

CALOOSA BIRD CLUB

BY-LAWS

ARTICLE I - NAME

The name of this organization shall be **Caloosa Bird Club**.

ARTICLE II - PURPOSE

This club shall be a non-profit organization. Its primary purpose shall be the study of birds, their identification, habitat, characteristics, migratory habits and food. The members shall also interest themselves in the management and conservation of such natural resources as may affect bird welfare.

ARTICLE III - MEMBERSHIP

Section 1. *Eligibility:*

- A. Membership shall consist of persons seriously interested in the purposes of the club.
- B. New members shall be those recommended by the Membership Committee after the prospective member has met the following requirements:
 - 1. Attend one (1) general meeting.
 - 2. Participate in two (2) field trips.
 - 3. Understand their responsibility to assist in the functioning of the Club.
- C. The Membership Committee shall present their recommendation to the Executive Board for approval prior to the new member being introduced at a subsequent general meeting.

Section 2. *Classes of Membership*

- A. Individual Memberships - a single (1) individual.
- B. Life (Honorary) Memberships - a member who, because of long and distinguished service, is placed, by action of the Executive Board, in this classification where annual dues are not required.

Section 3. *Membership Limit*

The membership may be limited in number at the discretion of the Executive Board.

Section 4. *Membership Year*

The membership year shall be from November 1 to October 31

ARTICLE IV - DUES

Section 1. *Annual Dues:*

The annual dues shall be proposed by the Executive Board and ratified by a majority of the membership present at the Annual Business Meeting.

Section 2. *Payment Date*

Dues are payable by November 1 each year. If dues are not paid by December 1 the member may be considered delinquent and dropped from the membership list by action of the Executive Board.

ARTICLE V - MEETINGS

Section 1. *Monthly Meetings*

Regular monthly (November - March) and annual meetings shall be held. Special meetings and field trips shall be scheduled as the Executive Board directs.

Section 2. *Annual Business Meeting*

The regularly scheduled March meeting shall be held at the Annual Banquet Meeting.

Section 3. *Annual Banquet Meeting*

An Annual Banquet Meeting shall be held in March with emphasis on fellowship and program.

...A Director shall be responsible for the Annual Banquet Meeting.

Section 4. *Quorum*

Twenty-five members shall constitute a quorum for all business meetings.

ARTICLE VI - OFFICERS

Section 1. *President*

The President shall be elected by the membership at the Annual Business Meeting in even-numbered years for a two (2) year term. The President shall act as Chair of the Executive Board and preside at meetings of the membership. The President shall appoint a Nominating Committee and an Auditing Committee two months prior to the Annual Business Meeting.

Section 2. *Vice-President*

The Vice-President shall be elected by the membership at the Annual Business Meeting in even-numbered years for a two (2) year term. The Vice-President, in the absence of the President, shall perform the duties of the President. The Vice-President shall serve as the Chair of the Program Committee unless other arrangements are made by the Board. A budget for the Program Committee shall be established by the Executive Board in February for the subsequent year.

Section 3. *Trip Chair(s)*

The Trip Chair(s) shall be elected by the membership at the Annual Meeting in even-numbered years for a two year term unless other arrangements are made by the Executive Board.

The Trip Chair(s) proposes trips for the following year to the Executive Board; and, with them, makes final selection of the sites to be visited, dates, starting

times and members who will serve as trip leaders.

The Trip Chair(s) will then prepare the trip schedule for the year and present it to the membership. The Chair will confirm the assignment of each trip leader with that person or see that another trip leader is named. The Chair(s) will strive to get new members assigned with more experienced members on each trip.

The Trip Chair(s) will report at each monthly meeting, or arrange for a report to be given, on the details for the trips planned for the following month. The Chair(s) will provide more lead time for overnight trips. In order to fulfill this responsibility the Trip Chair(s) will need to be in close contact with trip leaders.

Section 4. *Secretary*

The Secretary shall be elected by the membership at the Annual Business Meeting in odd-numbered years for a two (2) year term. The Secretary shall keep the minutes of the meetings of the Executive Board and the general membership meetings in books provided for that purpose and shall perform all other duties incidental to the office of Secretary.

Section 5. *Treasurer*

The Treasurer shall be elected by the membership at the Annual Business Meeting in odd-numbered years for a two (2) year term. The Treasurer shall have charge of and be responsible for all funds, receipts and disbursements of the organization; and shall deposit, or cause to be deposited in the name of the Club, all monies in such banks, or other depositories which shall be selected by the Executive Board, shall render to the Executive Board whenever requested, an account of the financial condition of the club, and in general shall perform all the duties incidental to the office of Treasurer, including the collection of dues. The Treasurer shall make a financial report to the general membership at the Annual Business Meeting. The books of the Treasurer shall be audited annually. The Audit Committee shall make a report to the membership at the Annual Business Meeting. The President shall be authorized to sign checks in the absence of the Treasurer.

Section 6. *Directors*

Three Directors shall be members of the Executive Board. One Director shall be elected each year for a three (3) year term by the membership at the Annual Business Meeting. The Directors are expected to contribute and fully participate in the meetings of the Executive Board, the general membership meetings and any other function of the Club. For example, one Director shall be responsible for the arrangements for the Annual Banquet Meeting.

Section 7 *Committee Chairs*

The President shall appoint Committee Chairs as required for functions such as Christmas Bird Count, Membership, Merchandise, Sunshine, and Web Master.

Chairs may or may not be Directors and are encouraged to attend Board Meetings especially if discussion of their function is required.

ARTICLE VII - EXECUTIVE BOARD

Section 1. *Membership*

The Executive Board shall be the President, Vice-President, Trip Chair(s), Secretary, Treasurer, three Directors and the outgoing President.

Section 2. *Duties*

The Executive Board shall conduct the regular business of the Club, appoint necessary committees, fill vacancies on the Executive Board and recommend action on such matters to be brought before the general membership.

Section 3. *Meetings*

The Executive Board shall meet on a schedule established by the President or at the request of three board members. Board members shall be advised at least one week in advance of all meetings.

Section 4. *Quorum*

A simple majority of the Executive Board shall constitute a quorum.

ARTICLE VIII - AMENDMENTS

THESE By-LAWS may be amended by a simple majority of members present at any monthly meeting of the Club, provided the membership has been advised of the proposed change(s) one month prior to the vote.

History of By-Laws : Adopted April 13 1958. Amended 1964, 1975, 1977, 1992, 1996, Jan. 2002, Feb.2006, Mar. 2011
March 2011