

BY-LAWS OF THE FLORIDA ORNITHOLOGICAL SOCIETY*

Article I. NAME and OBJECTIVES

- Section 1. Name - The organization shall be known as the Florida Ornithological Society.
- Section 2. Objectives - The objectives shall be to advance Florida ornithology by uniting interested persons to facilitate communication and research and to provide for the publication of a journal and other reports.

Article II. MEMBERSHIP

- Section 1. Members - The members of this Society shall consist of five (5) classes: individual members, family members, contributing members, student members, and honorary members.
- Section 2. Dues - Dues for the various memberships and institutional subscriptions shall be determined and changed by the Board of Directors as deemed necessary.
- Section 3. Honorary Members - Honorary membership may be proposed to the Executive Committee by any three (3) members in recognition of some extraordinary contribution to Florida ornithology and awarded upon unanimous vote of the Board of Directors at any annual meeting. Honorary members are exempt from payment of dues.
- Section 4. Privileges - All members shall be entitled to vote and hold office.
- Section 5. Dues in Arrears - All annual dues are due January 1. Members whose dues are unpaid by the time of the distribution of the second issue of the Florida Field Naturalist in a fiscal year shall be dropped automatically from membership. Such members may be reinstated by payment of the current dues.

Article III. MEETINGS

- Section 1. Annual Meeting - There shall be an annual meeting, which will be the first meeting of the year, held at a time and location designated by the Board of Directors. The membership shall be notified not less than forty-five (45) days in advance of the meeting.
- Section 2. Quorum - Fifteen (15) members shall constitute a quorum for the transaction of business at any regular or called meeting of the membership

*Incorporated under the Laws of the State of Florida on 24 October 1974.

- Section 3. Other Meetings - There may be other meetings which shall be determined by the Board of Directors or by a majority of the membership present at any meeting provided notice is given not less than thirty (30) days in advance. Voting on immediate issues may be by mail ballot, providing they are mailed 30 days prior to the decision. Fifty (50) mail ballots shall constitute a quorum.
- Section 4. Planning - A program committee and a local arrangements committee for a meeting shall be appointed by the President at least six (6) months in advance of the meeting. The Vice-President shall function as liaison with the local committee for each meeting.
- Section 5. Board of Directors - Regular, semi-annual meetings of the Board of Directors shall be held in conjunction with and at the site of the semi-annual meetings of the Society. Special meetings of the Board may be called by the President by delivery of ten (10) days notice of such meeting to each director, either personally, or by mail or telegram stating the date, time, place, and purpose of such meeting.

Article IV. OFFICERS

- Section 1. Officers - The officers of this Society shall be a President, a Vice-President, a Secretary, a Treasurer, and the Editor of the Florida Field Naturalist. The duties of these officers shall be those usually pertaining to these offices as specified in Robert's Rules of Order.
- Section 2. Election - All officers and elected members-at-large of the Board of Directors, except the Editor, shall be elected as their terms expire at the annual meeting by ballot or by acclamation of a majority of the members present.
- Section 3. Editor - The Editor of the Florida Field Naturalist shall be appointed annually by the Board of Directors and is eligible for appointment indefinitely.
- Section 4. Terms of Office - The President and Vice-President shall hold office for two (2) years, or until their successors are elected, and shall be eligible for re-election for a second term. The immediate Past-President shall serve one term as a member of the Board of Directors.

The Secretary and Treasurer are elected for a two (2) year term and are eligible for re-election indefinitely. Terms of office shall begin at the close of the meeting at which the officers were elected.

Article V. BOARD OF DIRECTORS

- Section 1. Directors - The officers of the Society, the immediate Past-President and six (6) additional members, elected by the membership, shall constitute a Board of Directors. The term of office for the six elected members of the Board of Directors shall be

- two (2) years with terms staggered so that three (3) directors, who are not officers, shall be elected at each annual meeting.
- Section 2. Numbers - The number of the elected members of the Board of Directors may be changed according to the Articles of Incorporation of this Society to no less than three (3) by the Board of Directors.
- Section 3. Authority - The Board of Directors shall have general charge and control of the business, funds, and property of the Society.
- Section 4. Assistants and Editors - The Board of Directors may appoint assistants and special editors for any needed activity of the Board. These assistants may not vote on the Board of Directors. They may serve a two (2) year term and are eligible for re-appointment.
- Section 5. Quorum - A majority of the Board of Directors shall constitute a quorum at any meeting.
- Section 6. Vacancies - Vacancies on the Board of Directors may be filled by the Board of Directors until the next annual membership meeting. At this time the nominating committee shall present candidates for election to fill the unexpired term of office.
- Section 7. Removal - Any officer, director, or appointed person may be removed by the Board of Directors, when it is deemed to be in the best interest of the Society, by a vote of the majority of the remaining directors.
- Section 8. Election - The Nominating Committee shall present a slate of candidates for election at the annual meeting. The President shall then call for nominations from the floor, to be made by any member in good standing. Officers and directors shall be elected by a majority of votes of the members present.

