

By-Laws of the Oklahoma Ornithological Society

Revised and Amended 1988

Revised and Amended 1990 (Inclusion of OBRC Articles III and IV)

Revised and Amended 1996 (Change of Dues Structure Article II)

Revised and Amended 2006 (Change of Dues Structure Article II)

Compiled October 2012

BY – LAWS
Oklahoma Ornithological Society

The By-Laws of the Oklahoma Ornithological Society shall govern certain specific actions of the Society and its Officers.

I-AFFILIATIONS

1. The Oklahoma Ornithological Society shall, while maintaining its independent status, support the mutually acceptable aims and activities of the National Audubon Society. The Society may become an Affiliate and pay the annual stipend for such affiliation upon annual approvals by the Executive Board.
2. The Society may, upon annual approval by the Executive Board, maintain membership in other conservation organizations.
3. Any local club with similar aims may designate itself an affiliate of the Society if a majority of its member families are also members in good standing of the Society.

II – DUES

1. Dues for membership in the Society for individuals shall be as follows:
 - (a) Student Member[ship] \$15.00.
 - (b) Regular Member[ship] \$25.00.
 - (c) Family Member[ship] \$35.00 – family receives one set of publications.
 - (d) Sustaining Member[ship] \$40.00 or more.
 - (e) Life Member[ship] \$500.00.
2. Receipts from (a), (b), and (c) above will be used for operating expenses of the Society. Receipts from (d) will be divided with \$25.00 for operating expenses and remainder to the account designated by the member (general operating account, special projects, Bulletin Fund, Endowment Fund). Life membership funds shall be placed in an Endowment Fund Account in accordance with ARTICLE XI of the Constitution.
3. Institutions or companies may receive regular publications of the Society upon receipt of an annual fee of \$25.00. They shall be considered nonvoting Library Members.
4. An additional \$1.00 shall be added to 1(a) – 1(d) and to subscriptions if payment is received after February 15 for the membership year.
5. Members outside the U.S. are requested to add \$2.00 to membership fees for postage each year.

6. Back issues of Society publications that are available may be ordered from the Treasurer of the Society. Prices shall be established by the Executive Board upon recommendation of the Budget Committee and such shall be published.

III – COMMITTEE FUNCTION

1. Policies and Procedures. Standing committees shall maintain and operate according to written policies and procedures. Such policies and procedures shall be consistent with the Constitution and By-Laws and must be approved by the Executive Board.
2. Review. Policies and procedures shall be reviewed regularly, but at least once each five years.
3. Changes. The committee chairperson may review and revise their respective policies and procedures subject to approval by the Executive Board.
4. Special Policies. Certain policies and procedures of the Oklahoma Bird Records Committee are established in Section IV of these By – Laws.

IV – THE OKLAHOMA BIRD RECORDS COMMITTEE

1. Name. The official name of the bird records committee of the Oklahoma Ornithological Society shall be the Oklahoma Bird Records Committee (OBRC).
2. Purposes and Goals. The purposes and goals of the OBRC shall be:
 - (a) To accumulate records concerning occurrences and breeding of bird species in Oklahoma.
 - (b) To provide the OOS Date Guide for assessing status as to level of rarity.
 - (c) To provide a verification system for assessing reliability of bird records, and by which documentations of sight records and other records of Oklahoma birds (e.g. photographs, specimens or sound recordings) can gain universal acceptance as valuable scientific data.
 - (d) To establish standards of observation and reporting against which field observers can compare their own techniques.
 - (e) To keep or cause to keep an official Oklahoma State Bird List.
 - (f) To maintain permanent files of the original bird records and associated OBRC evaluations and comments for future use.
3. Bird Records.
 - (a) Definition. A bird record is any specific observation or series of observations accumulated by the OBRC and placed in its files.

- (b) Inclusiveness. All records of birds observed in Oklahoma are subject to the policies of the OBRC.
- (c) Source. The source of a record shall be identified, and accompany the record in any file. The source may be the observer, a compiler, a group, or another file.
- (d) Documentation. A documentation is any written account, photograph, specimen, tape recording and/or other evidence submitted to the OBRC which supports the conclusions of an observation as to the identity of a particular bird species or type.
- (e) Classification. Each bird record will be placed into a category on the basis of rarity as specified or implied by the current edition of the OOS Date Guide and its supplements and/or by OBRC policies, each record will be treated according to its level of rarity with those most rare requiring the fullest documentation.

4. Membership.

- (a) Numbers. The OBRC will be composed of the Chairperson and at least three other members capable of serving to evaluate supporting documentations. One member, or one additional non-voting member, may be appointed as Secretary of the OBRC at the discretion of the Chairperson.
- (b) Qualifications. Members of the OBRC must be knowledgeable in at least some dimensions of bird identification, must also be capable of making objective decisions concerning the acceptance or rejection of documentations, and must follow the policy guidelines of the OBRC and By-Laws stated herein in a defensible manner. They must also be members in good standing in the OOS. The Secretary of the OBRC must be capable of assisting the Chairperson.
- (c) Election or Appointment of Chairperson. The Chairperson shall be initially appointed by the President of the OOS with Executive Board approval. Her/his term shall be until resignation, death, inactivity or removal for cause. A replacement Chairperson should be a current member of the OBRC recommended for presidential appointment by majority vote of current OBRC members, and should current members decline the position, or the OBRC reduce to one or none, an initial presidential appointment as specified above shall be made.
- (d) New Members. New members to the OBRC must be approved by the Chairperson, majority vote of the current OBRC members, and the Executive Board.
- (e) Initiation of Duties. Membership becomes effective upon approval.
- (f) Removals. Members who are delinquent in their duties may be removed for cause by majority vote of remaining OBRC members.

5. Meetings.

- (a) Meetings. Two meetings will be held per year at times and places set by general agreement of the OBRC members for the purposes of transacting business brought before the meeting and/or for consultation between members on matters of concern to the OBRC. Other special meetings may be called by mutual agreement of at least two-thirds majority.
- (b) Quorum. Two-thirds of the members, by at least four members in good standing constitutes a quorum.

6. OBRC Policies and Procedures.

- (a) Responsibilities for Records. OBRC policies and procedures for assessing status of bird records, processing of bird records, the verification system, maintenance of an official Oklahoma State Bird List, and structure of the bird records files are to be determined by and only by the OBRC.
- (b) Policies and Procedures. The OBRC shall maintain written policies and procedures including as a minimum: 1) the accumulation of bird records, 2) duties of members, 3) processing bird records, 4) the verification process, and assessment of reliability of bird records, 5) structure of the bird records filed, 6) the storage, retrieval access and use of bird records, 7) publication of bird records maintained by the OBRC in Society Media and by others using the files, and 8) the Oklahoma State Bird List.
- (c) Changes. Policy and procedural changes require a two-thirds majority vote of a quorum at an OBRC meeting. Changes can be recommended by the Executive Board or by any member of OBRC.