

Standing Rules of The Alaska Bird Club

Overview

The Standing Rules are to be a more detailed description of the activities and functions of The Alaska Bird Club.

Rules

The Bylaws of The Alaska Bird Club are the foundation for the operation of the club. If a procedural item is not covered by the Bylaws, Robert's Rules of Order will be the guideline.

Logo

The primary logo of The Alaska Bird Club will be an image of a parrot, over a background of an image of the State of Alaska.

No person may use the logo or name of The Alaska Bird Club for personal profit or gain.

Use of the logo or name of The Alaska Bird Club for purposes other than official club business must be approved by the Board of Directors.

Meetings

An educational meeting will be held the first Tuesday of each month unless otherwise designated. Club business may be conducted at these meetings or at the Board meetings on the last Saturday of each month. The individual committee meetings will be held as necessary.

Bringing birds to meetings

Birds may not be brought to The Alaska Bird Club meetings unless:

- A. They are part of the scheduled presentation
- B. Are the scheduled "Bird of the Month" for that meeting month
- C. Their presence has been approved by the Board of Directors.

Selling

Vendors, with prior approval, may sell items during the social hour before the Educational Meeting, during breaks, and after the Educational Meeting.

Vendors must submit a written or verbal request for approval 30 days prior to the Board of Directors. The Board of Directors reserves the ability to authorize or decline any vendor requests to sell or show any items at any ABC event.

Reimbursement

Each Alaska Bird Club committee chair and or Board of Director may be reimbursed up to a maximum of \$50 per month for necessary expenses related to pertinent Bird Club committee activities.

Expenditures above \$50 must be approved by a quorum vote of the board.

Receipts must be submitted to the Treasurer no more than two months after the expense has been approved.

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Dues

Club membership dues will be collected on a calendar year basis. New members who join after August 1st will have their dues discounted at a rate of 50%. The rate of the Dues will be set by the Board of Directors

Fundraising

A fundraiser will be held each month at the Membership Meetings.

Special fundraising projects may be held throughout the year as approved by the Board of Directors, such as conferences, chili feed, spaghetti feed, etc.

Contacting TABC

Post Office Box

A post office box will be rented so that The Alaska Bird club will have a standard mailing address.

A minimum of one board member will possess a key to the mailbox and will be responsible for collecting and distributing the mail.

E-mail

Designated Standalone Phone Line

The Web Site

Auditor

In addition to the mandatory annual audit the Board of The ABC may, at their discretion, appoint a non-Board member in good standing or a volunteer from the community with account experience, to review The ABC financial transactions and accounts.

Standing Rules

A valid copy of the Standing Rules will have:

- The revision date on each page.
- The signature of the President of The Alaska Bird Club and at least one other member of The ABC Board of Directors.

The Standing Rules will be provided for review to all of the Board of Directors to The Alaska Bird Club prior to the monthly meeting following their election.

The signed original copies of the Standing Rules will be added to The ABC historical archives.

If questions arise as to the validity of a copy of the Standing Rules, the most recent archive copy will prevail.

Copies of the most recent Standing Rules will be made available to members who request them.

Problem Resolution

One of the goals of The Alaska Bird Club is the open exchange of information. Inevitably, members may find each other at opposite ends of the spectrum on some issues. There is alternate avenues of problem resolution available to TABC members: the Member At Large, the Sergeant At Arms, the ABC Board, and a formal grievance process.

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Because these alternate methods of problem resolution exist, there is no reason for any ABC member to engage in harassment of other club members.

Any person who feels that they have been the target of undue harassment, or who have a TABC-related conflict in need of resolution, should initially contact the Member At Large, the Sergeant At Arms, or a member of the TABC Board. The problem resolution process must begin in this manner.

Board members who participate in conflict resolution may not vote on issues for which they are acting as a mediator.

Any member may be removed from membership, though a process governed by applicable Alaska Statutes and club Policies and procedures

Elections

Only members in good standing may vote for club officers in the annual election.

The Nomination Committee will solicit and validate nominations. The nomination committee must include the Treasurer and no more than half of its participants may be from the Board of Directors. The Nomination Committee will develop the ballot to be used at the annual election, will count the ballots after voting is completed, and will divulge the results to the President who will share them with the membership.

The Nomination Committee will control the distribution of ballots during the election of The Alaska Bird Club officers and Board of Directors. The Treasurer has direct access to, and responsibility for, accurate membership information and is in the best position to determine who is a member in good standing.

The newly elected Alaska Bird Club Vice-President will be responsible for retaining the ballots until the next election.

Holding more than one office

If a person holds more than one ABC Board position, that person will be allowed only one vote.

Member At Large

The Member At Large will be elected during The ABC annual elections and will be a voting member of The ABC Board of Directors.

