

COLORADO NATIVE PLANT SOCIETY
Bylaws
Revised October 28, 2016

Article I. Members

Section 1. Membership

Any individual, family, or other organization interested in the native plants of Colorado is eligible for membership in the Society. There shall be the following classes of membership: Student, Senior, Individual, Family, Organization, Supporting, and Life. Qualification for each class of membership shall be as follows: Student (any individual enrolled full-time in an academic institution); Senior (any individual 65 years of age or older); Individual (one person); Family (any group of individuals sharing a common home and incomes); Organization (any corporation or other group other than an individual person or family); Supporting (any individual, family, or organization which chooses to contribute at the Supporting level set by CoNPS); Life (any individual who chooses to make a onetime life membership dues payment at the level set by CoNPS).

Section 2. Rights of Members

Every member is entitled to participate in the activities of all chapters in the state organization. When votes are requested of the membership, each student, senior, individual, supporting, organization, and lifetime member is entitled to one vote. Families will receive two votes.

Section 3. Termination of Memberships: Distribution of Assets

Membership in the Society shall be terminated for Student, Senior, Individual, Supporting, and Life members upon the death or resignation of that member or by resolution of the Board of Directors. Membership in the Society shall be terminated for Family or Organization members upon the dissolution of these entities or by resolution of the Board of Directors. Memberships may not be transferred. No member shall possess any property right in or to the property of the Society.

Membership in the Society may be revoked by a majority vote of the members of the Board of Directors if it is their judgment that the member's presence in the Society is harmful to the mission of the Society.

Section 4. Meetings of the Members

An Annual Meeting of the Society shall be held and this shall be at a time and place determined by each year's Annual Meeting Planning Committee. Special meetings for any purpose may be held at any time by the Board of Directors. The membership shall be notified of all meetings one month in advance whenever possible. If one month's notice is not feasible, Society members should be afforded the opportunity of reviewing the proceedings of that emergency meeting

and, if deemed necessary, having another meeting to review the emergency meeting proceedings and decisions.

Section 5. Quorum at Meetings of Members

The presence of ten percent of Society members shall be necessary to constitute a quorum for the transaction of Society business at meetings of the membership. Members may be present in person, via telephone, computer, or by other means, including by proxy. Every decision made by a majority of these members shall be regarded as a valid act of the Society, unless a greater number is required by law, or by the Articles of Incorporation, or by the Bylaws.

Section 6. Electronic Voting by Members

Members may be given the choice of voting electronically or by regular paper mail. The Board of Directors may, without calling a meeting, request members to vote on issues.

Article II. Dues

Section 1. Manner of Establishing Dues

Dues are to be established by the Board of Directors and may be changed at any time by a majority vote of the Board of Directors. Dues for all classes of membership except Lifetime membership are payable on an annual basis and are good for twelve months from the date the person joins. Lifetime membership dues shall be paid in full in one sum at the time of application.

Section 2. Payment of Dues

Dues shall be payable to the Treasurer of the Society upon a person's application for membership in the Society. Members shall receive timely notification for their membership renewal and shall receive at least one further reminder. When any member is in default in the payment of dues for a period of five months, that person's membership shall be terminated. No person who has failed to pay their dues on time shall be entitled to any of the rights and privileges of membership.

Section 3. Sharing of Dues with Chapters

The Society Treasurer shall annually place a percentage of the Society dues paid by each member into the budget of that person's chapter. The percentage will be determined by the Board of Directors.

Article III. Board of Directors

Section 1. Powers of the Board of Directors

The Board of Directors shall be the governing body of the Society. The Board shall determine the policies of the Society. The Board of Directors may delegate authority as it sees fit to Society committees, Society members, Administrative Assistant, etc.

Section 2. Qualification to be a Member of the Board of Directors

Only persons who are at least eighteen years old and members of the Society shall be eligible to be a member of the Board of Directors. No more than two people in a family or organization which is a member of the Society shall be eligible to be on the Board of Directors of the Society at any given time.

Section 3. Composition of the Board of Directors.

The Board of Directors shall consist of Officers, , the Presidents of all duly recorded chapters of the Society, and six to eight At-Large Directors elected by the general membership of the Society. Officers of the Board of Directors shall consist of any combination of the following: a President, Vice-President, Secretary and Treasurer or a three to six-member Operating Committee which may include the positions of President, Vice-President, Secretary or Treasurer, if those positions are filled.

Section 4. Election and Tenure of the Members of the Board of Directors

A. Officers of the Board of Directors may be nominated by any member of the Society and any member of the Society at least eighteen years of age may be elected an officer. The vice-president shall solicit nominations for the officers from the membership. Officers shall be elected by the Board of Directors. The vice-president shall present to the Board of Directors a ballot listing the candidates for officers. These ballots shall be distributed by mail or email to the present members of the Board of Directors at least four weeks prior to the last yearly meeting of the Board of Directors. Ballots shall be returned to the Secretary of the Board of Directors no later than one week prior to the last yearly meeting of the Board of Directors. A plurality of all votes cast shall be sufficient to elect the officers. The Secretary of the Board of Directors shall immediately tabulate the vote and announce the results. The new Officers of the Society shall assume their duties and become voting members of the Board of Directors at the last yearly meeting of the Board of Directors or as determined by the majority vote of the Board of Directors.

Officers shall serve for three years. An officer may serve consecutive terms.

B. Chapter presidents shall become members of the Board of Directors immediately upon their election by the individual chapters.

Chapter presidents shall serve as determined by chapter rules.

C. At-Large Directors may be nominated by any member of the Society and any member of the Society at least eighteen years of age may be elected an At-Large member of the Board of Directors. These nominations are to be solicited by the Society vice-president in the spring issue of *Aquilegia* and the ballot is to be

distributed to all members in the summer issue of *Aquilegia*. Ballots shall be returned to the Secretary of the Board of Directors no later than one week prior to the last yearly meeting of the Board of Directors. Balloting may be done by regular mail or electronically. A plurality of all votes cast shall be sufficient to elect. The Secretary of the Board of Directors shall immediately tabulate the vote and announce the results. The new At-Large Directors shall become voting members of the Board of Directors at the last yearly meeting of the Board of Directors.

At-Large Directors shall serve three-year terms. Two or three, At-Large Board of Directors shall be elected each year.

Section 5. Mid-term Vacancies in the Board of Directors

Mid-term vacancies in the Board of Directors shall be filled in the following manner:

- A. Chapter president: The vacancy shall be filled at the earliest possible time by that chapter in a manner determined by chapter policy.
- B. President of the Board of Directors: The vice-president shall immediately become president. If the vice-president position is unfilled or he/she declines to accept the presidency and an Operating Committee is in place, then the position of president may remain unfilled until such time the Board of Directors deems it necessary to hold an election in the manner described in Article III, Section 4A. Otherwise an election shall take place immediately in the manner described in Article III, Section 4A.
- C. At-Large member of the Board of Directors or an officer other than the president of the Society: The vacancy shall be filled as quickly as possible by a vote of the remaining members of the Board of Directors. The vice-president or president shall, as soon as possible after a vacancy occurs, solicit nominations from the Board of Directors (and if possible, from the Society as a whole), distribute ballots, tabulate the ballots, and announce the results. Ballots shall be distributed by mail or email. The vacancy shall be filled by a majority vote of the remaining Board of Directors. The elected individual shall become a member of the Board of Directors immediately and shall hold the office for the unexpired term.

Section 6. Termination of Membership on the Board of Directors: Distribution of Assets

A directorship in the Society shall be terminated upon the death or resignation of the Director. A resigning member of the Board of Directors must provide a written resignation to the entire Board of Directors.

All members of the Board of Directors are expected to work actively to encourage the appreciation and conservation of the native plants and ecosystems of Colorado. A member of the Board of Directors may be removed from office by a

majority vote of the other members of the Board of Directors if it is felt that the member is not fulfilling their obligation to the Society.

Members of the Board of Directors may also be removed from office by a majority vote if it is felt that the member's conduct reflects negatively on CoNPS. Being convicted of a felony or using the office for political or financial purposes are examples of other actions that would cause the Board of Directors to vote to remove a member of the Board of Directors.

Membership on the Board of Directors cannot be transferred. No Director shall possess any property right in or to the property of the Society.

Section 7. Meetings of the Board of Directors

The Board of Directors shall meet at least one time over the calendar year. Directors shall be available to members for a time period during the Annual Meeting. A yearly schedule of the regular meeting(s) shall be announced in *Aquilegia* and on the CoNPS web site. A summary of the minutes of the meetings of the Board of Directors shall be published in *Aquilegia* and on the web site.

Special meetings of the Board of Directors may be called by the President or by any five Directors. Written or email notification of the date, time, and place of the special meetings of the Board of Directors shall be given as soon as possible by the Secretary to all Directors and if feasible, to the Society membership.

Section 8. Attendance and Quorum of the Board of Directors

It is expected that all members of the Board of Directors will attend all meetings or appoint a proxy. The presence, either in person or via electronic means, of a majority of the members of the Board of Directors shall be necessary to constitute a quorum for the transaction of business.

Section 9. Voting by the Board of Directors

Each Director shall have one vote on all issues with the following exception: If a chapter president or At-Large Director is elected to be an officer of the Board of Directors, that person shall have two votes, one as chapter president or At-Large Director and one as an officer of the Board of Directors.

At meetings of the Board of Directors, votes may be cast in person, by proxy, or by electronic means such as telephone conferencing, email, instant messaging, etc.

Between meetings of the Board of Directors, it is efficient and feasible to discuss and vote on some issues via electronic means, such as email. Any Society member may request such discussion and vote but only officers of the Board of Directors may call for the discussion and vote. Whenever possible, the officers shall share with each other the nature of the discussion before the discussion and vote take place. Ample time should be given for the discussion and vote. Issues

voted on electronically between regular Board Meetings require a majority of the sitting Board of Directors to be passed.

The results of all votes, whether electronic or in person, should be announced by indicating how each member voted.

Article IV. Officers of the Board of Directors

Section 1. Election and Tenure of Officers

See *Article III*, Section 4.

Section 2. Duties of the President. These duties may be filled by the President or any member or members of the Operating Committee.

The president shall preside at all meetings of the members and Board of Directors, shall have general supervision of the affairs of the Society, shall sign or countersign all certificates, contracts, and other instruments of the Society as authorized by the Board of Directors, shall make reports to the Board of Directors and members, and shall perform all such other duties as are incident to this office or are properly required by the Board of Directors.

