



*Windstar Foundation*

***CONNECTIONS***

***PROGRAM HANDBOOK***

*January 2009*

Greetings!

Thank you for your interest in the Windstar Connections Program. The Connections Program is a grassroots outreach of the Windstar Foundation that offers Windstar members an opportunity to work together in their own communities to carry out the mission of Windstar.

Involvement in a Windstar Connection can be a most rewarding experience. The flexible program allows each group to choose its own focus. Connections are busy in their communities making the Windstar vision a reality through activities such as working with environmental studies student interns, hosting and participating in eco-fairs and festivals, providing fun and educational experiences in nature, partnering with organizations that work to care for animals and their habitats, helping make our land and water clean, sponsoring environmental speakers, planting trees, and striving in other ways to find creative solutions to local and global environmental problems.

This handbook provides you with all the information you need to develop your Connection and make it a success. It contains an overview of the program, how to get started, guidelines and information for managing your group, and the forms you will need.

Best wishes as you embark upon this exciting journey! Remember, you are not alone. We in the Connections Program are here to help you. If you have questions or would like assistance, please contact me.

*Barbara*

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Coordinator  
Windstar Connections Program  
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## **Windstar Foundation**

Windstar was founded in 1976 by singer/songwriter and environmentalist John Denver and Aikido Master Tom Crum. Windstar is a non-profit environmental education organization that promotes an integrated approach to addressing environmental concerns.

### **Windstar Foundation Mission:**

To educate, inspire and empower children and adults to create responsible choices through community and global action for a healthy and sustainable environment.

From John Denver (Excerpted from a 1988 letter)

**Windstar is** the recognition and demonstration that each of us is part of and responsible for the quality of life on Planet Earth--and that which affects any one of us affects us all.

**Windstar is** an expression of the power of individual human creativity, integrity, and responsibility.

**Windstar is** an opportunity for unique and vital contributions toward the resolution of conflicts in global resource issues.

**Windstar is** a climate for joyful and nurturing communications.

**Windstar is** a commitment to conscious choice.

**Windstar is** a commitment to one world, one people.

### **Windstar Foundation Board of Trustees**

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Beth Miller, Board Member Emeritus

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# Windstar Foundation

## CONNECTIONS PROGRAM HANDBOOK

*“Never doubt that a small group of thoughtful, committed citizens can make a difference. Indeed, it's the only thing that ever really has.” Margaret Mead*

### **Connections Program Mission:**

To inspire and empower Windstar members to work together locally to generate and participate in projects that contribute to the creation of a peaceful, healthy and environmentally sustainable future.

### **Windstar Connections**

- Are active outreach groups of the Windstar Foundation. Some Connections center their agendas on hands-on environmental activities, others on providing environmental education.
- Provide a way for like-minded people to combine their resources to work together for a peaceful and environmentally sustainable future.
- Are extensions of the Windstar Foundation and present Windstar programs such as EARTHcamp in their communities.
- Promote awareness of Foundation programs on the local level.
- Actively attract new members to the Windstar Foundation.

*“Come and stand beside us; we can find a better way.” John Denver*

## **DEVELOPING A WINDSTAR CONNECTION**

Participating in a Windstar Connection is an exciting and rewarding experience. No two Connections are alike. Just as every person is different and contributes his or her own special talents, each Windstar Connection provides its own unique gift to the Earth. A Connection may be urban or rural. It may focus on education, or it may work to address local environmental issues. It may even be a special interest group, such as the John Denver Peace Cloth Connection.

The Windstar Foundation Connections Program provides the support you need to develop and maintain a successful, productive Windstar Connection. **You will want to read this handbook carefully** before you decide to develop a Connection and refer to it often to keep your Connection running smoothly. Contact the Connections Coordinator early in the process and stay in touch with him or her as you form your Connection.

### Handbook Contents

#### **Becoming a Connection Leader**

- Why develop a Windstar Connection?
- Self Evaluation
- Criteria Overview
- Developing Your Core Group
- Application Process

#### **Getting Your Connection Up and Running**

- Contains information you need to get your Connection running smoothly presented in the format of a possible agenda for your first meeting.

