

ILLINI BIRD FANCIERS INC.

By-Laws

December 7th, 2014

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 well being; and to support avian research, conservation, and like-minded associations. Illini Bird Fanciers is to operate as a not-for-profit organization.

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 children under 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 years regular club meetings but they cannot run for an office.

4. Jr. Memberships are for Children under the age of 18 who do not fall under a household membership. Jr. members may not vote in elections but have a vote in all other majority decisions. Jr. 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. 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 will be elected on the odd year and Vice-President 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 of Directors. The President will hold signatory authority on the club fund accounts. The President will hold a 2-year term. If the President should be absent from a meeting, the Vice-President will conduct the meeting. 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 have only 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, ideas presented, and summary of planned events. The Vice-President will moderate club internet chat groups. 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 have only 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 Clubs financial records by the Board of Directors in March, or any time an audit is called for by the Board of Directors 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 to the membership for the following year at the first meeting of the fiscal new 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 annually.

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 will be responsible for picking up the club mail from the post office box at least once a week. The Secretary will be responsible for preparing ballots for the Club elections. The Secretary will take attendance at regular club meetings, and will post or email birthday acknowledgements 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. The Fair Manager will be elected to a one year term. The two Board members will be elected to a two year term on alternating years. 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 a 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 office will complete the vacated office duties.

Section 4 – Policy

The Board of Directors 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 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 of Directors shall be familiar with rules and regulations for not-for-profit organizations, and will attempt to stay current with changes in the rules.

ARTICLE 5 – FAIR MANAGER

Section 1- Fair Manager

The Fair manager will be elected to a one 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 to the Board, the needed budget for each bird fair by the November meeting. The Board will review the budget for each bird fair and approve or deny all or part of the budget.(Article 4, Section 6)

ARTICLE 6 – APPOINTED POSITIONS

Section 1 – Appointed positions

The appointed positions will be Librarian, Webmaster, I.B.F. Recruiter, and Events and Programs Coordinator. These positions will be granted for 1 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/Vice-President and be responsible for running all facets of their title. The above named positions will incorporate all board approved decisions into the appropriate facet of their function.

Section 2 – Funding

Funding required for all appointed position tasks will be proposed in writing and given to the Vice-President to be presented to the board no later than the November meeting. The Board will review each budget and approve or deny all or part. The appointed position may be asked to speak before the Board to explain or answer questions about their budget or project. (Article 4, Section 6)

Section 3 – Librarian

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

Section 4 – Webmaster

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

Section 5 – I.B.F. Recruiter

The I.B.F. Recruiter is responsible for recruiting new members to our club. They need to find and participate in events that give the opportunity to strengthen our membership. They need to coordinate and decorate a space at our fairs that will draw new members. They must man these spaces themselves or find volunteers to fill the space.

Section 6 – Events and Programs Coordinator

The Events and Programs Coordinator's responsibilities will be to find speakers or activities for our meetings and fairs and to locate places to go and organize field trips. These must be presented to the board for approval. He/she will also schedule programs for each monthly club meeting, and will notify the Web Master of the schedule.

ARTICLE 7 – MEETINGS

Section 1 – Conduct

All meetings will 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

The By-laws will be reviewed annually by a By-laws review committee of at least 2 and no more than 5 members. 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 it 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 proposed 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 as to whom they wish to donate to with primary consideration given to not-for-profit organizations, in accordance with the club mission (Article 1, Section 2).. 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.