

## BYLAWS OF THE BIRDERS OF ST JAMES CLUB

### ARTICLE I - NAME

The name of this organization shall be Birders of St James

### ARTICLE II – PURPOSE

- 1 The Primary purpose of the Club is to unite those who have a common interest in wild birds, that they may better study and conserve them.
- 2 A secondary purpose of the Club is to promote good fellowship among bird lovers and provide social activity for them.
- 3 The Club will not provide goods or services to the general public.
- 4 The club will not discriminate based on race, color, gender, or any other status prohibited by applicable law.

### ARTICLE III – ANNUAL SCHEDULE

- 1 The club's budget and membership year will be September thru August.
- 2 General membership meetings will be from September through May.

### ARTICLE IV – MEMBERSHIP

- 1 Any resident of The Town of St James who has an interest in birds and their conservation is eligible for membership.
- 2 To become a member, a person must complete a membership application, submit it to the Club, and pay the annual dues.
- 3 Members may resign and terminate their membership by notifying the chair of the Membership committee.
- 4 Guests are not generally allowed to participate in club field trips or projects; however, exceptions may be made if circumstances warrant, such as a member who needs an attendant or driver. Exceptions are to be approved by the Events Director.
- 5 The Club respects the privacy of its members and shall not share member information, including email lists.
- 6 Members may be disciplined or expelled for cause after a review by the Executive Committee and at the discretion of the Executive Committee.

### ARTICLE V -DUES

- 1 Beginning in September 2025, membership dues will be \$25 annually per household.
- 2 Dues shall be payable for the period from September 1 to August 31 each year.
- 3 Dues can be paid in one of two ways. Members can submit them to the Membership Director who will record the dues having been paid and provide the funds to the Treasurer. Or, members can pay online thru the Website by transferring the money to the Club's bank account.

### ARTICLE VI -FINANCIAL MANAGEMENT

- 1 Membership fees are the primary source of funds for the operation of the Club.

- 2 Grants, donations, or contributions made to the Club may be accepted if the amount does not jeopardize our tax status and if the intent of the contributing organization(s) or individual(s) is to provide for the good of the Club and not for the furtherance of any other special interests including but not limited to political or business causes. The Board shall review all proposed donations and/or contributions and shall refuse to accept any that do not comply with the above.
- 3 No solicitations for contributions to business causes or political campaigns shall be permitted. This includes but is not limited to fliers or speeches.
- 4 The club's earnings may not financially benefit any individual or outside group with a personal interest in its activities.
- 5 Activities of the Club should be designed to be cost/revenue neutral
- 6 The Treasurer is the custodian of the funds of the organization and receives and disburses funds as authorized.

#### ARTICLE VII -ELECTED OFFICERS

- 1 The elected Officers of the Club shall be President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Membership Director, Events Director, and Media Director. They shall form the Executive Committee.
- 2 The duties of the executive committee shall be to transact any necessary business that comes up between regular meetings and any other business referred to it by the club members. The executive committee shall meet between regular meetings as necessary.
- 3 The Club president or vice president will schedule Executive Committee meetings so that a quorum of three fourths of the members can attend either in person or via phone or Zoom.
- 4 When voting is necessary, decisions will be determined by a majority vote of the attendees. At the discretion of the President, proxy votes may be allowed from officers unable to attend a Executive Committee meeting for items previously discussed. If a quorum is not present for a vote at a meeting, or in other circumstances at the discretion of the president, a vote by email or similar means may be taken after a Executive Committee meeting. Votes by email or similar means may also be taken if an item must be voted on outside of a regularly scheduled meeting
- 5 The specific duties of each officer shall be detailed in the Officers' Job Description Manual. The Manual shall be reviewed biennially and revised as needed. Officer Manual would be a living document; a 'diary' of what needs done and how to perform the function. It would be used as a guideline for new officers.
- 6 Executive Committee members can be removed for cause by a three-fourths vote of the Executive Committee.

