

How to Form Your Own Watershed Organization in Pennsylvania



Fact Pack/Video Produced by:



Pennsylvania Organization
for Watersheds & Rivers



Fact Pack #1:

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A watershed is a region of land that drains water to a common outlet such as a stream or river. In Pennsylvania, 83,000 miles of streams and rivers make for many watershed regions. Watersheds are truly dynamic systems. Everything we do with our land and water resources affects them. We all live, work and play in watersheds, so it makes sense that we become aware of the things that affect our daily lives. Within our local watershed communities there are many interested individuals who have different points of view, but share a common desire to provide their families with a healthy and happy place to live.

That common desire is the subject of our first Fact Pack. This booklet will provide the knowledge and resources needed to take a group of concerned people and turn them into a “watershed organization” that helps the community create a healthier way of living through watershed revitalization, protection and conservation.

Some of the individuals within your focus watershed may want to take a lead role in the group, such as volunteering for projects or committees. Others may support the group in less involved ways, such as contributing to meeting discussions or just listening and learning about the issues. There should be room for each type of individual in a watershed association.

This booklet, along with its companion video, is designed to give simple and detailed instructions to begin the task of forming a group of local partners into an effective association. Funding for all informational materials was provided by a Department of Environmental Protection (DEP) “Growing Greener” grant. We would like to extend our fondest appreciation to all who made this project possible. References and Contacts for all printed information are provided in the back of the booklet.

We hope that your group will find this Fact Pack helpful!

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Pennsylvania Organization for Watersheds and Rivers (POWR)

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What is a Watershed Association, and Do You Need One?



I. What is a Watershed Association, and Do You Need One?

A watershed association is a group of citizens living and working within a watershed who are concerned with existing local issues.

To determine the need for a watershed association, the group should consider the following:

A. What are the issues facing the watershed?

1. Examples include:

- a. Establishing or restoring recreational areas and aesthetic values
- b. Suburban sprawl
- c. Nonpoint source pollution:
 - Excessive nutrients and agricultural runoff
 - Storm water runoff
- d. Point source pollution:
 - Abandoned mine drainage
 - Industrial discharge
- d. Stream bank erosion and siltation
- e. Industrial waste, sewage overload, spillages, landfill seepage
- f. Dam removals
- g. Establishing wetlands for habitat restoration, nutrient filtration, and flood control
- h. Ecotourism



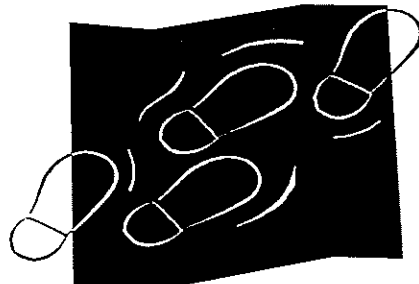
B. What are the needs and wants of the overall watershed community?

1. There may be more than one need, want or goal
2. Take inventory of your needs to justify requests for assistance
3. Realize that your group will need strength and commitment from the entire Community
4. If the needs are diverse, recognize them

C. What is the availability and willingness of key leaders and volunteer members in your community to take a pro-active approach to watershed issues that have been identified through a watershed association or other unified group?

D. Are there other watershed associations in your community doing the same thing that you want to do?

If you have determined that a watershed association is needed and key leaders and volunteers have been identified, an organizing committee is your next logical step.



What is an Organizing Committee?



II. What is an Organizing Committee?

- A. An organizing committee (referred to as “steering committee” in the video) is a diverse group of individuals who represent the community’s values and interests in the geographic area of the watershed.



1. Members should represent varied interests, such as:
 - a. agriculture
 - b. education
 - c. business
 - d. industry
 - e. professional organizations
 - f. civic and conservation groups
 - g. nature centers
 - h. local governments



- B. An organizing committee should agree on basics such as:

1. what the watershed organization will be named
2. what geographical area will be served
3. what the primary objectives of the organization will be

- C. The organizing committee will be your core advisor group at meetings. You may think about welcoming all who are interested initially, then “weed out” the committee as the need arises. It is a learning and team building process that may happen over the course of a few months or the lifetime of the association.

- D. An excellent way to familiarize the organizing committee with the issues existing in the watershed community is to take a “field trip” to the focus waterway and talk about the issues right at the location. Float down the river, if possible, and look at your watershed from the river’s point of view. This is a fun way to introduce the group to the basics of watershed health.



What Type of Organization Do You Want or Need to Be?



III. What Type of Organization Do You Want or Need to Be?

A. Informal: An organization that is a loose group of people sharing values and working towards restoration goals within the watershed. This type of group will probably have no adopted by-laws.

