

# CHARTER

## USA NATIONAL PHENOLOGY NETWORK

*Adopted August 4, 2011 by the USA-NPN Advisory Committee*

### **Article I. NAME:**

The name of the organization is “USA National Phenology Network” (abbreviated USA-NPN).

### **Article II. PURPOSE:**

USA-NPN has been created to advance societal understanding and use of phenological information in order to improve management of natural resources and ecosystems throughout the Nation.

### **Article III. STRUCTURE:**

USA-NPN is a non-federal entity (NFE) composed of a variety of individuals and organizations that have a mutual interest in phenology and that have agreed to work together to advance the field of phenology.

### **Article IV. CORE FUNCTIONS:**

- (1) To create and leverage **standards** for collecting, organizing, archiving, and sharing phenological information;
- (2) To organize and coordinate contemporary **observation** of phenology on a National scale;
- (3) To disseminate and provide **access** to phenology information and products based on phenological observations;
- (4) To act as a **steward** of phenological data and information through quality-controlled archiving and preservation;

- (5) To stimulate and nurture advancement of phenological **research**;
- (6) To support the **assimilation** of phenological information in scientific and socioeconomic applications; and
- (7) To support targeted **education** and outreach activities to promote phenological scientific literacy and relevant citizen science engagement.

**Article V. LEADERSHIP AND GOVERNANCE:**

- (1) The leadership of the organization consists of an Executive Director, an Assistant Director, and an Advisory Committee. The Advisory Committee is composed of fifteen (15) members (Chair, Vice-Chair, and thirteen [13] additional members).
- (2) The USA-NPN has created a National Coordinating Office, situated at the University of Arizona, that is financially supported through a formal Cooperative Agreement between U. S. Geological Survey and University of Arizona. The National Coordinating Office also receives financial support through other funding mechanisms, including but not limited to collaborations with other organizations, competitive grants, and foundations. The National Coordinating Office provides services to the USA-NPN as a whole and to its individual members.
- (3) The Executive Director is appointed after consultation with the Advisory Committee, by the appropriate official of an external supporting agency (typically federal) or organization.
- (4) The Assistant Director is appointed after consultation with the Advisory Committee by the appropriate official from the external organization (typically a University) that houses the NCO.
- (5) The Advisory Committee advises the Executive Director and Assistant Director, and is consulted by the Executive Director and Assistant Director in advance of major strategic and implementation decisions, as well as prior to implementation of all long-term policies. The Advisory Committee, Executive Director, and Assistant Director are jointly responsible for developing strategies and implementations that ensure core functions of the organization (listed in Article IV) are realized.
- (6) The Chair and Vice-Chair of the Advisory Committee are nominated and elected by members of the Advisory Committee for a specific term as specified in the By-Laws. Should the post of either officer become vacant for any reason, the Advisory Committee shall elect a replacement from current Advisory Committee members to serve the remainder of the term. The Chair and Vice-Chair of the Advisory Committee may serve multiple terms.

- (7) New or continuing members of the Advisory Committee are nominated and elected by current members for a specific term as specified in the By-Laws. Should an Advisory Committee member's position become vacant for any reason, the Chair shall appoint an appropriate replacement (after consultation with the Vice-Chair) to serve the remainder of the term. Members of the Advisory Committee may serve two consecutive terms, and then may be elected again after a one-year absence.
- (8) The duties of the Executive Director, Assistant Director, Advisory Committee Chair, and Advisory Committee Vice-Chair are those delegated to them by the organization as specified in the By-Laws.

**Article VI. OTHER PROCEDURES:**

Participation in Advisory Committee meetings may be in person, via teleconference, or by email. Proxies are not permitted. A quorum is defined as eight. Procedures and other items not specified in this charter or in the By-Laws or by action of an Advisory Committee meeting, shall be in accord with the most recent edition of Robert's Rules of Order.

