

AUDUBON CHAPTER OF MINNEAPOLIS

ARTICLES OF INCORPORATION

BY – LAWS

POLICIES

REVISION	MAY 3, 1983
REVISION	MAY 1, 1990
REVISION	OCTOBER 8, 1991
REVISION	DECEMBER 2, 1997
REVISION	MAY 2, 2000
REVISION	JUNE 13, 2000
REVISION	APRIL 10, 2001
REVISION	MAY 1, 2001
REVISION	FEBRUARY 5, 2002
REVISION	SEPTEMBER 3, 2002
REVISION	DECEMBER 7, 2004
REVISION	DECEMBER 2, 2008
REVISION	FEBRUARY 24, 2009
REVISION	APRIL 7, 2009
<i>REVISION</i>	<i>MARCH 22, 2011</i>
<i>REVISION</i>	<i>MAY 3, 2011</i>

AUDUBON CHAPTER OF MINNEAPOLIS

ARTICLES OF INCORPORATION

(as amended to May 1, 1990)

We the undersigned, for the purpose of forming a non-profit corporation under Minnesota Statutes, Chapter 317, and the Internal Revenue Code, Section 501 (c) (3), do hereby associate ourselves together as a body corporate and adopt the following Articles of Incorporation.

ARTICLE I NAME AND LOCATION

The name of this corporation shall be AUDUBON CHAPTER OF MINNEAPOLIS. The location of this corporation shall be Minneapolis, Hennepin County, Minnesota.

ARTICLE II PURPOSE

This corporation is organized as a chapter of the National Audubon Society for educational, scientific, and conservation purposes.

ARTICLE III DISSOLUTION

Upon dissolution, the assets of this corporation shall be donated to the National Audubon Society or its successor or, if unwilling or unable to accept said donation, to such organization(s) provided that none of such assets shall be donated to any organizations(s) that are not operated exclusively for purposes set forth in Section 501 (c) (3) of the Internal Revenue Code. Any assets not so disposed shall be disposed of by the District or County Court of the county in which the principal office of the corporation is then located, exclusively for such non-profit purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV PROHIBITIONS

This corporation is not organized, nor shall it be operated for pecuniary gain or profits, and it does not contemplate the distribution of gains, profits, or dividends thereof to any private individual.

ARTICLE V DURATION

The period of duration of corporate existence shall be perpetual.

ARTICLE VI LIABILITY

The members shall not be subject to personal liability for corporate obligations.

ARTICLE VII INCORPORATORS

Dr. Lawrence M. Jones	2211 27 Avenue South	Minneapolis 6, MN
Mrs. Helen Lien	5148 29 Avenue South	Minneapolis 17, MN
Mr. Wilbur Quam	6045 Logan Avenue South	Minneapolis 19, MN

AUDUBON CHAPTER OF MINNEAPOLIS

BYLAWS

(as amended to ~~April 7, 2009~~ *May 3, 2011*)

BYLAW 1 MEMBERSHIP

Section 1. Any person interested in the purpose and objectives of the Audubon Chapter of Minneapolis (“chapter”) is eligible for membership by joining the National Audubon Society.

Section 2. Classes of membership shall be the same as those maintained by the National Audubon Society, except for those members now holding only “local” memberships in the chapter who were in good standing at the adoption of the May 3, 1983 amended bylaws. Such members may continue their “local” membership as long as they remain in good standing.

Section 3. Annual dues for classes of memberships maintained by the National Audubon Society shall be as established by that Society. Annual dues for “local” membership only shall be as set by the Board of Directors.

Section 4. All classes of membership shall enjoy all the rights and privileges pertaining to the members of this chapter, except that those rights and privileges that are dependent upon membership in the National Audubon Society shall not be available to members holding “local” membership only.

Section 5. Membership dues shall be payable at the time of application and yearly thereafter.

Section 6. Should a member’s dues be delinquent six (6) months, that member shall forthwith be dropped from the rolls. In the case of an original “local” member, that person may be reinstated only in one of the classes of membership as maintained by the National Audubon Society.

BYLAW 2 MEETINGS

Section 1. Regular meetings of the chapter shall be held monthly except January, June, July and August.