B. Formal/Incorporated: An organization that wishes to apply for a Growing Greener grant or other type of funding.

1. Incorporation Does Not:

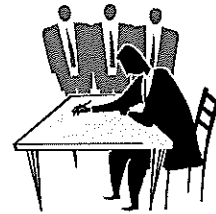
- a. Ensure credibility
- b. Ensure legal coverage
- c. Prevent an organization from collecting donations
- d. Prevent the organization from paying certain taxes

2. Incorporation Does:

- a. Give donors a tax credit to the extent allowed by law for some donations
- b. Require meetings be carried out according to the organization's by-laws
- c. Require reporting financial information on a yearly basis
- d. Require time commitments from the organization's members

C. Steps to becoming incorporated:

1. Seek legal assistance, preferably pro-bono (free) advice
2. Draft a mission statement that clearly defines your organization's role, including:
 - What the organization intends to do
 - Who will benefit from the organization's existence, and how?
 - Types of projects/services your organization will perform
 - What partnerships your organization intends to develop
3. Draft by-laws that state the details of how the association's meetings will be structured. Example: Term limits of board members should be stated in order to keep ideas fresh. Obtain copies of by-laws from other watershed associations, your county's Watershed Specialist (contacts provided in back of booklet) or refer to sample constitution/by-laws in Appendix #1.



4. Apply for Articles of Incorporation and fill out a docketing statement with the Pennsylvania Department of State. If you expect to seek exemption as a charitable organization under Section 501 (c)(3) status, include the language required by the IRS. It is not on the state's printed forms! For more information or copies of the basic forms contact:

The Department of State
Corporation Bureau
308 North Office Building
Harrisburg, PA 17120-0029
Phone: (717) 787-1057
Web: www.dos.state.pa.us/corp/corp.htm



5. Seek funds needed to pay for the incorporation fees, i.e. fundraising, group dues, donations. (See VII for information on strategic planning). If your organization will be requesting donations within Pennsylvania you must register with the Bureau of Charitable Organizations prior to beginning any fundraising activities (exemptions and exclusions should be verified by contacting the Bureau).

Information, forms and instructions are available by contacting:

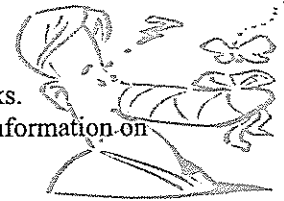
Department of State
Bureau of Charitable Organizations
124 Pine Street, Third Floor
Harrisburg, PA 17101
Phone: (800) 732-0999
Web: www.dos.state.pa.us/charity/index.htm



6. Acquire an Taxpayer/Employer ID Number through the IRS via telephone at (800) 829-FORM or download an SS-4 form at www.irs.ustreas.gov/bus_info/eo/index.html
7. Open a bank account for your organization. You will need the above Taxpayer/Employer ID Number.
8. Establish a system for record keeping and accounting early on in the process. Official records of things such as board meetings and financial reports will need to be maintained and preserved for the life of the organization.
9. Request for recognition of tax-exempt status
 - a. Without a "determination letter" from the IRS, donors who want an income tax deduction may not make gifts to your charity.
 - b. Nonprofit corporations that meet 501 (c)(3) tax-exempt status may request recognition of their tax-exempt status.
 - c. To receive 501 (c)(3) status, fill out an IRS 1023 form and attach your proposed budget, Articles of Incorporation (must be certified) and bylaws.
 - d. Information on board members is also helpful.
 - e. The application should be
 - f. filed within 15 months of existence. To receive a copy of IRS 1023, contact the IRS at (800) 829-FORM or download from www.irs.ustreas.gov.

10. Obtaining liability insurance

- a. Even nonprofit organizations are exposed to legal risks.
- b. Contact an insurance representative or attorney for information on general liability insurance.