#### **Managing Your Connection**

- Connections Coordinator
- Connection Tools
- Project Guidelines
- Accountability Guidelines
- Administrative Responsibilities

#### **Keeping Your Connection Alive and Active**

- Take Care of Yourself
- Respect Your Connection Members
- Hold an Annual Planning Meeting
- Be An Active Part of the Windstar Foundation

#### **Procedures**

- Grievance Procedure
- Termination of Affiliation Procedure

#### **Appendix**

- Connection Annual Report Form
- Connection Project Proposal Form
- Example Connection Bylaws

## **BECOMING A CONNECTION LEADER**

### **Self Evaluation**

The development of a Connection does not happen by itself. It requires dedicated individuals who have the passion and commitment to work toward making a difference for the future of our planet. Your role as a Connection leader will be to lay down the foundation for a sustainable organization and to maintain the energy and momentum of your Connection.

At this point, you should read the **Criteria Overview** (page 7) for the Connections Program. If you have questions, you may want to consult the Connections Program Handbook or talk with the Connections Coordinator.

Once you have studied the Criteria Overview, these important questions will help you determine whether developing a Windstar Connection is right for you:

- Why do I want to develop a Windstar Connection? What is my vision for a Connection in my community?
- Do I have the time to commit to developing a Connection?
- Do I have the energy to develop and maintain a Connection?

As you consider starting a Connection, remember, you have a family of Connections to help support you in your efforts to develop and maintain your Connection. Any time you have a question or need assistance, feel free to contact the Connections Coordinator or any of the Connection leaders. Experienced Connection leaders will also be able to share with you the reality of being a Connection leader and give you some idea of what works and what does not.

### **Developing Your Core Group**

As you begin to develop your Connection, you will need others to work with you. These first three to six people will form your core group. Most likely, core members will be friends with whom you have worked on similar projects. Talk to them first to find and create interest in participating in a Windstar Connection. It will be helpful to prepare a 30-second statement to tell prospective members (and anyone else!) about Windstar and your vision for a Windstar Connection in your community.

#### Other ways to find core members

- Talk to the people from your workplace or in your community who might be interested and with whom you would enjoy working.
- Post a notice on the Windstar website.
- Post notices in gathering places in your community.
- Try to get community leaders interested and involved.

### **Connection Leader Application Process**

Once you have decided that you are ready to start a Windstar Connection in your community, contact the Connections Coordinator for an application.

On the application form, you will tell the Foundation about yourself and your Connection goals and objectives. The more information you can provide regarding your intended plans, the more expedient the approval process will be. In addition, prospective Connection leaders are asked provide a resume.

### **Criteria Overview**

- Each Connection member **MUST** be a member of the Windstar Foundation.
- Connections must maintain a roster of at least seven (7) members.
- Each Connection must have a minimum of six (6) meetings a year, with more as needed. Meetings can be held by phone, internet (chats, instant messenger), email, or physical meeting. Meetings may be held in conjunction with other Connection events.
- Each Connection is responsible for presenting during each calendar year either one (1) Major Project (EARTHcamp, mini-symposium, or free-form project as approved) or three (3) Mini-Projects (hosting a speaker, partnering with like-minded groups for community action and education, etc).
- Each Connection is a non-profit under the umbrella of the Windstar Foundation.\*

\*Charter Connections (Colorado, Mid-South, Minnesota, New England, and New York) retain their own 501c3 status. Non-US Connections must meet the requirements for non-profit organizations in their countries.

*“It’s about you and me together, and it’s about time.” John Denver*

## **GETTING YOUR CONNECTION UP AND RUNNING**

Ancient wisdom teaches that a journey of a thousand miles begins with a single step. It is the single step that scare us! What do you do first? After you have found potential core members, hold a planning meeting to get your Connection started.

### **Your First Meeting**

What an exciting time! Your new Connection gives members the opportunity to carry out the vision of Windstar in your own community. It is during this first meeting that you will begin to decide the best way for your group to do just that.

Plan a meeting where participants can get to know each other. Allow plenty of time for conversation and the informal exchange of ideas. Be sure there is a comfortable space with enough quiet and privacy to allow these discussions to unfold. Then begin making your plans.

The focus of this meeting should be to create your vision, discuss your purpose, develop your mission statement, and to discuss your goals.

### **Possible Agenda**

#### Develop a Mission Statement

It is difficult to begin a journey without knowing the direction in which you are going. In this phase of the meeting, participants can share ideas and create the direction for the Connection. You will want to study the entire handbook prior to the meeting and refer to it often to make sure that Windstar Connection guidelines are met. For ideas on writing a mission statement, read the Connections Program and the Windstar mission statements and look at the mission statements of other Connections.