Article VI. COMMITTEES

- Section 1. Executive Committee - There shall be an Executive Committee composed of the officers which shall be empowered to act for the Board of Directors in necessary business between meetings of the Board. These actions shall be submitted to the Board of Directors for approval and ratification at the next Board meeting.
- Section 2. Nominating Committee - The Nominating Committee shall consist of three (3) members of which the President shall appoint the Chairman and the Board of Directors shall elect the two (2) members. The term of the committee shall be two (2) years.
- Section 3. Finance Committee - The Finance Committee shall consist of the Treasurer, who shall serve as Chairman, and at least two (2) other members, appointed by the President. The members shall serve one or more terms of two (2) years. It shall be the duty of this committee to serve as a financial fact-finding committee and advise the Board and the Treasurer on all matters relating to the finances of the Society.

- Section 4. Editorial Advisory Board - The Editorial Advisory Board, appointed by the President, shall consist of no less than three (3) members who serve for five (5) year terms. The Editorial Advisory Board advises the President, Board of Directors, and Editors regarding Florida Ornithological Society publications and is the search committee for candidates for the office of Editor and any Assistant Editors.
- Section 5. Special Committees - The President may appoint special committees to handle specific matters when deemed necessary by the Board of Directors. These committees are terminated when their particular tasks are completed unless a term is otherwise stated.

Article VII. PUBLICATIONS

- Section 1. Florida Field Naturalist - The official publication of the Society shall be the Florida Field Naturalist. It shall be sent to all members not in arrears of dues.
- Section 2. Editorial Policies - Editorial policies shall be established through consultation between the Editor of the Florida Field Naturalist, the Board of Directors, and the Editorial Advisory Board.
- Section 3. Newsletter - A newsletter, separately edited from the Florida Field Naturalist, to inform members about Society business, meetings, field trips, membership, ornithological activities, etc., shall be issued periodically and mailed to all members not in arrears of dues.
- Section 4. Special Publications - The Society may issue and sell separate publications to be known as Special Publications (numbered) upon a majority vote of the Board of Directors.

Article VIII. ACCOUNTS and RECORDS

- Section 1. Audit - The Finance Committee, excluding the Treasurer, shall audit annually the accounts of the Treasurer. Their audit report shall be incorporated in the records of the Society.
- Section 2. Annual Statement - The Treasurer or the Finance Committee shall present an annual written financial statement on the monetary affairs and transactions of the Society to be incorporated in the records at the time of the annual meeting.
- Section 3. Membership List - A list of the members in good standing shall be furnished at the annual meeting by the Finance Committee.
- Section 4. Records - The Secretary shall keep minutes of the membership, Board of Directors, and Executive Committee meetings and the various financial and other reports. Copies of the minutes of the meetings of the Board of Directors shall be sent to members of the Board following each meeting.
- Section 5. Accounts - All drafts and checks of the Society shall be signed

by the Treasurer and any other of the elected officers or the Assistant Treasurer.

Article IX. GENERAL MATTERS

- Section 1. Fiscal Year - The fiscal year of this Society shall be the calendar year.
- Section 2. Rules of Order - Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters not specifically provided for in the By-laws or the Articles of Incorporation of this Society.
- Section 3. Amendments - According to the Articles of Incorporation of the Florida Ornithological Society, the By-laws of this Society may be amended by a two-thirds (2/3) majority vote of the quorum of the Board of Directors present at any regular or special meeting. Amendments shall be written into the official copy of the By-laws held by the Secretary of the Society.

Adopted on 19 April 1980 by the Board of Directors. Members of the By-laws Committee include Virginia M. Markgraf, Chairman, Theodore H. Below, Herbert W. Kale, II, Barbara C. Kittleson, and John C. Ogden.

FLORIDA ORNITHOLOGICAL SOCIETY

ANNUAL CALENDAR

- January 1. Beginning of fiscal year, all annual memberships renewable; printer's deadline for May issue of FFN.
- February 15. Mail announcements of annual meeting, February issue of FFN, Newsletter, and renewal notices to delinquent memberships.
- April 1. Printer's deadline for August issue of FFN.
- April. Annual meeting, exact dates set by the local committee.
- May 14. Purge mailing list of delinquent memberships.
- May 15. Mail May issue of FFN.
- July 1. Printer's deadline for November issue of FFN.
- August 15. Mail announcement of fall meeting, August issue of FFN, and Newsletter.
- October 1. Printer's deadline for February issue of FFN.
- October. Fall meeting, exact dates set by local committee.
- November 15. Mail annual membership renewal notices, November issue of FFN, and Newsletter.
- December 31. End of fiscal year, all annual memberships terminate.