Section 2. The annual meeting of the chapter shall be during the regular meeting in May. Reports of officers shall be made to the membership. Board members shall be elected at the May meeting.

Section 3. Twenty-five (25) members shall constitute a quorum for the transaction of business at any duly called regular or special meeting. If a quorum is not present, transaction of business must be postponed until the next regular or special meeting when a quorum is present.

Section 4. Special meetings may be called by the president, pursuant to a resolution of the Board of Directors. Ten (10) days written notice of such special meeting, stating objectives thereof, shall be given to each member at his/her last known mailing address.

BYLAW 3 BOARD OF DIRECTORS

Section 1. The control and conduct of business of the Chapter shall be vested in its Board of Directors. The Board shall determine the policies of the Chapter. The Board shall include (a) the elected officers, (b) not more than nine directors, (c) the immediate past president and the editor of the KINGFISHER shall have the option to serve on the Board of Directors. All of the above shall be voting members of the Board except the presiding officer (president or vice-president) who may vote only to break a tie.

Section 2. Regular meetings of the Board shall be held each month, September to June. The president or any three (3) directors may call a special meeting.

Section 3. A majority of the Board shall constitute a quorum at any meeting.

Section 4. The Board shall have the power to approve interim vacancies of chapter officers or Board members as proposed by the Nominating Committee.

Section 5. The Board shall have the power to remove any officer for cause by a majority vote of the Board of Directors.

Section 6. The Board shall have the power to remove any Director for cause by a majority vote of the Board of Directors. One cause shall be defined as failure to attend three (3) or more consecutive duly called Board meetings without prior excuse.

Section 7. In the absence of the president and vice-president, the secretary then the treasurer shall be the order of succession to conduct business at a Board meeting. In the event no officer is present, the president may designate any other Board member to conduct business at a Board meeting, providing a quorum is present.

BYLAW 4 OFFICERS

Section 1. The elected officers of the chapter shall be a president, vice-president, secretary and treasurer. If the newly elected officer is a sitting Board member that Board member will continue serving out their Board term.

Section 2. The president may hold office for not more than ~~two (2)~~ **four (4)** successive one-year terms. All other officers shall serve for one (1) year terms, and may be re-elected to successive terms.

Section 3. The president shall be president of the chapter, Chair of the Board of Directors, and ex-officio member of all committees and shall perform all other duties associated with the office of president.

Section 4. The vice-president shall assist the president and shall preside at all meetings in the absence of the president. This person shall be the chair of the Finance Committee.

Section 5. The secretary shall keep a record of all proceedings of the Board and the chapter.

Section 6. The treasurer shall receive all chapter monies from whatever source and shall make such disbursements as may be authorized by the Board of Directors. This person shall keep a full and accurate account of all Chapter income and disbursements, and shall present a financial statement to the Board at each of its meetings and to the membership at the annual meeting. The treasurer's books shall be subject to annual audit. The treasurer shall be bonded in an amount as approved by the Board of Directors.

BYLAW 5 NOMINATING COMMITTEE

Section 1. Prior to the end of January, the president shall recommend, with Board approval, a Nominating Committee to consist of an odd number, but not less than three (3) members. The Chair of this committee shall be a member of the Board of Directors, the remaining members to be drawn from the members of the chapter holding Audubon membership in good standing. The names of the members of this committee shall be made known to the membership of the chapter.

Section 2. The Nominating Committee shall nominate at least one (1) member of the chapter holding Audubon membership in good standing to fill each of the three (3) Director positions for a term of three (3) years. Such report shall be presented to the Board at its March meeting. The names of those nominated shall be publicized in the May/~~June~~ KINGFISHER.

Section 3. The Nominating Committee shall nominate, from members holding Audubon memberships in good standing and willing to serve, candidates for officer positions for the ensuing year. Such report shall be presented to the Board at its March meeting.

Section 4. The Nominating Committee shall serve until a new committee is appointed to succeed it in January the next year.

BYLAW 6 ELECTIONS

Section 1. The election of the Directors shall be held at the annual meeting in May. Determination shall be made by a majority vote of the members present. Nominations may be taken from the floor, with prior consent of the nominee.

Section 2. The Board shall elect the new officers at its April meeting.

Section 3. New officers and directors shall take office at the conclusion of the annual meeting in May.