#### Define Connection Structure

- The specifics of the structure will be different for each Connection, but you do need to decide how the Connection will operate.
- Determine the leadership responsibilities and structure that will best serve your Connection. What leadership roles will you need to fill? How will leaders be elected? What are the tasks and duties of each position?
- Decide who will be the contact person for the Connection, along with an alternate. The contact person must have an operational email, which will be listed on the Windstar Connections website. Should the email address change, the Connections Coordinator must be notified immediately so the website can be updated. All emails should be answered by the Connection contact person within 48 hours.
- Plan to hold meetings six times per year, with more meetings scheduled as needed. In this day of communication technology, many creative meeting opportunities exist. Connections have had successful meetings through the use of conference calls, email meetings, and internet chats. Groups may also meet informally before or after a Connection event. The most important thing is that you stay in touch, stay inspired, and stay active!

## Define a Plan of Action

### *Project/Activity Planning*

- What kinds of environmental/societal issues do you want to address? Do you want to assume an active role in your community or provide education on the issues? (These are not mutually exclusive.) Once your new Connection has determined its focus, you are ready to find programs and projects that will carry out your mission in your community. Consult the Project Guidelines and the Project Bank for information and ideas.
- How will the projects be funded?
- How many projects/events will you want to have within the first year?
- Who will be the leader for each activity?

### *Social Gatherings*

Remember that it is important to get to know each other in a fun, social setting. Having fun together makes it easier for the group to work together. Potlucks, retreats, and nature activities (such as hikes) are good ways to socialize.

### *Developing Membership*

- Where will you find potential members?  
You can find new members in many ways, such as sponsoring or participating in local events, listing your Connection activities in local calendars, creating your own brochures, designing T-shirts to wear at events, having a poster board with information and photos at events, having each member bring a friend or associate to a Connection event, and publishing a Connection newsletter.
- What geographical area will you serve?
- How large can you make your group?

## Discuss Bylaws

The bylaws can be as simple or complex as is necessary for your Connection to run smoothly. They should be a clear statement of how your Connection will operate. (A set of bylaws appears in the appendix. **They are for example only.** Yours may be very different).

Bylaws are rules adopted by members of the Connection for governing the group, and include, but are not limited to:

- The election of officers or leaders, how often and when.
- Creation of a grievance structure and how it will be acted upon.
- Creation of Committees and how those Committees will operate within the Connection.

## Discuss Finances

How much money do you anticipate needing for the operation of the Connection? Will there be dues? The Windstar Foundation allows Connection groups to collect dues up to the amount of \$24 per person. What about fund raising? How will money be handled? By whom? (See Financial Accountability Guidelines).

### Discuss Internal Procedures

How will you approve expenditures of money? How will you make key decisions? Who is responsible for what (job descriptions)? How will you communicate with other committees? When will you meet and where? What are your goals and objectives? What will you do routinely/occasionally?

### Networking with Others

Partnering with other like-minded organizations provides several benefits, including combining financial and human resources, getting exposure for your Connection, and joining projects that are already underway in your community.

- Contact leaders of like-minded groups. Windstar already has a relationship established with the Roots and Shoots Program of the Jane Goodall Institute, the Boys' and Girls' Clubs, Girl Scouts, and the Nature Conservancy.
- Look in the newspapers for projects or events in which you might like to participate.

### Mentoring Program

The Windstar Connections Mentoring Program pairs new Connection groups with successful existing Connections whose members provide guidance, suggestions, and encouragement through the new Connection's first year. If your group would like to be paired with a mentor Connection, contact your Connections Coordinator.

Be sure to foster the free exchange of ideas. Let everyone know at this early stage that they are important to the group and their opinions are valued. Make it clear that you plan on functioning as a team. **And have fun!**

*“Celebrate land and sea; celebrate you and me.  
Celebrate Earth Day every day.”  
John Denver*

## **MANAGING YOUR CONNECTION**

This section provides essential information for making your Connection run smoothly and successfully. Further, it presents guidelines and explains rules that will help you keep the Connection operating in alignment with the Foundation. Please read it carefully as you develop your Connection, and ask the Connections Coordinator or leaders of other Connections if you have any questions.

### **Connections Coordinator**

The Connections Coordinator is a volunteer coordinator for the Windstar Foundation whose responsibility it is to facilitate the Connections and to serve as Connections liaison to the Windstar Foundation. The Coordinator will support you throughout your application process and in developing and managing your Connection.

### **Connections Tools**

These are some of the tools the Windstar Foundation and the Connections Program provide to help you manage your Connection.

#### Website

- Events Calendar (access from Windstar home page).
- On-line chat tool just for Connections (access from Connections home page).
- Project Bank (access from Connections home page).
- Your Connection and contact person listed on “Join Existing Connection” page
- Your Connection’s web page can be hosted on the Windstar site.

