

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 paid annually when NLDC membership dues are renewed. The Board of Directors will act annually to establish dues for the upcoming year when the Board meets to establish the annual budget for the upcoming year.
- b. Members will be reminded to renew their membership prior to when their membership is due.
- c. The Club shall provide members in arrears with a reminder. 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 but are encouraged to join the Club.
- e. Other persons who express an interest in the Bird Club may participate in Club outings, activities, and/or Club meetings as a guest of the Club.
- f. The Board of Directors may annually designate, via Board vote, honorary memberships to honor persons or organizations that provide appreciable support for Club activities. This provision also may apply to one or more NLDC employees who provide service to the Club as part of their assigned responsibilities. Honorary members shall be clearly designated as such in Club membership records.
- g. The Club is responsible for maintaining a master membership list, inclusive of honorary members. The NLDC will house, and can share upon request by the Club President or the Membership Director, the list of paid members.

3. Meetings

- a. Regular monthly meetings are ordinarily 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. The location, date, and time of Club meetings may be altered by the President for special occasions.
- 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 as provided for in the NLDC Affiliate Organization Policy and an Annual Letter of Understanding between the Club and NLDC.
- ii) NLDC is supported in part by the club through individuals paying their annual NLDC membership dues. Club member volunteerism for NLDC projects also is an important complement to earning NLDC support.
- iii) The Club supports NLDC through Bird Club programs available 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.

b. Budget

- i) The Board of Directors will adopt an annual budget and inform the members regarding the budget and how it relates to plans for the coming year.
- ii) The Club Treasurer will establish a close relationship with the NLDC Bookkeeper or a designee of the NLDC Executive Director to ensure that all Bird Club accounts are up-to-date and accurate.

c. Reports

- i) The Treasurer will establish a financial report for each Board meeting showing income, expenses, and account balances.
- ii) The Board of Directors shall review the financial report as part of their regular deliberations.
- iii) The Board of Directors is empowered to make adjustments to the budget in response to changing needs. Such adjustments will be reported to the membership during the next membership meeting.

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 and the NLDC Auditor.
- iii) All requests for payment may be signed by either the Treasurer or the President.
 - (1) Budgeted expenditures approved by the Bird Club 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 an NLDC motor vehicle, 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 or overnight housing will include meal and lodging 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 and/or lodging 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.
 - 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) Arrangements with sites to be visited, and/or with consultants, if necessary.
 - (3) Anticipated expenses, if any. Establish an event fee if necessary.
 - (4) Transportation considerations.
 - (5) Equipment (NLDC, Club, or Club member assets).

- (6) Meals and lodging, if needed.
- (7) Communication about the event to Club members. Plan emergency communications in event of necessary cancellation or postponement.

iii) Committees for Special Event and Project Planning

- (1) Committees may be established to plan and organize special events and projects. In addition to the listed leader and organizer responsibilities, the committee will plan everything necessary to ensure the success of the event.
- (2) Some special events may require special arrangements with NLDC for use of NLDC facilities, equipment, and paid personnel. Committees planning such events will work out expense sharing and profit sharing arrangements with the NLDC Executive Director/designee prior to the event and establish a written agreement between NLDC and the Club Board of Directors.
- (3) Some special events, such as Bird Fest, are recognized as joint projects between NLDC and the Club. A joint committee will plan expense and profit sharing arrangements to be incorporated into a letter of understanding that is agreed upon between the NLDC Executive Director and Bird Club Board.
- (4) 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 (WSO) 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 may be subject to review by eBird record reviewers and/or by the WSO Records Committee. The Club volunteer who maintains club bird observation records will coordinate the necessary documentation to ensure the accuracy and legitimacy of such reports made in behalf of the Club. Club members who participated in confirming the observation are expected to collaborate regarding recording bird reports that are challenged by other birding authorities. If the challenged record is not defended successfully, the record will be expunged from Bird Club bird observation records.

7. Club Communications

- a. The Club will publish a quarterly newsletter.
- b. Newsletter Editor
 - i) The Board of Directors will annually appoint a newsletter editor who will work with other Club members and assume primary responsibility for newsletter creation and publication.
 - ii) The editor will collect and/or write articles, organize and assemble the newsletter, and ensure that the newsletter is published and distributed.
- c. Newsletter Publication
 - i) Newsletters will be made available to every Club member in good standing.
 - (1) Additional copies may be printed as needed for distribution during special events, particularly events that may result in recruiting new members.
 - (2) One copy shall be filed by the Secretary in Club archives for historical purposes.
 - ii) The newsletter will be published in a size and format to be determined by the editor.
 - iii) The newsletter will be published on the Club's Website and therefore accessible by all Club members and the public.

8. Club Website

- a. The Board of Directors 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, Cornell Lab and the National Audubon Society. Such affiliations will only be made by action of the Board of Directors.