BYLAW 7 COMMITTEES

Section 1. The president, with the approval of the Board of Directors, shall appoint chairs of standing committees who, in turn, may select their own committee members, with recommendations and suggestions from the Board. Terms of office shall be for one year or until their successors are appointed.

Section 2. The president, with the approval of the Board of Directors, may appoint Special or Task Force Committees, whose terms of office will be determined by the length of the assignment to be performed.

Section 3. Standing committees of the chapter shall be as follows:

CONSERVATION COMMITTEE

It shall be the duty of this committee to remain informed on local, state, and national government policies and actions affecting the natural environment and the conservation of natural resources; to advise the Board of Directors; and to carry out the policies of the chapter. This committee shall endeavor to coordinate its actions with the conservation policies and activities of the National Audubon Society, and to keep Audubon Minnesota and the National Audubon Society informed of chapter actions. The Committee shall do projects that are in agreement with these policies and activities.

EDUCATION COMMITTEE

This committee shall be responsible for coordination with National Audubon Society youth programs, for providing educational information concerning natural history, ecology, and conservation to youth and adult groups; and for exhibits. It shall also be the duty of this committee to promote scholarships for camperships and to identify qualified individuals to receive scholarships to summer camps (such as the Audubon Center of the North Woods and to Hunt Hill Audubon Sanctuary). Upon approval of recipients by the Board, the committee is to present the scholarships to the recipients. If no recipients are nominated the Board may grant an at large recipient(s) that will be selected by the summer camp administrators. The committee shall also promote and identify individuals qualified to receive any future scholarships authorized by the Board.

FIELD TRIP COMMITTEE

It shall be the duty of this committee to plan, organize and arrange for field trips; to report field trip plans to the Board of Directors; and to prepare field trip information for the KINGFISHER.

FINANCE COMMITTEE

It shall be the duty of this committee to plan the annual budget of the chapter; to assist the treasurer in the preparation of financial reports; and to make recommendations and carry out plans for obtaining financial support for the chapter and for providing financial support by the chapter.

MEMBERSHIP COMMITTEE

It shall be the duty of this committee to coordinate with the Membership Department of the National Audubon Society; to conduct membership campaigns; to attempt to obtain continuing Audubon memberships; to send out renewal notices to those holding only "local" memberships; and to assure chapter membership for National Audubon Society members transferring to Minneapolis.

COMMUNICATIONS COMMITTEE

The Chair of this committee shall be the editor of the KINGFISHER, the chapter newsletter, or other Board designee. The committee shall include the Publicity Subcommittee and the Webmaster. It shall be the duty of this committee to publish the KINGFISHER for the members of the chapter at periodic intervals; provide publicity for the Chapter as needed and to maintain the Chapter Website as directed by the President and the Board of Directors.

PROGRAM COMMITTEE

It shall be the duty of this committee to make all plans and arrangements for the programs presented at the regular meetings of the chapter; to keep the KINGFISHER editor and the Publicity Committee advised concerning future programs.

PROPERTIES COMMITTEE

This committee shall be responsible for the acquisition, maintenance, and accountability of all chapter property.

SOCIAL COMMITTEE

It shall be the duty of this committee to plan and conduct such social gatherings of the members, or to provide the social aspects of regular meetings, such as refreshments, as may seem desirable to the Board of Directors.

LIVING GREEN EXPO COMMITTEE

It shall be the duty of this committee to provide personnel to staff the booth during Expo hours and to supply the chapter's newsletters, brochures and other promotional items.

PARK FEEDERS COMMITTEE

It shall be the duty of this committee to purchase bird feed, fill and maintain the bird feeders at ~~Lake Nokomis~~, Wirth Park and ~~Lake Harriet~~ **Roberts Bird Sanctuary**.

BYLAW 8 BLUEBIRD RECOVERY PROGRAM and RED-HEADED WOODPECKER RECOVERY

Being committees that functions to the extraordinary benefit of the chapter, the Bluebird Recovery Program (BBRP) and the Red-headed Woodpecker Recovery (**RhWR**) shall be responsible for programs that benefit the long term survival of the bluebird, red-headed woodpecker and other cavity

nesters and shall operate independently from the chapter. They shall maintain their own officers and have a financial committee and be responsible for their own funds which may be used for publications and programs that benefit the bluebird and red-headed woodpecker. The Bluebird Recovery Program and Red-headed Woodpecker Recovery may solicit members and appoint committees as needed.

