

DUPAGE BIRDING CLUB BY-LAWS

Adopted January 14, 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 Recording Secretary, a Corresponding Secretary, and a Treasurer. Together with three Directors, these officers shall constitute an eight-person Executive Committee.

Article 4

Election, Terms of Office

The Vice 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 in 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 a 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

Each year at the March Executive Committee meeting the Treasurer shall prepare a report for presentation to the Executive Committee detailing the amount of cash available in all bank accounts as of the last day of February. From this amount, the Treasurer shall report the projected operating expenses for the upcoming fiscal year (January 1 through December 31) based on the past three-year's history of operating expenditures, not including any grants or donations made by the Club.

The projected operating expenses shall be subtracted from the total cash available. From that subsequent total, the Treasurer shall subtract \$1000. The amount of cash remaining will be the total amount of funds available for Grants, Scholarships, and Donations in the upcoming fiscal year. The March Executive Committee meeting shall be held after March 15th to allow time to prepare this report.

The \$1000 set-aside will be used only in the event of emergency or unexpected Club operating expenditures and shall only be used through specific authorization and approval by the Executive Committee.

Limits on Distribution of Available Funds

The Executive Committee shall not authorize nor approve a total dollar amount for Grants, Scholarships, and Donations in excess of the available funds as determined above for any fiscal year.

The Executive Committee is under no obligation to approve and fund any level of Grants, Scholarships, and Donations for any fiscal year. Any money designated as available funds and not spent in a fiscal year revert to the general fund on the last day of February of each year.

No more than 10% of appropriated funds can be used for Scholarships.

No more than 25% of appropriated funds can be used for Grants.

There is no limit on the amount of available funds used for Donations.

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 percentages 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

November 10, 2022