11. Other helpful contacts for your organization's future needs:

- a. Nonprofit bulk mailing – (800) 238-3150, visit the U.S. Postal Service Website or talk with the Bulk Mail Coordinator at your local Post Office.
- b. Unemployment Compensation – Office of Employment Security



Bureau of Employer Tax Operations
Labor and Industry Building
7th and Forester Streets
P.O. Box 60849
Harrisburg, PA 71706-0849

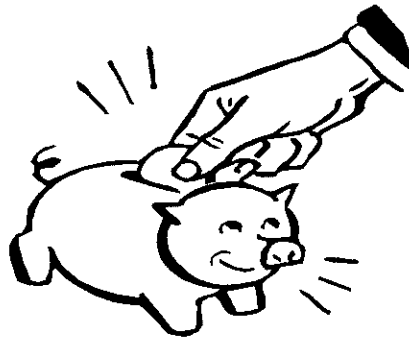
Employee withholding taxes – call: (800) 829-3676 or logon to:
www.irs.ustreas.gov

- c. PA tax-exempt status – To request exemption from paying sales tax in Pennsylvania, you will need Form PA-10 and Form REV-72. Download forms at:

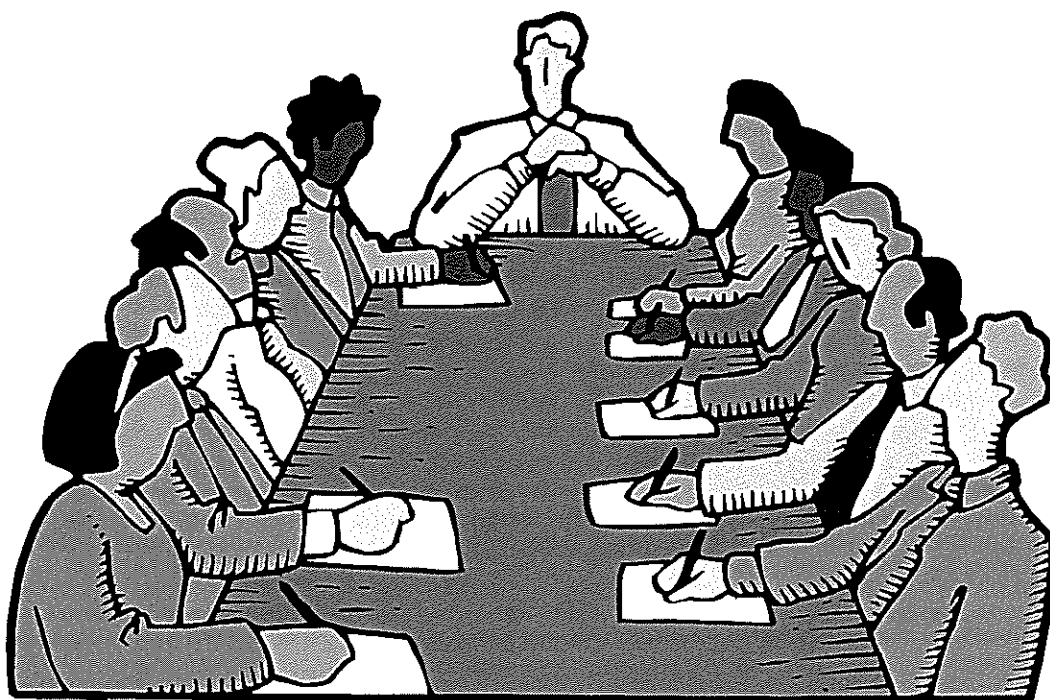
www.revenue.state.pa.us/forms/business/rev-72.pdf

or contact:

PA Department of Revenue, Tax Forms Service Unit
711 Gibson Blvd.
Harrisburg, PA 17104-3200



Recruiting Board Members:



IV. Recruiting Board Members:

The association should write job descriptions in order to help identify individuals who could best fill the positions of volunteer board members. Likewise, board members need to understand what kind of commitment is required if they are to become board members. Organizers should realize that their watershed association *would not* be passing laws, issuing directives, or promoting political viewpoints. They *will*, however, provide information, analyze problems, search for solutions and urge both governmental and non-governmental entities to act wisely.

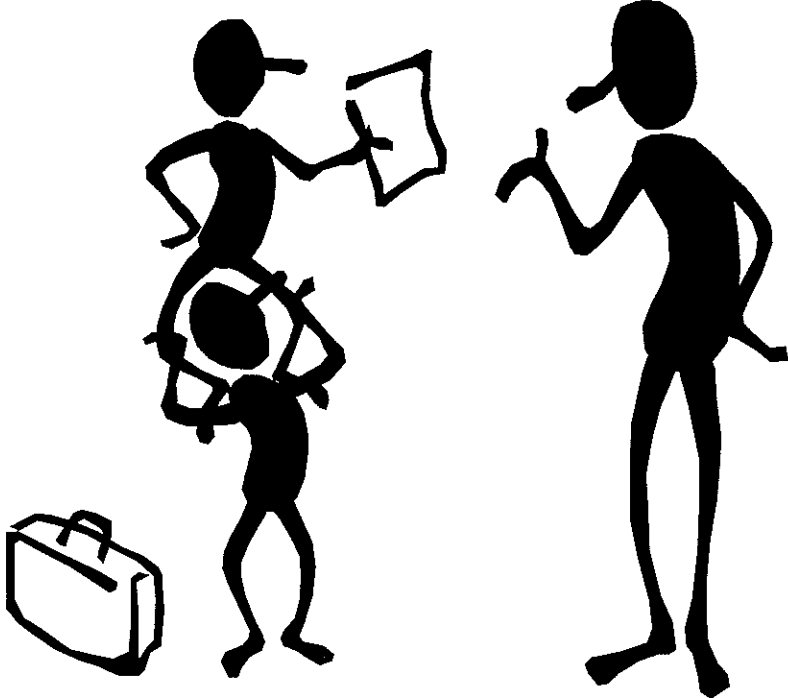
A. Desirable Qualities for Board Members:

1. Creativity and Innovation
2. Ability to develop a strategic plan and see it through
3. Ability to develop partnerships
4. Leadership skills
5. A commitment to the organization's policies, projects, and programs
6. Knowledge of diverse fundraising
7. Experience in securing funds including grant writing
8. Budgeting skills
9. Ability to enlist support of local government, businesses, colleges, schools, clubs, community organizations, citizens, etc.
10. Ability to solicit media support
11. Willingness to commit the necessary time for the organization to succeed
12. Connections with other communities leaders and organizations

B. After your Board of Directors is established, there should be a public meeting date announced through the local media.



Holding a Public Meeting:



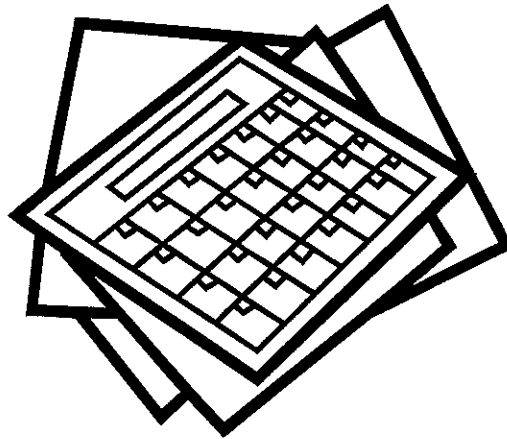
V. Holding a Public Meeting:

- A. Select a date and place that is conducive to having the public join in (i.e. school, church, community building)
- meeting location should be easy to find for those unfamiliar with the area (directions or a map could be useful)
 - designated location should have adequate lighting in both the building and the parking lot when holding nighttime meetings

- B. Formulate a clear agenda for the meeting and send it along with the announcement.

C. Reasons for a Public Meeting

1. Involve, educate and apprise all sectors within the community of your goals (suggestions: invite a guest speaker with watershed experience, provide a slide or video show, or have a power point presentation)
2. Initiate public interest
3. Provide the forms to begin a membership drive
4. Promote your public image
5. Vote on the association's proposed constitution and by-laws
6. Nominate officers for future election
7. Allow for informal discussion about the issues (i.e. projects, programs)
8. Designate future subcommittees
9. Arrange for future meetings
10. Develop Calendar of Events



Finding and Maintaining Volunteers:



VI. Finding and Maintaining Volunteers:

The association should write job descriptions in order to help identify who will make the best volunteers. Likewise, volunteers need to understand what is required of them if they are to become volunteers. The association also will need to design (with the help of your pro-bono attorney) a standard liability waiver form for volunteers to fill out before beginning a project (example provided in Appendix #2).

A. Who are volunteers?



1. New people in the community looking to meet other community members
2. People who desire to get out of their homes for a while
3. Those who get personal satisfaction from giving
4. Those who have an interest in the environment
5. People who have extra time (i.e. senior citizens, teens)
6. Those who enjoy the camaraderie of others
7. Those who enjoy a new challenge
8. People who like the outdoors
9. People who need to satisfy program requirements (i.e. scout troops, students)
10. Those who value their community

B. Attracting Volunteers:



The organization should:

1. Clearly state the group's purpose and goals
2. Accept whatever time the volunteer is able to give
3. Provide clear task descriptions with short-term timelines
4. Respect volunteer's right to choose the task they wish to perform
5. Be specific – give detailed account of what the job entails, how long the time commitment is, and the exact location of where the volunteer needs to be
6. Post a list of activities in public places where potential volunteers can see it
7. Ask! Most people say they volunteer simply because someone asked them to.
8. Welcome a diverse group of volunteers
9. Explain the benefits of volunteering (i.e. personal satisfaction, career boost)
10. Give volunteers a variety of tasks to choose from.