#### Other

- Windstar Connections Yahoo Listserv ([wstarconnect@yahoogroups.com](mailto:wstarconnect@yahoogroups.com)).
- Connection Leadership Development Conferences.
- *Windstar Vision* and *Connecting Connections* Newsletters.

### **Project Guidelines**

Windstar Connections are action-oriented outreach groups of the Windstar Foundation who center their agendas on environmental activities and education. In order to facilitate those agendas, each Connection is charged with presenting at least **one** Major Project or completing **three** Mini-Projects per year. Projects and plans for completing them should be outlined in the annual report. (Of course, opportunities that cannot be anticipated may arise during the year. When this happens, follow your heart and go for it!)

#### Major Projects

- EARTHcamp. Presenting a Windstar EARTHcamp gets your entire Connection involved in educating the children of your community. Connection members work together to provide funding, venue, marketing, etc. EARTHcamp training, curriculum, and support are available from the Foundation. If the task seems too daunting for your Connection to handle alone, consider working with a local school, park, church, or other organization to present the EARTHcamp to their kids. **At least**

**one Connection EARTHcamp leader (more, if possible) must participate in an EARTHcamp training session before holding an EARTHcamp. Training sessions are presented at Windstar each summer.**

- **Mini-Symposium.** One of the most effective ways to provide environmental education for all ages in your community is through the presentation of a mini-symposium. To present a mini-symposium, members of the Connection work together to arrange to host three or four speakers on a variety of topics at a local venue. This program option provides an opportunity for members to share in related responsibilities regarding speakers, venue, funding, marketing, and hosting the actual event.
- **Free-Form Project.** Connections may propose a significant community effort appropriate to their own areas, such as a large-scale river cleanup, a local environmental event such as a Green Festival, or an ongoing commitment such as a student or school sponsorship. Connections may use the **Project Proposal Form (appendix)** to propose Free-Form Projects. Those forms should be submitted to the Connections Coordinator for approval before work on the Project begins. **Please note: Although music is a part of many Connections events, and concerts may be used to raise funds and awareness for Connections, the presentation of concerts, including John Denver tributes, is not in alignment with the Windstar mission, and is not appropriate for a Connections free-form project.**

#### Mini-Projects

- Mini-Projects are smaller-scale projects that educate the public or address environmental issues in your area and are meant to be completed in a short time span with minimal funding and time commitment. Mini-projects include activities such as Connection participation in events presented by other like-minded groups, partnering with like-minded groups for community action and education, sending Connection members or local teachers to Windstar Symposia, smaller-scale clean-ups, hosting a speaker, etc.

#### **Funding for Projects**

Choose fundraising projects that are appropriate to your Connection—area, people-power, etc. The Project Bank may provide some ideas, and you can find out what works and what doesn't from other Connections leaders.

- Ask area merchants for donations or discounts on items you purchase or services you use for your projects. Also ask if venues will waive or lower rental fees.
- People who live in your area may want to donate money to your programs; e.g., sponsoring a child (or children) for your EARTHcamp. Your Windstar Connection is under the umbrella of Windstar's 501c3 status and may accept donations. Financial Donations of \$50.00 or more must be deposited into the Windstar donor-advised account and will be made available to the Connection upon written request.
- Funding for small-scale activities may be provided by members of the Connection.

## Accountability Guidelines

### Non-profit status

- Each Windstar Connection operates under the umbrella of Windstar’s 501c3 non-profit status\* and will not incorporate in any state or apply for tax-exempt recognition+ in relationship to the Windstar Foundation.  
*\*There are five Charter Connections (Colorado, Mid-South, Minnesota, New England, New York) who have their own 501c3 status as permitted in the original organization of the Connections Program. These Connections have their own structure and financial status. Charter Connections must be in compliance with the applicable portions of the handbook and the Connections Charter Agreement for 501c3 Connections.*  
  