The president is responsible for being sure that the Society works actively to encourage the appreciation and conservation of the native plants and ecosystems of Colorado.

Section 3. Duties of the Vice-President. These duties may be filled by the Vice-President or any member or members of the Operating Committee.

The vice-president shall exercise the functions of the president during the absence, disability of the president, resignation, or removal of the president. The vice-president shall have such powers and discharge such duties as may be assigned to him by the Board of Directors or by the president. The vice-president shall work with the Annual Meeting Planning Committee to plan an Annual meeting, using the guidelines set forth in the “Annual Meeting Planning Manual” and making sure that the meeting supports the goals of the society. The Vice-President shall be responsible for developing a slate of nominees for the various elections, including elections of At-Large members of the Board of Directors, officers of the Board of Directors, and replacement for members of the Board of Directors who leave office early.

Section 4. Duties of the Secretary. These duties may be filled by the Vice-President or any member or members of the Operating Committee.

The Secretary shall arrange for meetings of the Board of Directors. The Secretary will take minutes at all meetings of the Board of Directors and statewide meetings of the members. The Secretary shall distribute such minutes to the Board of Directors within two weeks. The Secretary shall give notice of all meetings of the Board of Directors and statewide meetings of the members as required by these Bylaws. The Secretary shall keep the seal of the corporation in safe custody. The

Secretary shall prepare those directives and other documents needed and authorized for the internal use of the Board of Directors, shall receive petitions for chapter formation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or president. In the event the Secretary is unable to perform any of the above duties, the Secretary is to delegate this authority to another member of the Board of Directors, the Administrative Assistant, or an individual approved by the president of the Board of Directors.

Section 5. Duties of the Treasurer. These duties may be filled by the Treasurer or any member or members of the Operating Committee.

The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the Transactions of the Society, including accounts of its assets, liabilities, receipts, and disbursements. The Treasurer shall deposit, or cause to be deposited, all monies and other valuables in the name and to the credit of the Society with such depositories as may be designated by the Board of Directors. The treasurer shall disburse, or cause to be disbursed, the funds of the Society as may be ordered by the Board of Directors, shall render to the President and other members of the Board of Directors, whenever they request it, an account of all of the transactions as Treasurer and of the financial condition of the Society, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or president.

The Treasurer shall submit one financial report at the beginning of each fiscal year at a regularly scheduled meeting of the Board of Directors and a summary report at all other regularly scheduled meeting of the Board of Directors.

The functions of the treasurer may be divided into two main areas: the day-to-day disbursement and deposit of funds, and the reconciling of accounts, preparation of financial statements and general overseeing of all financial affairs. The first duties may be assigned to one person, such as an administrative assistant, and the second duties should be assigned to the elected board treasurer.

Section 6. Records

Officers shall, upon leaving office, deliver to their successor the records of the office within four weeks.

Article V. Committees

Section 1. Society Committees

The Board of Directors shall create such committees as may be deemed suitable, necessary, and convenient to accomplish the aims of the Society. The president shall appoint, subject to the approval of the Board of Directors, a chair for each committee. Vacancies shall be filled by the president, subject to approval by the Board of Directors.

Section 2. Tenure of Committees and Their Members

The tenure of a committee and its members shall be at the pleasure of the Board of Directors.

Section 3. Powers of Committee

The committees of the Society shall have those powers and duties as outlined by the establishing resolution of the Board of Directors. The chair of each committee is considered a voting member of the Board. The chair of each committee, or a delegate, is expected to be present at each Board Meeting to discuss the committee's work.

Section 4. Rules

Each committee may adopt its own rules provided that they are consistent with the establishing resolution or the Bylaws.

Article VI. Chapters

Section 1. Organization

Ten or more members of the Society may organize a chapter of the Society by submitting to the Secretary a petition giving the names and addresses of the ten or more members. (Family and organization memberships may each count as two members.) The Secretary shall submit the petition to the Board of Directors for approval.

Section 2. Designation

Newly established chapters shall be designated as "The Chapter of the Colorado Native Plant Society."

Section 3. Chapter Officers

Chapters shall elect those officers deemed necessary when they deem it convenient to accomplish the purposes of the chapter. The term of chapter officers is to be set by each chapter. Officers may serve consecutive terms. Each chapter president shall be a member of the Board of Directors and shall attend, in person, electronically, or through a delegate, all Board Meetings.

Section 4. Chapter Bylaws

The members of each chapter may adopt bylaws for the governing of the chapter, provided that the bylaws are consistent with the Society Bylaws and Articles of Incorporation. If adopted, a copy of such bylaws shall be deposited with the Secretary of the Society.

Section 5. Members

Only members of the Society shall be entitled to chapter membership. Members of any chapter are entitled to participate in all activities of the Society and activities of all other chapters.

Section 6. Chapter Duties

The members of each chapter shall hold meetings at such times and places deemed suitable, necessary, and convenient to accomplish the purposes of the chapter and Society. Each chapter shall hold at a minimum one annual meeting and conduct at least three field trips annually. To encourage membership and to educate the public about the value of Colorado native plants, the chapter meetings and field trips shall be publicly advertised and shall be free and open to both members and non-members.

Chapter presidents shall present a report of the chapter activities at each Board Meeting and shall provide the Society newsletter and the webmaster with a list of activities.

Section 7. Withdrawal of Chapter Status

The Board of Directors may terminate or suspend chapter status and privileges if the chapter takes any action inconsistent with the Articles of Incorporation or Bylaws of the Society or if the Board of Directors feels that continuing the chapters' relationship to the Society is not in the best interest of the Society.

Section 8. Limitation of Chapter Authority

All actions by chapters must be consistent with the Society Articles of Incorporation and Bylaws. No chapter officer or chapter member shall have power to bind the Society in any manner unless given written authorization by the Board of Directors. No chapter shall have any proprietary interest in the name "Colorado Native Plant Society". Each chapter's right to use as part of its name the words "The Colorado Native Plant Society" shall cease upon the termination or suspension of its status as a chapter.

Article VII. Books and Records

Section 1.

The Society shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees, and shall keep at the registered address a record giving the names and addresses of the members entitled to vote. Any member, his agent, or his attorney may inspect all books and records of the corporation for any purpose at any reasonable time. After a five-year period, the Secretary may elect to construct an Archival record of the proceedings of the Society.

Article VIII. Contracts, Checks, Deposits and Funds

Section 1. Contracts

The Board of Directors may authorize any officer or agent of the Society, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Society, and such authority may be general or confined to specific instances.

Section 2. Checks, Drafts, etc.

All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Society shall be signed by the Treasurer or other persons authorized by the Board of Directors.

Section 3. Deposits

All funds of the Society shall be deposited from time to time to the credit of the Society in such banks, savings and loan associations, or other depositories as the Board of Directors may select.

Section 4. Gifts

The Board of Directors may accept on behalf of the Society any contribution, gift, bequest or devise for the general purposes or for any specific purpose of the Society.

Article IX. Fiscal Year

The fiscal year of the Society shall begin on the first day of January and end on the last day of December in each year.

Article X. Seal

The Society shall have a seal upon which shall be inscribed: “The Colorado Native Plant Society Non-profit Colorado”.

Article XI. Amendments

Section 1. Manner of Amending Bylaws

The Bylaws may be adopted, amended, or repealed by the affirmative vote of two-thirds of the Board of Directors present in person at any duly constituted meeting of the Board of Directors or via electronic means.

Committee Objectives and Functions

Conservation Committee

Objectives

1. Contribute to the recognition of and advocate the conservation of endangered, threatened, sensitive and special concern taxa by the public and by state and federal agencies.
2. Promote recognition and conservation of the natural diversity of native plant communities in Colorado.
3. Promote legislation, rules and regulations concerning Colorado that will advance the objectives of the Society and to take action to protect sensitive, special concern, threatened and endangered Colorado native plants and plant communities.
4. Work against the passage of legislation, rules or regulations that will adversely affect the objectives of the Society.
5. Take actions as needed to protect objectives of the Society when environmental documents indicate those objectives are endangered.
6. Discourage the use and spread of non-native species, especially those that pose an immediate threat to Colorado's native flora.
7. Work to have plant communities recognized as worthy of official listing just as are species.

Functions

1. Identify taxa and plant communities of the Colorado native flora that qualify for federal listing as threatened or endangered, or for federal sensitive species status, or as state species of special concern. Represent the Society at Colorado Rare Plant Technical Committee meetings and assist in obtaining formal agency recognition or listing of species that qualify.
2. In association with the Education/Outreach Committee, work to increase public and agency awareness of sensitive, special concern, threatened and endangered Colorado plants and plant communities.
3. Cooperate with the Colorado Natural Heritage Program and the Colorado Natural Areas Program to develop reciprocal exchanges of information about the state's native flora, particularly sensitive, special concern, threatened and endangered Colorado plants and plant communities.

4. Review status reports and other documents produced for Colorado's rare plant taxa. Help gather information on rare taxa held by members of the society and share it with the Colorado Rare Plant Technical Committee.
5. Assist the responsible federal and state agencies, Colorado Natural Heritage Program and the Field Studies Committee in the field inventory of Colorado's sensitive, special concern, threatened and endangered taxa and plant communities.
6. Make arrangements with appropriate agencies to be informed of all local, state, and federal documents, rules, and legislation concerned with the land management and vegetation in Colorado. Review those documents most likely to be of concern to CoNPS and prepare responses as needed to further the objectives of the Society. Encourage federal agencies to review NEPA (National Environmental Policy Act) documents by a qualified professional botanist as currently required by US Forest Service regulations.
7. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
8. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.
9. Collaborate with other conservation organizations as needed to promote or protect CoNPS objectives.
10. Prepare and present testimony at appropriate hearings.
11. Continue efforts to get a Colorado Endangered Species Act passed by the state legislature.
12. Initiate efforts to get state legislation passed that affords legal protection to rare or endangered plant communities.
13. Provide information to encourage state and federal agencies to use locally native plants in their restoration/revegetation operations in order to maintain local native plant gene pools, especially in more pristine areas such as wilderness.
14. Support noxious weed control efforts. Encourage members to report noxious weed locations to County Weed Coordinator.
15. Coordinate with CoNPS Horticulture and Restoration Committee and communicate with appropriate agencies to monitor for introduced non-native invasive species. Support early testing programs for invasiveness before the introduction of potentially invasive non-native species to the horticultural trade.

