

## Chapter Guidelines

The mission of the Plastic Ocean Project, Inc. (POP) is to educate through field research, implement progressive outreach initiatives, and incubate solutions to the global plastic pollution problem by working with and for the next generation to create a more sustainable future.

POP chapters are led and run by a group of volunteers. Running a chapter should be collaborative and a direct extension of POP and thus should seek to conduct business in a professional manner. How your Chapter conducts itself will determine how your Chapter is perceived in your community or on campus at your University. Chapters are chartered entities who represent a specific community or University who are involved with everything from debris cleanups and outreach to mission related research and large scale prevention and removal efforts.

To start a chapter you must have permission and approval by the POP board of directors (BOD).

Chapters are primarily self-organized and self-managed. POP does provide a host of direct advisory-based support including, but not limited to; organizational, financial, scientific, marketing, public relations, social media, legal and membership. POP can contribute to Chapters by means of grants and scholarships when available<sup>1</sup>.

Chapters must open a bank account so that all monies raised are restricted for said use. Any funds raised by Chapters go directly to fund Chapter events, programs, and projects that benefit their contribution to the POP mission in their Chapter community.<sup>2</sup>

Chapters are responsible for promoting POP events and programs in a professional and timely manner.

Chapters cannot take public positions on an issue that are inconsistent with our mission and governing policies.

Chapters must follow the Mission, Bylaws, Policies, Procedures, and Guidelines of POP. All chapters agree to the terms and conditions associated with receiving a charter including financial reporting guidelines and background checks if background checks are requested by the POP BOD.

A Chapter must establish a PO Box or have a specific mailing address that will be checked regularly.

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<sup>1</sup> Plastic Ocean Project operational costs, grants, and scholarships are funded by membership fees. POP grants may assist Chapters with funding projects, start-up costs for programs, and events that can be self-sustained in the future and may require a cash or in-kind match. POP grants will be provided on a Request for Proposal (RFP) basis. RFPs will be sent to all Chapters to be given an opportunity to submit a proposal. Scholarships, when available, will go towards registration fees for mission related conferences, seminars, workshops, symposiums, and training courses.

<sup>2</sup> In addition to Chapter fundraising as a primary source of program revenue, POP may provide assistance with securing grants (both POP grants and outside grant funding sources) and provide opportunities for chapters to participate in POP sponsored events as revenue generators when available and with prior approval by the POP Board of Directors.

Chapters must develop a 6-12 month operating plan prior to Chapter approval<sup>3</sup>. This plan must include an area of focus such as but not limited to; cleanups, single use plastic reduction campaigns, and research or citizen science related to ocean plastic.

All Chapters must have a President, Vice-President, Secretary, Volunteer Coordinator, and Treasurer. Every officer must be a paid member of POP.

Chapters must meet regularly once a month or a minimum of 6 times per year.

Chapters must conduct a membership drive and maintain a minimum of 12 members per year.

All membership applications and dues go directly to the Plastic Ocean Project.

POP University Chapters may receive a portion of the membership fee from members who are current students at the University associated with the said University Chapter according to their Constitution adopted through the University and with approval by the POP BOD<sup>4</sup>.

POP University Chapters must have prior approval by the University to use the University name. POP University Chapters must have prior approval by the POP BOD to apply as a POP Chapter with the University<sup>5</sup>.

POP University Chapters must adhere to all University rules, regulations, and policies in addition to local, state, and federal laws and POP polices, guidelines, and bylaws.

POP University Chapter officers must be current students and remain current students for the length of their term. Any University Chapter officer duties outlined in the University constitution will be in addition to POP Chapter guidance for officers (listed below).

### **General Functions of a Plastic Ocean Project Chapter:**

- Identify and work on mission-related issues in the chapter's geographic area and supporting the work of the mission of the POP.
- Involve members through regular communications, meetings, and by giving them mission-oriented volunteer opportunities.
- Grow chapter membership, including retaining members.
- Cultivate, train, and mentor volunteers and new members.
- Raise funds to support Chapter activities by creating new and creative fundraising methods that are not already being done by POP or a POP Chapter within your jurisdictional area.
- Identify new leaders and groom them for leadership opportunities.

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<sup>3</sup> Newly established chapters will be required to develop a draft operational plan prior to the Chapter application process. Newly established chapters will be given 6 months to develop a strategic plan or can adopt the POP strategic plan that will be updated on an annual basis.

