

**BALTIMORE BIRD CLUB (BBC),**  
**a Chapter of the**  
**MARYLAND ORNITHOLOGICAL SOCIETY, INC. (MOS)**  
**MANUAL OF OPERATIONS**

**INTRODUCTION:**

The Manual of Operations of the Baltimore Bird Club, Maryland Ornithological Society, Inc. is a supplement to the Constitution and Bylaws for the purpose of defining procedures, as well as giving amplification to certain areas of the Club's (hereinafter sometimes referred to as "Chapter") functions. It is prescribed by the Bylaws, Article X. It shall be reviewed regularly and revisions recommended as needed. The Board of Directors must approve all changes or additions by a two-thirds vote. The Board of Directors or the general membership may initiate changes.

**I. MEMBERSHIP AND DUES.** The amount of dues will be determined in accordance with Article III, Section 3 of the Bylaws of the Baltimore Bird Club. Currently they are:

***I.A. Classes of membership and dues:***

**I.A.1. Individual:** Members shall pay annual dues of \$35.00, of which \$15.00 is for BBC and \$20.00 is for MOS membership.

**I.A.2. Household:** Annual dues of \$45.00 shall include all members of the household sharing the same address, of which \$20.00 is for BBC and \$25.00 for MOS membership. One copy of the Chapter's publications shall be sent to a household; each member shall be entitled to vote at Chapter's membership meetings.

**I.A.3. Sustaining:** Those members who pay annual dues of \$100.00 per person, of which \$50 is for BBC and \$50 for MOS membership.

**I.A.4. Life:** Life members are members who no longer have to pay MOS dues. They include those members who contribute to the MOS Operating Fund the sum of \$1000.00 (in no more than four annual installments in consecutive years) or who have been MOS members for 50 or more years. No further MOS or BBC dues shall be required from these members. Life membership dues shall go to the Operating Fund.

**I.A.5. Junior:** This membership class shall be limited to persons under eighteen years of age. They shall pay dues of 10.00, \$5.00 of which is for BBC and \$5.00 for MOS membership. Junior members shall be entitled to vote at meetings of the Chapter and to receive publications.

**I.B. Dues payment:** Chapter members shall pay dues to the Membership Secretary, who shall deposit and forward deposit in the BBC checking account and forward information to the Chapter Treasurer.

**I.C. Membership year.** The membership year is September 1 – August 31. Individuals and households joining in March-April may pay half-year rate. Payment after April 30<sup>th</sup> must be in full and will be applied to the next membership year. New memberships of Individuals and Households joining in March-April pay half year rate and their membership expires August 31 of that year. New members joining on or after May 1 pay full dues and their membership extends to August 31 of the following year.

**II. DUTIES OF OFFICERS OF THE BALTIMORE BIRD CLUB.** The officers, their election, terms, and removal are set forth in Article IV of the Bylaws.

**II.A. President's duties:**

II.A.1 To call and preside at all meetings of the Chapter, which include membership and Board of Directors.

II.A.2 To appoint, subject to the approval of the Board of Directors, the standing committees and their chairs, any special committees and representatives.

II.A.3 To serve, ex-officio, on all standing and special committees.

II.A.4 To call for and receive written annual reports of all committee chairs prior to the annual meeting of the Maryland Ornithological Society.

II.A.5 To report to the Board of Directors those matters requiring its decision.

II.A.6 To sign documents.

II.A.7 To represent or arrange to have the Chapter represented when necessary.

II.A.8 To perform such duties that may be assigned from time to time, by the Board of Directors.

II.A.9 To attend MOS meetings.

**II.B. Vice President's duties:**

II.B.1 To assume the duties of the President in his/her absence.

II.B.2 To serve on the Board of Directors

II.B.3 To serve as member of Dorothy Blake Martin Fund.

II.B.4 To serve on the Budget Committee .

**II.C. Treasurer's duties:**

II.C.1 To serve on the Board of Directors.

II.C.2 To receive all monies, pay expenditures and to keep the financial records of all transactions of the Chapter.

II.C.3 To submit brief monthly financial statements to the Board of Directors.

II.C.4 To prepare a full and detailed financial statement to be presented at the end of the fiscal year.

II.C.5 To prepare and file all required tax statements.

II.C.6 To collect, prepare and submit the required documents and

records for an audit of the Chapter's books.

II.C.7 To forward Chapter dues to the MOS.

II.C.8 To control the principal and income of the Martin Fund in a separate account from all other funds, and report its status in the monthly Treasurer's report.