C. Desirable Qualities for Volunteers:

1. Positive community values
2. Positive personal values
3. Diverse interests
4. Willingness to learn
5. Willingness to work as part of a team
6. Friendly attitude
7. Belief in the organization's purpose
8. Active in other organizations
9. Age variety (don't forget the youth)
10. Diversity of backgrounds and perspectives



D. Maintaining Your Volunteer Base:

1. Remember to say thank you.
2. Give recognition to everyone
3. Allow project time for training volunteers (prior day)
4. Take care of the volunteers (i.e. provide food, beverages, restrooms)
5. Keep the length of the workday reasonable
6. Provide awards (recognition for a selected few) such as plaques, pins, etc.
7. Provide rewards (recognition for service) such as parties, dinners, etc.
8. Recognize your volunteers in the news media
9. Celebrate together the group's successes
10. Recognize and prevent burnout (realize their need for time off)
11. Keep a working list of past volunteers (cycle your requests for help)
12. Make tasks fun (enjoy yourself and others will too)!



Strategic Planning:



VII. Strategic Planning:

A strategic plan will help the association to outline steps needed to reach goals, determine future staffing needs and decide on the project priorities for the upcoming year and beyond.

A. Your strategic plan should:

1. Take time to prepare
2. Involve a diversity of individuals in your watershed
3. Use a qualified outsider to help lead the process (facilitator)
4. Be specific with goals, objectives, timelines, tasks and assignments
5. Determine budgeting priorities
6. Identify potential donors
7. Establish bookkeeping practices
8. Outline fundraising activities

B. Beginning watershed associations should:

1. Focus first on a short, easy project that shows immediate group success (i.e. a river cleanup project, a local workshop)
2. Develop a management plan that thinks short and long-term
3. Determine how to put the management plan into action
4. Identify who will be the key players
5. Continue to be flexible, grow and add value to your community
6. Maintain a continual membership drive

C. There are six key elements for organizational success as identified by the Pennsylvania Association for Nonprofit Organizations (PANO):

1. Effective fundraising
2. Good marketing strategies
3. Internal operations
4. Programs
5. Volunteer development
6. Community involvement



VIII. Appendices:

Appendix #1:

Sample Constitution and By-Laws

This sample Constitution and By-Laws is provided by the Pennsylvania Organization for Watersheds and Rivers to organizers of new watershed groups. They provide standard non-profit organizational structure and should be accepted by the Internal Revenue Service for an organization seeking tax-exempt, tax-deductible status under section 501 (c) 3 of the IRS Code.

Sections in the Constitution and By-Laws that are required for an organization to maintain itself as incorporated are marked with an asterisk (*). Other sections can be amended or removed with time as the local Board of Directors deems necessary, keeping in mind of the IRS requirements if the organization already has been given its tax-deductible status under IRS Code Section 501 (c) 3.

An organization may adopt the attached Constitution and By-Laws and not seek incorporation within their state, but it would be prudent for each group to incorporate itself for protection of the organization and its Board of Directors.

SAMPLE CONSTITUTION

ARTICLE I*

NAME

This organization shall be known as the _____ Watershed Association.

ARTICLE II

PURPOSE

Section 1. The purpose and objectives of this Organization shall be to engage exclusively in any such educational, scientific, literary, historical and charitable pursuits as are set forth in its Certificate of Incorporation, if any, and or are the purposes and objectives of (name of group), and said purposes and objectives shall conform to the provisions of Section 501 (c) 3 of the Internal Revenue Code.

Section 2. This Organization is not formed, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to the members thereof, or to any private shareholder or individual. The property, assets, profits and net income of this Organization are irrevocably dedicated to charitable purposes and no part of the property, assets, profits or net income of this Organization shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private shareholder or individual. Upon the dissolution, or upon abandonment, the assets of this Organization remaining after payment of, or provision for, all debts and liabilities of this Organization, shall be donated to _____ or its successor(s), or to such corporation or corporations, association of associations, fund or funds, or foundation or foundations as the _____ or its successor(s) may designate to receive said assets, subject to the order of a Court as provided by law; provided however, that none of such assets shall be donated to any organization other than one organized and operated exclusively for one or more of the purposes set forth in Section 501 (c) 3 of the Internal Revenue Code of 1954 or corresponding provisions of any subsequent Federal Tax laws.

SAMPLE
BY -LAWS

ARTICLE I
MEMBERSHIP

Section 1. Any person interested in the purposes and objectives of this Organization is eligible to apply for membership.