16. Maintain a list of professional and lay persons familiar with the taxa, communities and areas of botanical interest in Colorado.

Education & Outreach Committee

Objectives

1. Disseminate information about our native plants and natural landscapes to CoNPS members and the people of Colorado in order to fulfill our mission.
2. Promote all objectives of the Society by developing effective publicity about its functions, activities and purposes.

Functions

1. Coordinate with other CoNPS committees to establish and maintain a library of slides, videos and other media that may be used in talks, workshops, publications, exhibits, etc.
2. Establish and maintain a speaker's bureau and increase the amount of community outreach by the Society.
3. Build cooperative relationships with allied organizations and governmental agencies in order to expand the public outreach opportunities of the Society.
4. Increase efforts in marketing CoNPS educational materials.
5. Coordinate with Society committees and chapters to advertise and publicize activities to further CoNPS goals.
6. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
7. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Field Studies Committee

Objectives:

1. Sponsor plant inventories or other studies by CoNPS members or authorized non-members or groups.
2. Maintain records of species identified or collected by CoNPS members or authorized non-members or groups.
3. Make plant lists available to CoNPS members as well as other interested persons as a means of furthering knowledge about and appreciation of our native Colorado flora.

Functions”

1. Develop certain criteria for CoNPS sponsored projects, including the following:
 - a) Leaders of field projects must be aware of CoNPS guidelines for collection of native plants.
 - b) Voucher specimens must be deposited in public herbaria.
 - c) Projects under consideration will be evaluated on their individual merits.
2. Maintain a file of plants and plant communities observed on Society field trips and make these lists available to interested persons.
3. Maintain a database of plant and plant community lists generated from field studies.
4. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
5. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Horticultural & Restoration Committee

Objectives:

1. To increase the appreciation and use of Colorado native plants in private and public landscaping and in the restoration, rehabilitation and revegetation of disturbed areas.
2. Actively communicate and promote a stance of zero tolerance for any non-native species that are documented as posing a threat to Colorado's native plants and native plant communities.

Functions:

1. Prepare guidelines for the use of locally native plants in public and private landscaping, restoration and revegetation. Topics to address include: a) plant lists appropriate to various regions of the state, b) appropriate sources for seeds and plants, c) propagation and growing information, and d) environmental considerations.
2. Periodically review CoNPS' Suggested Native Plants for Horticultural Use on the Front Range of Colorado and update as necessary. Periodically review the same document in regards to the West Slope.
3. Periodically review CoNPS' Guidelines for Collection of Native Plants For Use in Restoration, Horticulture, Medicinal Preparations and Scientific Research and update as necessary.
4. Provide information and facilitate communication with nurseries, seed suppliers and landscape architects to increase the awareness of the ecological benefits and importance of native plants in landscaping and restoration/ revegetation projects and to promote the propagation and sale of native plants.
5. Provide information to encourage state and federal agencies to use locally native plants in their restoration/revegetation operations in order to maintain local native plant gene pools, especially in more pristine areas such as wilderness.
6. Establish lines of communication with city, county, state and federal agencies and other organizations responsible for the selection of plant species for use in public plantings and promote the use of appropriate native plants.
7. Compile a file of city, county, state and federal regulations that pertain to the use of native plants in landscaping and in the restoration and revegetation of disturbed areas. Review these rules and regulations, recommend changes and supply information as necessary to further the objectives of the Society.

8. Communicate with appropriate agencies and coordinate with CoNPS Conservation Committee in order to incorporate the Society's objectives regarding the use of locally native plants into laws, rules and regulations.
9. Coordinate with other Society committees and organizations to develop programs to increase public awareness of the advantages of using native plant materials in landscaping and restoration/rehabilitation/revegetation of disturbed landscapes.
10. Actively support agencies and organizations that grow local native plant material and encourage the use of appropriate Colorado native plants.
11. Communicate with appropriate agencies and the CoNPS Conservation Committee in order to act as another entity actively watching for and protesting any newly introduced or previously introduced non-native species that act invasively. When possible, be proactive in stopping the introduction of invasive non-native species by supporting testing programs for invasiveness to be carried out before the non-native species ever goes to market.
12. Maintain a list of sites where native plants have been used to good advantage in landscaping or restoration.
13. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
14. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Media Committee

Objectives

1. Arrange for the design, production, printing, and distribution of publications that are deemed necessary or desirable to carry out the overall objectives of CoNPS.
2. Develop and maintain a website that furthers goals of the Society and that facilitates communication among the Board of Directors, members, and visitors to the website.
3. The goal of the Media Committee is to provide timely and accurate information about the Society and its activities to members and non-members. The Media committee provides guidance and support for the Society's publications, including the newsletter, Website, and occasional publications.

Functions

1. Provide the following publications:
 - a) *Aquilegia*, a newsletter to be issued as four to six issues annually on a schedule established by the Editor in consultation with Committee Chair.
 - b) Infrequent technical and educational bulletins and other publications as requested by the Board of Directors, if content is not suitable for publication in *Aquilegia*, for example, due to length.
2. Coordinate with all other committees to provide information on Society events, activities, and needs to members.
 - Ⓐ Serve as an outreach arm of the Society by providing information on the Society's mission, membership application, activities, and special events.
 - Ⓑ Provide up-to-date contact information on the Board of Directors and Committee Chairs.
 - Ⓒ Coordinate with Society committees and chapters to publicize information they deem necessary.
3. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

4. Provide summary reports as requested, at least annually, to the Board of Directors and the members.

Members

- **Chair**, appointed by the President as per Article 5, Section 2 of the Articles of Incorporation.
- **Newsletter Editor**, appointed by the President.
- **Webmaster**, appointed by the President.

Job Descriptions

Newsletter Editor

The Newsletter Editor is responsible for the content, design, and mailing of *Aquilegia* and reports to the Board of Directors.

Webmaster

The Webmaster is responsible for the design and technical maintenance of the web site and reports to the Board.

1. The CoNPS Webmaster is responsible to the Board. Board members will periodically review the website, and the Board, as a whole (not as individual members), will communicate recommendations to the Webmaster through the Chair of the Media Committee. Requests to the Board by the Webmaster (for financial and other support, editorial guidance, etc.) will be made through the Chair of the Media Committee.
2. The webmaster is responsible for the design and technical maintenance of the website. Content of the website is the responsibility of the Board.
3. Requests or suggestions for major changes or additions to the website should be made to the Chair of the Media Committee.
4. Text and images intended for posting on the website should be sent directly to the Webmaster.
 - If this material is official or routine Society, Committee, or Chapter postings, the Webmaster is authorized to post this to the website as soon as possible and is to immediately inform the Media Chair and the author so they may review it.

- If this material is non-routine (adding new forms, adding information about non-Native Plant Society activities, material of a controversial nature, etc.), such material is to be shared with the Media Chair for review and approval before it is posted on the website.
 - If material is submitted by non-members of the Society, it should be forwarded to the Chair of the Media Committee for consideration.
5. The webmaster has editorial powers to correct the form or facts of material submitted, similar to that of *Aquilegia* editor. If this results in significant changes to the content of the submission, the webmaster will consult the Chair of the Media Committee and the person who submitted it prior to posting the material on the website.
 6. The webmaster position is voluntary.
 7. All of this is to be done in a spirit of cooperation toward fulfilling the goals of the Colorado Native Plant Society.

Membership Committee

Objectives:

1. Maintain accurate and up-to-date membership information.
2. Work to maintain current membership level and recruit new members.

Functions:

1. Keep membership records, including the member's contact information, membership class, chapter affiliation (if any) and dues status.
2. Provide address labels and dues notices for Society mailings.
3. Answer inquiries about Society membership and objectives.
4. Report Chapters membership total to the Treasurer for payment of dues subvention.
5. Provide membership lists as required for Society business by Society officers, directors or chapter officers. Provide membership lists to others as authorized by the Board of Directors.
6. Coordinate with other Society committees to increase CoNPS membership.
7. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
8. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Research Grants Committee

Objective: Select the recipients of small grants from the John W. Marr Fund and the Myrna P. Steinkamp Memorial Fund.

Functions:

1. Send the request for proposals (RFQ) to the editor of *Aquilegia* for publication in the November/December issue.
2. Supply the web master with detailed RFP guidelines for the Marr and Steinkamp funds to be posted on the Research Grants section of the Society's web page.
3. Send RFP to a list of contacts of academic institutions, agencies, and other organizations after publication in *Aquilegia*.
4. Check with the treasurer to determine the approximate amount of interest that will be available from each fund.
5. Send acknowledgements to applicants that their proposals have been received. Send copies of the proposals to Research Grants Committee members, who will discuss and rate proposals, select grant recipients, and decide award amounts by a specified deadline.
6. Send letters/e-mails informing recipients whether or not they have received the awards. Inform recipients of the award amounts, committee comments, and conditions of the awards.
7. Notify the CoNPS Treasurer and President of the award decisions (amount and recipient contact information). Send an announcement about award recipients for publication in *Aquilegia*.
8. Submit a year end report on the committee's activities to the President
9. Encourage recipients to contact chapter presidents with respect to presenting an oral or poster presentation at a chapter meeting or the Annual Meeting. Similarly, encourage chapter presidents to contact award recipients.
10. Remind recipients to write a final brief summary (1,000-2,000 words) for publication in *Aquilegia* and to recognize the Colorado Native Plant Society in all publications resulting from the funded research.

Selection of committee members:

1. The Chair of the Research Grants Committee, a volunteer without conflicts of interest, will be selected by the Board, ideally from among the Committee members, and will administer the RFP process and selection of grant recipients from both the Marr and Steinkamp funds.
2. The Chair will select three members to serve on the committee, including the previous Research Grants Committee Chair. The committee will read the proposals, rate applicants, decide on the grant recipients and the amounts of the grants to be awarded, and provide feedback to be given to applicants regarding their proposals.

