

Policies & Procedures (P&P) serve in addition to the By-Laws. The P&P are approved by the officers or board and are considered to NOT require a change in By-Laws. The P&P will be listed by general topic then by date within each topic. Topics include: Membership, Officers & Board of Directors, Elections, Meetings, Finance, Committees, Bluebird Care. New topics may be added.



## Membership

### **2/16/19 - Application of dues of New Members:**

Dues of new members is credited to begin the year after they join. (They get the year they join for free)

Example: New member joins March of 2019.

1 yr membership: good for 2019 & 2020, next dues Jan 2021

3 yr membership: good for 2019 & 20, 21, 22 next dues Jan 2023

### **11/9/19 – Membership Lists:**

An updated membership list will periodically be sent to Officers and County Coordinators. This list will NOT be shared with anyone. An exception may be allowed if an individual member asks for the address/phone information of a FEW other members with whom they wish to communicate. *Only the information of those few members will be given*, NOT the entire list.

## Officers & Board of Directors

### **3/29/24 - Treasurer Procedures:**

1. Membership forms: The Treasurer will keep the original paper forms for 2 years, then shred. The Treasurer and Membership Chair will keep scanned computer copies permanently on their computer or a thumb drive.
2. Checks: The Treasurer will keep the paper checks for 1 year, then shred. *The banks keep records of checks according to their own policy.*
3. Receipts: The Treasurer will keep receipts for 7 years, then shred.
4. Thank-you notes: will be sent to donors on behalf of NJBBS.

## Finance

Definitions:

### **6/28/24 – Finance Committee:**

- A) The committee will consist of Board approved members of NJBBS who will review reimbursement requests when necessary. The committee will establish guidelines to determine when a request needs to be reviewed by the committee versus when the treasurer can reimburse without question.
- B) As of 6/28/24 the committee consists of: Allen Jackson, Gary Pilling, Jim Watson, Jim Priest, and Bernie Visalli. The treasurer (currently Louise Cockey) shall also be on the committee as a non-voting member.

### **7/22/24 – NJBBS Official Box Builders:**

- A) These are members who over time have proven themselves to be experienced and trusted bluebird box builders. They will have no limit for reimbursement for bluebird box materials. These members must be approved by a majority vote of the Board. These members will also help evaluate other members who express interest in becoming Official Box Builders.
- B) As of 7/27/24 the approved NJBBS Official Box Builders are: Allen Jackson, Jim Priest, Jim Watson and Bernie Visalli.

### **7/18/24 - Reimbursement for Purchases – General:**

A) 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.

B) All requests for reimbursements should go directly to the treasurer and must be submitted with valid receipts (store receipts, credit card receipts, etc.) for all purchases. .

C) Only current, paid-up members of the New Jersey Bluebird Society are eligible for reimbursement for approved purchases.

D) Examples of items eligible for possible reimbursement include (but not limited to) the cost of conducting a meeting, advertising for NJBBS, acknowledgment of a person's service in the cause of Bluebirds and bluebird box materials.

E) Reimbursement will not be given for materials used for the building of a small number of personal bluebird boxes. The Finance Committee will decide on related requests, on a case by case basis.

#### **For purchases \$200.00 or less:**

The treasurer has discretionary power with respect to approval of purchases that total \$200.00 or less and no pre-approval is required. The treasurer also has the **right to deny** reimbursement but must consult with the Finance Committee before the decision is final.

#### **For purchases over \$200.00:**

Except for members approved by the Board as "Official Box Builders" a member must seek **pre-approval** before the purchase takes place by bringing this to the attention of the Treasurer. The treasurer will submit the request to the Finance Committee for a vote. A simple majority is required for approval. Exceptions to pre-approval may be granted under extenuating circumstances. Examples include the purchase of materials clearly used for NJBBS purposes but are only available for a limited period. These requests should be kept to a minimum.

### **3/9/24 - Reimbursement for Purchases - Related to Bluebird Boxes** (All reimbursements are subject to the above 7/18/24 "General Reimbursement" policies and the following):

A) Reimbursement will not be provided for any purchases that do not meet NJBBS standards. Set ups sold in retail stores usually do not meet those standards. Members should discuss plans with their county coordinator prior to any projects, builds or purchases.

B) County Coordinators shall be reimbursed for items used in the construction of set ups that meet New Jersey Bluebird Society standards. Before purchasing, they should discuss their needs with other County Coordinators, Officers or those who have supplies on hand.

C) If the item/items to be purchased fall outside of the list below, the member is encouraged to discuss the reason for the purchase with the Finance Committee members.

D) Approved materials for building Bluebird boxes (this list may be amended as needed):

- |                                     |  |
|-------------------------------------|--|
| 1. Approved Lumber                  | 6. 2-hole strap  |
| 2. Hardware (hinges, nails, screws) | 7. Wood screws   |
| 3. PVC: sewer pipe & cap            | 8. 6 ft steel T-post   |
| 4. Conduit                          | 9. Connection to boxes such as: a flange, steel pipe or conduit. |
| 5. Hanger strap                     |  |