

**WILLIAMSBURG BIRD CLUB
CONSTITUTION AND BY-LAWS**

ARTICLE I - NAME

The name of this organization shall be The Williamsburg Bird Club.

ARTICLE II - PURPOSE

The purpose of this Club is to promote interest in the study of wild birds, and in the protection of birds and their habitats.

ARTICLE III - MEMBERSHIP

Section 1. Membership is open to any person interested in the purpose of the Club upon payment of prescribed dues.

Section 2. Prescribed dues are:

Family Membership:	\$25.00
Regular Membership:	\$15.00
Student Membership:	\$5.00
Patron Membership:	\$35.00

Section 3. Dues are assessed on a calendar year basis and are subject to proration. Dues are payable by January 31 each year.

Section 4. Membership is automatically terminated if annual dues remain unpaid by April 1 of each year or any year.

ARTICLE IV - OFFICERS

Section 1. Elective officers of the club shall be the President, First Vice-President, Second Vice-President, Secretary, Treasurer and two other elected members. The above, together with the immediate past president, shall constitute the Executive Board. The office of Secretary and Treasurer may be combined.

Section 2. Officers shall be elected for terms of one calendar year.

ARTICLE V - DUTIES OF OFFICERS

Section 1. The President shall preside over all Club and Executive Board meetings, except as provided in Article V in absence of the President. The President shall appoint all committees except the Nominating committee.

Section 2. The First Vice-President shall serve as Program Chairperson, and, in the absence of the President, shall preside over Club and Executive Board meetings.

Section 3. The Second Vice-President shall serve as editor of the Club's monthly newsletter, and shall act for the First Vice-President in the absence of that officer.

Section 4. The Secretary shall record all proceedings of the Club and Executive Board meetings.

Section 5. The Treasurer shall receive, expend and account for all Club funds. Expenditures shall be subject to prior approval of the Executive Board. The Treasurer shall also maintain the current official roster of Club membership.

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ARTICLE VI - EXECUTIVE BOARD

- Section 1. The Executive Board shall plan the general activities of the club and shall establish club policy subject to membership approval when appropriate.
- Section 2. The Executive Board shall supervise Club finances and approve all expenditures.
- Section 3. Through the President, the Executive Board shall make periodic reports to the membership.
- Section 4. A quorum of the Executive Board shall consist of five members present and voting.

ARTICLE VII - MEETINGS

- Section 1. The Club shall hold at least eight regular meetings during each calendar year. Additional meetings may be recommended by the Executive Board for approval by the membership.
- Section 2. Club business may be transacted at any Club meeting. Members present constitute a quorum; majority vote governs.
- Section 3. Executive Board meetings shall be held at the call of the President, but at least four times during the year.

ARTICLE VIII - ELECTIONS

- Section 1. Election of officers listed in Article IV, Section 1, shall be held at the last Club meeting of the year. Any member is eligible for any office.
- Section 2. At the next to last Club meeting of the year, usually October, the Executive Board shall designate three members to serve as a Nominating Committee. This committee shall prepare a slate of one nominee for each office or position named in Section 1 of Article IV. The slate shall be presented to the membership via the November issue (usually) of the club's newsletter and from the podium during the November meeting.
- Section 3. Nominations will be invited for any office and may be made from the floor at the November meeting prior to voting by the membership. All nominees must have indicated their willingness to serve, if elected.
- Section 4. Officers elected shall assume office at the first Club meeting of the new calendar year.
- Section 5. Vacancies occurring during the calendar year may be filled by appointment of the Executive Board, but only for the unexpired portion of the current term.

ARTICLE IX - AMENDMENTS

The Constitution and By-Laws may be amended by majority vote of members voting, provided that notice of the proposed amendment(s) has been furnished to members at least one week prior to the voting meeting.

ARTICLE X - PROCEDURES

Roberts Rules of Order, Revised, shall govern all proceedings except where inconsistent with the Club Constitution and By-Laws.

Reviewed and edited January 18, 2005