See Attachments below:

Attachment 1:

Request for Proposals - The John W. Marr and Myrna P. Steinkamp Funds

The Colorado Native Plant Society supports research projects in plant biology from the John W. Marr and Myrna P. Steinkamp funds. These separate funds honor the late Dr. John Marr, Professor at the University of Colorado and the first President of the CoNPS, and Myrna Steinkamp, a founding member of CoNPS who worked on behalf of the Society for many years in a variety of capacities. Both funds were established to support research on the biology and natural history of Colorado native plants by means of small grants. The Steinkamp Fund targets rare species and those of conservation concern. Both field and laboratory studies are eligible for funding. Thanks to the generous contributions of many members and supporters, a total of nearly \$3,000 is available, although individual awards will not exceed \$1,000. Recipients of the awards must agree to summarize their studies for publication in *Aquilegia*.

The Board of Directors is now soliciting proposals for a February 15, 20XX deadline. Information on guidelines and requirements for proposals may be obtained by contacting Board member (name of chair) at (e-mail address) or (phone number). Alternately, you may visit our web site at (CoNPS website research grants page address).

Attachment 2:

**Colorado Native Plant Society
Request for Proposals --- John W. Marr Fund 20XX**

The John W. Marr Fund supports research on the biology of Colorado native plants and plant communities. Grant awards are generally \$1,000 or less. The Society's funding may represent the sole support of a project, may be part of joint funding agreed upon with other granting organizations, or may be used to supplement other funding obtained independently. Projects that focus on rare native plants may wish to consider applying for the Myrna P. Steinkamp Memorial Fund.

All applicants to the Fund must observe the following guidelines:

Proposals should not be submitted on paper; they should only be submitted in MS Word or PDF format by e-mail to (Chair of Research Grants Committee's name) at (email address).

1. Grant applicants and advisors of student applicants must be members of the Society (see Membership page on CoNPS website (<http://conps.org>)).
2. Research, both in the field and laboratory, must contribute to the knowledge and/or conservation of Colorado's native flora and plant communities.
3. Applicants must provide a cover letter that identifies the title of the project, why the project is important, and the names of investigator(s) and their qualifications. The letter should include their mailing addresses, phone numbers, e-mail addresses, and should indicate where they may be contacted once their research has been completed.
4. Applicants must submit a concise but detailed proposal. The proposal should address the following questions:
 - α) What is the purpose of the proposed research and what product(s) will be produced?
 - β) Where and how will this research be conducted (study sites, study design/methods)?
 - χ) How will this research enhance the human understanding and appreciation of Colorado's native flora and/or plant communities?
 - δ) How will the results of this research contribute to the conservation and management of Colorado's native flora and/or plant communities?
 - ε) Does this research fulfill any priority needs as currently outlined by the Society, the Colorado Natural Heritage Program, the Colorado Natural Areas Program, or other similar organizations?

5. **The proposal should be no more than two typed pages, single-spaced, with one inch margins, using a 12-point Times-derivative font. Literature citations should be included but do not count toward the two-page limit.**
6. Applicants must also submit a one-page outline that details the investigator's work schedule, budget, and cooperators.
7. Funds may be used to cover project costs such as travel, lodging, supplies, expendable equipment, etc., but not for wages, overhead expenses, or durable supplies.
8. Student applicants must submit a letter from a sponsor or faculty advisor supporting the work.
9. **Proposals must be received by February 15, 20XX.** E-mail complete copies of the proposal and supporting documents (including letters of support) to **(Chair of Research Grants Committee's email)**. PDF format is preferred but MS Word documents will also be accepted. **Please include your address and phone number.**

All proposals are reviewed by selected members of the Society's Board of Directors and evaluated on the basis of quality and budget considerations. Proposals that most directly advance the mission of the Society (to promote appreciation and conservation of Colorado's native flora) will be favored. Applicants will be notified of the Society's decision by March 30, 20XX.

10. As a condition of the award, all recipients are required to provide a well-written summary (1,000-2,000 words) of their research activities supported by the Steinkamp fund by the end of 20XX(or once their research has been completed) for later publication in an issue of *Aquilegia* and on the Society's web site. Photographs of the plants being researched and photographs of the award recipient conducting research would also be appreciated. Awardees are highly encouraged to present the results of their research in poster or presentation format at the CoNPS annual meeting and/or a chapter meeting.

For additional information, contact (Chair of Research Grants Committee's) at (Chair of Research Grants Committee's email) or (Chair of Research Grants Committee's phone number).

Attachment 3:

Colorado Native Plant Society

Request for Proposals -- Myrna P. Steinkamp Fund 20XX

The Myrna P. Steinkamp Memorial Fund of the Colorado Native Plant Society supports research on the biology of Colorado rare native plants. Grant awards are generally \$1,000 or less. The Society's funding may represent the sole support of a project, may be part of joint funding agreed upon with other granting organizations, or may be used to supplement other funding obtained independently.

All applicants to the Steinkamp Fund must observe the following guidelines:

Proposals should not be submitted on paper; they should only be submitted in MS Word or PDF format by e-mail to (Chair of Research Grants Committee's name) at (email address).

11. Grant applicants and advisors of student applicants must be members of the Society. (See Membership page of CoNPS web site (<http://conps.org>).
12. Research, both in the field and laboratory, must contribute to the knowledge and/or conservation of rare native plants of Colorado.
13. Applicants must provide a cover letter that identifies the title of the project, why the project is important, and the names of investigator(s) and their qualifications. The letter should include their mailing addresses, phone numbers, e-mail addresses, and should indicate where they may be contacted once their research has been completed.
14. Applicants must submit a concise but detailed proposal by email that addresses the following questions:
 - ϕ) What is the purpose of the proposed research and what product(s) will be produced?
 - γ) Where and how will this research be conducted (study sites, study design/methods)?
 - η) How will this research enhance the human understanding and appreciation of Colorado's native rare plants?
 - ι) How will the results of this research contribute to the conservation and management of Colorado's rare native flora?
 - φ) Does this research fulfill any priority needs as currently outlined by the Society, the Colorado Natural Heritage Program, the Colorado Natural Areas Program, or other similar organizations?
15. **The proposal should be no more than two typed pages, single-spaced, with one inch margins, using a 12-point Times-derivative font. Literature citations should be included but do not count toward the two-page limit.**

16. Applicants must also submit a one-page outline that details the investigator's work schedule, budget, and cooperators.
17. Funds may be used to cover project costs such as travel, lodging, supplies, expendable equipment, etc., but not for wages, overhead expenses, or durable supplies.
18. Students must submit a letter from their sponsor or faculty advisor authorizing and supporting the work.
19. **Proposals must be received by February 15, 20XX. E-mail complete copies of the proposal and supporting documents (including letters of support) to (Chair of Research Grants Committee's email).** PDF format is preferred but MS Word documents will also be accepted. **Please include your address and phone number.** All proposals are reviewed by selected members of the Society's Board of Directors and evaluated on the basis of quality and budget considerations. Proposals that most directly advance the mission of the Society (to promote appreciation and conservation of Colorado's native flora) will be favored. Applicants will be notified of the Society's decision by March 30, 20XX.
20. As a condition of the award, all recipients are required to provide a well-written summary (1,000-2,000 words) of their research activities supported by the Steinkamp fund by the end of 20XX (or once their research has been completed) for later publication in an issue of *Aquilegia* and on the Society's web site. Photographs of the plants being researched and photographs of the award recipient conducting research would also be appreciated. Awardees are highly encouraged to present the results of their research in poster or presentation format at the CoNPS annual meeting and/or a chapter meeting.

For additional information, contact **(Chair of Research Grants Committee's)** at **(Chair of Research Grants Committee's email)** or **(Chair of Research Grants Committee's phone number)**.

Sales Committee

Objectives:

1. Provide merchandise to members at a discount as a benefit of Society membership, whenever possible.
2. Make available to members new and used books that provide regional information on native and introduced flora, plant communities, plant conservation, natural history and landscaping.
3. Make available to members additional merchandise that a) promotes or advertises the Society and b) provides a service to members.

Functions:

1. Develop, purchase, and maintain an inventory of books and merchandise for sale that meets the educational and informational needs of the membership.
2. Purchase collections of used books and solicit donations of used books when possible for resale to members. In general, single or a few titles will not be purchased from members although donations will be accepted. Single titles may be purchased from used book dealers.
3. Negotiate discounts from publishers for books.
4. Critically review new publications proposed for inclusion in the Society's book offerings.
5. Periodically review sales of active inventory items and discontinue those without a significant market.
6. Maintain a mail order sales business with adequate inventory to fill most orders.
7. Provide Newsletter Editor with an order form for publication in *Aquilegia* at least annually, preferably in the spring.
8. Coordinate the sale of Society merchandise at appropriate events including the annual meeting, chapter meetings and other outreach activities.
9. Coordinate with other Society committees to develop and market promotional materials.

10. Price books as appropriate to provide an equal benefit to the membership and the Society.
 - a) New books will be priced such that the difference between the CoNPS cost and list price is evenly divided (as practicable) between the purchaser and the Society. The formula for determining the sales price for a new book will be:
(CoNPS wholesale cost + pro-rata shipping + pro-rata phone + list price) / 2.
 - b) Used books will be priced at the fair market value or at a price allowing them to be sold within a reasonable time. Fair market value will be determined from current published prices or dealers or other informed persons. Used books may be sold at cost as a service to members when they are important titles that cannot be obtained at a significant discount.
11. Maintain a record of each sale by taxing jurisdiction that includes amounts for net sale, sales tax, shipping, and gross sale amount. This will normally include separate records for cities, counties, and state.
12. Maintain an up-to-date record of all purchases showing date of purchase, quantity, CoNPS cost/item, pro-rata expense amounts per item, CoNPS sales price and list price.
13. Maintain a vendor list showing all purchases including vendor name, amount of purchase, P.O. number, invoice number, check number, and shipping amounts.
14. Obtain and distribute to appropriate sales people up-to-date state and local sales tax licenses.
15. Coordinate with Treasurer to file city, county, and state sales tax returns on a quarterly and annual basis as required and in a timely manner to avoid penalties.
16. Coordinate with Treasurer to maintain an inventory of Society assets.
17. Annually prepare an IRS Schedule C filing or the equivalent for the Treasurer.
18. Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
19. Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Workshop Committee

Objectives:

1. Educate persons in all aspects of the Colorado flora, including not only the flowering plants (angiosperms) but also the conifers (gymnosperms), ferns (pteridophytes), mosses (bryophytes), lichens and mushrooms and any other topic with bearing on the plants and plant communities of Colorado.
2. Present specialized botanical training not available anywhere at any price.
3. Provide botanical activities during the winter when field trips are impractical (workshop season is generally the last week of September to the last week of April).
4. Have recognized experts as workshop leaders and coordinate with other CoNPS committees to distribute information presented.
5. Provide hands-on training in botanical topics.

