

Arizona Field Ornithologists Bylaws

Article I – Name and Mission

Section 1. Name of the organization shall be Arizona Field Ornithologists (AZFO).

Section 2. AZFO is an organization of birders and ornithologists dedicated to increasing the status, distribution, and identification knowledge of Arizona's birdlife.

Article II – Goals

The AZFO goals shall be:

- 1) To cooperatively encourage the study and dissemination of information about Arizona's birdlife through partnerships with wildlife researchers, academic biologists, and societies and clubs in Arizona.
- 2) To aid the protection and conservation of birds by collecting and publishing data on the status and distribution of birds in Arizona.
- 3) To promote interest in and appreciation for the aesthetic, economic, ecological, and scientific value of birds.

Article III – Membership

Section 1. Any person who agrees with the goals of AZFO shall become a member upon application and payment of dues. Memberships will be in the following categories: regular, family, student, and organization. Dues are payable annually for one calendar year of membership, and membership renewal is due within three months of the annual renewal date of January 1. Dues received for new memberships during the last quarter of the year will serve to cover membership for the upcoming year.

Section 2. Membership dues are set at the following rates and can be changed only by vote of the board of directors.

- a. Regular - \$25.00
- b. Student - \$15.00
- c. Organization - \$35.00 (i.e. museums, libraries, universities, etc.)
- d. Family - \$35.00

Section 3. All levels of membership are nontransferable receiving the same privileges, including copies of the quarterly newsletter and journal, one vote in elections of officers and other members of the board of directors, and all matters covered in general AZFO meetings.

Article IV –General Membership Meetings

Section 1. General meetings of the membership shall be held annually. Additional special meetings will be held as deemed necessary by the board of directors.

Section 2. General meetings will be financially self-sufficient through the adjustment of fees to cover the costs directly related to meeting logistics. Costs of meals, lodging, and other expenses associated with special guests will be covered upon prior approval by the board of directors.

Section 3. The presence of 15 percent of the members eligible to vote shall constitute a quorum for the transaction of elections and other business.

Section 4. Members present at the meeting—including individual and student members, all members covered by family memberships, and one representative from organizational affiliates—shall have a vote. At all meetings, except for the election of officers and directors, all votes shall be by voice. For election of officers and directors voting will be by secret ballot.

Article V—Board of Directors

Section 1. The board of directors shall be responsible for managing the activities and business of the organization between annual membership meetings. It shall coordinate the work of standing committees and all ad hoc committees that it may establish.

Section 2. The board of directors shall consist of nine members, including the officers, the editor, and three additional members elected at the annual membership meeting. All board members must be AZFO members in good standing.

Section 3. Five members of the board of directors shall constitute a quorum, and the meetings shall be held no fewer than two times a year. Chairpersons of standing committees will be invited as guests to all meetings.

Article VI—Officers

Section 1. Officers will be elected by the annual membership meeting. They are president, vice president, treasurer, recording secretary, and membership secretary.

Section 2. Officers will maintain their positions for a period of one (1) year, terms to begin as of the date they are elected and announced in meeting. Officers shall receive no salary or compensation, other than reimbursement for reasonable expenses as authorized by the board of directors.

Section 3. In the event an officer position is vacated before the end of one year, a successor will be appointed by the president, pending approval by the board of directors. The vice president will succeed the president in the event he or she is unable to fulfill the one-year requirement.

Section 4. The president will preside at all AZFO meetings, including special meetings, and make decisions pertaining to AZFO business that is not otherwise attended to by other officers, committees, or members. The president may appoint a committee to audit AZFO financial records and submit a report to the board of directors.

Section 2. The vice president shall assume the duties of the president in his/her absence.

Section 3. The treasurer shall collect all dues and receive other funds delivered to AZFO and shall make such disbursements as may be authorized by the board of directors. The treasurer will present to the AZFO at the annual meeting a statement on the financial status of the AZFO detailing all current assets and balances. The treasurer shall sign checks on AZFO bank accounts and pay bills for the AZFO as required.

Section 4. The recording secretary shall keep the minutes of all meetings, attend to official AZFO correspondence, and prepare notices of meetings and agendas. The secretary shall distribute meeting minutes to all members of the board of directors and other interested parties. The secretary shall maintain accurate files pertaining to the AZFO bylaws, formal agreements, and expiration dates of all officers and advise the president when appointments are due.

Section 5. The membership secretary shall maintain member records and lists of members attending and eligible to vote at general membership meetings. The membership secretary shall send notice of when dues are payable and ensure that new members receive all AZFO information they are entitled to.

Article VII—Editor

Section 1. The editor, who shall be appointed by the board of directors, shall secure and prepare, with assistance from the appropriate committees, all publications for distribution to AZFO members. The editor shall ensure that all written publications, both electronic and printed, of the AZFO are of the best quality before distribution. In the event errors are detected after publication, the editor will distribute the proper corrections as quickly possible.

Section 2. An editorial committee shall be appointed by the board of directors and shall be coordinated by the editor.

Article VIII – Standing Committees

Section 1. The organization shall have the following standing committees: editorial, seasonal reports, field expeditions, and website.

Section 2. Chairpersons of the committees shall be appointed by the board of directors, and members of the committees will be appointed by the committee chairpersons.

Section 3. Participation on committees is not restricted by a set time frame. Committee members shall give a minimum of 30 days notice to the committee chairperson of their resignation from the committee when possible.

Article IX – Amendments

Section 1. Proposed amendments to the bylaws will be submitted to the president in writing. The president will then present the proposed amendment(s) to the board of directors for approval with subsequent publication of the proposed amendment(s) in the proper format to ensure all members have an opportunity to view the proposed amendment(s) prior to voting at the next general meeting.

Section 2. Bylaws will be amended at general AZFO meetings by a two-thirds vote of all members present.

Article X – Dissolution

Section 1. The board of directors may adopt a proposal to dissolve the AZFO by a vote of two-thirds of all members in attendance.

Section 2. A simple majority of votes of all members present at the general meeting is sufficient to dissolve the AZFO.

Section 3. Upon dissolution of the AZFO, all assets are to be distributed to a qualified tax-exempt organization under tax code section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.