

# ILLINI BIRD FANCIERS INC.

By-Laws  
October 1<sup>st</sup>, 2017

## ARTICLE 1 – Title, Purpose

### Section 1 – Title

Illini Bird Fanciers Inc.

### Section 2 – Purpose

The purpose of our organization is to promote fellowship and education of our members who raise, care for, keep and/or foster caged birds; to educate the public about caged birds and issues concerning their wellbeing; and to support avian research, conservation, and like-minded associations. Illini Bird Fanciers is to operate as a not-for-profit organization 501 (c)(3).

## ARTICLE 2 – MEMBERSHIP

### Section 1 – Membership will consist of four types

1. Individual
2. Household
3. Honorary
4. Jr. Membership

### Section 2 – Classification

Individual, Household, and Junior memberships are considered to be in good standing when dues are paid for the current membership year.

1. Individual membership includes one adult and has one vote.
2. Household membership includes no more than two adults and any children less than 18 years of age. Household memberships have a maximum of two votes.

3. Honorary memberships can be awarded for special contributions to the club. A person can be nominated for Honorary membership at any regular meeting. Honorary membership will be awarded by a unanimous affirmative vote of the Board of Directors, and does not pay dues. Honorary members may vote if they have attended 50% of the previous year's regular club meetings but they cannot run for an office.
4. Junior memberships are for children under the age of 18 who do not fall under a household membership. Junior members may not vote in elections but have a vote in all other majority decisions. Junior members may not hold board positions.

### Section 3 - Acceptance of Membership

A membership application, along with payment of dues, will be submitted to the Treasurer. Subject to section 5 below, applicant will be placed on the membership roster.

### Section 4 – Dues

Membership dues will be paid annually by the February regular meeting. Members, except Honorary Members, who do not pay dues at said time will no longer be considered members in good standing, and will lose all privileges and rights of membership, until dues are paid. Members who join at or after the Fall Bird Fair will be considered paid in full through the following calendar year.

### Section 5 – Denial of Membership

The Board of Directors has the right to deny membership to any applicant with legitimate reason.

### Section 6 – Expulsion of Members

The Board of Directors has the right to expel any member for a legitimate reason. The board vote must be unanimous to expel a member. The reason(s) will be given to the member in writing from the Secretary and signed by the Secretary and President. The member will then have 30 days to appeal. After the appeal is heard, the Board will vote whether to reinstate the member or deny the appeal. If the expelled member is a Board member, he or she does not have a vote on said expulsion. The board vote must be unanimous to deny the appeal; otherwise the member will be reinstated. If no appeal is made, the expulsion will stand.

# ARTICLE 3 – OFFICERS

## Section 1 – Officers

The officers shall consist of President, Vice-President, Treasurer, and Secretary. The President and Fair Manager will be elected on the odd year and Vice-President and Treasurer will be elected on the even year, each holding a 2-year term.

## Section 2 – President

The President shall be the executive officer, conduct all meetings, and enforce the bylaws. The President shall appoint all, one-year term vacated officer or board positions, with approval by the Board. The President will hold signatory authority on the club fund accounts along with the Treasurer. The President will hold a 2-year term. If the President should be absent from a meeting, the Vice-President will conduct the meeting. The President will schedule all mandated meetings and call votes on the club's online board page. If the President should have to vacate their office within the first 18 months of their term an emergency election will be called for. If they should have to vacate in the last 6 months of their term the Vice-President will assume the President's responsibilities until the term is up and a new President is voted in during the general election. The Vice-President would only hold one vote during this time.

## Section 3 – Vice-President

The Vice-President shall be the liaison between the appointed club positions and the board. The Vice- President will bring forth concerns and report to the board as to funds requested and ideas presented. The Vice-President is responsible for to making sure that each new member of the board knows what their required tasks are and monitoring their progress in learning the position. The Vice-President shall also fill in for any missing officers at a monthly meeting. If the President or Treasurer should have to vacate their office, the Vice-President will assume their duties. The Vice- President will hold a 2-year term. If the Vice-President should have to vacate their office within the first 18 months of their term an emergency election will be called for. If they should have to vacate in the last 6 months of their term the President will assume the Vice-President's responsibilities until the term is up and a new Vice-President is voted in during the general election. The President would only hold one vote during this time.