*+Non-US Connections operate under a Non-US Charter Agreement and are responsible for applying for necessary registration or tax-exempt status that will permit them to operate as a non-profit organization in their country. Non-US Connections must be in compliance with the applicable portions of the handbook and the Connections Charter Agreement for Non-US Connections.*
- Connections agree not to engage knowingly in any activity or act that may jeopardize the tax-exempt status of the Foundation or place the Foundation in any litigious environment.
- The Connection may not engage in any lobbying activity, including the publication and distribution of material designed to influence legislation in any state, county, province, or country, on behalf of the Windstar Foundation or use in any form the name Windstar or the Windstar Foundation for such purposes without prior written approval from the Board of Trustees of the Windstar Foundation.
- Each Connection is considered to be an affiliate of the Windstar Foundation and as such operates under the Foundation’s 501c3 non-profit status **until such time as the Foundation dissolves that relationship.**
- Connections agree to abide by all rules and guidelines as set forth in the current Connections Program Handbook.
- All members of each Connection must be members of the Windstar Global Family, and a list of the updated current membership of the Connection must be sent to the Foundation by January 31 of each calendar year.
- Connections may not alter the images or logo or characterize the mission and purpose of the Foundation in any way other than those approved by the Foundation.
- Any charge for basic membership in a Connection of more than \$24.00 US funds above and beyond the basic fee for membership in the Windstar Global Family must be pre-approved by the Foundation.
- Connections must insure any necessary federal, state, or local legal requirements for projects or activities have been met.

### Connection and Individual Connection Member Commitment

The Connection and its individual members must represent with unconflicted loyalty the interests of the Windstar Foundation and its objectives, purposes and principles. The Connection as a whole, as well as individual members of the Connection, are accountable for actions that can be construed as detrimental to the Foundation. Members’ expression

of personal views or convictions must not compromise or appear to compromise the Windstar Foundation. Consequences for actions deemed inappropriate by the Board of Trustees may include, but are not limited to, revocation of Connection group affiliation or individual Connection membership.

#### Financial Accountability

- Each Connection will send all funds, with the exception of a petty cash fund of no more than \$150, to the Foundation to be deposited in a shoebox account opened for the Connection.
- Each Connection will provide by January 31 of each calendar year, or when requested by the Foundation, a report on all financial and programmatic activity for the immediately preceding calendar year. Further, if the total revenues are in excess of \$75,000, the report must be audited by an external independent auditor.
- The Connection will deposit all programmatic funds (in excess of \$50) and any and all funds, the procurement of which suggested to a donor that there was a tax deduction or tax advantage associated in any such donation, in the Windstar Donor Advised Fund or other account approved in advance by the Foundation.
- Connections may not hire staff or contract with any agent without prior approval of the Windstar Foundation Board of Trustees.

#### **Administrative Responsibilities**

As you determine the structure of your Connection, you will want to make sure that responsibility for the following duties has been assigned.

#### Sign Charter Agreement (Connection Leader)

Each December, you will receive (by email) a copy of the Charter Agreement for the following year. Make 2 copies of the Agreement, sign both, and send them, along with the Annual Report, to the Connections Coordinator by January 31.

#### Annual Report (Connection Leader or Officer)

- **At the time the Charter Agreement is submitted**, the Connection will also submit an Annual Report, including names of officers, names and addresses of all members, financial statement, activities completed, and plans for current year, using the **Annual Report Form (appendix)** format. Two copies of the completed report should be sent to the Connections Coordinator by January 31. It is important for the Connection to keep all this information on file, preferably in a computer file, so it can be easily updated for use by the Connection and in the Connection Annual Report.

#### Communication

##### *Website Communication*

- Each Connection should have a contact person whose name and email address are listed on the “join an existing Connection” page on the Windstar website and on all other Connection literature. It is important to keep this information current. Having an out-of-date contact on the Windstar website makes it difficult for people to contact you about your Connection. The contact person’s name, phone number, email, and mailing address should be kept current with the Connections Coordinator.

- Consider having a Connection website that is hosted by the Windstar website or have a link to your Connection website on the Windstar site. You will need to have someone in your group responsible for keeping your website up to date.
- Someone should be responsible for adding events to the events calendar on the Windstar website. The Connection Coordinator can upgrade login to “add” and “edit” status.

*Communication with the Foundation*

The Connection Coordinator communicates with Connection Leaders electronically. You will need to have someone in your group who is the designated Foundation contact person. **This person will be the one to receive communication from the Connections Coordinator and the Foundation.**

*Windstar Vision Newsletter*

You will need to have someone who is responsible for writing articles and/or sending photos of Connections activities for the Windstar newsletter.

*Photographer* to photograph events and provide photos for Windstar publications, events, and the website.

*Project Bank*

The Project Bank (found on the Connections page of the Windstar website) provides ideas for environmental projects, fundraisers, and other Connection activities. Please be generous with your own ideas and information. An online form for submitting project ideas is found on the Project Bank page.

Connections Review

The Connections Coordinator will review the annual report to make sure the Connection is carrying out the responsibilities of a Windstar Connection. The Coordinator will email a “continued status” agreement to Connections whose reports indicate they are in compliance.