#### ARTICLE VIII – ELECTION OF OFFICERS

- 1 A nominating committee can be called by the President at any time.
- 2 The nominating committee shall submit at least one nominee for each elected office at the April meeting. Nominations from the floor shall follow the report of the nominating committee.
- 3 Nominees must give permission to have their names placed in nomination.

- 4 A nominee shall have been a member in good standing of the club for three months prior to election.
- 5 The Officers shall be elected by a majority of the Club members present at the June meeting and absent members who have submitted an absentee vote to the president in advance of the meeting.
- 6 The term of office for each Officer shall be two years commencing with the September meeting. With the exception of the President, officers can run for reelection. However, the President cannot serve two consecutive terms in that office.
- 7 Vacancies occurring among the officers shall be filled by a majority vote the Executive Committee.

#### ARTICLE IX– STANDING COMMITTEES.

- 1 A nominating committee shall be appointed by the President each March. The Committee shall select a slate of candidates for Officers and Activity Directors for the ensuing year and present it at the April meeting. Additional nominations may be made from the floor at the April or May meeting
- 2 The President shall appoint an Audit Committee at the last Executive Committee meeting of the Club's year. The committee shall review the Club's financial records for the year and report to the membership at the September meeting.
- 3 The President shall appoint a Program committee in November to develop the Club program plan for the forthcoming year which will include the dates for general membership meetings. The vice president will chair the Program Committee and will provide the committee's report to the Executive Committee in March. The written club program plan shall be adopted prior to the June general membership meeting.
- 4 The President shall appoint a Communications Committee. The Communications Committee shall write news articles and take pictures to submit to the club website, Facebook page, and community newsletters documenting club activities and member accomplishments. The committee shall be responsible for developing a Club newsletter providing announcements, schedules, and other pertinent club information to be distributed to members via email and posted on the club website. The committee shall keep a scrapbook on the Club website of the club's activities, events, files of observations of birds in St James, and other appropriate material pertaining to the Club.
- 5 The President shall appoint a BirdFeeding Oversight Committee to oversee the management and maintenance of the club's birdfeeding sites in public spaces within St James. The committee will work with the Executive Committee on a budget for birdfeeding. The committee will approve feeders and set a schedule for filling them within that budget at any sites sanctioned by the Executive Committee. The committee will provide the Treasurer with an expense worksheet for purchasing birdfeed and provide receipts documenting their expenses.
- 6 The President may appoint additional committees from time to time as requested by Club members if the Executive Committee deems them necessary. Committees shall consist of a chair and enough members to carry out the specific assignment and will serve only as long as needed.

## ARTICLE X – MEETINGS

- 1 The President or President Pro-Temp shall call to order the regular membership meetings of the Club.
- 2 There shall be a minimum of six club meetings annually. Meetings will begin promptly at 7 p.m. at the St James Event Center. The schedule will be established by the Executive Committee.
- 3 Meeting agendas will be disseminated in advance via email and on the Club’s website.
- 4 A motion is passed by a majority vote of the members present.
- 5 The voting procedure at all meetings of the Club shall be in accordance with standard parliamentary procedure, except as otherwise stipulated in these by-laws.

## ARTICLE XI – PARLIAMENTARY PROCEDURE

- 1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

## ARTICLE XII -AMENDMENTS

- 1 Amendments to the By-laws may be proposed by any member of the Club.
- 2 Amendments to the By Laws will initially be considered yearly at the September meeting.
- 3 Proposed amendments must be approved by a majority of the members present at two successive regular meetings of the Club, and then adopted by a vote of at least two-thirds of the members present at the second meeting at which they were approved.
- 4 Proposed amendments will be emailed to members prior to the October meeting.
- 5 The Executive Committee shall review these Bylaws and revise as needed, at least every 5 years.

## ARTICLE XIII – DISSOLUTION

- 1 If for any reason it becomes impossible to maintain and/or operate this organization and it becomes necessary to dissolve, all decisions concerning dissolution shall be the responsibility of the Executive Committee.

Revisions

By-laws established on August 13, 2025.