Functions:

1. Contact recognized experts, usually one year in advance, who are willing to present a workshop class on a specific topic on a specific date. Explain CoNPS concept of a workshop and what is expected of the instructor.
2. Establish a location for the workshop: determine the capacity of the room: determine the size of the class.
3. Develop an announcement to be published in *Aquilegia* in a timely manner.
4. Accept registrations by mail, email and telephone.
5. Arrange for additional sessions, if possible, if demand exceeds classroom limitations.
6. Notify registrants by mail of when, where and what to bring. Provide information about lunch opportunities. Provide a list of all registrants arranged geographically to encourage carpooling.
7. Arrange the room to the instructor's specifications (tables, chairs, lighting, microscopes, slide projector, screen, blackboard, etc.). Provide appropriate refreshments.
8. Collect fees and send them to the CoNPS Treasurer.

- 9.** Clean up and arrange the room to its pre-workshop configuration.
- 10.** Account for all income and expenses for the workshop and to assure that the workshop instructor is paid an honorarium and reimbursed for any expenses.
- 11.** Request an attendee to volunteer to write a summary article for *Aquilegia*.
- 12.** Solicit suggestions from the CoNPS membership for future workshops.
- 13.** Provide summary reports as requested, at least annually, to the Board of Directors and newsletter editor for reports to the members.
- 14.** Provide an annual budget and recommendations for the upcoming year to the Board of Directors.

Policies and Guidelines

Ad Hoc Funding Request Guidelines

1. Requests will be funded only if the Board agrees that the project clearly helps to further the appreciation and conservation of native plants and ecosystems of Colorado, as described in the Articles of Incorporation (Article III, Section 1). These include but are not limited to:
 - a.) identification of habitat and ecosystems;
 - b.) identification of threatened or endangered plants;
 - c.) acquisition of land;
 - d.) participating in governmental and educational programs;
 - e.) encouraging the State of Colorado to enter into cooperative agreements with the United States concerning threatened and endangered plants, or other legislation;
 - f.) cooperating with other organizations with similar purposes;
 - g.) combating threats to native plants and ecosystems;
 - h.) fostering the use of native plants in landscaping or restoration; and
 - i.) conducting research when Marr Funds or Steinkamp Funds are not available.
2. Each year, the Board will determine an annual budget for ad hoc requests based on the amount of disposable income reported by the Treasurer.
3. Generally, the Board will not give more than one quarter of the funds budgeted for ad hoc requests to any single effort.

Awards Policy

The Board of Directors of the Colorado Native Plant Society (CoNPS) desires to honor contributions to Colorado botany and the Colorado Native Plant Society with the following types of awards. Upon approval by the directors, a maximum of ten Recognition Gifts, three Certificates of Merit, three Certificates of Appreciation, three Special Merit Awards, one Honorary Lifetime Membership and one Lifetime Achievement Award may be given annually.

Recognition Gifts – An annual gift membership and/or merchandise may be given to non-members who provide a one-time service to the society and/or as an outreach tool. This gift may be combined with a Certificate of Appreciation.

Certificate of Appreciation - This certificate is awarded to members and non-members who provide occasional services to the society and may be combined with the Recognition Gift.

Certificate of Merit – This certificate is given to CoNPS members who have made a significant contribution to the Society in a short period of time (less than five years).

Special Merit Award – This plaque is for recognition of non-members short-term contributions to Colorado botany and/or significant contributions to the Society's goals.

Honorary Lifetime Membership – This award is a framed original artwork, conferring lifetime membership status to an individual CoNPS member for long-term, high quality service to the Society. This is generally awarded to members with over ten years of service to the Society and may be combined with the Lifetime Achievement Award.

Lifetime Achievement Award – This award is a framed original artwork for recognition of members and non-members long-term (30+ years) contributions to Colorado botany. This award may be combined with the Honorary Lifetime Membership.

An announcement soliciting nominations for awards will be posted along with the criteria for eligibility for each award (i.e. the Awards policy) in the last newsletter of each calendar year (Nov./Dec.). A small reminder will also be inserted in the first issue of the calendar year (Jan./Feb.). Nominations for awards or gifts of recognition will be reviewed by the officers and directors of the Society no later than the following March 15. Nominations may be made at the chapter or state level.

Native Plants for Horticultural Use on the Front Range of Colorado

Colorado has a wealth of native plants, colorful wildflowers, grasses, shrubs and trees, which are well adapted to our variable climate, soils, temperatures and elevations. The Colorado Native Plant Society recommends the use of native plants in landscaping, both because of their adaptability and because Colorado has a unique regional horticulture. Native plants, especially local ecotypes, contain the “history” of the area in their genes and will survive that especially cold, wet spring or unusually hot, dry year. Local ecotypes, from near the area to be planted, will also maintain more “natural” sources of food for local wildlife, stay greener longer for better wildfire resistance, and have fewer disease/insect problems. There are several display gardens on the Front Range that feature plants native to Colorado. Please check in your area and visit them for ideas.

It is always better to buy native Colorado seeds or transplants from a local producer. Seed gathering is not allowed on certain public lands (i.e. national parks) and a special use permit is required for other public lands (i.e. national forests). For sources of container-grown plants, check Colorado nurseries. More natives are being grown all the time and as the demand increases, so will the supply. If you don't see something you want, ask for it

Guidelines for Obtaining Native Species

- Check with local nature centers or experts for recommendations.
- Buy seeds/plants from your local area.
- Ask about the origin of the seeds/plants you buy.
- Read labels on “wildflower” mixes to verify they are local species.
- Ask for plants by their scientific name as common names may vary.

The species lists that follow are primarily for landscaping along the Front Range of Colorado, east of the Continental Divide. Included are recommended and generally available wildflowers, grasses, small/medium shrubs and large shrubs/small trees as well as some basic habitat information.

The Horticulture and Restoration Committee welcomes additional information regarding the use of natives. Please send your comments to Horticulture and Restoration Committee, CoNPS, P.O. Box 200, Fort Collins, CO 80522, or e-mail Chair of the Horticulture and Restoration Committee.

For additional information and updates, check the CoNPS website, www.conps.org

Workshop Reimbursement & Honorarium Policy

The standard procedure for workshops is to offer the instructor an honorarium of \$50 for each workshop session taught. This is really a "thank-you" for doing the workshop, and shouldn't be construed as compensation for preparation or teaching. In addition, if the instructor incurs any expenses in the preparation and completion of the workshop, he should be reimbursed (airplane fare, hotel, meals, rental car, copying, or other expenses customarily or necessarily incurred for the completion of the job



Colorado Native Plant Society – *Ethics of Plant Collecting*

The Colorado Native Plant Society (CoNPS) encourages the ethical collection and use of Colorado's flora. Lack of commercial availability of many plant species, greater demand for native plants in horticultural settings and the reestablishment of native plants in restoration efforts can require that seed and/or other plant material be prudently collected from plants in their native habitats. Likewise, plant material necessary for study and research purposes must also be collected under ethical guidelines.

Good land stewardship emphasizes that we recognize the sensitivity of native plants as well as the environments in which they grow. Picking wildflowers or collecting seed may reduce a plant's ability to reproduce and can affect pollinators, adversely impacting the long-term survival of a population. When plants are removed from their natural environment, habitat is reduced for animals that depend on that species for food and cover; further, many species do not survive being transplanted. Likewise, the ecological effects of escaped exotics or misplaced natives can occur either through competitive replacement of native species or through alteration of native plant population genetics.

CoNPS members who are collecting plants or teaching collecting protocols while representing the Society must first complete the CoNPS training "Ethics and Protocols of Plant Collecting." Members can satisfy this requirement by completing any Society-sanctioned training; one such avenue is the training module posted on the Society's webpage.

CoNPS has developed the following guidelines for the ethical collection of native plant materials (including seeds or flower parts, leaf or stem material, or any other plant part):

- 1. Become informed** about Colorado and regional species that are Threatened, Endangered, Sensitive, or otherwise of Special Concern. A listing of these species can be found at the Colorado Natural Heritage Program's website: <http://www.cnhp.colostate.edu/download/list/vascular.asp>. Federal, State and local natural resource agencies often have additional listings. Such plants should **never** be collected unless authorized by the land owner or administrator and the collection would not result in a loss of population viability. The viability concern can be lifted if special circumstances exist (see #4 below).

2. Collect **only** if you *are a **trained individual**, or are accompanied by a trained individual, who is knowledgeable* of the proper collection methods and can propagate, curate or otherwise process all of the plant material collected.
3. Collect **only** if you have all **necessary permits and/or permissions** allowing collection on public and private lands, and adhere to all terms and conditions. It is the responsibility of the collector to know property ownership at all times; obtain permission from private property owners before entering the property. There may be specific locations where collection is prohibited; seasonal or other restrictions may also apply.
4. Collecting methods should **conform to accepted industry standards**. Leave enough of each plant or an adequate number of seeds or propagules to allow for regeneration and for wildlife that may depend on the leaves, roots or seeds for food. **Do not collect whole plants** unless needed for appropriate reasons, such as research, salvage, or if underground parts are needed for identification purposes. When circumstances exist that will result in destruction of plants, salvage of those plants may be appropriate if authorized by the land owner or administrator.
5. **Keep good records** of the location, habitat and geography of the environment in which a collection is made. Transfer this information whenever the plant materials change hands. Always consider preparing a voucher specimen with proper labeling for deposit in a recognized, publicly accessible herbarium, so as to provide absolute identification of the plants collected and for scientific and biodiversity documentation.
6. **Leave no trace** of your visit. Be sensitive to any area in which you collect plant materials. Tread lightly when off designated trails and, whenever collecting, minimize collection material needed.
7. **Use good judgment**. You should pass up a plant for seed or collection if it is not abundant. If a plant or population looks weak or unhealthy, do not collect from it – the extra stress may harm the plant, and you may transport a disease to or away from the site.
8. CoNPS stresses the importance of **protecting the genetic integrity** of the surrounding native species and natural vegetation. Avoid collecting species for propagation that have shown tendencies to compete with or replace other plants, or that are listed as Noxious or Watch List in the State of Colorado and its Counties, unless for special purposes (research, documentation, eradication of noxious weeds, etc.). When collecting non-native species, use accepted precautionary measures to prevent seed or

propagative plant parts from escaping the collection. Dispose of uncurated material in an accepted manner and at an appropriate disposal repository.

