

# Bylaws of the Erie Shores Birding Association

## Article 1 — NAME

The name of the organization shall be **Erie Shores Birding Association**.

## Article 2 — PURPOSES

The objectives of the organization are the promotion of the observation and co-operative study of birds and other related wildlife, their environment, and their conservation. This will be accomplished by making available to members:

- A. Field trips
- B. Expert speakers
- C. Informational materials
- D. A forum for the exchange of experiences

## Article 3 — MEMBERSHIP

### Section 1. Types of memberships

- A. Types of membership shall consist of the following:
  - Active individual,
  - Active family,
  - Honorary.
- B. Active membership requires that the members' dues be paid.
- C. Family membership shall include two or more members of a household.
- D. Honorary membership may be conferred upon an individual contingent upon recommendation of the executive board and approval of two-thirds of the general membership present at the nomination meeting.

**Section 2.** Qualifications for admittance to the organization are based on an interest in the objectives of the organization and are independent of such considerations as race, sex, age, religion, or ethnic origin.

### Section 3. Dues.

- A. Annual dues shall be payable to the treasure in September/October each year. Active individual and family dues will be determined by the Board to meet expenses.

### Section 4. Resignation and Renewal of Membership

- A. A member who resigns in good standing (dues paid up to date) may reapply for membership at any time. No dues are returned to a member who resigns.

### Section 5. Dropped from Membership for Nonpayment of Dues

- A. A member who has not paid the current dues by December 30 will be dropped from membership. Discontinuation of the newsletter will be concurrent.
- B. A member who has been dropped may reinstate membership by payment of all dues for the current year.

## Article 4 — THE EXECUTIVE BOARD

**Section 1.** The board shall consist of the elected officers and the appointed committee heads.

**Section 2.** The executive board shall handle the regular business of the organization.

**Section 3.** Meetings. Regular meetings of the executive board shall be held preceding all general membership meetings.

- D. Transition of President: At the combined executive board meeting, upon the introduction of new business, the gavel,

**Section 4.** Quorum. A quorum for conducting the business of the executive board shall be one half of the members of the board empowered to vote.

## Article 5 — OFFICERS AND COMMITTEE CHAIRPERSONS

**Section 1.** There shall be the following elected officers.

- A. President
- B. Vice-president
- C. Secretary
- D. Treasurer
- E. Delegate-at-Large
- F. Delegate-at-Large
- G. Delegate-at-Large
- H. Delegate-at-Large
- I. Past-President

**Section 2.** The elected officers and the past-president are voting members of the executive board.

**Section 3.** An officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the executive board.

**Section 4.** The president, with board approval, shall appoint the heads of committees soon after the election.

## Article 6 — ELECTIONS

**Section 1.** Nominations.

- A. A nomination/election committee consisting of a chairperson and two members shall be appointed by the president before the election.
- B. A report of the nomination/election committee shall be made at a regular meeting.
- C. Nominations from the floor will be in order at the April and September meetings.
- D. The names of the nominated officers will be included in the September newsletter along with instructions for absentee voting.
- E. Elections shall be held at the **October** meeting. Officers will take office at the next meeting of the executive board.

**Section 2.** Nomination — Election Committee

- A. The Nomination — Election committee will conduct the elections according to the procedures set up in the standing rules. Nominations will be accepted from April to September.
- B. Election shall be by secret ballot.
- C. Each Active family membership has two votes.

**Section 3.** Term of Office.

- A. Officers shall be elected for a term of two (2) years, to serve from the time of installation after their election until the succeeding installation of that office.
- B. Staggering of terms: The offices of president, treasure, and two delegates-at-large will expire at the same time. The offices of vice-president, secretary, and the other two delegates-at-large will expire the following year.
- C. Transition of Officers: There shall be a meeting of the executive board immediately following the election. It should include the outgoing and incoming officers and committee chairpersons. charter, and files are turned over to the newly elected president, who then becomes the presiding officer.