If a Connection instead receives a “provisional affiliation status” notice, which suggests changes in the operation and/or activities of the Connection, the Connection leader **must submit within 30 days** a plan for improvement, indicating the ways in which the Connection will achieve those goals. The Connections Coordinator will be available to assist and guide the Connection, and **will review progress during June** of that calendar year. If goals are being met and the Connection is back on track, the Windstar Connections Charter Agreement will then be signed.

*Connections evaluations are based upon the following:*

- Compliance with the current handbook and the Charter Agreement regarding 501c3 responsibilities and accountability.
- Number of meetings
- Number of members
- Projects completed
- Projects planned

*“But given the possibility of living up to the dream in me,  
You know that I’ll be reaching for higher ground.” John Denver*

### **KEEPING YOUR CONNECTION ALIVE AND ACTIVE!**

One of the biggest challenges for any organization is to maintain a high level of enthusiasm and commitment. Here are some ideas for maintaining that initial energy level.

#### **Take care of yourself**

- Spread the work around. Remember that you don’t have to do it all. Others feel more invested in the work of the Connection when they fully participate.
- Make sure your Connection has enough leaders to keep you from having to spend more time and energy than you can afford.
- Set reasonable goals and parameters for your own participation.
- Spend time around people who energize you.
- Always trust your instinct and follow your heart.

#### **Respect your Connection members**

- Set reachable, measurable goals.
- Take time to play and have fun.
- Be flexible.
- Schedule frequent opportunities for members to spend time together. It is easier to work with friends. Create opportunities for those close friendships to develop. Make it fun! Here are some ideas for spending time together:
  - Special interest discussion meetings
  - Potlucks or luncheons
  - Family or member day hikes or camping trips
  - Tree planting
  - River clean-ups

#### **Hold an Annual Planning Meeting**

- Keep your Connection goals in mind.
- Encourage the free exchange of ideas.
- Let everyone know that they are important to the group and their opinions are valued.
- In addition to planning environmental programs and projects, take time to plan some social events as well.
- Consider the interests and limitations of all members in making your plans.
- Keep in touch with members through email and phone calls.

#### **Be actively involved with the Windstar Foundation**

Windstar is an exciting organization! Just allowing yourself and your Connection to participate in the activities of the entire Foundation with Windstar members from all over the world will energize you and send your enthusiasm through the roof! There are many ways you can participate in the work of the Foundation. You don’t even have to leave home! Here are just a few ideas:

- Hold a fundraiser for Windstar  
Windstar programs are run by volunteers, but can always use additional funds for materials, printing, etc. A fundraiser is always appreciated. You may designate the program to which your money goes, or you may simply make a general gift to Windstar.
- Volunteer at Windstar.  
There are many opportunities to volunteer on the Windstar land, including the Annual Work Weekend, EARTHcamps at Windstar, and the October Celebration. Entire Connections or individual Connection members are encouraged to get involved.
- Attend a “New Choices for Your Future” Symposium or raise money to send a teacher in your area to a Symposium.
- Volunteer to serve on planning committees for Connection conferences and other activities.
- Write articles for the newsletters or offer a great activity idea to the EARTHcamp director.

## **PROCEDURES**

### **Grievance Procedure**

In any group, problems arise from time to time. First of all, try to resolve disputes and problems within the group. Remember that the Windstar philosophy encourages respect for self, for others, and for the planet. John Denver said it best – Windstar is about you and me.

Your Connection can avoid many potentially difficult situations by creating a thorough set of bylaws to govern operating procedures (See Discuss Bylaws). When a problem goes beyond the scope of the bylaws and cannot be resolved within the Connection, the following procedure should be implemented:

Contact the Connection Coordinator. The Coordinator will try to establish communication with the parties involved and suggest possible solutions.

If a problem cannot be resolved in this manner, the Connection Coordinator will determine whether assistance from the Foundation is warranted. **In no case should the Connection go directly to the Foundation with grievances.** If you need further assistance and information, please contact the Coordinator.

### **Terminating Connections Affiliation**

If for any reason a Connection chooses to withdraw from the Windstar Foundation, an “Intention to Withdraw” letter must be filed with the Foundation through the Connections Coordinator. A meeting between Connection officers or board members and the Connections Coordinator and/or Windstar Board members may be scheduled as deemed appropriate.

If a Connection is considering disbanding, the leader should contact the Connections Coordinator to discuss existing problems, and look for other alternatives, such as finding another potential leader.

