall begin on September 1<sup>st</sup> of each year and end on August 31<sup>st</sup> of the following year.

#### **ARTICLE XII.** RULES OF ORDER

**Section 1.** The rules contained in Robert's Rules of Order shall determine the parliamentary practice of the ASSOCIATION in all cases to which they apply, and when they are not inconsistent with the Constitution or the Bylaws of the ASSOCIATION.

**Section 2.** The Parliamentarian's (immediate Past-President unless designated otherwise) duties shall be to determine and interpret the Rules of Order that govern the deliberations of the ASSOCIATION.

#### ARTICLE XIII. AMENDMENT TO THE BYLAWS

These Bylaws may be amended by a simple majority of the voting members present at a duly constituted meeting of the ASSOCIATION or by a simple majority of all members responding by mailed ballot.

#### **Board Member Roles and Committees**

#### **Duties of Board Members**

Incoming Board Members assume office January 1st for a three (3) year term.

- 1. The Board meets quarterly with attendance required at three of the meetings/Annual Conference.
- 2. The Board reviews the annual dues for each class of membership and makes recommendations for approval by the voting members at the Annual Membership Meeting (conference).
- 3. The Board reviews and approves travel reimbursements and honoraria.
- 4. The Board writes an annual budget; and has an independent audit of the financial accounts.
- 5. The Board handles the day-to-day operation of the ASSOCIATION with Board members serving as the Committee Chair of the various activities of the ASSOCIATION.

#### **Duties of the Office of President**

Term of office is one year and the duties include:

- 1. The President appoints the Chairs of Standing Committees. The President creates additional Committees and their Chairs as needed.\*
- 2. The President will provide leadership in effecting the purposes of the ASSOCIATION and in fulfilling directives from the Board. \*
- 3. The President will provide a President's Report to the Annual Meeting covering the activities of the ASSOCIATION during the term of office. \*
- 4. The President is an ex officio member of all committees and shall assume all other duties normally associated with the office. \*
- 5. The President determines time and place for and preside over all meetings.
- 6. The President serve as Co-Chair of the Annual Conference, advising the President-Elect
- 7. The President arranges with GSTA or EEA for organization to a host an inland meeting at one of their conferences.

#### **Duties of the Office of President-Elect**

Term of office is one year and the duties include:

- 1. The President-Elect assumes the office of President and/or perform the duties of other Officers under the conditions outlined in ARTICLE IV, Section 2B, of the Constitution. \*
- 2. The President-Elect works cooperatively with the President in administering the affairs of the ASSOCIATION. \*
- 3. The President-Elect serves as Co-Chair of the Annual Conference Committee and prepare the agenda of the Annual Meeting. \*
- 4. The President-Elect Co-Chairs the Financial Advisory Committee with the Treasurer. \*
- 5. Holds planning meeting(s) to plan your year as President and your Conference.
- 6. Writes an article for the newsletter about the Annual Meeting (Conference).
- 7. President Elect serves as Parliamentarian at all meetings. (S)he should insure that Robert's Rules of Order are followed at all meetings.

#### **Duties of the Office of Past-President**

Term of office is one year and the duties include:

1. The Past-President serves as the Chapter Representative to the National Marine Education Association. Expenses for this representative to attend the National meeting shall be paid by the ASSOCIATION to the extent deemed feasible and appropriate by the Officers of the ASSOCIATION. Scholarships

- (if available) must be applied for in order for the ASSOCIATION to contribute. (approx. \$500, 2010) \*
- 2. If the Past-President is unable to attend, then the President will appoint someone form the Board to attend the National meeting in his/her place.
- 3. The Past-President serves as the Chair of the Nominations Committee.

### **Duties of the Office of Secretary**

Term of office is one year and the duties include:

- 1. The Secretary records and shares the minutes of all meetings and the proceedings of the Annual Meeting with the Board and general membership.
- 2. The Secretary oversees the ASSOCIATION'S annual elections. \*
- 3. The Secretary notifies the membership one (1) week after the Annual Meeting, of the ballot bearing all nominations for office.
- 4. Secretary and webmaster shall work together to maintain a current and accurate membership list.
- 5. The Secretary serves as Membership Chairperson.
- 6. The Treasurer and Secretary shall work together to maintain communication with membership on renewal deadlines.