<sup>4</sup> No more or less than ½ of the University Chapter membership fee from current students will go to the POP membership fee fund and no more or less than ½ of the University Chapter membership fee will be distributed to the University Chapter in accordance with the adopted University Chapter Constitution and recommendation by the POP BOD. Fee structures will be agreed upon by the POP board of directors and the University Chapter BOD prior to the collection of any dues. Newly established University Chapters will present their proposed fee structure to the POP BOD prior to drafting a University Constitution document.

<sup>5</sup> When applying for a University Chapter, POP BOD approval is required prior to adopting a Constitution with the University.

**General Duties of Chapter Executive Committee Members:**

- Organize and implement Issue Campaigns and Programs
- Organize and staff outreach events
- Collaborate with other similar mission-oriented organizations
- Organize and plan fundraising and awareness events
- Coordinate and develop volunteers (POP does not monetarily fund Chapters)
- Participate in and co-lead subcommittees as needed
- Communicate regularly with and be responsive to POP
- Communicate regularly with and be responsive to chapter membership
- Conduct annual chapter planning early each year, including rough sketches of campaigns and budgets. Implement the annual plan during the year
- Ensure that chapter funds are raised, spent, and accounted for properly
- Meet minimum requirements for chapter operations and comply with Chapter Bylaws
- Use Chapter emails, sent by the POP Director of Chapters, as a way of capturing information relevant to running the Chapter
- Respond to media requests as needed
- Public Speaking

**Chapter President** - Must be a POP member, commit 2 to 20 hours a week, 1-2 year commitment, one chapter meeting per month and/or Executive Committee meeting per month

- Acts as the main administrator and leader of the chapter
- Acts as the main contact to POP
- Transmits all communications from the national office to the chapter
- Runs monthly chapter meetings
- Makes meeting agendas
- Makes calls/contacts before the meetings to ensure those with updates either attend or provide their update
- Checks chapter email account and distribute emails appropriately.
- Checks Chapter PO Box if applicable and distribute mail appropriately
- Is a signer on the Chapter Bank Account
- Is a spoke-person for the chapter. Field media calls or delegate them out
- Calls for votes among the chapter's Executive Committee
- Contributes to the chapter's website and social media pages

**Chapter Vice President** - Must be a POP member, commit 2 to 20 hours a week, 1-2 year commitment, one chapter meeting per month and/or Executive Committee meeting per month

- Acts as the main administrator and leader of the chapter in the President's absence
- Acts as a main contact to POP and as the main contact in the President's absence
- Transmits communications from the national office to the chapter in the President's absence or as delegated by the President
- Runs monthly chapter meetings in the President's absence
- Makes meeting agendas in the President's absence or as delegated by the President

- Makes calls/contacts before the meetings to ensure those with updates either attend or provide their update in the President's absence or as delegated by the President
- Checks chapter email account and distribute emails appropriately when delegated by the President
- Checks Chapter PO Box if applicable and distribute mail appropriately when delegated by the President
- Is a signer on the Chapter Bank Account (if prior arrangements have been made and only when delegated by the President)
- Is a spoke-person for the Chapter
- Calls for votes among the chapter's Executive Committee in the President's absence
- Contributes to the chapter's website and social media pages

**Secretary** – Must be a POP Member, 2-20 hours a week, 1-2 year commitment, one chapter meeting per month and/or Executive Committee meeting per month.

- Takes notes at chapter meetings, including key decisions and action items, and distributes to attendees and Global POP in a timely manner (within one week from meeting)
- Sends meeting reminders via email
- Writes letters to outside parties as needed including elected officials, donors, and others deserving thanks from the chapter
- Maintains a supply of chapter stationary or has electronic letterhead (approved by POP)
- Maintains chapter members info in the chapter database

**Treasurer** – Must be a POP Member, 2-20 hours a week, 1-2 year commitment, one chapter meeting per month and/or Executive Committee meeting per month.

- Maintains chapter financial records
- Establishes and maintain chapter bank account(s) with proper signers
- Reports chapter financial transaction at monthly meetings
- Expends chapter funds as decided by the chapter Executive Committee
- Submits quarterly financial reports to POP
- Pays chapter bills on time including PO Box and Storage space (if needed)
- Gives donor information to the Secretary for thank you letters
- Contributes to the chapter's website and social media

**Volunteer Coordinator** - Must be a POP Member, 2-20 hours a week, 1-2 year commitment, one chapter meeting per month and/or Executive Committee meeting per month.

- Coordinates with committees and/or campaign and program leaders to identify volunteer needs
- Leads volunteer recruitment by communicating those needs to the membership and posting volunteering opportunities on the website and social media
- Build and manage a database of list of volunteers and potential volunteers
- Gets to know volunteers, their interests and match them to opportunities
- Responds to inquiries from people seeking to volunteer
- Contributes to chapter website and social media