II.C.9 To solicit, in January, from current chairpersons and/or board members their requests for the upcoming budget. In February, put together all budget requests and present the proposals at the March board meeting for comments and to have the budget voted upon for approvals with revisions, as needed. In April, distribute, via email, the approved budget for the next fiscal year.

#### **II.D. Recording Secretary's duties:**

II.D.1 To keep minutes of the Board of Directors meetings.

II.D.2 To send a copy of all minutes to the Board of Directors prior to the next Board Meeting.

II.D.3 To keep the records of the Chapter.

II.D.4 To prepare and sign such documents as may be legally required.

#### **II.E. Membership Secretary's duties:**

II.E.1 To collect the Chapter and State dues of all Chapter members.

II.E.2 To deposit dues and donations in the BBC bank received and to transmit this information to the Treasurer.

II.E.3 To keep a timely, complete and accurate electronic file of the official membership list (with addresses, telephone numbers and emails) of all Chapter members, and report on membership data at all Board of Directors meetings.

II.E.4 Coordinate with Electronic Database Manager in maintaining master database.

II.E.5 To correct errors on master file.

II.E.6 To forward membership reports to the MOS Mailing List Coordinator, including change or additions to contact information on a monthly basis. Members requesting that his or her contact information not be published should be noted.

II.E.7 To provide mailing labels for direct mailings to members Chip Notes, membership renewal, Program Booklets and other mailings as needed.

II.E.8 To provide mock-up of annual Membership Directory.

II.E.9 To suppress listing of information in annual Membership Directory for members requesting anonymity.

#### **II.F. Past President's duties**

II.F.1 To serve on the Board of Directors.

### **III. COMMITTEES AND REPRESENTATIVES**

III.A All committees shall include the chair (unless otherwise stated), sub-chairs (when needed) and as many other members as needed to perform its duties and shall be appointed in accordance with ARTICLE VII of the Bylaws. Standing

Committee chairs and sub-chairs are members of the Board of Directors. Each standing Committee chair or sub-chair must 1) operate within their annual budget, 2) prepare an annual report on the Committee's activities to the president, and 3) attend, at least periodically, Board meetings to report on their activities.

### **III.B Standing Committees**

#### **III.B.1 Auditing**

III.B.1.1 At a minimum, at least once every four years or when the Treasurer changes, the Chapter's financial records must be audited. A committee will be formed consisting of two members, at least one whom must not be on the Board of Directors. This committee shall be responsible for auditing the Treasurer's books and submitting a written report to the Board of Directors.

#### **III.B.2 Conservation**

III.B.2.1 Shall report to the Board of Directors and the membership about relevant environmental issues and seek to involve BBC members and the public in protecting birds and preserving bird habitat.

III.B.2.2 Shall coordinate with MOS as needed in conducting their conservation efforts.

#### **III.B.3 Dorothy Blake Martin Fund**

III.B.3.1 The Fund chairperson shall receive all requests for grant(s) from the fund and distribute to other committee members.

III.B.3.2 The Committee shall screen and make recommendations to the Chapter's Board of Directors at a regular monthly meeting, but the recommendations shall not be voted upon until the next meeting of the Board of Directors.

III.B.3.3 The Board of Directors must approve all grants awarded.

#### **III.B.4 Field Trips**

##### ***III.B.4.1 Scheduler***

III.B.4.1.1 Shall schedule field trips and their leaders for the year.

III.B.4.1.2 Shall provide the list of scheduled trips to the Program Book editor by June 1 of each year.

III.B.4.1.3 Shall provide trip list and updates to BBC and MOS Website Manager.

III.B.4.1.4 Shall identify leaders to coordinate Christmas Bird Counts and May Bird Counts.

##### ***III.B.4.2 Trip Reporter***

III.B.4.2.1 Shall obtain trip reports from field trip leaders.

III.B.4.2.2 Shall report field trip results to MDBirding and eBird.

III.B.4.2.3 Shall provide Field Trip Report to Chip Notes editor.

#### **III.B.5 Lectures**

III.B.5.1 Shall be responsible for identifying lecturers and organizing presentation of lectures and other Chapter presentations.

III.B.5.2 Shall make arrangements so that equipment required by presenters is available and functioning.

**III.B.6 Cylburn*****III.B.6.1 Museum and Collections***

- III.B.6.1.1 In coordination with MOS, shall be responsible for ongoing care of collections, as well as inventory and disbursement of new contributions.
- III.B.6.1.2 Shall obtain Federal eagle and Maryland Scientific Collecting permits in timely manner and provide annual reports.
- III.B.6.1.3 Shall update Carriage House exterior display monthly.