#### **Duties of the Treasurer**

Term of office is one year and the duties include:

- 1. The Treasurer Co-Chairs the Financial Advisory Committee and oversees the management of the fiscal affairs such as the supervision of collection and disbursement of ASSOCIATION funds and keeping accounts in books belonging to the ASSOCIATION. \*
- 2. The Treasurer produces a quarterly financial report to be sent to the Board and shall present an annual financial statement to the membership at the Annual Meeting. \*
- 3. The Treasurer updates the membership list as new members join and once a year remove all names from the Active member list of those whose dues are delinquent for more than one year.
- 4. The Treasurer and Secretary shall work together to maintain communication with membership on renewal deadlines.
- 5. Update NMEA's list of GAME members yearly.

#### **Committees and Committee Duties**

Term of office is one year and the duties include:

- I. Nominating Committee \*:
  - A. This Committee shall consist of not less than three (3) Active members who are not Officers.
  - B. The Nominating Committee shall make the nominations specified by the Constitution and Bylaws and other nominations as shall be required. Geographic distribution of the membership should be considered when making these nominations.
  - C. Candidates for each elected office should be named at least thirty (30) days prior to each election.
  - D. The Chair of the Nominating Committee (the Past President) shall send no later than one (1) week after the Annual Meeting, a ballot bearing all nominations for office to all Active members in good standing in the ASSOCIATION.
  - E. The Secretary should notify all winners and non-winners as well as the Board of the ASSOCIATION the results of the election by email.
- II. Financial Advisory Committee \*:
  - A. This Committee shall consist of the Chair (President-Elect), the Treasurer, and any other Active Members so assigned by the President.
  - B. The Financial Advisory Committee shall submit an annual report to the membership at the Annual Meeting.

#### III. Field Trip Committee:

- A. The Field Trip Committee shall plan at least three (3) field trips a year (one can be a field trip to the Annual Fall Conference). Information about these field trips and instructions on how to sign up for each should be submitted to the Newsletter Editor for publication in the first Newsletter.
- B. The Committee Chair shall serve as or appoint someone to serve as Coordinator of each field trip.
- C. The Committee Chair should prepare a list of all participants for each field trip and an Official Waiver should be signed by all participates prior to the trip. Send these Official Waivers with acknowledgement that you have received their request to be included in the field trip. The Committee Chair or appointed field trip Coordinator should bring extra Waivers.
- D. The Committee Chair should write or appoint someone to write an article about the trip for the next Newsletter.

#### IV. Awards/Grants Committee:

- A. The Awards Committee shall submit an application for awards to the Newsletter Editor for publication in the first Newsletter.
- B. The Committee Chair should select a committee of no less than three (3) Active members to review the awards nominations and select the winners.
- C. Winners should be notified by phone or in writing. Those who did not win should be notified by letter.
- D. The Awards Committee should order and prepare plaques for the Award winners. The plaques should be presented to the Award winners at the Annual Fall Meeting of the ASSOCIATION and/or at the GSTA Awards Banquet.

#### V. Newsletter Chair:

- A. The duties of the Newsletter Chair are to prepare a Newsletter three times during the year to the Active membership with input from the Board and membership. Suggested times for the newsletter:
  - 1. After the Fall Conference and Elections
  - 2. Late Spring before school lets out
  - 3. Early Fall prior to the Fall Conference
- B. The newsletter chair will send the newsletter to the Webmaster for the email blast, webpage and Facebook page.

#### VI. Webmaster:

- A. The duties of the webmaster are to publish the newsletter electronically and to maintain our webpage and email list.
- B. The webmaster will sent out email blasts to members and interested parties for special events such as a field trip or workshop.
- C. The webmaster will work with the secretary and treasurer to maintain a current membership list.

## **Standard Operating Procedures**

#### **Awards**

Annually GAME presents two, sometimes three, awards to marine educators across Georgia for their work in marine education. Awardee are nominated by their peer in one of two categories using the Awards Nomination form. The nomination form is posted on the GAME website and sent to all current GAME members 60-90 prior to the conference. All nominations are reviewed by the Awards committee and Board. Awards are presented at the annual conference.

