

By-Laws: New Jersey Bluebird Society - 2017b

Original: Dec.30, 2011

Major Revision: Jan, 2017

-Minor changes (see p4): a-Feb.2019, b-Nov.2023



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 the 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 expenses 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 two 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 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. There shall be seven elected officers: 1) President, 2-4) Vice Presidents (North, Central & South), 5) Secretary, 6) Treasurer and 7) Membership. The Board of Directors "Board" shall be comprised of the: Present Officers, Past Officers and eight Directors at Large. When an Officer concludes their time

in office, they may request from the board a “Titled” board position (Treasurer becomes “Past Treasurer”). These positions are in addition to the eight “At Large” positions. To be eligible for the Board, an officer or member must be a NJBBS “member in good standing” for at least one year.

2. Elected Officers:

- a. President - The President is responsible for the overall management and direction of the NJBBS to ensure its 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 Presidents – The state shall be divided by counties into 3 regions: North, Central and South. The selection of counties for these regions shall be determined as needed, by the President and the three Vice-Presidents. Vice-President duties include:
 - 1. assist the County Coordinators in their region and attempt to recruit individuals to act as Coordinators for each county of their region.
 - 2. being responsible to organize, oversee and promote NJBBS activities within their designated region.
 - 3. assisting individuals/groups/businesses/parks, etc. interested in benefiting bluebirds.
 - 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. conduct necessary correspondence.
 - 4. work with and assist officers/members as needs arise
- d. Treasurer - The Treasurer shall:
 - 1. prepare an annual budget for the beginning of each calendar year for approval by the Board.
 - 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.
- e. Membership – The Membership Chair shall:
 - 1. send out membership renewal notices.
 - 2. maintain the membership roster.
 - 3. work with and assist officers/members as needs arise

3. Board of Directors:

- a. The Board’s responsibilities are to formulate the policies to conduct the affairs of the NJBBS.
- b. 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.
- c. Each board member has only one vote regardless of the number of past or present officer positions.

Article VI - ELECTIONS

1. The seven Elected Officers (President, Vice President: North, Central & South, Secretary, Treasurer & Membership) 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(s) to office. The President has the authority to appoint a person to complete the term of a vacant office or board position. The appointee must be approved by the Board.

2. The eight directors at large shall be elected to a 4-year term. To maintain the continuity of the Board, two board members shall be elected/reelected each year based upon a 4-year cycle. Candidates for membership on the Board can submit their names for consideration or be nominated for Board membership. A majority vote by the Board elects the candidate.

3. 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.
4. In the event an Office or Board position is vacant, that position shall remain vacant until a qualified person is identified.

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 Presidents: North, Central & South, shall meet annually within their respective region to organize their region 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 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 1, 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.

Minor Changes to 2017 Bylaws:

2017a = Feb.2019: Articles V-1,2b,3 & VI, add 3rd VP & change region for each VP, add item for BOD, delete item from VI

2017b = Nov.2023: Article V-1 & 2c remove membership tasks from Secretary, create officer of Membership