**Upon withdrawal or dissolution of the Connection, assets accumulated by the Connection while working under the umbrella of Windstar’s non-profit status become the property of the Windstar Foundation and must be surrendered to the Foundation at the time the group withdraws or disbands.** Exceptions may be made for groups whose board has unanimously voted to obtain their own non-profit status and become independent of Windstar. These exceptions are entirely at the discretion of the Windstar Board of Trustees.

**Windstar Connection  
Annual Report (reference)**

Date \_\_\_\_\_

Connection:

Officers/Leaders

Projects Completed in (past year)

Projects Planned for (current year)

Financial Report

Members (please attach a list of Connection members, including names, addresses, phone numbers and email addresses.)

## Connections Project Proposal Form

**Connection:**

**Project Title:**

**Project Coordinator(s):**

**Proposed Date(s) of Program:**

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1. Overview:

a. Purpose:

b. Goals:

c. Target audience:

d. Time frame (from start to completion)

2. Resource needed to accomplish the project:

a. People:

b. Money:

c. Facilities

d. Materials:

- e. Committees needed:
  
- 3. Communication tools:
  - a. Internal:
  
  - b. External:
  
- 4. Budget:

How Program/Project will be funded:

Comments or Additional Information:

EXAMPLE  
FOR REFERENCE ONLY

**Bylaws  
of  
Arizona Windstar Connection**

**Article 1  
Offices**

Section 1. Principal Office

The principal office of the Arizona Windstar Connection, hereafter referred to as “the Connection”, is located in Maricopa County, State of Arizona.

Section 2. Change of Address

The designation of the county or state of the Connection’s principal office may be changed by amendment of these Bylaws. The Officers may change the principal office from one location to another within the named geographical region of the Connection by noting the changed address and effective date below:

New Address: \_\_\_\_\_

Dated: \_\_\_\_\_

New Address: \_\_\_\_\_

Dated: \_\_\_\_\_

New Address: \_\_\_\_\_

Dated: \_\_\_\_\_

Section 3. Other Offices

The Connection may also have offices at such other places where it is qualified to do Connection business, as its business and activities may require, and as the officers may, from time to time, designate.

**Article 2  
Nonprofit Purposes**

Section 1. IRC Section 501(c)(3) Purposes

This Connection is organized exclusively for the purpose of fulfilling the Windstar Foundation’s vision and mission as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. Specific Objectives and Purposes

The purpose of this Connection shall be:

- to provide educational presentations and materials regarding environmental and social issues
- to work in concert to increase the effectiveness of individual action toward global sustainability
- to engage in an ongoing process of personal growth and healing that moves us toward wholeness within ourselves, our community and our planet
- to develop leadership in our organization and throughout our society

### **Article 3 Officers**

#### Section 1. Designation of Officers

The officers of this Connection shall be a President, a Secretary and a Treasurer. The Connection may also have one or more Vice Presidents, Assistant Secretaries, Assistant Treasurers and other such officers with such titles as may be determined from time to time by the officers.

#### Section 2. Qualifications

Any person may serve as officer of this corporation.

#### Section 3. Election and Term of Office

Officers shall be elected by the members at the annual meeting and each officer shall hold office for the duration of one year or unless otherwise disqualified to serve.

#### Section 4. Removal and Resignation

Any officer may be removed with cause by a vote of the members, at any time. Any officer may resign at any time by giving written notice to the President or Secretary of the Connection. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### Section 5. Vacancies

Any vacancy caused by the death, resignation, removal, disqualification or otherwise, of any officer shall be filled by a vote of the members.

#### Section 6. Duties of President

The president shall

- maintain an active and current email address.
- notify their coordinator immediately if email, phone or mailing address changes.
- respond to all Connection business from members, from other connection groups, from Connection Coordinators, and from the Windstar Foundation within one week of receiving phone calls, emails or letters.
- be the main contact person for this Connection group.
- preside at all meetings.
- in the name of the Connection, execute such deeds, mortgages, bonds, contracts, checks or other instruments which may from time to time be authorized by the Connection group.
- submit Annual Report to the Connection's coordinator by the 30<sup>th</sup> of January of each year. This Annual Report shall include the names, addresses, phone numbers and email addresses of all officers and members; a list of accomplishments from the past year; the goals for the upcoming year; and a financial report of the Connection from the most current year.

#### Section 7. Duties of Secretary

The Secretary shall:

- keep the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- keep a book of minutes of all meetings of the Connection
- see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- be custodian of the records of the Connection.
- keep membership book containing the name, address, phone and email of each member and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.
- exhibit at all reasonable times to the Connection the membership book and the minutes of the proceedings of the Connection.