BYLAW 9 COMMITMENTS

This chapter, or its officers or Board of Directors, shall not enter into any commitments binding on the National Audubon Society without authorization from them. In like manner, the National Audubon Society shall make no commitments binding on this chapter without its consent.

BYLAW 10 DISCONTINUANCE

This chapter reserves the right to terminate its National Audubon Society chapter status on sixty (60) days written notice to the State Director of Audubon Minnesota, a representative of the National Audubon Society, in which case all allocation of dues by the National Audubon Society to this chapter will cease on expiration of the sixty (60) day period. If this chapter is inactive or not in compliance with the Chapter Policy, after an attempt has been made by the State Director of Audubon Minnesota to restore this chapter to full activity or to compliance, it recognizes the right of the National Audubon Society to terminate the chapter relationship on sixty (60) days written notice given by the National Audubon Society Senior Vice President for Field Operations to this chapter, in which case the members of this chapter shall continue as members of the National Audubon Society for the balance of the term for which dues have been paid.

BYLAW 11 PARLIAMENTARY AUTHORITY

In matters not covered by these Bylaws, Robert's Rules of Order, revised shall govern.

BYLAW 12 FISCAL YEAR

The fiscal year of the chapter shall be from July 1 to June 30, both inclusive.

BYLAW 13 RESERVE FUNDS

As a chapter of the National Audubon Society, the chapter shall be committed to support programs of conservation and to use available funds for these purposes, subject to operation of the chapter's affairs. This shall include disbursements to non-profit organizations that qualify and meet the provisions of Section 501 (c)(3) of the Internal Revenue Code. All funds received, not specifically designated by the donor for a special use, shall be available for chapter purposes and for support of the aims and objectives of the National Audubon Society. After all expenses of the chapter have been met and all donations and other monetary gifts made, the funds remaining, other than the special use funds, shall be considered as "reserve funds."

BYLAW 14 AMENDMENTS

The Articles of Incorporation and these Bylaws may be amended by a two-thirds vote of members in good standing present at any regular meeting or at any special meeting duly called, provided a quorum is present; and provided further that notice of such amendments shall have been published in the KINGFISHER at least ten (10) days before said meeting.

AUDUBON CHAPTER OF MINNEAPOLIS

POLICIES

(As amended to ~~April 28, 2009~~ *March 22, 2011*)

Policy No.

- | | |
|----|-------------------------------------------------------------------------------|
| 1 | Determination and Publication of Statements of Policy and Articles and Bylaws |
| 2 | Objective |
| 3 | Meetings |
| 4 | Committees |
| 5 | Membership in Other Organizations |
| 6 | Depository and Withdrawal of Funds |
| 7 | Insurance and Bonds |
| 8 | Accounting Records and Annual Audit |
| 9 | Issuance of Informational Material |
| 10 | Travel and Expenses |
| 11 | Equipment |
| 12 | Annual Budget |
| 13 | Field Trips |
| 14 | Local Membership |
| 15 | KINGFISHER Subscription |
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Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983

POLICY NO. 1

Determination and Publication of Statements of Policy and Articles and Bylaws

- I. Article III, Section 1 of the Bylaws of the Audubon Chapter of Minneapolis provides that the Board of Directors shall determine the policies of the Chapter.

 - II. Policy statements, when approved by the Board of Directors, shall be made available to all officers, directors and committee chairs. Any subsequent revision of a policy statement shall likewise be made available to the same people.

 - III. Articles and Bylaws, as amended to date, shall be published and be available to the membership.
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Adopted: June 11, 1975
Effective: June 11, 1975
Revised: May 3, 1983

POLICY NO. 2

Objective

- I. As a chapter of the National Audubon Society, the Chapter is committed to:
 - A. Engage in any educational, scientific, investigative, literary, historical, philanthropic, or charitable pursuits as may be part of the stated purposes of the National Audubon Society.

- II. In addition, as a responsible Minneapolis-based organization, it should:
 - A. Assume a position of leadership in the promotion of measures designed to better achieve a balanced environment within its assigned service area; and to cooperate with like organizations to achieve similar benefits within the State and Region.