The primary function of the Member At Large will be to act as an intermediary in conflicts between The ABC members. Complaints and/or grievances should be initially directed to the Member At Large. If necessary and appropriate the Sergeant At Arms, and/or The ABC Board may also become involved in resolving conflict, complaints, and/or grievances.

The primary goals of the Member At Large should be resolution of problems at the lowest possible level. Through a process of mediation, the Member At Large should work to prevent escalation of conflicts

Sergeant At Arms

The Sergeant At Arms will be elected during The ABC annual election and will be a voting member of The ABC Board.

If the Member At Large is unavailable to perform their specified duties, the Sergeant At Arms may perform the duties of the Member At Large.

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The elected Sergeant At Arms will work to assure that meetings and member Activities adhere to The ABC Bylaws and Standing Rules.

The Sergeant At Arms insure that meetings are initiated and end by the time agreed upon by the host facility.

The Sergeant At Arms will maintain order at The ABC meetings. In most cases, this will involve quieting the group when needed and making sure the conduct of the group is appropriate for the meeting facility. In special cases, the Sergeant At Arms may take a more active role to maintain order and safety which may include asking members and/or guests to leave the meeting.

Committee Chairperson

Committee chairperson positions will be filled as soon as possible after the annual election. The President shall solicit nomination for various committee chairs to be approved by the Board of Directors.

Publication Director

The Director of Publications will be appointed and will be a voting member of The ABC Board of Directors.

The Director of Publications will oversee the Newsletter Editor and Webmaster in accordance with existing Policies and Procedures. The Director will be responsible for coordinating the posting and publishing classified ads and advertisements. They will also determine if requested ads or advertisements are consistent with the Policy and Procedures of The Alaska Bird Club.

Newsletter Editor

The Newsletter Editor will produce the monthly newsletter, Alaska Bird News, which will be distributed to members and general public.

The Newsletter Editor will be responsible for sending the President's Perch, Secretary Notes, and the Bird of the Month article to the webmaster for posting.

The Newsletter Editor will be responsible for maintaining the Newsletter archives of newsletters for each year in hard copy and electronic.

Webmaster

The webmaster will be responsible for maintaining The ABC's website. The webmaster will work with the existing web design. Any design changes will be approved by the Board of Directors.

The webmaster will post information provided by other committee chairs and directors.

The webmaster will be responsible for posting information in a timely manner.

Adopt-A-Bird Committee

The Adopt-A-Bird Director oversees the committee that acts as a referral service for bird owners who are no longer able to care for their birds. Bird owners are referred to a list of potential adopters.

The Adopt a Bird Director also oversees the Emergency and Foster placements, leading to adoption.

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Lost/Found-Rescue Committee

The goal of this committee is to find birds that have flown away and return them to their home. They respond to calls from owners who have lost their bird, as well as others in the community who find birds. Members of this committee act in accordance to TABC Lost / Found-Rescue Policies and Procedures.

Hospitality Committee

The Hospitality committee is The ABC's version of the Welcome Wagon. They provide snacks and beverages at our membership meetings, seminars, and other events.

Disaster and Emergency Preparedness Committee

The Disaster and Emergency Preparedness Committee will be responsible for researching disaster and emergency preparedness activities, working with existing responders to formulate a coordinated response effort and to develop short and long range plans that TABC could implement statewide.

Membership Committee

The Membership Committee will be responsible for maintaining an accurate account of all of the members in good standing for the present year. They will need to keep The ABC Board and the Newsletter Editor updated on all of the new members each month, so that they will have the most up to date roster. It is also imperative that the Newsletter Editor receives all new members, so they will receive the most current newsletter.

The Membership Committee will provide all new members current membership cards.

Education Committee

To be implemented at a later date.

Hall of Fame

In order to recognize special service to The Alaska Bird Club, through efforts to found the club, through long term service to the club, or through special support of the mission of the club to provide education about parrots through public presentations, meetings, seminars, publications and committee activities a "Hall of Fame" and "Hall of Fame Committee" will be established and supported for as long as they provide benefit to The Alaska Bird Club.

The Hall of Fame Committee will accept nomination from members of The Alaska Bird Club. The Committee will meet as often as needed to evaluate nominations and develop a list of inductees for presentation at the annual Holiday Potluck Dinner of The Alaska Bird Club.

If members of the Hall of Fame Committee are also potential inductees, they may, at their discretion, abstain from voting on their induction status. Each person inducted into the Hall of Fame may be so installed only once. Special recognition for other efforts in support of the club may be handled by separate award or recognition events.

A record of Hall of Fame members will be maintained by the Secretary and available upon request.

Special awards or benefits to be bestowed on members of the Hall of Fame will be proposed by the Hall of Fame Committee and approved by The Alaska Bird Club Board.

Sale of Assets

To be implemented at a later date.