Section 2. The classes of membership of this Organization shall include: Regular Member, Family Member, Student Member, Sustaining Member, Supporting Member, Contributing Member, Donor Member, and Life Member, and such other voting classes of individual Membership as may be established by the Organization.

Section 3. The membership dues shall be as established by the Organization.

Section 4. All members of this Organization shall enjoy all the rights and privileges accorded to the members, except as otherwise provided hereinafter.

Section 5. Each member shall have the right to cast one vote at the annual meeting and at any regular or special meeting of members on any motion that may be properly brought before such meeting, including the election of Officers and Directors. Members in the class of Family Membership and in the class of Family Membership and in the class of Dual Life Membership, as well as the members in any other class of Membership whose annual dues are higher than those established for the class of Family Membership, shall be entitled to two votes per family, provided that at least two members of the family are present in person at the time of voting.

Section 6. Membership dues shall be payable at the time of application and, in the case of Regular, Family, Student, Sustaining, Supporting, Contributing, and Donor members, yearly thereafter. In the case of Life members, dues shall be paid in full in one sum, except as may be provided otherwise in the By-Laws of the Organization.

Section 7. Should renewal of membership dues not be paid within six months after due date, a member so in default shall be dropped forthwith from the rolls.

ARTICLE II
MEETINGS

Section 1. Regular meetings of members shall be held on the ____ (1st Monday, 2nd Tuesday, etc.) of _____ (each month Sept. through May, June, August or whenever), but such regular meetings shall be held not fewer than six times in any calendar year as required.

Section 2. The annual meeting of members shall be held on ____ (1st Monday, 2nd Tuesday, etc.) of ____ (Sept., March, May or whenever) each year.

Section 3. Notice of the annual meeting, special meetings, and regular meetings, at which Organizational business is to be transacted, shall be given not less than thirty (30) days nor more than fifty (50) before the date of the meeting. Such notice is given when deposited in the United States mail, with postage thereon prepaid, and directed to the member at his address as it appears on the record of members, or at such other address as he may request in writing to the Secretary of this Organization. Notice of such meetings may be published in the Organization's newsletter or other regular publication, provided such publication is mailed according to the provisions stated herein above.

Section 4. Notice of a special meeting of members shall state the purpose or purposes for which the meeting is called.

Section 5. The lesser of either one-tenth (1/10) of all voting members or ____ (100, 200, but not less than 100) voting members, shall constitute a quorum at any meeting of members at which Organization's business is to be conducted. The members may be present in person or by proxy.

ARTICLE III

BOARD OF DIRECTORS

Section 1. The control and conduct of the business of the Organization shall be vested in its Board of Directors. The Board shall include no fewer than six (6) elected Directors and, ex-officio with full voting rights, the elected officers of the Organization.

Section 2. The Directors shall be elected for the term of one year, or until the following annual meeting, whichever comes first, by a plurality of the voting members of the Organization present in person or by proxy at the annual meeting of members.

Section 3. No one individual shall serve for more than four (4) consecutive terms as a member of the Board, except in the case of an individual who after four terms of consecutive service on the Board is elected an Officer, and as such may serve one additional term as set forth in Section 2 ARTICLE IV hereinafter.

Section 4. If by reason of resignation or death, or for any other reason, vacancies exist whereby the Board has not the full complement of Directors, the Board may proceed to elect a Director or Directors to fill such vacancies and the Director or Directors so elected shall serve until the next annual meeting of members. When for such purpose, a Director has been elected for less than a full term such part term shall be disregarded with respect to his qualification for re-election for additional consecutive terms, as set forth in Section 3 herein above.

Section 5. There shall be at least five regular meetings of the Board of Directors in any one calendar year, not more than one regular meeting in any one month. The Board at its first regular meeting following the annual meeting of members shall determine the dates for the regular meetings.

Section 6. Special meeting of the Board shall be called by the President or by the Recording Secretary upon request of the majority of the Board. Notice of a special meeting may be given in person or by telephone not less than three (3) nor more than ten (10) days prior to the date of the meeting or, if by mail, not less than ten (10) nor more than twenty (20) days prior to the date of the meeting.

Section 7. A majority of the Board shall constitute a quorum at any meeting of the Board provided such quorum includes a majority of the elected Directors.

Section 8. The President or, in his absence, the Vice President, shall act as Chairman at any meeting of the Board. In the absence of both the President and the Vice President, the Board shall designate any other member of the Board to act as Chairman at such meeting.