- E. Transition of other board members: Former officers and committee heads should turn over to the newly elected members and appointed committee heads all files and inform the new person of the duties and methods of conducting business for that office or committee.
- F. Transition of Old Business: If the outgoing officers have some old business, such as final expenditures of the nomination/election committee, it should be completed at the combined board meeting.

### **Article 7 — DUTIES OF OFFICERS**

**Section 1.** The president's duties are to:

- A. preside at all meetings of the executive board and general meetings of the organization, and at any special meetings;
- B. appoint the committee heads immediately after installation;
- C. make interim appointments as needed with the approval of the executive board;
- D. co-sign bank authorization card with treasurer;
- E. sign all contracts with the secretary after approval of the executive board;
- F. not serve as a member of the nominating committee, but serve as an ex-officio member of all other committees;
- G. call a special meeting when it is necessary.

**Section 2.** The vice-president's duties are to:

- A. perform the duties of an absent president;
- B. perform such duties as are assigned by the president;
- C. provide a varied, meaningful activity/program for each of the monthly meetings with the approval of the executive board;
- D. plan varied field trips or group social events for members with the approval of the executive board;
- E. assume the remaining term of the president if the president resigns. The new president will then appoint a replacement vice-president, to complete the term of office, with the approval of the executive board.

**Section 3.** The secretary's duties are to:

- A. record the minutes of all proceedings of the executive board and membership meetings;
- B. shall handle the correspondence of the organization;
- C. shall sign all contracts with the president of the organization;
- D. prepare and mail all official correspondence of the organization, i.e., the newsletter, acknowledgments to guest speakers of host organizations.

**Section 4.** The treasurer's duties are to:

- A. have charge of all the funds of the organization;
- B. make a financial report at each board meeting;
- C. make an annual financial report to the membership;
- D. sign all checks;
- E. keep dues collected in a separate fund;
- F. keep restricted funds of the organization in separate accounts;
- G. keep an up-to-date membership list.

**Section 5.** Delegate-at-large's duties are to:

- A. serve on one committee;
- B. assist the board in performing its duties;
- C. perform such duties as are assigned by the president and the board.

**Section 6.** The chairpersons of committees are responsible for:

- A. selecting other members to serve on each of the committees or short-term sub-committees established for specific activities;
- B. reporting proposed committee activities to the executive board for discussion and/or approval.

### **Article 8 — MEETINGS**

**Section 1.** There shall be a regular meeting during the months of September through April. Notice of such meeting shall be given each member at least one week before the meeting. No meeting in December due to the annual Monroe County Christmas Bird Count or at the discretion of the Board.

**Section 2.** There shall be no annual meeting the month of May. Notice of such meeting shall be given each member at least thirty days before the meeting.

**Section 3.** The October meeting will be when officers are elected.

**Section 4.** Special meetings may be called by the president of the board. Notice of special meetings shall be given to the members at least one week in advance.

**Section 5.** A quorum for conducting business of a regular, annual, or special meeting shall be not less than twenty percent of the membership.

### **ARTICLE 9 — AMENDMENTS**

**Section 1.** Notification to the general membership will be given in writing thirty days in advance of any meeting at which proposed amendments to the by-laws are to be acted upon.

**Section 2.** Copies of the proposed additions or revisions will be given to members thirty days prior to the meeting when the vote will be taken.

**Section 3.** The bylaws may be amended or revised by an affirmative vote of two-thirds vote of all the members present at a meeting designed for that purpose.

**Section 4.** A proposal for amendment or revision can be made at any general meeting. The proposal must then be submitted in writing to the president for distribution to the general membership and a vote date established based on the previous sections.

### **Article 10 — DISSOLUTION**

In the event of the dissolution of the Erie Shores Birding Association, remaining assets, after all obligations of the organization are met, shall be distributed to another like organization(s).

Adopted March 18, 1987  
Revised May 17, 1989  
Revised April 15, 1992  
Revised January 18, 1995  
Revised September 3, 2014