- III. Activities in support of this objective may include, but shall not be limited to:
 - A. Cooperation with local, state and national authorities in the conservation and preservation of wildlife resources.
 - B. Lending of promotional support to the following:
 - 1. Educational efforts in conservation and improvement of the natural environment.
 - 2. Acquisition and development of natural biome areas, either for preservation in the natural state or for uses in education.
 - 3. Efforts to reduce: air and water pollution, use of harmful pesticides; misuse of land and water areas.
 - 4. Promotion of: proper zoning of residential, industrial, and recreational areas; coordinated planning of transportation networks.

Adopted: June 11, 1975
Effective: June 11, 1975
Revised: May 3, 1983
Revised: June 13, 2000
Revised: March 22, 2011

POLICY NO. 3

Meetings

- I. Membership meeting
 - A. Annual meeting
 - 1. In accordance with Article II, section 2 of the By-laws, the annual meeting shall be held in May of each year.

2. The agenda for such meeting shall consist of:
 - a. a report of the financial condition of the Chapter as of the end of the previous fiscal year, by the Treasurer.
 - b. a report of Chapter activities by the President, together with any recommendations for the future
 - c. reports of other officers and/or committee chairs, as required.
 - d. announcement of the results of the election of Chapter officers
 - e. election of Board members and any other business requiring action by the membership, provided adequate notice is given as required by the Bylaws.
- B. Regular meetings
1. The agenda for regular meetings shall consist of:
 - a. announcements of coming events of interest to the membership
 - b. reports by the President, or his designated representative, on the Chapter programs, progress or problems
 - c. presentation by speakers (by means of slide programs, films, or other media) of educational and/or entertaining material relating to the broad fields of conservation and protection of the environment
 - d. any other business requiring action by the membership, provided adequate notice is given as required by the Bylaws.
- II. Board meetings
- A. Under the provisions of Article III, Section 2 of the Bylaws, regular Board meetings are subject to call by the president. The following is hereby declared to be the policy of the Board of Directors:
1. Date, time and location shall be determined at each meeting for the next succeeding meeting. The Secretary shall be responsible for giving timely notice to directors and committee chairs.
 2. **The president or their designee shall prepare an agenda which will designate the Consent Agenda. The agenda should be sent to the Board and posted on the Audubon Chapter of Minneapolis website at least 72 hours (3 days) prior to the meeting.**
 3. The agenda for Board meetings shall normally be as follows:
 - a. call to order
 - b. roll call and determination of a quorum
 - c. **the following shall be presented to the Board as a Consent Agenda and all items may be approved with a majority vote of the Board. Any item may be removed from the Consent Agenda by any Board member.**
 - i. presentation of unapproved minutes **and Treasurer's report** of prior meetings and action thereon
 - ii. reports of officers
 - iii. reports of standing and special committees, as required
 - iv. date, time and place of next meeting
 - f. unfinished business

- g. new business
- i. adjournment

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	May 1, 1990
Revised:	June 13, 2000
Revised:	February 5, 2002
Revised:	December 2, 2008
Revised:	April 28, 2009

POLICY NO. 4
Committees

I. Standing committees

A. Under Bylaw 7, Section 3, the following standing committees are authorized:

1. Conservation
2. Education (includes Audubon Adventures and Scholarships)
3. Field Trip
4. Finance
5. Membership (includes records and promotion)
6. Communications
7. Program
8. Properties
9. Social
10. Park Feeders
11. Living Green Expo

II. Nominating Committee

A. Function - prepare and submit to the Board, at its February meeting, a slate of nominees for the three (3) directorships to be filled for the coming year. Consideration shall be given to maintaining a reasonable balance between men and women directors on the Board.

III. Special committees

- A. Under Bylaw 7, Section 2, the appointment of special committees is delegated to the President, with the approval of the Board. Presently appointed special committees are:
1. Audit committee - appointed annually by the President
 - a. Function - review financial and property records of the Chapter; prepare a report to the Board containing comments on condition of the records and any recommendations for improvement.
 2. Special projects committee - appointed as needed by the President.