## Section 4 – Treasurer

The Treasurer shall be responsible for all financial transactions, and give a financial statement at all regular and Board meetings. The Treasurer will manage and have signatory authority on all club fund accounts, and shall arrange an annual audit of the Club's financial records by the Board in March, or any time an audit is called for by the Board at their discretion. The Treasurer will be responsible for keeping an up-to-date list of members in good standing, and providing said list to the members of the Board. The Treasurer is responsible for regulatory filings, completing paperwork, and filing as needed. The Treasurer will give the year-end treasury report and propose a budget for the following year to the Board before presenting it to the membership at the first meeting of the fiscal year. The Treasurer is responsible for monitoring expenditures so that the budget is followed, and for advising the Board of possible budget adjustments that may be needed throughout the year. The Treasurer will prepare a fair report for each fair at the first meeting after the fair. The Treasurer is responsible for keeping in contact with, gathering required paperwork and delivering it to the club's accountant in a timely manner. The Treasurer will be elected to a 2-year term. If the Treasurer should have to vacate their office within the first 18 months of their term an emergency election will be called for. If they should have to vacate in the last 6 months of their term the Vice-President will assume the Treasurer's responsibilities until the term is up and a new Treasurer is voted in during the general election. The Vice-President would only hold one vote during this time.

## Section 5 – Secretary

The Secretary will take minutes at all regular and Board meetings and keep permanent copies of these minutes. The Secretary will report all items put to vote, with voting results, in the board meeting along with prior meeting minutes at the next club meeting. The Secretary will undertake all club correspondence and be responsible for preparing ballots for the club elections. The Secretary will take attendance at regular club meetings and keep a running total of attendance of each member and will post or email birthday acknowledgments to members. The Secretary will be elected annually.

# ARTICLE 4 – BOARD OF DIRECTORS

## Section 1 – Elections

Nominations for officers and Board members will be made at the November regular club meeting. Only members who have attended 50% of the regular club meetings in the current calendar year (January through November), as a paid member, will be eligible to be nominated. The slate of candidates will be presented to all members. Elections will be held by ballot at the January regular club meeting. All individual, adult family, or honorary members who have attended 50% of the previous year's regular club meetings (January through December) will be eligible to vote for Officers and Board members. Simple majority of the votes cast will determine election winners. In case of a tie, the current board will break the tie. President or Vice-president, whichever position is not up for election, will collect the ballots at the election, and will tally the ballots, along with one non-board member who is not running for a position.

## Section 2 – Board of Directors

The Board of Directors will consist of the President, the Vice-President, the Treasurer, the Secretary, the Fair Manager, and 2 Board members who will serve as the I.B.F. Recruiter and the Activities Coordinator. The two Board members, will be elected to one-year terms. Each of these members will have one vote.

## Section 3 – Absences

Any Officer or Board member, who is absent repeatedly from either monthly general meetings or regular Board meetings, shall have cause for removal from the Board. If an Officer or Board member has been removed, the Board shall select a replacement and the President shall appoint said person, if position carries a one-year term. If it is a two-year term office an emergency election will be called if the Board member is removed within the first 18 months, if within the last 6 months of the term the alternating position will complete the vacated duties.

## Section 4 – Policy

The Board shall have the power to establish and regulate the policy and organization of the club, but may seek counsel from the membership.

## Section 5 – Meeting

The Board of Directors shall meet once a month, or as needed when issues arise, in open meeting or via internet board group, to determine policy, and conduct business matters. The President shall have the right to cancel a meeting if there is no business before the board.

## Section 6 – Expenditures

Any club member can propose expenditures, and ask for a vote in a general meeting. An affirmative vote will place the proposal on the Board's agenda for the next Board meeting. All expenditures of club funds must pass the Board by a 5/7 vote.

## Section 7- Not-For-Profit Regulations

All members of the Board shall be familiar with rules and regulations for not-for-profit organizations, and will attempt to stay current with changes in the rules. The President shall provide necessary and current documents for new Board members.

