DUPAGE BIRDING CLUB
BY-LAWS
Adopted 14 January, 1985

Article 1
Name
The name of this club shall be The DuPage Birding Club.

Article 2
Purpose
The basic purpose of the club shall be to promote birding as an avocation and to educate its members and the general public. This purpose shall be served by meetings and other means of communication, by group field experiences, and by projects designed to enhance opportunities for birding in the west suburban Chicago area.

Article 3
Officers & Executive Committee
The officers of the club shall be a President, Vice President, a Secretary, and a Treasurer. Together with three Directors, these officers shall constitute an eight-person Executive Committee.

Article 4
Election, Terms of Office
The President/President-Elect, the two Secretaries, the Treasurer, and three Directors shall be elected by a simple majority vote of the members present at each annual meeting, and shall serve until the next annual meeting and/or until their successors are elected. The office of President shall be filled by the previous year's Vice President/President-Elect. No member may serve more than two consecutive years in any one office. In the event that any officer shall be unable to complete his term of office, a special election for the purpose of filling the vacancy shall be held at a regular meeting.

Article 5
Nominations
The President shall appoint a Nominating Committee of not more than three members, which shall prepare a slate of nominees to be presented to the membership for election at the annual meeting held the previous November. Nominations may also be made from the floor.

Article 6
Officers' Duties
The President shall preside at all meetings of the club, and at meetings of the Executive Committee. The President is a member ex-officio of all committees.

The Vice-President/President Elect shall preside at meetings in the absence of the President, and shall serve as Program Chairperson.

The Recording Secretary shall enter and preserve the minutes of all meetings, and have charge of all club records.

The Corresponding Secretary shall, under supervision of the Executive Committee, handle all club correspondence.

The Treasurer shall keep a record of dues paid by members, shall keep a roll of the members' names and addresses, shall receive monies and give receipts on behalf of the club, and shall make disbursements approved by the Executive Committee. The Treasurer shall submit a financial statement to the membership within thirty days after year end.

Directors shall represent the interest of the membership at large.

In addition to specific duties indicated above, the executive committee shall have charge of the interests of the club and general management of its affairs. All matters of vital concern to the club as a whole, however, must be presented for free discussion and action at a regular or special meeting of the club members.

Article 7
Meetings
The annual meeting of the club shall be held in November of each year. Other regular meetings shall be held during the second week of January, March, April, May, July, September, and October.

The Executive Committee shall meet six times a year during the months preceding the regular meeting, and at other times if required to conduct club business.

Article 8
Quorum
Twenty percent of the current membership shall constitute a quorum at any meeting of the club. The Executive Committee may conduct business with as few as three members present; but, in no case, may action be taken without approval by a majority of the full committee.

Article 9
Membership Dues
Membership shall be open to any applicant interested in birding, upon payment of annual dues. The amount of dues shall be determined by a vote of the membership, but only at an annual meeting. Dues of members under 21 years of age shall be one-half that of regular members. Family membership dues shall be one and one half times the regular dues, rounded to the nearest whole dollar.

The Executive Committee is authorized to bestow the honor of a life membership upon long-time members who have made sustained significant contributions towards the club and birding in the west suburban Chicago area. Honorary life members are exempt from paying annual membership dues. No more than one honorary life membership may be awarded in any one calendar year, and the total number of honorary life memberships shall not exceed ten.

Article 10
Standing Committees
Standing committees appointed by the President shall include, but not be limited to, the following: Membership, Field Trips, Programs, Projects, Newsletter.

Article 11
Policy on Grants, Scholarships and Donations
Definitions
Grant = Money given to a qualified person(s) for the purpose of broadening understanding, increasing the body of knowledge, encouraging research, informing the public and/or leading to the conservation and protection of birds and their habitats.

Scholarships = Money given to a qualified individual in support of particular educational opportunity related to birds.

Donations = Money given to an individual or institution in support of a bird related purpose or project.

Operating Expenses = Expenses incurred during the course of our funding year that enable the Club to fulfill its purpose as stated in the By-Laws.

Qualified Individual = A person exhibiting exceptional ability and interest in birds.

Statement
The DuPage Birding Club will distribute available funds for reasons which support its purpose and/or the general welfare of birds.

Funding Available Per Year
At the August Executive Committee meeting of each year, the Treasurer will
present to the officers a statement of the total cash amount available in the bank account as of June 30. (Since the Treasurer will be presenting this in August, this total will not include any dues or operating expenses for the then current funding year.) From this total the officers will subtract $1000 to arrive at the total funds available for grants, scholarships and donations in the upcoming funding year. The $1000 set aside will be money that may be necessary for any emergency expenditures as designated by the Executive Committee and/or any unforeseen operating expenses.

Limits on Distribution of Available Funds
No total limit on donations.
No more than 10% of appropriated funds can be used for scholarships.
No more than 25% of appropriated funds can be used for grants.
The total funds given under the categories of grants, scholarships and donations cannot exceed the total available for that funding year as arrived at in the prior August Executive Committee meeting.

Individual Limits
Grants - The same individual cannot receive more than two per year while the total amount given to said person cannot exceed $1000 in that funding year.
Scholarships - The same individual can only receive one per year with the maximum amount being $500.
Donations - The same individual or institution cannot receive more than two per year while the total amount given to that institution cannot exceed 50% of the appropriated funds available in that given funding year. For any out-of-state individual/institution, the total maximum amounts or percents listed above are to be reduced by 50%.

Application for Grants and Scholarships
The applying individual or institution must submit to one of the Executive Committee a document that contains the following:
Name and Address of individual or institution, supporting Club sponsor (if any), amount requested, purpose/project for which money will be used.

Terms for Grants and Scholarships
Acceptance of the grant or scholarship implies an agreement by the individual/institution to make a presentation before the club (10-15 minutes) or submit in writing (1-2 pages) a summary of the results obtained which must be presented within three months of completion of the purpose/project. If the above cannot be completed, another appropriate agreed upon activity must be accepted by the Executive Committee.

Review and Approval for Grants and Scholarships
All applications received will be reviewed and approved by a majority of the full committee at the next regularly occurring Executive Committee meeting.

Requests of money equal to or less than $200 by a qualified applicant need only a majority of the Executive Committee present.

Requests of money more than $200 require at least six Executive Committee members present to approve the application.

Donations
Donations of more than $200 require the approval of at least six Executive Committee members present. Donations equal to or less than $200 need only a majority of the Executive Committee present.

Article 12
Amendments
Proposed amendments to these By-Laws must be submitted to the Recording Secretary in writing and all the members notified thereof at least two weeks before an annual meeting. Such amendments may be adopted by an affirmative vote of the majority of all club members present at the annual meeting.
Amended:
January 11, 1987
November 12, 1990
November 12, 1992
November 9, 2000
November 14, 2002
January 14, 2016
November 8, 2018