

Chapel Hill Bird Club By-Laws

Approved 26-Mar-2012

Elected officers and their Duties

President

- to preside over all regular and special meetings
- to call special meetings as needed
- to collaborate with the Bulletin Managing Editor in matters concerning the official meetings
- to select all appointed officers and to collaborate with them in the coordination of club activities
- to schedule, plan the agenda for, and preside over meetings of the officers, as needed
- to delegate the above responsibilities if the need arises

Vice-presidents

- to collaborate and function as requested by the President
- to arrange programs for the monthly meetings
- to submit notices of meetings and special events to the local news media and other appropriate forums

Treasurer

- to pay all authorized bills as submitted
- to submit to the members and the official records of the club an annual financial report and a summary at the monthly meetings
- to ensure that the club's tax-exempt status is maintained by filing the appropriate information with the IRS
- to maintain signature authority for all financial accounts
- to issue dues notices and collect dues
- to maintain the membership list

Secretary

- to maintain the official minutes of the club
- to ensure that the proper voting procedures are followed
- to summarize the preceding monthly meetings for the Bulletin Managing Editor

Appointed Officials and their Duties (appointed by the President)

Bird Count Supervisor/Compiler

- to assign bird count territories
- to keep records of the seasonal Bird Counts
- to report the tallied results of the counts directly to the regional compiler and the CHBC Managing Editor

Field Trip Chair

- to establish weekly field trips
- to announce the field trips to members in advance, as appropriate

to plan field trips in conjunction with other clubs and organizations
to procure birding experts if possible to lead field trips

Bulletin Managing Editor

to prepare, arrange publication of, and distribute the Bulletin
to collaborate with the officers of the club on matters concerning official business for publication in the Bulletin
to publish the Bulletin in time for delivery to members before the next regular meeting

Website Manager

to maintain the information on any official Chapel Hill Bird Club website
to make information about the club available on other online forums, as appropriate