# ARTICLE 5 – Non-Officer Board Positions

## Section 1- Fair Manager

The Fair manager will be elected to a two-year term by the members at large in the general election. The Fair manager will report directly to the Board and be responsible for running all facets of the Bird Fairs. The Fair manager will incorporate all board-approved decisions into the appropriate facet of the fair.

## Section 2 – Bird Fair Funding

The Fair Manager will propose, in writing the needed budget for each bird fair by the November meeting.

## Section 3 – I.B.F. Recruiter

The I.B.F. Recruiter is responsible for recruiting new members to the club and the duties including researching and participating in events that give the opportunity to strengthen and expand the membership. The Recruiter needs to coordinate recruiting at the fairs to draw in new members. If the Recruiter cannot attend an event, they must find someone to cover for them. They must submit a budget by the November meeting. The Recruiter will serve for a one-year term.

## Section 4 – Activities Coordinator

The Events and Programs Coordinator is responsible for finding speakers and planning activities for meetings, field trips, and parties. These must be presented to the board for approval. The Activities Coordinator is to notify the Webmaster of the schedule so that it can be posted on the club website. They must submit a budget by the November meeting. The Activities Coordinator will serve for a one-year term.

# ARTICLE 6 – APPOINTED POSITIONS

## Section 1 – Appointed positions

The appointed positions will be Librarian and Webmaster. These positions will be granted for one year. In February of each year, the board and appointed person will review their progress and reappoint or remove the title at that time. These positions will report directly to the Board and be responsible for running all facets of their duties. The abovenamed positions will incorporate all board-approved decisions into the appropriate facet of their duties.

## Section 2 – Funding

Appointed position members will submit budget requests by the November meeting.

## Section 3 – Librarian

The Librarian is responsible for keeping and maintaining the library. They must bring it to the meetings, keep record of materials checked out, and give notice to members who have not returned said materials. They will listen to the members at large and continue to purchase materials as needed to keep our library well rounded.

## Section 4 – Webmaster

The Webmaster is responsible for maintaining the web site. They are required to keep all information on the website current. The Webmaster will listen to the Board and to the members at large and continue to improve the website and its function.

## ARTICLE 7 – MEETINGS

### Section 1 – Conduct

All meetings will generally be conducted according to Robert's Rules of Order.

### Section 2 – Date

Regular club meetings will be held on the 1st (first) Sunday of each month at 12:00 noon. At the Board's discretion any general meeting can be canceled or moved to another date by a 4/7 vote.

## ARTICLE 8 – BY-LAWS

### Section 1 – Review

A by-laws review committee of at least two and no more than five members will review the by-laws annually. At least one of the committee members must be a Board member, and at least one must be a non-board member of the club, and headed by the President of the club. Suggested changes will be presented to the Board, who will then discuss and make changes to the by-laws to be presented to the general membership for vote. Each item that is proposed for change in the by-laws will be voted on individually, to either accept the change or to leave the section as it stands.

### Section 2 – Specifics

Any specific item not covered in the by-laws will be acted upon according to Robert's Rules of Order.

## ARTICLE 9 – CLUB FUNDS

### Section 1 – Minimum cash balance

The Board will ensure that a minimum of \$2,000.00 is maintained in the treasury at all times. The Treasurer will manage all club accounts, and the Treasurer and President will have signatory authority on the accounts.

## Section 2 - Donation of club funds

At the November regular club meeting, the Treasurer will present the funds available for donations from the current budget. This amount will be a total of the year's budget presented in January of the current year plus or minus actual budget used. All of said funds are not required to be donated. Suggestions will be taken from the membership at the November meeting as to whom they wish to donate; with primary consideration given to not-for-profit organizations, in accordance with the club's stated mission. These donations will be sent to the organizations prior to the fiscal year end.

# ARTICLE 10 – DISSOLUTION OF THE CLUB

## Section 1 – Vote

Notification of the proposal to dissolve the club shall be made in writing to all members in good standing of the club. Dissolution of the club shall be affected by a 4/5th majority vote of members present at the general meeting called for such a purpose.

## Section 2 – Disbursement of the treasury

Funds in the treasury, after all outstanding debts of the club have been paid, shall be disbursed in accordance with all state and federal laws. Monies will be distributed in proportion to the previous year's donations to not-for-profit organizations.