**Article VII. AMENDMENTS:**

Amendments to this Charter may be proposed by any member of the Advisory Committee. Amendments shall first be submitted to the Chair of the Advisory Committee, who shall give at least one month's notice of proposed amendments to all Advisory Committee members. Amendments must be approved by at least three-fourths (3/4) of the total Advisory Committee membership during any Advisory Committee meeting.

# USA NATIONAL PHENOLOGY NETWORK BY-LAWS

## **Article I. Location of National Coordinating Office:**

The National Coordinating Office of the organization is located at the University of Arizona in Tucson.

## **Article II. Meetings:**

Advisory Committee meetings will be held in-person at least once annually, and may be called at other times as necessary by the Chair of the Advisory Committee, in consultation with the Executive Director. Meetings may be conducted by teleconference or other electronic means. Voting may be conducted by any means of correspondence. If more than one in-person meeting is held during a specific year, the Chair of the Advisory Committee will designate at which meeting the annual Advisory Committee elections will take place.

## **Article III. Planning and Reporting:**

- (1) The Advisory Committee serves an advisory role to the Executive Director and Assistant Director regarding strategic and major implementation decisions.
- (2) The Executive Director will prepare and submit an Annual Implementation Plan and an Annual Report to the Advisory Committee at least two weeks prior to the annual in-person Advisory Committee meeting, in order to allow sufficient time for the plans to be reviewed. The Plan and Report shall be discussed and voted on at the subsequent in-person Advisory Committee meeting.

## **Article IV. Fiscal Year:**

The fiscal year of the USA-NPN shall be the calendar year from October 1<sup>st</sup> to September 30<sup>th</sup>.

## **Article V. Appointment and Discharge of Committees and Working Groups:**

The Advisory Committee, in consultation with the Executive Director, may constitute standing committees or ad-hoc working groups and charge them with specific tasks or projects deemed necessary to the proper functioning of the organization. Standing

committees are subject to the review of the Advisory Committee and may be dissolved by a vote of the Advisory Committee. Ad-hoc working groups will be subject to review by the Advisory Committee and will automatically dissolve after one year unless renewed by the Advisory Committee.

**Article VI. Election of the Advisory Committee and its Officers:**

- (1) New Advisory Committee members are nominated (prior to) and elected at the annual in-person Advisory Committee meeting.
- (2) Members of the Advisory Committee serve three-year terms. One-third (1/3) of the Advisory Committee is elected each year. Terms start on January 1<sup>st</sup>.
- (3) The Chair and Vice-Chair of the Advisory Committee are elected annually by the Advisory Committee at the annual in-person Advisory Committee meeting, from among continuing Advisory Committee members.

**Article VII. Duties of the Advisory Committee:**

- (1) The Advisory Committee is primarily responsible for establishing the strategic direction and long-term planning of the USA-NPN, in consultation with the Executive Director.
- (2) The Chair of the Advisory Committee issues official communications regarding Advisory Committee actions, constructs agendas, and presides over meetings of the Advisory Committee. The Advisory Committee Chair will maintain regular dialogue with the appointing officers of the Executive Director and Assistant Director, including submitting a written report at least annually.
- (3) The Vice-Chair of the Advisory Committee will assume the duties of the Chair, should the Chair be temporarily unavailable, or not in attendance at an Advisory Committee meeting. If neither officer is available, Advisory Committee meetings will not be held.

**Article VIII. Duties of the Executive Director and Assistant Director:**

- (1) The Executive Director is primarily responsible for directing the operational activities of the USA-NPN, and serves as the official voice of the USA-NPN.

- (2) Should the Executive Director position become vacant for any reason, an interim Executive Director will be appointed by the supporting external agency (typically federal) or organization, and will serve until a new permanent Executive Director is appointed by the appropriate official of the external agency or organization.
- (3) The Assistant Director is primarily responsible for directing the operational activities of the National Coordinating Office.

**Article VIII. Amendments:**

Amendments must be approved by at least two-thirds (2/3) of the total Advisory Committee membership during any Advisory Committee meeting.