***III.B.6.2 Cylburn Liaison***

- III.B.6.2.1 Shall schedule and coordinate BCC events with City and Cylburn Arboretum Association (CAA).
- III.B.6.2.2 Shall work with City and CAA.
- III.B.6.2.3 On a weekly basis, shall pick up BBC and MOS mail sent to Cylburn, record and distribute appropriately

**III.B.7 Hospitality**

- III.B.7.1 Shall arrange for refreshments and eating utensils at lectures, Covered Dish Dinner and other meetings as needed.
- III.B.7.2 Shall be responsible for setting up for the event, such as arranging tables and chairs, sign-up sheets, decorations, etc. as needed.
- III.B.7.3 Shall keep a record of associated costs and report them to the Treasurer.

**III.B.8 Publications and Communications****III.B.8.1 Chip Notes*****III.B.8.1.a Content Editor***

- III.B.8.1.a.1 Shall be responsible for editing and publishing of newsletter *Chip Notes* in a timely manner.
- III.B.8.1.a.2 Shall perform the usual editorial duties pursuant to the timely publication of Chip Notes. Those duties include seeking out volunteer columnists, reviews and other authors, writing articles, searching out books for review and generally producing a well-edited newsletter that addresses current information needs of the membership.
- III.B.8.1.a.3 Shall be responsible for monitoring and reporting costs associated with newsletter production.
- III.B.8.1.a.4 Shall be responsible for coordinating with printer, database managers, and website manager regarding printing, electronic distribution and website archiving of newsletter. Coordinate with membership secretary regarding hardcopy mailings.

***III.B.8.1.b Design Editor***

- III.B.8.1.b.1 Shall layout the paper and electronic versions of the newsletter.

**III.B.8.2 Program Booklet and Membership Renewal Mailing**

- III.B.8.2.1 Shall be responsible for compiling, editing and production of Program Booklet with information provided by Field Trip and Lecture Schedulers.

- III.B.8.2.3 Shall coordinate with printer to get these items printed.
- III.B.8.2.4 Shall coordinate with Membership Secretary getting Membership Directory and preparation of these mailings.
- III.B.8.2.5 Send report of Chapter planned activities to BBC Website Manager and Maryland Yellowthroat Editor.

### **III.B.9 Electronic Systems**

#### **III.B.9.1 Website Manager**

- III.B.9.1 Shall be responsible for design and maintenance of the Chapter website.

#### **III.B.9.2 Electronic Database Manager**

- III.B.9.2.a Shall be responsible for maintenance and updating of BBC membership database in coordination with Membership Secretary and other users.
- III.B.9.2.b Shall be responsible for creating monthly electronic eNews Letter and BBC alerts as needed.
- III.B.9.2.c Shall send monthly eNews and quarterly Chip Notes and Maryland Yellowthroat notices to members with email addresses.
- III.B.9.2.d Shall conduct electronic maintenance of Trail Tracker.

#### **III.B.10 Publicity**

- III.B.10.1 Shall furnish information to the media and public concerning the Chapter and its activities.

#### **III.B.11 Lights Out Baltimore (LOB)**

- III.B.11.1 Shall obtain State Salvage Permit in timely manner and provide annual reports.
- III.B.11.2 Shall schedule LOB bird collection walks during migration.
- III.B.11.3 Shall work with other organizations, government, and public concerns regarding LOB issues and solutions.
- III.B.11.4 Shall provide LOB lectures when possible.

#### **III.B.12 Education**

- III.B.12.1 Shall develop educational programs that are not conducted under the auspices of other Standing Committees.

#### **III.B.13 Scholarships**

- III.B.13.1 Shall work with MOS in finding awardees for Youth Backpack Awards.
- III.B.13.2 Shall work with MOS in finding awardees for summer teacher workshops.

#### **III.B.14 Youth Program Activities**

- III.B.14.1 Shall develop and implement a program to encourage the appreciation of birds and bird habitat conservation to minors through mentorship and education. Examples include youth-oriented education programs, youth birding trips and competitions that might draw interested youth into birding.
- III.B.14.2 Shall work in cooperation with MOS Youth Program.

**III.C Other Committees**

III.C.1 With the approval of the Board of Directors, the President shall appoint representatives to the State Sanctuary Committee.

III.C.2 With the approval of the Board of Directors, the President shall appoint liaisons to other internal and external organizations.

III.C.3 With approval of Board of Directors, the President shall establish ad hoc committees as needed to fulfill BBC needs.

I HEREBY CERTIFY that the foregoing is a true and correct copy of the Manual of Operations approved at a meeting of the Chapter members on December 11, 2012.

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Paula Schugam  
Recording Secretary  
December 11, 2012