#### Section 8. Duties Of Treasurer

The Treasurer shall:

- have charge and custody of, and be responsible for, all funds and securities of the Connection, and submit all such funds which exceed \$150 to the Windstar Foundation to be held in the shoebox account. Receive, and give receipt for, monies due and payable to the Connection from any source whatsoever.

- disburse, or cause to be disbursed, the funds of the Connection as may be directed by the officers, taking proper vouchers for such disbursements.
- keep and maintain adequate and correct accounts of the Connection's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- exhibit at all reasonable times the books of account and financial records to any Connection officer or Windstar Foundation board member.
- render to the President and officers, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the Connection.
- prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

#### Section 9. Compensation

The officers shall not receive compensation for their work. Officers may be reimbursed for their expenses for Connections purposes as approved by the Connection group.

### **Article 4 IRC 501(c)(3) Tax Exemption Provisions**

#### Section 1. Limitations on Activities

No part of the activities of this Connection shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this Connection shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these Bylaws, this Connection shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

#### Section 2. Distribution of Assets

Upon the dissolution of this Connection, its assets remaining after payment, or provision for payment, of all debts and liabilities of this Connection shall be distributed to the Windstar Foundation.

### **Article 5 Amendment of Bylaws**

#### Section 1. Amendment

Subject to the power of the members, if any, of this Connection to adopt, amend or repeal the Bylaws of this Connection and except as may otherwise be

specified under provisions of law, these Bylaws, or any of them, may be altered, amended or repealed and new Bylaws adopted by approval of the members.

## **Article 6 Construction and Terms**

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of these Bylaws shall be unaffected by such holding.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

## **Article 7 Members**

### Section 1. Determination and Rights of Members

The Connection shall have only one class of members. No member shall hold more than one membership in the corporation. All memberships shall have the same rights, privileges, restrictions and conditions.

### Section 2. Qualifications of Members

The qualifications for membership in this Connection are as follows:

- Members of the Connection must be members of the Windstar Foundation.

### Section 3. Fees and Dues

The Connection has elected to not charge members for dues.

### Section 4. Number of Members

There is no limit on the number of members the Connection may admit.

### Section 5. Nonliability of Members

A member of this corporation is not, as such, personally liable for the debts, liabilities or obligations of the corporation.

### Section 6. Nontransferability of Memberships

No member may transfer a membership to another person.

### Section 7. Termination of Membership

The membership of a member shall terminate upon the occurrence of any of the following events:

- Upon his or her notice of such termination delivered to the President or Secretary of the Connection personally.
- If this Connection and/or the Windstar Foundation has provided for the payment of dues by members, upon a failure to renew his or her

membership by paying dues on or before their due date, such termination to be effective thirty (30) days after a written notification of delinquency is given personally or mailed to such member by the Secretary of the Connection. A member may avoid such termination by paying the amount of delinquent dues within a thirty (30) day period following the member's receipt of the written notification of delinquency.

- After providing the member with reasonable written notice and an opportunity to be heard either orally or in writing, upon a determination by the officers that the member has engaged in conduct materially and seriously prejudicial to the interests or purposes of the Connection. Any person expelled from the Connection shall receive a refund of dues already paid for the current dues period.

All rights of a member in the corporation shall cease on termination of membership as herein provided.

## **Article 8 Meetings of Members**

### Section 1. Place of Meetings

Meetings of members shall be held at the principal office of the Connection or at such other place or places as may be designated from time to time by the officers.

### Section 2. Regular Meetings

A minimum of two meetings of members shall be held each year for the purpose of electing officers and transacting other business as may come before the meeting.

### Section 3. Additional Meetings

Additional meetings shall be held as needed for special projects.

### Section 4. Notice of Meetings

Notice stating the place, day and hour of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) nor more than fifty (50) days before the date of the meeting, either personally, by mail, or by email, by or at the direction of the President, or the Secretary

The notice of any meeting of members at which officers are to be elected shall also state the names of all those who are nominees or candidates for election to the board at the time notice is given.

### Section 5. Quorum for Meetings

A quorum shall consist of 2 members of the Connection.

No business shall be considered by the members at any meeting at which the required quorum is not present.

### Section 6. Majority Action As Membership Action

Every act or decision done or made by a majority of voting members present in person or by proxy at a duly held meeting at which a quorum is present is the act of the members.

**ADOPTION OF BYLAWS**

We, the undersigned, are all of the initial officers upon the adoption of these bylaws of this Connection, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of 8 preceding pages, as the Bylaws of this Connection.

Dated: \_\_\_\_\_

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