- a. Function - to provide information for Board action in connection with highly specialized or non-recurring projects of an unusual nature, which does not come within the purview of any other committee.

IV. Bluebird Recovery Program and Red-headed Woodpecker Recovery

- A. Under Bylaw 8, the Bluebird Recovery Program and Red-headed Woodpecker Recovery have been designated committees that functions to the extraordinary benefit of the chapter. It is responsible for promoting the recovery of bluebirds, red-headed woodpeckers and other native cavity nesters.

V. General Provisions Relating to Committees

- A. The president will, when deemed advisable by the Board, appoint other special committees or task forces as necessary, to study assigned problems and make recommendations to the Board. Such committees or task forces shall be advised concerning the scope of their assignment.
- B. The function of any special committee may be modified by the President, with the concurrence of the Board. Committee chairs are encouraged to recommend changes considered to be in the best interests of effective operation.
- C. Each committee chair shall recommend to the Vice-president by April 1 of each year, a budget for that committee for the next fiscal year (July 1 – June 30).
- D. Each committee chair shall transmit to the President, prior to March 31 of each year and preferably in writing, a summary of accomplishments of his committee during the fiscal year just completed, with recommendations for changes and improvements, if any.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983

POLICY NO. 5
Membership in Other Organizations

- I. The Chapter may join and pay dues to organizations as approved by the Board.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000

POLICY NO. 6
Depository and Withdrawal of Funds

- I. The Board of Directors shall designate the financial institutions that are to be the depositories for the various funds of the Audubon Chapter of Minneapolis.
 - II. The Treasurer and the President are designated as the persons authorized to pay the expenses of the operations of the Chapter.
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Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000

POLICY NO. 7
Insurance and Bonds

- I. The Audubon Chapter of Minneapolis shall at all times carry insurance of such classifications and in such amounts as are required to protect its interests. It shall be the responsibility of the Treasurer to recommend to the Board of Directors such insurance coverage as is necessary to accomplish the above.
 - II. The Treasurer shall be bonded in an amount as approved by the Board of Directors.
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Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983

POLICY NO. 8
Accounting Records and Annual Audit

- I. The Audubon Chapter of Minneapolis shall keep its financial records in accordance with generally accepted practices for corporate financial records (i.e. double-entry recording) or in accordance with the requirements of any Governmental authority having jurisdiction.
 - II. An annual audit of the financial records of the Chapter shall be made in accordance with the provisions of the Bylaws.
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Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000
Revised:	April 10, 2001
Revised:	February 24, 2009
<i>Revised:</i>	<i>March 22, 2011</i>

POLICY NO. 9
Issuance of Informational Material

- I. Membership Information
- A. Chapter bulletin - the KINGFISHER
1. Issues of the KINGFISHER shall be numbered consecutively by volume (one year's issues) and by month within the year, beginning with **January**/February as No. 1.
 2. The Board shall establish the number of issues per year by combining months; however, the minimum number of issues shall be ~~eight (8)~~ **six (6)**.
 3. The President, or in his/her absence, the Vice-president, shall review the issue before publication.
 4. The editor or a member of the ~~Newsletter~~ **Communications** Committee shall contact officers and committee chairs concerning news items to be included.
 5. The content of each issue of the chapter newsletter shall include, in order of preference: chapter related information; Minnesota Audubon information; National Audubon Society (NAS) information; information from other chapters of NAS; information from chapter partners (including but not limited to Minnesota Ornithologists' Union, Three Rivers Parks, and Bell Museum). The newsletter content may also include conservation related information approved, as necessary, by the Board.
- B. Program of Scheduled Events
1. Chair, Program Committee, shall make available printed programs as soon as Board approval has been obtained, but in any case prior to August 1st so that they will be ready for September Kingfisher distribution.
- II. Public Information
- A. Literature for Distribution
1. Any officer, Board member or committee chair may propose revisions or additions to existing literature distributed by the Chapter.
 2. Periodically, the Board shall appoint a Review Committee to recommend additions to, deletions from or changes in the list of items of literature for distribution.
- III. General Provisions
- A. With approval of the Board, copies of the Chapter Activities handout, KINGFISHER, program and roster may be made available to prospective members or persons in position to advertise the activities of the Chapter.
- B. Number of kinds of forms used shall be kept to a reasonable minimum.
- C. Copies of public information literature may be made available at membership meetings, at the Living Green Expo exhibit and, with Board approval, at other meetings of educational, scientific or conservation groups when Audubon Chapter of Minneapolis has been invited to participate.
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Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983