Colorado's native flora is one of our most valuable natural resources. We have the ability and knowledge to use it wisely and the ethical responsibility to protect it.

Field Trips Policies*(This needs to be revised)*

The Society wishes to remind field trip participants of the guidelines for participation in Society trips. By joining a CoNPS field trip you indicate acceptance of these policies.

1. Plant collecting is forbidden on CoNPS field trips, with two exceptions:

(1) Collecting is permissible for scientific study (with the appropriate collecting permit, if one is required for the area in question). "Scientific study" means, for the purposes of this policy, study by a trained botanical scientist with an expectation that the study results will lead to published information; collected specimens will be deposited in a recognized, publicly-accessible herbarium.

(2) A trip leader or other person whose responsibility is to instruct trip participants may collect plants for immediate demonstration, explanation, or keying for full identification. Such collecting should be done inconspicuously (so that persons not with the trip group are not offended or motivated to do likewise) and with reasoned regard for any possible effect on the plant population. However, collecting of rare, threatened, endangered, or sensitive species should never be done for instructional purposes.

2. Rides and Cost-Sharing Policy: Car-pooling and ride-sharing are encouraged on CoNPS trips.

All drivers who provide rides to others will graciously accept payment from passengers

according to the following scale:

1 passenger (in addition to driver)	\$0.05/mile
2 passengers	\$0.04/mile
3 passengers	\$0.03/mile
4 passengers	\$0.02/mile

Passengers should pay the driver at the trip's conclusion, without being asked.

3. No pets are permitted on CoNPS field trips. Pets trample plants, disturb wildlife, and annoy other trip participants. If pets must be brought along (although this is strongly discouraged), they must remain in or restrained to the owner's vehicle (i.e., walking about on a leash is not acceptable).
4. Field trips are designed primarily for adults, unless the trip description specifically states otherwise. Parents should consider the appropriateness of a given trip to a child. If a child is brought, the parent assumes full responsibility for keeping the child under strict control to prevent his/her damaging or disturbing the flora or fauna, or becoming a burden to the group. No child unaccompanied by a parent is permitted.
4. CoNPS' expressed purpose is to promote appreciation and preservation of our flora. Use it lightly. Take care not to damage the very features you have come to see and enjoy. Take

photographs, sketches, or other means of recording the plants you see, and do not pick plants or plant parts.

Guidelines for Collection of Native Plants For Use in Restoration, Horticulture, Medicinal Preparations and Scientific Research (This needs to be revised)

INTRODUCTION

Increasing interest in the use of Colorado and regional native plants for horticulture, ecological restoration, and medicinal preparations has prompted the Colorado Native Plant Society to develop guidelines for collection of native plants and plant propagules from the wild. The need for ethical and judicious collecting guidelines for research scientists was recognized nearly a decade ago by a group called The Plant Conservation Roundtable. The guidelines published here are adapted from the 1986 The Plant Conservation Roundtable Conservation Guidelines which appeared in the Natural Areas Journal, Volume 6, Number 3, pages 31-32.

The Colorado Native Plant Society is dedicated to the appreciation and conservation of Colorado's native flora. We support the use of native plants in landscaping and ecological restoration. We also recognize the role scientific research plays in the conservation of native plant species and the communities and habitats in which they occur. Responsible collection and use of wild native plants or plant propagules by knowledgeable people enhances public understanding and appreciation of our native flora. We encourage individuals and agencies involved in the collection of native plants to adopt the following guidelines.

The Colorado Native Plant Society's Collection Guidelines are intended to apply to collection of Colorado and regional native plants, plant parts, or plant propagules for use in horticulture, ecological restoration, medicinal preparations, and scientific research.

1. Know which plant species in Colorado and the Rocky Mountain region are Threatened, Endangered, Sensitive, or Species of Special Concern. Such plants should not be collected. If special circumstances exist, such as imminent destruction of habitat (salvage operations), scientific research contributing to long-term conservation of the species, or reestablishment of extirpated populations, use care and judgment in collecting only what is necessary. Contact the U.S. Fish and Wildlife Service for current status information. The Center for Plant Conservation should be consulted before attempting reintroductions.
2. Obtain necessary permits and permission for collecting on public lands. Collecting is prohibited by regulation on some public lands (Open Space lands managed by the City and County of Boulder and National Parks, for example). Other public land management agencies require a Special Use Permit (the

U.S. Forest Service, for example). Know and abide by all regulations. Report any illegal collecting that you encounter to appropriate authorities.

3. If you intend to collect on private land, obtain permission from the landowner beforehand.
4. Do not collect indiscriminately, even in large populations. Collect only the minimum amount of plant material necessary. Take into account the cumulative effects of multiple collections on survival and reproductive success of the plant population. Never collect the only plant at a given location. A general guideline is one collection for every 20 to 50 plants.
5. Do not collect whole plants when plant parts (e.g., seeds or cuttings) are sufficient.
6. Know when collection of a voucher specimen is appropriate. Record all data required by the institution where you intend to deposit the voucher at the time the collection is made (i.e., in the field). Herbaria at the University of Colorado (COLO) or Colorado State University (CS) are recommended as primary repositories for plant materials collected in Colorado. If another institution is chosen, it should be a publicly accessible institutional herbarium recognized by the International Association of Plant Taxonomists (listings are published in Index Herbariorum).
7. Collect only if you are (or are accompanied by) a trained individual. Care properly for the specimens you collect, whether they are intended for preparation as herbarium specimens or as propagation materials. Keep a permanent record of your collection activities. Complete records of location, habitat, collectors, and date should be transferred with plant materials whenever they change hands. Collect discreetly so as not to encourage others to collect indiscriminately. Be prepared to explain what you are doing and why.
8. Respect and protect habitat. Avoid trampling vegetation or other sensitive features. Stay on designated trails wherever possible. Do not collect from areas that are vulnerable to erosion (trailside areas, for example). The standard rule is to leave no trace of your visit; avoid damage to the site and its natural and aesthetic values.
9. If you discover a new plant record, notify an appropriate conservation official or land manager. Be cautious in providing site locations of rare plants to others.

10. If you learn that rare or protected plant species or their habitats may be destroyed, notify a Colorado Native Plant Society board member or The Nature Conservancy.
11. Conduct salvage (rescue) projects only in sites that are scheduled for imminent destruction and only in conjunction with appropriate state agencies or conservation organizations. Obtain prior permission of the landowner. Do not collect from portions of the site that will remain in a natural state. Use salvaged plants only for such purposes as relocation, public education, botanical research or documentation, or propagation as stock, not for sale to the public. Document your collections with voucher specimens deposited in a recognized herbarium.
12. Do not purchase wild-collected plants (or plant parts) of rare or protected taxa for any reason. Beware of wild-collected plants advertised in commercial seed and bulb catalogues, or sold in the form of medicinal herbal preparations or other products. Be informed and watchful. The word "wild-crafted", which is found on many medicinal herbal preparations, means the herbs were collected from the wild. If you are not sure that the plants or products came from cultivated material, do not purchase them.
13. When discussing or publishing research results or preparing horticultural promotional or educational materials, describe conservation considerations underlying your collecting techniques.
14. If you are involved in education, teach your students about proper and careful collecting. When taking students into the field, visit only non-sensitive areas, taking care not to trample the site. Avoid frequent visits to the same natural site. For classroom use, collect only those plants both common in the region and locally abundant at the site. Whenever possible, collect only the portions of a plant necessary for identification, such as leaf, flower, or fruit.

SOURCES OF INFORMATION:

U.S. Fish and Wildlife Service
Colorado Fish and Wildlife Management Assistance Office
Mailing Address:
Denver Federal Center
P.O. Box 25486
Denver, Colorado 80225-0486
Location Address:
755 Parfet Street, Suite 496
Lakewood, Colorado 80215-5599
Phone: 303-275-2392
FAX: 303-275-2395
<http://www.r6.fws.gov/co.html>

U.S. Forest Service
Rocky Mountain Regional Office
P.O. Box 25127
Lakewood, CO 80225-0127
303-275-5350
<http://www.fs.fed.us/r2/>

Bureau of Land Management
Colorado State Office
2850 Youngfield Street
Lakewood, Colorado 80215
303-239-3600
<http://www.co.blm.gov/>

The Nature Conservancy
1881 9th Street, Suite 200
Boulder, CO 80302
303-444-2950
<http://nature.org/states/colorado/>

Center for Plant Conservation
c/o Denver Botanic Garden
909 York Street
Denver, CO 80206-3799
303-331-4000
<http://www.denverbotanicgardens.org/>

Colorado Native Plant Society
P.O. Box 200
Fort Collins, CO 80521
www.conps.org

The John W. Marr Fund

An Endowment for the Support of Small Grants for Research

On March 24, 1990, the Board of Directors (the Board) of the Colorado Native Plant Society (the Society) established the John W. Marr Fund (the Fund) for the award of small grants in support of research in plant biology. The Fund honors the late Dr. John Marr, Professor at the University of Colorado, and the first president of the Society. Created by an appropriation from the Society's general treasury, the Fund originally consisted of \$1,000. It has since grown in size through the generous gifts and donations solicited from the membership at large. The following guidelines, adopted on January 30, 1999 by the Board, govern the management and use of the Fund.

Purpose: The Fund encourages, through the provision of small grants-in-aid, research on the biology and natural history of Colorado native plants. Within the confines of a research environment, the Fund will advance the Society's mission to promote the appreciation and conservation of Colorado's native flora, particularly when compatible research needs have been identified by organizations such as the Colorado Natural Heritage Program or Colorado Natural Areas Program. Funds may be awarded for field or laboratory studies.

Frequency of Awards: The Society makes awards on an annual basis for several reasons:

- an annual funding cycle is commonplace and helps researchers coordinate their grant solicitations with other funding opportunities for the upcoming year;
- most field research occurs during the active growing season, making a more frequent grant cycle less desirable;
- an annual cycle is frequent enough to generate regular publicity for the Society; and
- an annual cycle is infrequent enough to reduce the burden on the selection committee.

The Society strictly refuses to receive grant requests at any other time in order to fully evaluate each proposal fairly against the quality of other competing proposals, to prevent becoming the last source of hope for failing projects, and to limit the burden on the evaluation committee.