ARTICLE IV

OFFICERS

Section 1. The Officers of the Organization shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary and Treasurer, and other Officers as is determined by the Board of Directors.

Section 2. The President shall hold office for a two-year term, or until his successor is elected, and shall not succeed himself. All other Officers shall serve for one (1) year terms, or until their successors are elected, and no individual may hold the same office for more than three (3) consecutive terms.

Section 3. The Officers shall be elected for their respective terms by a plurality of the voting members of the Organization present, in person, or by proxy, at the annual meeting of members.

Section 4. If by reason of resignation or death, or for any other reason, an office shall become vacant, the Board may proceed to elect, by majority vote, the next annual meeting of members. When, for such purpose, an Officer has been elected for less than a full term, such part term shall be disregarded with respect to his qualification for re-election for a full term or for additional consecutive terms, as set forth in Section 2 herein above.

Section 5. The President shall direct and administer the affairs of the Organization as its executive and shall supervise all phases of its activities, subject to instruction by the Board. He shall supervise all phases of its activities, subject to instructions by the Board. He shall also be an ex-officio member of all committees. He shall preside at all meetings of members and of the Board.

Section 6. The Vice-President shall assist the President to carry out his duties and, in the absence of the President, the Vice-President shall direct and administer the affairs of the Organization and supervise all phases of its activities, subject to instructions by the Board, and shall preside at meetings of members and of the Board.

Section 7. The Recording Secretary shall keep a record of all proceedings of the Organization and of the Board of Directors. He shall send notice of all meetings. He shall preserve the seal of the Organization, if any, and affix it to all documents requiring the seal of the Organization, and shall attest to the same.

Section 8. The Corresponding Secretary shall conduct all the correspondence of the Organization except such correspondence as, by instructions of the Board or at the discretion of the President, shall be conducted by another officer of the Organization. He shall preserve all correspondence of the Organization.

Section 9. The Treasurer shall have custody of the Organization's Funds. He shall disburse such funds as may be ordered by the Board. He shall report to the Board of Directors at its regular meetings or as requested. He shall prepare an annual report on the financial condition of the Organization along with a proposed budget for the coming year for distribution to the members at the annual meeting of members and shall forward a copy of each report to the Organization.

Section 10. The Treasurer, the President or Vice President may sign all checks and drafts of the Organization. Two signatures are required, except as otherwise authorized by resolution of the Board.

ARTICLE V

NOMINATING COMMITTEE

Section 1. The Board of Directors shall annually appoint; not later than six (6) months prior to the next annual meeting of members, a Nomination Committee, to consist of no fewer than three (3) members. The names of the members of the Nomination Committee shall be made known to the members through the Organization's newsletter or other publication, or by mail, or at a regular meeting of members, not later than one (1) month after the Nomination Committee has been constituted. Any member of the Organization may submit nominations for Officers and Directors to the Nomination Committee.

Section 2. The Nomination Committee shall nominate candidates for Officers and Directors to succeed those whose terms expire at the next annual meeting. The Committee's report shall be presented to the membership at a regular meeting of members not later than one (1) month nor earlier than two (2) months prior to the annual meeting.

Section 3. Nothing contained herein shall be construed to prevent nominations of Officers and Directors from the floor at the annual meeting.

ARTICLE VI

OTHER COMMITTEES

Section 1. The president, with the approval of the Board of Directors, shall appoint chairmen of Standing Committees who, in turn, may select their own committee members with recommendations and suggestions from the Board. Terms of office shall be for one (1) year, or until their successors are appointed; but no member shall serve as Chairman of the same committee for more than three (3) consecutive years. Standing Committees shall be composed of no fewer than three (3) members.

Section 2. The president, with the approval of the Board of Directors, may appoint Special or Task Force Committees whose terms of office will be determined by the length of the assignment to be done.

Section 3. The Standing Committees may be as follows and may include such other committees as may be constituted by the Board of Directors to carry out the functions of the Organization:

CONSERVATION COMMITTEE

The Conservation Committee shall keep informed on local, state and national governmental policies and actions affecting the natural environment and conservation of natural resources. It shall draft and recommend the Organization's conservation policy to the Organization's Board of Directors. It shall carry out the conservation policy as approved by the Board and endeavor to coordinate the actions of the Organization with the policy and activities of the Organization insofar as conservation measures and policies of national scope are concerned. It shall keep the Organization informed of such actions.

EDUCATION COMMITTEE

The Education Committee shall maintain close contact with the Environmental Information and Education Division of the Organization. It shall encourage schools and colleges within the Organization's territory to conduct courses in, or otherwise stress, natural history, ecology and conservation. The Committee shall conduct, or cause to be conducted, workshops in furthering the educational objectives and programs of the Organization. It shall, through other means, inform and educate the public about the natural environment.

