

By-Laws: New Jersey Bluebird Society (NJBBS)



Amended & Adopted: Jan.1, 2017
(Original Adopted: Dec. 30, 2011)

Article I - NAME

The name of the organization shall be the New Jersey Bluebird Society, hereinafter referred to as the NJBBS. The NJBBS is a IRS 501(c)(3) tax exempt organization incorporated in the State of New Jersey.

Article II - PURPOSE AND MISSION

1. The NJBBS is an affiliate organization of the North American Bluebird Society (NABS).
2. The NJBBS is a non-profit conservation and educational organization that promotes actions deemed beneficial to the protection, enjoyment and propagation of the Eastern Bluebird and other native cavity-nesting birds in New Jersey and elsewhere.
3. The NJBBS shall encourage the maintenance and monitoring of nest boxes that meet recommendations established by the NABS.
4. The NJBBS shall promote cooperation and participation by providing opportunities for persons interested in bluebirds to meet and share information. This can be accomplished thru meetings, by email or thru NJBBS' website: www.njbluebirdsociety.org.
5. The NJBBS shall select, promote and assist coordinators in each county in the selection and placement of bluebird nest boxes, including training necessary to properly manage and monitor trails.

Article III - NON-PROFIT COMPLIANCE

1. The NJBBS shall limit their functions to those that fall within the meaning of Section 501(c)(3) of the US Internal Revenue Code. (Exempt Organization Number 454-521-988/000, effective 09/26/2012)
2. All income and earnings of the NJBBS shall be used exclusively for charitable purposes, and no part shall benefit any member other than to reimburse for functions associated with the mission of the organization.
3. In the event of dissolution of the NJBBS, excess monies will be conveyed to a non-profit organization or one similar to NJBBS' character and propose.

Article IV - MEMBERSHIP

1. Any person who applies for membership and pays dues to the Treasurer shall be placed on the membership roll.
2. There shall be 2 classes of regular members: Active members and Honorary members.
 - a. Active members shall consist of individual or family members
 - b. Honorary members shall consist of individuals or business entities whose contributions further the cause of the NJBBS. Honorary members pay no dues and have no voting rights within the NJBBS.
3. Each Active member, 18 years of age or older, in good standing shall be entitled to one vote in matters submitted for a vote.

Article V - OFFICERS AND DIRECTORS

1. Five (5) Elected Officers: the President, Vice President North, Vice President South, Secretary, Treasurer and eight (8) directors at large shall comprise the Board of Directors (Board).

2. Elected Officers:

a. President - The President is responsible for the overall management and direction of the NJBBS to ensure it's continued functioning. Duties include:

1. issuing the call for regular or special meetings of the Board
2. presiding at all general and Board meetings
3. with Board approval, appoints and oversees special committees
4. calls and verifies regular and special elections

b. Vice President North and Vice President South - The Vice President North's area of responsibility is defined as North of Interstate 195 (including Middlesex and Mercer Counties). The Vice President South's area of responsibility is defined as South of Interstate 195 (including Burlington and Ocean Counties). Duties include:

1. being responsible to organize, oversee and promote NJBBS activities within their designated areas
2. assisting individuals/groups/businesses/parks, etc. interested in benefiting bluebirds
3. working to identify individuals who will act as Coordinators in each County
4. preside over a meeting in the absence of the President

c. Secretary - The Secretary shall:

1. keep accurate records at meetings
2. prepare an annual report
3. send out membership renewal notices
4. maintain the membership roster
5. conduct necessary correspondence
6. work with and assist officers/members as needs arise.

d. Treasurer - The Treasurer shall:

1. prepare the annual budget for approval at the Board meeting at the beginning of each calendar year
2. receive and distribute funds - normal operating expenses not to exceed \$200
3. render an annual report of all receipts and distributions
4. be responsible for the preparation of all necessary financial documents.

3. Board of Directors:

1. The Board's duties and responsibilities are to formulate the policies to conduct the affairs of the NJBBS
2. The Board has the authority to remove from office any member of its body with or without cause by a majority vote of the Board

Article VI - ELECTIONS

1. The five (5) Elected Officers (President, Vice President North, Vice President South, Secretary and Treasurer) shall be elected to serve a 2-year term and may be reelected for additional 2-year terms. Qualified candidates for an Elected Office may either submit their names for consideration or be nominated for an office. A majority of votes by the Board elects the candidate/candidates to office. The President has the authority to appoint a person for Elected Office dependent upon approval of the Board. In the event there is no one for a given office, that position will remain vacant until a qualified person is identified.

2. The eight (8) directors at large shall be elected to a four (4) year term. Two Board members shall be elected / reelected each year based upon a 4-year cycle year to maintain continuity of the Board. Qualified candidates for representation on the Board of Directors can either submit their names for consideration or be nominated for Board membership. A majority vote by the Board elects the candidate.

3. In the event of a resignation or if fewer than two Board choose to run, that position will remain vacant until a new candidate is identified.

4. If more than one person is running for office, a majority vote by the Board shall decide who gets elected. If the Board vote is tied, the President will vote to break the tie.
5. If the President chooses not to run for another term, he/she may become a member of the Board.

Article VII - MEETINGS

1. The Board shall hold regular meetings, not less than 2 per year or as directed. Board members will be contacted by email for notification of the meetings. Meetings may be held in person, via email or telephone communication.
2. The officers shall meet as appropriate to fulfill their responsibilities. The Vice President North and Vice President South shall meet annually within their respective designated areas to organize their regions for the betterment of the NJBBS.
3. The NJBBS will hold an annual meeting which will be open to all members.

Article VIII - FINANCES

1. The NJBBS's Treasurer and officers shall manage the finances of the NJBBS and the Board shall approve the annual budget and financial activities.
2. The NJBBS may engage in fundraising in accordance with acceptable legal conditions.
3. The Board shall set membership dues and approve other fees necessary to operate the NJBBS.
4. Membership fees may include annual, multi-year fees or lifetime memberships.

Article IX - COMMITTEES

1. The President with the approval of the Board may establish individuals or special committees to assist with the growth and development of the NJBBS. Such actions may address special needs of the NJBBS as promotion and publicity, special events and functions, and other short term and special projects in matters of interest to the NJBBS.

Article X - AMENDMENTS

1. Amendments to these By-laws shall be by majority vote of the Board.
2. The By-Laws shall be reviewed and approved by the Board every five (5) years or as necessary to insure the continued functioning of the NJBBS.

Article XI - DEFINITIONS

1. Calendar Year: is from January to December 31.
2. Quorum: one third (1/3) of the current Board members is required for the NJBBS to legally conduct business.
3. Majority Vote: a majority of the Board present and casting a ballot.
4. Open Meeting: a regularly scheduled Board and Annual Meeting that is open to all Active Members and guests.
5. Closed Meeting: A regularly scheduled Board meeting that is open only to NJBBS Board members.
6. The NJBBS shall follow Robert's Rules of Order at all meetings.