Solicitation of Appropriate Projects: The Society issues a Request for Proposals (RFP) each winter and also publicizes the grant process through the *Aquilegia*. The Society chooses to actively solicit proposals from the research community because:

- active solicitation may attract a number of higher quality proposals from which the Society may choose, rather than what trickles in from applicants who are "in-the-know;"
- active solicitation may help to publicize the Society which may in turn attract new members from Colorado's research community; and

- greater knowledge of the Fund may result in greater contributions to the Fund.

Deadlines for receipt of grant proposals and final selections are made during the winter so that:

- recipients can receive funds in time to utilize them fully; and
- denied applicants have time to make other arrangements for the upcoming field season.

Management of the Fund: The Society strives to be fiscally responsible and finds that enlarging the real-dollar worth of the Fund is desirable. Consequently, the Society annually awards only a portion of the interest accrued on the principal of the Fund. The awarded portion is equal to the interest earned that year, minus a portion of interest equal to the annual rate of inflation for that year (this portion remains with the principal). This preserves the spending power of the Fund so that the Society will always have the opportunity to spend, in real dollars, an amount equal to or greater than that amount spent in previous years. In the event that sufficiently acceptable proposals are not submitted during a particular grant cycle, the Society capitalizes all remaining accrued interest.

The annual amount available to grantees depends largely upon the revenue generated by the Fund annually and the receipt of sufficiently acceptable proposals. Any contributions or donations to the Fund are immediately added to the principal rather than spent. While this may hamper the Society's ability to fund proposals in the short-term, it allows the Fund to grow more rapidly so its funding capacity is enlarged in the long-term. Note that the Board may supplement the interest earned from the principal of the Fund with annual operating funds in order to enlarge the amount available for grants in any one year. The Board may also direct Society funds be used to increase the principal of the Fund at any time.

Project Selection: The Society annually develops an RFP that indicates the selection criteria that will be used to evaluate competing grant proposals. The criteria are simple and submitted proposals should reflect this in their brevity. Among other things, an applicant is expected to address the question of how their research will promote the appreciation and conservation of Colorado's native flora. Furthermore, an explanation of how this work fits in with described or, as of yet, undescribed research needs in Colorado or the world is expected.

Requirements of Grant Recipients: Many grant programs require a progress update, a final report, and resulting published materials, and credit for any work performed toward which the organization has contributed (in presentations and written materials). These all seem like reasonable requests, but the Society weighs the burden imposed by such requirements against the (small) amount of the award. The Board requires awardees to submit an article for publication in the *Aquilegia* and assurances that appropriate credit will be given to the Society as a financial sponsor of the research. Additional

requirements may include one public presentation at either the annual meeting or an appropriate chapter meeting as well as leading a field trip.

Administration of the Fund: The Board shall appoint a volunteer Marr Czar, a person without conflicts of interest, who performs the following duties on an annual basis:

- organizes an evaluation committee to prepare a preliminary review and rank all proposals;
- mails the recommendations of the evaluation committee as well as project abstracts to all members of the Board and elected officers;
- prepares and sends correspondence to all applicants as needed;
- ensures that all grantees fulfill their responsibilities (articles, field trips, etc.); and
- presents a report to the Board detailing the research and activities of the grantees.

Enlargement of the Fund: The Fund should be enlarged. The Board believes in the need for the Fund and the work it supports; therefore, it will identify ways to enlarge the Fund so as to strengthen its funding capabilities.

Myrna P. Steinkamp Memorial Fund

An Endowment for the Support of Small Grants

On September 22, 2000, the Board of Directors (the Board) of the Colorado Native Plant Society (the Society) established the Myrna P. Steinkamp Memorial Fund (the Fund), renaming the Rare Plant Book Fund in memory of Dr. Steinkamp. A founding member of CoNPS who worked on behalf of the Society for many years in a variety of capacities, Myrna Steinkamp participated in the preparation of both editions of the Society's publication, *Rare Plants of Colorado*. The financial source of the Myrna P. Steinkamp Memorial Fund was the Rare Plant Book Fund, supplemented by donations from members of the Society. The following guidelines, adopted on March 17, 2006 by the Board, govern the management and use of the Fund:

Purpose: The Steinkamp Fund will provide small grants for research and other activities that will benefit the rare plants of Colorado. Within the confines of a research environment, the Fund will advance the Society's mission to promote the appreciation and conservation of Colorado's native flora, particularly when compatible research needs have been identified by organizations such as the Colorado Natural Heritage Program or Colorado Natural Areas Program. Funds may be awarded for field or laboratory studies.

Frequency of Awards: The Society makes awards on an annual basis for several reasons:

- an annual funding cycle is commonplace and helps researchers coordinate their grant solicitations with other funding opportunities for the upcoming year;
- most field research occurs during the active growing season, making a more frequent grant cycle less desirable;
- an annual cycle is frequent enough to generate regular publicity for the Society; and
- an annual cycle is infrequent enough to reduce the burden on the selection committee.

The Society strictly refuses to receive grant requests at any other time in order to fully evaluate each proposal fairly against the quality of other competing proposals, to prevent becoming the last source of hope for failing projects, and to limit the burden on the evaluation committee.

Solicitation of Appropriate Projects: The Society issues a Request for Proposals (RFP) each winter and also publicizes the grant process through the *Aquilegia*. The Society chooses to actively solicit proposals from the research community because:

- active solicitation may attract a number of higher quality proposals from which the Society may choose
- active solicitation may help to publicize the Society which may in turn attract new members from Colorado's research community; and
- greater knowledge of the Fund may result in greater contributions to the Fund.

Deadlines for receipt of grant proposals and final selections are made during the winter so that:

- recipients can receive funds in time to utilize them fully; and
- denied applicants have time to make other arrangements for the upcoming field season.

Management of the Fund: The Society strives to be fiscally responsible and finds that enlarging the real-dollar worth of the Fund is desirable. Consequently, the Society annually awards only a portion of the interest accrued on the principal of the Fund. The awarded portion is equal to the interest earned that year, minus a portion of interest equal to the annual rate of inflation for that year (this portion remains with the principal). This preserves the spending power of the Fund so that the Society will always have the opportunity to spend, in real dollars, an amount equal to or greater than that amount spent in previous years. In the event that sufficiently acceptable proposals are not submitted during a particular grant cycle, the Society capitalizes all remaining accrued interest.

The annual amount available to grantees depends largely upon the revenue generated by the Fund annually and the receipt of sufficiently acceptable proposals. Any contributions or donations to the Fund are immediately added to the principal rather than spent. While this may hamper the Society's ability to fund proposals in the short-term, it allows the Fund to grow more rapidly so its funding capacity is enlarged in the long-term. Note that the Board may supplement the interest earned from the principal of the Fund with annual operating funds in order to enlarge the amount available for grants in any one year. The Board may also direct Society funds be used to increase the principal of the Fund at any time.

Project Selection: The Society annually develops an RFP that indicates the selection criteria that will be used to evaluate competing grant proposals. The criteria are simple and submitted proposals should reflect this in their brevity. Among other things, an applicant is expected to address the question of how their research will promote the appreciation and conservation of Colorado's rare native flora. Furthermore, an explanation of how this work fits in with described or, as of yet, undescribed research needs in Colorado or the world is expected.

Requirements of Grant Recipients: Grant recipients and advisors of student recipients must be members of the Society. Many grant programs require a progress update, a final report, and resulting published materials, and credit for any work performed toward which the organization has contributed (in presentations and written materials). These all seem like reasonable requests, but the Society weighs the burden imposed by such requirements against the (small) amount of the award. The Board requires awardees to submit an article for publication in *Aquilegia* and assurances that appropriate credit will be given to the Society as a financial sponsor of the research. Additional requirements may include one public presentation at either the annual meeting or an appropriate chapter meeting as well as leading a field trip.

Administration of the Fund: The Chair of the Research Grants Committee, a volunteer without conflicts of interest who is appointed by the Board, will administer the RFP process and selection of grant recipients from both the Marr and Steinkamp funds. The committee chair will perform the following duties on an annual basis:

- organize an evaluation committee to prepare a preliminary review and rank all proposals;
- send a Request for Proposals (RFP) to the editor of *Aquilegia* and to the webmaster, for posting on the Society's web page;
- send the RFP to a list of academic and agency contacts;
- send the recommendations of the evaluation committee as well as project abstracts to all members of the Board and elected officers;
- prepare and send correspondence to all applicants as needed;
- ensure that all grantees fulfill their responsibilities (a summary of their research to be printed in *Aquilegia* and posted on the Society web page, field trips, etc.); and
- present a report to the Board detailing the research and activities of the grantees.

Enlargement of the Fund: The Fund should be enlarged. The Board believes in the need for the Fund and the work it supports; therefore, it will identify ways to enlarge the Fund so as to strengthen its funding capabilities.

Defining Native Plant for Landscaping, Restoration & Revegetation

The Colorado Native Plant Society (CoNPS) adopted the following definitions of **native plant** and **local native plant** to help homeowners, landscapers, restoration ecologists, biologists and land managers and owners understand what they are planting in Colorado and the potential impacts. The definitions are related to where the plant materials will be used. If the plant materials are to be used in urban areas, we recommend using native plants or local native plant materials, if available. If the plants will be used for restoration or revegetation in areas with few introduced plant species, such as the foothills, wilderness, national parks and forests, we recommend using local native plant materials.

Native plant - a plant species "that occurs naturally in a particular region, state, ecosystem, and habitat without direct or indirect human actions" (Federal Native Plant Conservation Committee, 1994).

We recommend using this definition of native plant for landscaping in urban areas. For example, Saskatoon serviceberry (*Amelanchier alnifolia*) occurs naturally in the wild along the Front Range, therefore, it would be a "native plant" for landscaping purposes within Denver. Plant species that are "native" to other states or countries and were brought to Colorado through nurseries or other means, such as Russian olive, smooth brome and saltcedar, would not be considered **native plants** by CoNPS. To clarify whether or not a plant species naturally occurs in Colorado, refer to *Catalog of Colorado Flora* by William A. Weber and Ronald C. Wittmann. This definition of **native plant** would include native plants that have been bred for improvements and cultivars.

