

BYLAWS

OUTDOOR NATURE CLUB Houston, Texas

EFFECTIVE 9/13/77, AMENDED 2/26/79, REVISED 11/30/94, AMENDED 2002, 2008, 2013

Established Under the Constitution, Subservient to the Articles of the Charter of Incorporation
Under the Laws of Texas

ARTICLE I — FISCAL YEAR

- Section 1. The fiscal year of Outdoor Nature Club begins June 1 and ends May 31 of the following year.
- Section 2. Annual election of the Board of Directors is at the regular Club meeting in March of each year or at any other time during the year if changed by the Board, and if 30 days' notice is given to the membership.

ARTICLE II — BOARD OF DIRECTORS

- Section 1. Duties
- (a) Administer the Club's affairs and transact its business.
 - (b) Meet a minimum of one time each year, unless called by the President to do otherwise. Minutes of Board meetings are to be read or made available at the next regular Club meeting. A quorum of the Board is a majority of its membership. A majority vote of a quorum decides an action.
- Section 2. Officers
- (a) President
 - (1) Has general direction of the business of the Club.
 - (2) Calls and notifies members; presides at all Board of Directors meetings, regular meetings and special-called meetings of the Club.
 - (3) Is an ex-officio member of all committees except the Nominating Committee.
 - (4) Appoints the chairman and members of all committees on an annual basis or as necessary.
 - (5) Delegates members to represent the Club when circumstances warrant such action.
 - (6) Conducts any official correspondence of the club.

(b) Membership Vice President

- (1) Maintains a complete file of the membership with names, addresses, and telephone numbers.
- (2) Makes a list of members' names and addresses available to *Nature Notes* or for any other appropriate Club mailings as directed by the Board.
- (3) Accepts payments of dues from members.
- (4) Deposits moneys received to the account of the Club.
- (5) Furnishes an accounting receipt of each deposit to the Treasurer and gives a complete accounting of all dues received when so requested.

(c) Executive Director of Sanctuaries

- (1) Supervises Sanctuary property owned by the Club
- (2) Formulates Sanctuary policy subject to review and approval by the Board of Directors. Maintains a copy of Sanctuary policy

(d) Secretary/Treasurer

- (1) Makes and maintains complete records of the proceedings of all meetings of the Executive Committee, the Board of Directors, and the Club.
- (2) Makes and maintains a copy of the Constitution and the Bylaws. Provides a copy of each to newly elected members of the Board of Directors. Sees that all amendments are entered as they are adopted.
- (3) Makes and maintains an indexed copy of current Club policies.
- (4) Is custodian of the Club's funds deposited to the account(s) of Outdoor Nature Club, and prepares an annual budget, but if one is not presented, then prior year income/expense constitute the new budget.
- (5) Disburses Club funds. Disbursements:
 - a) Must be made by check except for electronic transfers approved by the Board. All Club checks must be signed by the President, Treasurer, or Membership Vice President.
 - b) Must be accompanied by receipt or invoice.
 - c) Amounts over \$200.00 require approval by one other Board member. Transfers of dues to Study Groups may be made electronically.
 - d) Payments for Post Office Box, utilities, or web site & domain may be made electronically.
- (6) Renders reports of receipts and disbursements and gives full accounting of all financial transactions and of the funds on hand at each meeting of the Board of Directors.
- (7) Prepares a written report within thirty days of the end of the Club's fiscal year

covering the Club's financial affairs for the previous fiscal year. Ensures this report is available to the membership via the Yearbook and on the website or upon request from any member in good standing.

- (8) Reports in detail and submits books, vouchers, and other records to the Board of Directors for examination at least once annually.
- (9) Files tax returns or other reports as required by law.

(e) Executive Director — Special Study Group

- (1) Serves as the Group's representative on the Board of Directors.

ARTICLE III — MEETINGS

Section 1. Annual Business Meeting of the Club and Election of Officers
Is held annually at a regular Club meeting, the date to be set by the Board of Directors, and shall include election and installation of officers for the next fiscal year.

Section 2. Special Meetings of the Club
May be called by the President, the Board of Directors, or upon petition to the Board by 20 members of the Club to consider urgent matters prior to the next regular meeting. The notice of any special meeting must clearly state the purpose for which the meeting is called and must be mailed or emailed to all Club members.

ARTICLE IV— DUES

Section 1. Membership dues are set by the Board of Directors and approved by the Club at a regular meeting. Individual study groups set their own dues. Dues are payable in January each year.

Section 2. Annual Membership

(a) Junior (under age 18)	\$2.00
(b) Regular (age 18 or older)	\$8.00
(c) Family	\$15.00
(d) Supporting	\$40.00

Section 3. Life Membership

(a) Life	\$250.00
(b) Patron	\$500.00
(c) Founder	\$1,000.00
(d) Benefactor	\$5,000.00

Section 4. Honorary Membership
Requires no dues or assessments.

ARTICLE V — COMMITTEES

Section 1. Standing Committees

Are those recognized as needed for continuing regular duties and are appointed annually by the President. The Standing Committees are:

(a) Education

Encourages study of nature by children and adults, conducting guided tours of Little Thicket Nature Sanctuary.

(b) Memorials

(1) Accepts Memorial Gifts from donors and forwards the gift to the Treasurer.

(2) Acknowledges the gift in the name of the Club.

(3) Keeps a complete record of all gifts received and submits this information to the Editor of *Nature Notes* for publication. Compiles a record of deaths of members for the Yearbook.

(4) Records all gifts received in the book, “MEMORIAL RECORD of the Little Thicket Nature Sanctuary”.

(c) Publications

(1) Compiles from Board Members and Committee Chairpersons the material needed to prepare the Yearbook for the printer and/or website and coordinates the printing and distribution of the Yearbook.

(2) Compiles and edits material for *Nature Notes* and prepares it for printing or publishes to the website. Each *Nature Notes* will include the date of the next regular Club meeting.

(d) Audit

(1) Audits the financial records of the Club and submits a report to the Board of Directors at least once annually if requested by the Board of Directors.

Section 2. Special Committees

May be appointed by the President as required.