

As of March 25, 2009

MANUAL OF OPERATIONS

MONTGOMERY BIRD CLUB A CHAPTER OF THE MARYLAND ORNITHOLOGICAL SOCIETY, Inc.

INTRODUCTION

This Manual of Operations is a supplement to the Bylaws of the Montgomery Bird Club, a Chapter of the Maryland Ornithological Society, Inc. It defines procedures and amplifies certain areas of the Chapter's functions. It shall be reviewed annually by the Council and revised as needed. Changes may be instigated by the Council or by any member, and must be approved by a two-thirds vote of the Council.

I. - MEMBERSHIP AND DUES

Sec. 1 The membership list is maintained by the membership Chairman and is updated each March. Copies are available to members at Chapter meetings.

Sec. 2 Membership categories and associated dues are:

Individual: \$30 (\$20 State, \$10 Chapter).

Household: \$40 (\$25 State, \$15 Chapter). Includes all members of the household and entitles them to only one copy of Chapter and Society publications.

Sustaining: \$70 (\$50 State, \$20 Chapter).

Associate: \$8 (\$8 Chapter). For a person who already holds a full membership in another Maryland Ornithological Society chapter.

Junior: \$6 (\$5 State, \$1 Chapter). Membership is limited to persons under 18 years of age. Junior members will receive Chapter publications, but will receive Society publications only on request.

Life: \$1200 (\$1000 State, as provided in the Bylaws of the Maryland Ornithological Society, Inc.; \$200 Chapter), payable in four annual installments (\$250 State, \$50 Chapter) in consecutive years.

II. - DUTIES OF OFFICERS OF THE CHAPTER

Sec. 1 The President shall:

- (a) preside at all meetings of the Chapter and of the Council, and, subject to the Council, shall perform all other functions of that office,
- (b) exercise chapter responsibilities as outlined in Article V of this Manual, except as otherwise provided by Article II, Sec. 2 of this Manual, authorized by the Council or the Chapter members at any regular or special meeting,
- (c) file an Annual Report of the Chapter's activities with the Secretary of the

Maryland Ornithological Society, Inc., prior to the MOS Annual Meeting.

Sec. 2 The Vice President shall:

- (a) in the absence of the President, perform the duties of the President,
- (b) exercise Chapter responsibilities as outlined in Article V of this Manual,
- (c) chair the social committee.

Sec. 3 The Secretary shall:

- (a) keep accurate minutes of all Council meetings, safely store all such records, and on leaving office, pass these records on to the successor,
- (b) prepare Council Highlights for **Chat**,
- (c) exercise Chapter responsibilities as outlined in Article V of this Manual,
- (d) within a week following the Chapter elections, provide the Secretary of the Maryland Ornithological Society, Inc., with the names of the Chapter President and State Directors elected pursuant to Article VI of the Chapter Bylaws.
- (e) prepare correspondence designated by the President.

Sec. 4 The Treasurer shall:

- (a) deposit in a bank in the name of the Chapter all Chapter dues of its members and pay all bills and account for all monies as authorized and directed by the Chapter Council,
- (b) promptly remit Chapter members' dues in the Maryland Ornithological Society, Inc., to the Treasurer of the Society,
- (c) prepare an annual operating budget to be presented to the Council before the September Chapter Meeting,
- (d) make an annual report to the membership,
- (e) exercise Chapter responsibilities as outlined in Article V of this Manual.

III. - DUTIES OF STATE DIRECTORS

Sec. 1 State Directors shall:

- (a) attend meetings of the Chapter Council and exercise their responsibility to direct Chapter affairs as outlined in Article V of this Manual,
- (b) attend meetings of the Board of Directors of the Maryland Ornithological Society, Inc., and exercise their voting responsibilities on all matters of business that come before that Board,
- (c) if unable to attend a meeting of the Society's Board of Directors, appoint a proxy and inform the Chapter President.

IV. - DUTIES OF CHAPTER DIRECTORS

Sec. 1 Chapter Directors shall attend meetings of the Chapter Council and exercise responsibility to direct Chapter affairs, as outlined in Article V of this Manual.

V. - DIRECTION OF CHAPTER AFFAIRS

- Sec. 1 The direction of Chapter affairs includes:
- (a) approval of an annual operating budget,
 - (b) allocation of monies to special projects (e.g. scholarships, grants),
 - (c) approval of Chapter meeting times and places,
 - (d) approval of the formation and membership of Standing Committees,
 - (e) other duties as required for the efficient operation of the Chapter.

VI. - COMMITTEES

- Sec. 1 Standing Committees include the Nominating committee, Field Trips Committee, Program Committee, Membership Committee, Social Committee, and Conservation Committee.
- Sec. 2 The Nominating Committee shall:
- (a) nominate candidates for election at the Annual Meeting, including a President, a Vice President, a Secretary, a Treasurer, two Chapter Directors, and the one or more State Directors to which the Chapter is entitled under the Bylaws of the Maryland Ornithological Society, Inc.,
 - (b) nominate candidates for any of the above positions that become vacant during the year,
 - (c) serve for a period of one year or until replaced by the Chapter Council, with the exception of one carry-over member who shall be named to chair the committee the following year,
 - (d) be composed of three to five members chosen from outside the Council,
 - (e) be announced and introduced at the February Chapter meeting,
 - (f) hold at least one meeting to discuss and prepare a slate to be announced at the April Chapter Meeting,
 - (g) be familiar with the Chapter Bylaws and duties to be fulfilled by nominees,
 - (h) not nominate for election any members of the Nominating Committee.
- Sec. 3 The Field Trips Committee shall:
- (a) schedule all field trips for the Chapter, selecting leaders and arranging times and meeting places,
 - (b) publish the schedule of field trips in the Chapter newsletter.
- Sec. 4 The Program Committee shall:
- (a) select the speakers for the monthly Chapter meetings and handle all necessary logistics,
 - (b) publish the schedule of speakers in the Chapter newsletter.
- Sec. 5 The Membership Committee shall:
- (a) receive all State and Chapter dues from members, and record and maintain a list of active memberships,
 - (b) publish a membership list at least annually,
 - (c) insure that members receive all relevant membership materials,
 - (d) provide a current membership list and timely updates to the Chapter Treasurer, the State Treasurer, the Mailing List Chairman for the State, and the Editor of the Chat.

- Sec. 6 The Social Committee shall:
- (a) determine the format of the Annual Social, in consultation with the Council,
 - (b) make arrangements as necessary to stage the Social.

- Sec. 7 The Conservation Committee shall:
- (a) inform the membership about conservation issues in Montgomery County,
 - (b) prepare letters to public officials regarding county conservation issues, for the consideration of the Council and the signature of the Chapter President.