

DISCOVERY CENTER BIRD CLUB.

POLICIES AND PROCEDURES

1. Purpose

- a. Club policies and procedures shall provide organization for the club, ensure agreement among club members regarding club operations, and ensure compliance with club and NLDC By-laws.

2. Membership Dues

- a. Membership dues are \$10.00 and are paid annually in June. In April of each year, the Board of Directors will act to establish dues for the upcoming year.
- b. Membership renewal notices will be sent to all members in May.
- c. Members in arrears after July 1 of each year shall be provided with one follow-up notice. The follow-up notice will include notice that membership ends if dues are not paid by an established date. Members in arrears shall be considered members in good standing until the date established in the follow-up notice.
- d. Club members are encouraged to bring guests to club meetings and outings. These guests are not required to pay dues.
- e. Other persons who express an interest in the bird club may participate in one club outing and/or club meeting as a guest of the club.

3. Meetings

- a. Regular monthly meetings are held at NLDC on the first Monday of each month. Meetings while Daylight Savings Time is in effect are at 7:00 p.m. and at 6:00 p.m. during Standard Time.
- b. A portion of monthly meetings will be used to address club business and organization issues, and a portion will be dedicated to a program related to birds and birding.
- c. An annual meeting and special meetings will be scheduled by the President or Board and communicated to all members at least two weeks before each meeting is to be held.

4. Finances

- a. North Lakeland Discovery Center Support
 - i) NLDC supports the club by providing meeting spaces, telephones, vehicles and equipment, postage, insurance, stationery for club communications and other resources.
 - ii) Much of the NLDC support is paid for through dues that club members pay for NLDC membership.
 - iii) The club supports NLDC by providing exposure of NLDC programs to the public, providing volunteers to help meet NLDC needs, and conducting events at NLDC that increases public participation in NLDC programs.

- iv) The President will periodically meet with the NLDC Executive Director to discuss and nurture this ongoing relationship. Should the Executive Director determine that additional financial support of NLDC will be expected of the club, the President shall bring the proposal to the Board of Directors for consideration and action.
- b. Budget
- i) After June 2006 the Board of Directors, with assistance from the Finance Committee, will adopt an annual budget. Time until then will be used to gain experience with club cash flow and financial needs. As the club grows and/or becomes more ambitious, management of funds will require improved planning and accounting.
- c. Reports
- i) The Treasurer will establish a quarterly financial report showing income, expenses, and account balances.
 - ii) The financial report will be presented at each meeting of the Board of Directors for consideration and action.
- d. Club Funds
- i) Club funds are managed through the NLDC for tax-related and auditing purposes.
 - ii) Club income and expenses will be managed through NLDC financial accounts following procedures required by the NLDC Board of Directors.
 - iii) All vouchers may be signed by either the Treasurer or the President.
 - (1) Budgeted expenditures approved by the Board may be approved for payment by the Treasurer without further consultation.
 - (2) Expenditure of unbudgeted funds requires prior approval by the Board.
 - (a) The President is authorized to spend up to \$100 per month, if necessary, without prior Board approval.
 - iv) The club treasurer and the NLDC book keeper will meet as necessary to reconcile financial records between the club and NLDC.
- e. Club Activities
- i) The cost of participation in club programs and activities shall be borne by participating members. Typical costs might include transportation, admission fees, meals, and service fees.
 - ii) Transportation
 - (1) *Member vehicles*: transportation will typically be achieved through the use of member vehicles with carpooling being utilized to the greatest possible extent. Members who carpool are expected to reimburse the owner of the vehicle for gas.

(2) *NLDC vehicles*: Event organizers may occasionally make arrangements to use the NLDC van, canoes, or kayaks. Event organizers are responsible for making arrangements with NLDC for use of such vehicles and discuss with the Executive Director the level of reimbursement to the NLDC that will be necessary for vehicle use. The cost for a given use will be factored into event planning and borne by participants.

iii) Fees to be paid during a club activity will be factored into the cost of the event and collected from participants as part of event planning. In some situations, event planners may consider requesting that the club pay fees. Such requests must be presented to the Board of Directors for approval prior to communicating event plans to members.

iv) Event planners for extended activities that require participants to have a meal will include meal planning in event planning. In most cases, participants may be reminded to bring their own bag lunch, or group members might choose to visit a local establishment for meal purposes at their own expense.