FIELD TRIP COMMITTEE

The Field Trip Committee shall plan, organize and arrange for the proper conduct of field trips that may be participated in by members of the Organization and others interested in the purposes and aims of the Organization.

FINANCE COMMITTEE

The Finance Committee shall plan the annual budget of the Organization, assist the Treasurer in the preparation of financial reports, and make recommendations and carry out plans for obtaining financial support for the Organization. Either the Treasurer or Finance Committee must send a financial statement to the Board of Directors of the Organization each year.

MEMBERSHIP COMMITTEE

The Membership Committee shall maintain close contact with the Membership Department of the Organization. It shall keep the Organization's membership records and shall conduct membership campaigns to enroll new members. It shall endeavor to retain those members who have become delinquent in the payment of their dues. Whenever possible a Membership Committee comprised of more than one individual should be formed; the work of the Committee should be shared among its members.

PROGRAM COMMITTEE

The Program Committee shall make all plans and arrangements for the regular meetings, except for matters relating to Organization business that may be transacted at such meetings. The Committee shall make arrangements for lectures, discussions, and such other events as may promote interest in and appreciation of conservation, ecology and natural history.

PUBLICITY COMMITTEE

The Publicity Committee shall publicize, through newspapers, radio, TV and other publicity media, the purposes, aims and programs of the Organization.

ARTICLE VII
COMMITMENTS

This Organization shall not enter into any commitments binding upon the Organization without written authorization by the Officers of the Board of Directors of the Organization.

ARTICLE VIII
AMENDMENTS

This Constitution and By-Laws may be amended by a majority vote of members present in person or by proxy at any regular or special meeting of members duly called pursuant to the provisions of ARTICLE II, Section 4 herein above. The notice of such meeting shall recite the wording of each proposed amendment.

ARTICLE IX
PARLIAMENTARY AUTHORITY

In procedural matters not covered by these By-Laws, Robert's Rules of Order shall govern.

ARTICLE XI
CONSTRUCTION

Section 1. This Constitution and By-Laws shall be construed under the laws of the State of _____

Section 2. The masculine pronoun, as used herein above, shall mean the masculine or feminine, wherever applicable.

**Appendix #2:
Volunteer
Waiver and Assumption of Risk**

Name of Project: _____

Date of Project: _____

I have read the description of the volunteer project and/or have had the activity explained to me by a staff member of the (Name of Organization), and understand that this activity may involve danger to my person or property. However, I hereby agree to assume the risks of the project in order to participate in said activity.

I understand that I am not acting as an agent, authorized representative or employee of the (Name of Organization), and am not entitled to any benefits which may accrue thereto.

In consideration of being permitted to participate in this project, I hereby release and hold harmless the (Name of Organization) and its employees and directors from any and all claims that may arise from or relate to my participation in the activity, including any negligence on their part.

Signature: _____

Name (Printed): _____

Date: _____

Optional: Whom may we contact in case of emergency?

Name: _____ **Relationship:** _____

Address: _____ **Phone:** _____

CONTACT INFORMATION:

- 1. Canaan Valley Institute**
Janie French, Pennsylvania Watershed Coordinator
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Fax: (814) 768-9587
Email: Janie.French@canaanvi.org
Website: <http://www.canaanvi.org>
- 2. Environmental Fund for Pennsylvania**
Kelly Meinhart, Producer, Watershed Weekly
Address: 1420 Walnut Street, Suite 1304
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Email: Kmeinhart@GreenWorks.TV
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- 3. Juniata Clean Water Partnership**
Address: RD 1 Box 7-E
Huntingdon, PA 16652
Phone: (814) 627-5391 or (814) 627-5082
Fax: (814) 627-5182
Email: JCWP@netscape.net
Website: <http://www.jcwp.org>
- 4. Mid-Atlantic Council of Watershed Associations**
Contact: Robert G. Struble, Jr.
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Email: rstruble@bva-rcva.org
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- 5. Pennsylvania Association of Nonprofit Organizations (PANO)**
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- 6. Pennsylvania Organization for Watersheds and Rivers (POWR)**

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sparry@pawatersheds.org
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7. River Network

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 520 SW Sixth Ave., Suite 1130
 Portland, Oregon 97204-1535
 Phone: (503) 241-3506
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 Email: info@rivernetwork.org
 Website: <http://www.rivernetwork.org>

PA County Conservation District Watershed Specialists:

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