Local native plant - a population or ecotype of native plant species that was grown from genetically local plant materials.

plants maintain genetic material and adaptations to local climate changes, elevation, disturbance and other conditions that characterize the area in which it evolved. The Gunnison Basin ecotype plant material would be adapted to cold, dry desert conditions, long hard winters and early fall frosts. The Grand Junction ecotype would be adapted to dry, hot summers and drought conditions. To maintain these ecotypes, one would use genetically **local native plant** materials for restoration or revegetation rather than native plant cultivars or non-local native plant materials.

Botanists generally agree that to get the best landscaping, restoration or revegetation success with native plants, one should choose plants that were raised in similar conditions (i.e. elevation, frost periods, temperatures) to the site. Geneticists are also concerned with preserving local native plant genetics and adaptations to local climatic conditions, soils, elevations, etc. Native species are often "improved" by selection and propagation of individuals for certain traits, such as early flowering or taller flower stalks. These selected native plants are called *cultivars*. Cultivars are often not adapted to local environmental conditions and may not thrive. Research has shown that some cultivars will breed with local native plants and decrease a population's fitness or ability to survive in an area. No one really knows what effect these cultivars will have on the wildlife that depend on local native plant species for food. If a local native plant's bloom period, color, or frost hardiness is changed, it could have a drastic effect on the hummingbirds, bees and other wildlife that may utilize them.

If your restoration or revegetation site contains very few introduced plant species, using local native plants is very important for preserving local native plant genetics and adaptations. Several National Forests in Colorado (Arapaho-Roosevelt, Medicine Bow-Routt and Grand Mesa, Uncompahgre & Gunnison) have adopted revegetation and restoration guidelines prioritizing the use of local native plant species wherever possible. If local native plant materials are not available, non-persistent annuals such as barley or oats should be used to hold the soil until native plants can recolonize a disturbed site. Other options on smaller sites include salvaging native plants from areas that will be disturbed in the future, collecting native plant seed from the surrounding area and spreading on the site, and allowing the site to recolonize naturally if no noxious weeds are nearby.

For more information:

Colorado Native Plant Society
P.O. Box 200
Fort Collins, CO 80522
Mail@conps.org

Colorado Native Plant Society website:

www.conps.org

Native Plants for Horticultural Use in Northern Colorado

Catalog of Colorado Flora website:

<http://www.colorado.edu/CUMUSEUM/research/botany/Catalog/Catalog.htm>

Policy and Guidelines for the Use of Native Plants

The Colorado Native Plant Society (CoNPS) encourages the use of Colorado and regional native plants for landscaping and for the rehabilitation or revegetation of disturbed lands within the state. CoNPS recognizes the physiological and ecological adaptive advantages of our native plants, which have evolved over long periods of time in our soils and climate. As a result of such adaptation, native plants often are more energy and water efficient than introduced species.

CoNPS discourages the horticultural and rehabilitational use of exotic plant species; such species often escape from cultivation to the detriment of natural vegetation. Adverse ecological effects of escaped exotics can occur either through replacement of native species or by alteration of the genetic composition of plant populations.

CoNPS recognizes the present lack of commercial availability of many potentially useful native plants and offers the following guidelines on native plant collection and use.

1. Become informed about the Colorado plant species that are Threatened, Endangered, Sensitive, or otherwise of special Concern. Such plants should **never** be collected unless special circumstances exist such that public recommendation for salvage is made.
2. Collect seeds or take cuttings; do not collect whole plants (unless salvage recommendations have been made). Keep good records of the geography and environment in which a collection is made and transfer this habitat information along with the plant materials. Consider preparing a voucher specimen for deposit in a recognized, publicly accessible herbarium (this provides the best possible record of your collection).
3. Avoid propagating species that have shown tendencies to overcompete with and possibly replace others.
5. In large-scale rehabilitation, revegetation and wildflower planting projects, use plant materials derived from nearby, similar habitats. CoNPS stresses the importance of protecting the genetic integrity of the surrounding native species and natural vegetation. The introduction of non-local genetic material may irrevocably alter the native flora.
5. When special circumstances exist in which an area is to be disturbed such that plants inevitably will be destroyed, salvage collection of those plants (as whole plants) is encouraged. Collection should be made only when destruction of the plants clearly is imminent, not in anticipation of possible destruction months or years later. Keep records of the plants collected, habitats and circumstances leading to the salvage.

The Colorado native flora is one of our most valuable natural resources. We have the technology and knowledge to use it wisely, and the ethical responsibility to protect it.

Procedures for Field Inventories (Needs revised or deleted)

1. Colorado Natural Areas Program (CNAP) and Colorado Native Plant Society (CoNPS) issue a priority list of species, vegetation types, natural areas and other inventory sites that need investigation.
2. CoNPS allocates species and sites to chapters. Northwest Colorado is a problem because there are lots of species and sites, but no active chapters. Ft. Collins-Denver Chapters may be able to do some work in NW part of state until a viable chapter is reformed.
3. A CoNPS representative works as a liaison with CNAP to summarize background and distribution information on species and sites. This information will be distributed to chapters for members to review.
4. CoNPS Field Trips Chairperson and chapters set up field trips.
6. CoNPS chapters designate representatives to report results to CNAP, publish results in newsletter or in scientific papers or guide books.

Waiver and Release of Liability

In consideration for being permitted to participate in or observe the below described Colorado Native Plant Society activity (“Activity”) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, for myself, my personal representative, heirs, next of kin, and any person having rights for or on my behalf, I do hereby

1. Expressly acknowledge that I understand that the Activity may be dangerous, involve the risk of serious injury and/or death, and/or property damage and I assume all risks in observing, engaging and participating in the Activity, which may include but not be limited to field trips, classes, and projects, including transportation to and from the Activity;
2. State that in the event I drive my automobile in connection with the Activity to provide transportation for myself and/or others, I have a valid automobile operator’s license and I am covered by liability insurance, which is currently in force, and understand that neither the Colorado Native Plant Society nor anyone other than myself assumes liability and responsibility for repairs or damage to the automobile I drive or those that may be driven by others;
3. Understand and agree that the Colorado Native Plant Society, its officers, directors, employees, members, and agents, and the Activity leaders, guides, instructors, and owners of property where the Activity occurs do not assume and shall not have responsibility for the personal conduct of myself or other individuals who observe or participate in the Activity;
4. Represent and warrant that I have been given a general description of and understand the nature of the Activity and what is involved on my part, I am not suffering from a condition requiring hospital care, medication, medical or surgical treatment, or any other condition which would otherwise limit or in any way restrict my observation of and/or participation in the Activity, my health and physical condition are such that I am and will be able to fully observe and/or participate in the Activity, and that I will voluntarily immediately refrain from observing and/or participating in the Activity if I or others become aware that my health or physical condition limits me in any way;
5. Forever release and forever discharge the Colorado Native Plant Society, its directors, officers, employees, agents, members, property owners referred to herein, and all persons directly connected with the Colorado Native Plant Society, both known and unknown at this time but who can be identified, (collectively “Society”) of and from any and all claims, demands, damages, actions, causes of action, or suits at law or in equity, or whatsoever kind or nature, which I or my personal representative, heirs, or next of kin now have or which I hereafter can, shall or may have for, arising from, or on account of any matter or thing done, or omitted or suffered to be done by the Society concerning the Activity and my observation and/or participation in it;

7. Agree to indemnify, hold harmless, and defend the Society, from any and all claims, lawsuits, and/or judgments, including costs, expenses and attorney's fees, arising from or attributable to the breach of a representation made by me herein and/or to any willfully negligent action that I take during my observation and/or participation in the Activity.

7. REPRESENT AND WARRANT THAT: I HAVE READ THIS WAIVER AND RELEASE OF LIABILITY; UNDERSTAND ITS MEANING AND THAT IT IS INTENDED TO BE AS BROAD AND INCLUSIVE AS IS PERMITTED BY THE LAW OF THE STATE IN WHICH THE ACTIVITY IS CONDUCTED AND THAT IF ANY PORTION IS HELD INVALID BY A COURT OF LAW THE BALANCE SHALL BE OF FULL LEGAL FORCE AND EFFECT; ACKNOWLEDGE THAT NO ORAL REPRESENTATIONS, STATEMENTS OR INDUCEMENT APART FROM THE FOREGOING HAVE BEEN MADE TO ME CONCERNING THIS RELEASE; AND, I AGREE TO BE FULLY BOUND BY ITS TERMS.

DESCRIPTION OF ACTIVITY (Field Trip Name and Date):

Field Trip
Name: _____

1	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
2	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
3	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
4	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
5	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
6	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
7	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:

8	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
9	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
10	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
11	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
12	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
13	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
14	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
15	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
16	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
17	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
18	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
19	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
20	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
21	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
22	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:
23	Dated:	CoNPS Member?	Name:
		Yes / No (circle one)	Address:

Privacy Policy

Adopted by Board on February 21, 2009

- 1)** The Colorado Native Plant Society should safeguard information that it has about its members.
 - A) Directors and committee members and others doing work for the Board should avoid using public and workplace computers for CoNPS business, but if it is necessary or most convenient to use such computers, every effort should be made to secure the information.
 - B) Lists of Society members are only to be distributed to Directors, committee chairs, the Administrative Assistant, and others acting on behalf of the Board.
- 2)** The Colorado Native Plant Society shall use CoNPS member information responsibly and sensitively and only for the stated purposes of the Society.
 - A) Mailings to members from the CoNPS Board, Committee Chairs, or others representing the Society should be about CoNPS activities or other activities and information that may be of interest to the members.
 - B) Member information shall not be used to promote a private business.
- 3)** Information about members shall not be given to third parties.
 - A) Personal information (such as, address, phone number, email address) about a member is not to be made available to other CoNPS members unless authorized by the individual member. Society members may choose to make information about themselves available to other members for the purpose of such things as carpooling and sharing plant lists. Mass emailing made to Society members, for instance, shall be sent as "Blind Copies" ("BCC"). Board members, for another instance, may grant permission for their email address to be made available on the web and on mass emailing.
- 4)** The Colorado Native Plant Society should collect and store only that information voluntarily provided and/or authorized by each member. This information, including contact information, photographs, and information about attendance at meetings, field trips, and workshops should be kept only for the needed period of time, as determined by the Board.

Mission

When CoNPS was founded in 1976, its mission was: “To encourage the appreciation and conservation of the native plants and ecosystems of Colorado.”

In 2010, the CoNPS Board voted to revise the mission to state: “Dedicated to furthering the knowledge, appreciation, and conservation of native plants and habitats of Colorado through education, stewardship, and advocacy.”