5. Program and Special Event Planning

a. The Program Director shall ensure that all programs and outings of the club have designated leaders, and are adequately planned and organized. The Program Director shall serve the club as a resource person for coordinating club programs and outings with NLDC resources.

b. Program and event planning should include consideration of the following components:

i) Program Director Responsibilities

- (1) Club member leader and organizer identification.
- (2) Location, date, and time.
- (3) Arrangements with sites to be visited, and/or with consultants, if necessary.
- (4) Obtain an updated membership list to ensure the capability of up-to-date communication with club members regarding planned activities.

ii) Leader and Organizer Responsibilities

- (1) Become familiar with the locale.
 - (a) Birding Prospects
 - (b) Safety
 - (c) Accessibility
 - (d) Accommodations that may be needed (elderly, handicapped, children)
- (2) Anticipated expenses, if any. Establish an event fee if necessary.
- (3) Transportation considerations.
- (4) Equipment (NLDC, club, or club member assets).
- (5) Meals and lodging, if needed.
- (6) Communication about the event to club members. Plan emergency communications in event of necessary cancellation or postponement.

iii) Special Event Planning

- (1) The Special Events Committee may plan and organize special events to be sponsored by the club. Such events may include whole day or weekend events for the benefit of the public and may include fundraising activities. In addition to the listed leader and organizer responsibilities, the committee will plan everything necessary to ensure the success of the event.
- (2) Any event that is anticipated to be operated with a deficit must have the recommendation of the Treasurer and the prior approval of the Board of Directors. Charitable events would be an example of this kind of event.

6. Bird Observation Records

- a. The club maintains two records of all species of birds that are identified during club events.
 - i) One record is maintained on eBird, a national database developed by the Cornell Lab of Ornithology and the National Audubon Society.
 - ii) Another record is the Discovery Center Bird Club Life List that is maintained as a Microsoft Excel spreadsheet.
 - iii) These records are maintained by a volunteer club member who is identified and appointed by the Board of Directors.
- b. A record of an observed bird species will only be entered in club observation records if the bird was clearly identified by at least two participating club members during an organized club event.
- c. Bird species listed by the Wisconsin Society for Ornithology as rare (< 9 times per year), casual (seen once every 1-5 years), or accidental (seen an average of once in 5 years) in Wisconsin will be subject to review by the Board of Directors before being included in club records. Once the club is satisfied with the accurate identification of such species, the observation may be reported to the Wisconsin Society for Ornithology along with all documentation required for acceptance as an official sighting.

7. Quarterly Newsletter

- a. The club will publish a quarterly newsletter approximately in January, April, July, and October.
- b. Newsletter Editor
 - i) The Publicity Committee will annually appoint a newsletter editor who will work with the committee and assume primary responsibility for newsletter creation.
 - ii) The editor will collect and/or write articles, organize and assemble the newsletter, and submit the newsletter to NLDC for duplication and mailing.
- c. Newsletter Publication
 - i) One newsletter will be printed and mailed to every club member in good standing.
 - (1) An equal number of additional newsletters will be printed and made available for distribution to prospective NLDC or club members, and other interested persons or organizations.
 - (2) Additional copies may be printed as needed for distribution during special events, particularly events that may result in recruiting new members.
 - (3) One copy shall be filed in club archives for historical purposes.
 - ii) Club members may submit a request to the editor to receive the newsletter via email, which will allow the member to view the newsletter in full color.
 - iii) The newsletter will be published as a black on white document in a size and format to be determined by the editor.

- iv) The newsletter will be archived on the club's Website and therefore accessible by all club members and the public.
8. Club Website
- a. The Publicity Committee will annually appoint a Website editor who will assume responsibility for electronically publishing items of interest to club members and public, and relevant to club purpose.
 - b. The Website will be maintained as a link within the North Lakeland Discovery Center Website and be kept up-to-date by the Website editor.
9. Affiliations
- a. The club may choose to affiliate with other birding organizations such as the Wisconsin Society for Ornithology and the National Audubon Society. Such affiliations will only be made by action of the Board of Directors.