POLICY NO. 10
Travel and Expenses

- I. Expenses connected with travel to and from, and attendance at meetings outside the Twin Cities metropolitan area by authorized delegates or representatives of the Audubon Chapter of Minneapolis may be reimbursed, in whole or in part, when such reimbursement is authorized by the Board.
- II. Board authorization of reimbursement shall be obtained prior to travel.
- III. Such reimbursement may include expenses for transportation, lodging, food, registration fees and necessary incidentals.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000

POLICY NO. 11
Equipment

- I. Control and Maintenance
 - A. All items of equipment owned by the Chapter shall be kept under the control of the Properties Committee, which shall be responsible for the record of who is in possession of each item. An accounting shall be made to the Treasurer and the Board at the close of each fiscal year for the equipment and its condition.
 - B. The Properties Committee is authorized to expend Chapter funds on necessary equipment maintenance. Any such maintenance involving the expenditure of more than \$100 on a single item (or 20% of the original cost of the item, whichever is the lesser), requires Board approval prior to committing funds.
- II. Purchases of New Equipment
 - A. Officers, Directors, and committee chairs are encouraged to recommend to the Properties Committee the purchase of new items of equipment which will help foster the objectives of the Chapter and improve its effectiveness. Such recommendations shall be presented to the Board by the Properties Committee, together with cost estimates. If approved, the Properties Committee shall acquire the equipment.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000
Revised:	February 5, 2002

POLICY NO. 12
Annual Budget

- I. The Vice-president, as chair of the Finance Committee, working with the Treasurer, shall prepare and present to the Board of Directors at its May meeting, an annual budget for the forth-coming fiscal year.
- II. The budget shall contain estimates of: revenue from all sources; expenditures for Chapter operations; repair and replacement of equipment; purchase of new equipment; printing of informational literature; any extraordinary or unusual expenses; and recommendations for modification of reserve fund position through a program of donations, scholarships, and projects to be financed by the Chapter.
- III. Board approval of the budget will authorize the officers and committee chairs to expend up to the limit of their approved budgets; however, the Board must be consulted on expenditures over \$100.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	January 11, 1978
Revised:	May 3, 1983
Revised:	May 1, 1990
Revised:	June 13, 2000

POLICY NO. 13
Field Trips

- I. General
 - A. It is the policy of the Board of Directors that Audubon Chapter of Minneapolis (ACM) sponsored field trips shall be planned to be self-supporting.
 - B. Board approval is required for ACM trip sponsorship.
 - C. Audubon Chapter of Minneapolis (ACM) trip sponsorship allows the use of ACM signs and KINGFISHER publicity, but does not include financial support unless authorized by the Board of Directors. The ACM does not assume liability for injuries sustained on an ACM sponsored trip.

II. Chapter Bus and Van Trips

- A. On trips where a fee is charged, the leader and any volunteer drivers will not be charged for that part of the fee which covers transportation and lodging.
- B. After trips where a fee is charged, the leader will provide a written financial report to the Board.
- C. Any and all rebates of whatever kind (such as for complimentary rooms, etc.) shall be credited against expenses.
- D. Any funds in excess of actual trip expenses for each trip shall be returned to the Treasurer unless their disposition is identified to participants before the trip.
- E. Any cancellation of reservation less than one (1) week before the date scheduled for the start of the trip will result in a loss of any refund, unless the space left vacant can be filled.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000

POLICY NO. 14
Local Membership

- I. Bylaw 1, Section 3 of the Bylaws of the Audubon Chapter of Minneapolis requires that the Board of Directors shall establish the annual dues for local membership.

Adopted:	June 11, 1975
Effective:	June 11, 1975
Revised:	May 3, 1983
Revised:	June 13, 2000

POLICY NO. 15
KINGFISHER Subscription

- I. National Audubon Society members of other chapters may subscribe to the KINGFISHER.
- II. Such subscription shall run from January 1 to December 31 of the following year. The cost of subscription shall be determined by the Board.