✓ Outstanding Marine Educator of the Year – Recognizes a GAME member who has practiced outstanding teaching of marine topics. Nominees must be

- a current member of GAME and have taught in grades K-12 for a minimum of three (3) years.
- ✓ Millie Graham Award Given to a GAME member who has provided service above and beyond the call of duty to GAME or the marine environment. This award is presented to an informal educator, college instructor or a citizen who actively promotes marine awareness in his or her job and/or community. Nominees must be a current member of GAME.
- ✓ **President's Award** This award is given by the President of GAME with approval from the Board to recognize the contribution of an individual or group for advancing GAME and marine education in Georgia. This award is given at the discretion of the president and not annually.

#### Cancellation/Refund Policy

Written cancellation must be received by the Treasurer by 5:00pm ten (10) days prior to the event to receive a refund excluding membership (\$20). No refunds will be granted for cancellations received after this date.

#### Example:

Written cancellation received by Anne Lindsay (<u>lindsaya@uga.edu</u>) by 5:00pm on September 17th will be refunded excluding membership (\$20). No refunds will be granted for cancellations received after this date.

#### **Election SOP**

- 1. The Nominating Committee shall make the nominations specified by the Constitution and Bylaws and other nominations as shall be required.
- 2. Geographic distribution of the membership should be considered when making these nominations.
- 3. Candidates for each elected office should be named at least thirty (30) days prior to each election.
- 4. An electronic ballot created with position descriptions will be forwarded to the Secretary.
- 5. The Chair of the Nominating Committee (the Past President) shall send no later than one (1) week after the Annual Meeting, a ballot bearing all nominations for office to all Active members in good standing with the ASSOCIATION.
- 6. Election results will be recorded after a thirty (30) day window and reported to the Board and membership.

#### Financial SOP

#### **Grants SOP**

#### Scholarship SOP

- 1. Three (3) scholarships are awarded to attend the Annual Conference. The amount of each scholarship will be the Early Bird Registration cost. Recipients of the scholarships will be responsible for travel and lodging costs.
- 2. All applications that are received by the deadline will be acknowledged. Applications for GAME scholarships are confidential and will be seen only by reviewers for the GAME Scholarship Committee. Selection will take place by committee, and all applicants will be notified of the results as soon as possible thereafter.
- 3. All interested applicants need to complete the scholarship application along with the conference registration form to be considered.
- 4. The following scholarships are offered to applicants:
  - ✓ Margaret Olson Memorial Travel Scholarship (Coastal Connections): Awarded in memory of Margaret Olson who made the coastal connection by bringing the coast inland if the individuals could not make their way to the coast. Additional requirements include GAME member and a financial need to offset travel costs.
  - ✓ **New Membership Scholarship** (Expanding Audience): awarded to an individual seeking GAME membership for the first time
  - ✓ **GAME Conference Scholarship**: awarded to a current GAME member with a financial need to offset conference costs.

#### **Current Board Members**

Gail Lizana - Past President

Kim Medders - President

Trish DuBose - Secretary

Angela Bliss - Treasurer

Alicia Shell - Co-Treasurer

Adam Mackinnon - Newsletter

Kim Morris-Zarneke - Inland Rep

Paul Medders - Website and Enews

Erin Muggie – Field Trip Co-chair

Beth Palmer - Field Trip Co-chair

#### Gail Sinkule - Member at Large

#### **Awards and Honors**

#### 1995 GAME Awards at GSTA annual Conference

- Donna Stewart 1995 Marine Educator of the Year.
- Venetia Butler 1995 Millie Graham Award.

#### 1996 GAME Annual Conference at Jekyll Island, GA

- Wood Ward 1996 Marine Educator of the Year.
- Captain Jim Witted 1996 Millie Graham Award.

