

DRAFT

BYLAWS OF THE GREENVILLE COUNTY BIRD CLUB, INC (As amended on **Date)**

ARTICLE I NAME AND LOCATION

The name of this organization shall be The Greenville County Bird Club Incorporated, (GCBC), located in the upstate of South Carolina.

ARTICLE II OBJECTIVES

The objectives of the GCBC shall be:

- To promote the observation, study, and enjoyment of birds in, but not restricted to, the upstate of South Carolina.
- To provide opportunities for birders to become acquainted, and to share information and experience.
- To conduct bird-related projects.
- To support the protection and conservation of birds and their habitats.

ARTICLE III MEMBERSHIP AND DUES

3.1

Any person who subscribes to the objectives of the club shall be eligible for membership in the GCBC.

The Board reserves the right to terminate any person's membership and also to reinstate membership on restoration of eligibility.

3.2

Membership dues shall be set by the Board with approval of a majority of the club members responding to a call for a vote.

Annual dues shall become payable on the first day of January of each year. Non-payment of dues shall result in loss of membership.

ARTICLE IV
BOARD AND OFFICERS

4.1

The Board of Directors shall consist of five officers and three members at-large to be elected by the membership, and standing committee heads appointed by the President.

The immediate past president shall serve for one year immediately following the election of a successor

All elected Board members shall have one (1) vote; the standing committee heads and the immediate past president shall be ex-officio (non-voting) Board members.

The Board shall meet at a minimum once a year, and as necessary as determined either by the president or a majority of the Board members. Notice of meetings shall be given by the President at least 15 days but not more than 30 days before the date of the meeting.

The elected Board members shall serve for a maximum of two successive two year terms, following which they must rotate off the Board for at least one year.

The appointed committee heads may continue to serve as ex-officio Board members if requested to do so by the President.

Any vacancy occurring on the Board between elections shall be filled by action of the Board until the next election of Directors.

A majority of the elected Board Members shall constitute a quorum for the transaction of business at any meeting.

In addition to the authority expressly conferred upon it by the by-laws, the Board shall have the authority to take other actions necessary for the efficient administration of the club.

4.2

The President:

1. Shall be the chief executive of the club.
2. Shall preside at all meetings of the Board and of the membership.
3. Shall have authority to appoint all special committees and standing committees. (Examples of standing committees include, but are not limited to, membership, programs, bird counts, website.)
4. Shall be an ex-officio member of all special committees except the Nominating Committee.
5. Shall have general supervision of the club, subject to approval by the Board, and see that all resolutions of the Board are carried into effect.
6. Is authorized to represent the GCBC at meetings of other related organizations and commissions, and may delegate substitutes if deemed appropriate.
7. Shall pass on to successor any and all files and records pertaining to the position as soon as possible after leaving office.

4.3

Vice President:

1. Shall assist the president as directed.
2. Shall assume the responsibilities of the president of the club in the absence of the president.

4.4

Treasurer:

1. Shall maintain the club checking account and financial records.
2. Shall receive and deposit all moneys payable to the club.
3. Shall disburse funds on behalf of the club.
4. Shall present financial reports at all Board meetings.
5. Shall prepare and propose the annual budget for approval by the Board for the upcoming fiscal year, which runs from Jan. 1st through Dec. 31st. Disbursements not in accordance with an approved budget shall require prior approval by the Board.
6. Shall pass on to successor any and all files and records pertaining to the position as soon as possible after leaving office.

4.5

Secretary:

1. Shall record the minutes of all meetings and provide copies to the Board members.
2. Shall maintain all administrative records of the club.
3. Shall aid the President in the development of meeting agendas by maintaining records of incomplete actions.
4. Shall pass on to successor any and all files and records pertaining to the position as soon as possible after leaving office.

4.6

Programs coordinator:

1. Shall organize the program of outings for publication on the GCBC website.
2. Shall inform the membership of any changes to the published program.
3. Shall pass on to successor any and all files and records pertaining to the position as soon as possible after leaving office.

ARTICLE V **ELECTIONS**

The election process shall begin in October for open positions on the board.

The president shall appoint a Nominating Committee to prepare a slate of candidates.

Nominations may be made by any member of the GCBC.

The Nominating Committee shall administer a vote by all club members. The election notice shall include the date and time of the deadline for voting and shall be sent at least 15 days but not more than 30 days before the deadline. The successful candidates shall be approved by a simple majority of the responses received.

ARTICLE VI
AMENDMENTS

These By-Laws may be amended by a majority vote of club members provided that the membership receives no less than fifteen (15) and no more than thirty (30) days notice of said vote, together with a notification of the subject matter and the specific wording of the proposed amendment.

ARTICLE VII
REVISIONS

Original document created as a hard copy document - 2001.
Document converted to electronic Word document and proposed for substantial revision-
October 2010.