#### 1997 GAME/SCMEA Conference at Skidaway Island, GA.

- Georgia Graves 1997 Marine Educator of the Year.
- Bunny Clayton 1997 Millie Graham Award.
- Captain Jim Witted 1997 Honorary Lifetime Memberships awarded
- Dr. Eugene Odum 1997 Honorary Lifetime Memberships awarded

#### 1999 GAME Annual Conference

- Gerry McCormick Tessner 1999 Millie Graham Award.
- Sally Johnson 1999 Marine Educator of the Year
- Margaret Olson 1999 Honorary Lifetime Memberships awarded
- Mickey Olson 1999 Honorary Lifetime Memberships awarded

#### 2000 GAME Annual Conference at Skidaway Island, GA

- Mikie Emerson 2000 Marine Educator of the Year.
- Anne Lindsay Frick 2000 Millie Graham Award.

#### 2002 GAME Annual Conference at Skidaway Island, GA

- Halley Page 2002 Marine Educator of the Year.
- Ronald DuBose 2002 Millie Graham Award.

#### 2003 GAME Annual Conference at Tybee Island, GA

• Trish DuBose - 2003 Marine Educator of the Year.

• Mare Timmons - 2003 Millie Graham Award.

#### 2004 GAME Annual Conference at Crooked River State Park, St. Mary's, GA

- Dr. Brandis Hartsell 2004 Marine Educator of the Year.
- John "Crawfish" Crawford 2004 Millie Graham Award.
- Naomi Thompson 2004 Special Recognition.

#### 2007 GAME Annual Conference in Tybee Island, GA

- Becci Curry 2007 Marine Educator of the Year.
- Dan Coleman 2007 Millie Graham Award.

#### 2008 GAME Annual Conference in St. Simons, GA

• Kim Morris-Zarneke – 2008 President's Award

#### 2009 - GAME Annual Conference St. Simons Island, GA

• Jill Lepo-Wieniewitz – 2009 Educator of the Year

#### 2010 - GAME Annual Conference Skidaway Island, GA

- Charlotte Lizana 2010 Educator of the Year
- Brooke Vallaster 2010 Mille Graham Award

#### 2014 - GAME annual Conference, Tybee Island, Georgia

• Angela Bliss - Millie Graham Award.

#### **Past Conferences**

- 1993 Skidaway Island, GA 1st conference
- 1996 Jekyll Island, GA: Wet and Wild Again
- 1997 Joint GAME/SCAME Conference, Skidaway Island, GA: Coastal Connections
- 1998 Jekyll Island, GA
- 2000 Skidaway Island, GA: Wade into the Water
- 2001 Jekyll Island, GA: Share-A-Thon
- 2002 Skidaway Island, GA: Great Waters
- 2003 Tybee Island, GA: It's All About ME (Marine Education)
- 2004 Crooked River State Park, St. Mary's, GA: Mind the Gap
- 2005 Skidaway Island, GA: We Dig Marine Science

- 2006 Joint GAME/SCAME Conference Edisto Island: Partners in Ocean Sciences
- 2007 Tybee Island, GA: The GAME Plan: Seven Steps to Ocean Literacy
- 2008 Savannah: National Marine Educators Association Annual conference: One World, One Ocean
- 2008 St. Simons Island, GA: Human ingenuity on the Georgia Coast: Linking the Past, Present and Future.
- 2009 St. Simons Island, GA: Tides of Change
- 2010 Skidaway Island, GA: Taking the Pulse of Georgia's Dynamic Coastline
- 2011 Joint GAME/SCAME Conference Skidaway Island, GA: Celebrating Our Shared Coastline
- 2012 Jekyll Island, GA: Coastal Conversations through STEM
- 2013 Jekyll Island, GA: Coastal Collaborations: Working together for Marine Education
- 2014 Tybee Island, GA: Tracking It Where Technology Meets Science

#### **Past Presidents**

Before 1991	Dr. Millie Graham founded GAME
1991-1992	Jay Calkins
1992-1993	Margaret Olsen
1994-1995	Donna Stewart
1995-1996	Dell Pamplin
1996-1997	Margaret Olsen
1997-1998	Dan Coleman
1998-1999	Leigh Scott
1999-2000	Mikie Emerson
2000-2001	Patricia Hembree
2001-2002	Maryellen Timmons
2002-2004	Naomi Thompson
2004-2006	Leigh Scott

2006-2008 Anne Lindsay Frick

2008-2010 Venetia Butler

2010-2012 Angela Bliss

2012-2013 Alicia Shell

2013-2014 Gale Lizana