

**BY - LAWS**

**FRIENDS OF FIRE ISLAND NATIONAL SEASHORE, INCORPORATED**

**ARTICLE I**

**QUORUM**

At all regular meetings, five (5%) per cent of the general membership shall constitute a Quorum provided one (1) Elected Officer is present to preside over the meeting.

A Quorum at a special or emergency meeting shall consist of five (5%) percent of the general membership.

A Quorum at an Executive Board meeting shall consist of no less than a simple majority of the members of the Executive Board.

**ARTICLE II**

**COMMITTEES**

The following Standing Committees shall be formed by the Friends:  
Membership; Events; Stewardship; Advocacy; Youth Development.

The Membership Committee shall be chaired by the First Vice President.

The Events Committee shall be chaired by the Second Vice President.

The Stewardship, Advocacy, and Youth Development Committees shall be chaired by a chairperson selected by the Executive Board.

The Executive Board may, from time to time, as need arises, form additional Committees for the good and welfare of the Friends and to accomplish its stated objectives.

**ARTICLE III**

**MEETINGS**

The Friends shall meet on the second Tuesday of each month at a place designated at the previous meeting, unless a special or emergency meeting is called. This meeting shall be known as the "General Meeting". The General Meeting will commence at 7:00 pm.

The Executive Board shall hold their monthly meeting at the same date and place of the General Meeting, the Executive Board Meeting to convene at 6:00 pm and terminate at the commencement of the General Meeting.

There shall be at least four (4) types of meetings for the Friends. These will be the General Meeting, the Executive Meeting, the Emergency Meeting and the Special Meeting. Friends members will be notified of all meetings and times.

*We need to have programs to make this work*

*committee meetings too*

*Rules staff & administration are welcome (or required?)  
but they can not be (active) members*

The order of business will be prescribed by the Executive Board, may be changed as necessary, but will generally follow Robert's Rules of Order.

Nominations for Officers will be made at the October and November General Meetings of an election year.

Election of Friends Officers will take place at the December General Meeting of an election year by secret ballot which ballots will be counted in the presence of an individual not running for office from the general membership selected by the President. At the conclusion of voting, a winner will be declared and all ballots destroyed.

Each member will be entitled to one (1) vote.

In the absence of a Quorum, the President may call an Informal Meeting. An informal meeting may not cast votes on motions nor transact Friends business.

An attendance record must be maintained by the Secretary.

*Can a person hold the same position consecutive terms?*

**ARTICLE IV**

**ELECTION OF OFFICERS**

A President, First Vice President, Second Vice President, Secretary and Treasurer shall be elected every two (2) years by the general membership upon secret ballot by a simple majority vote.

All members nominated must be members in good standing.

Nominations will be taken for each elected position during the October and November general meetings of any election year. There will be no nominations accepted during the December general meeting of an election year, during which a vote will be taken for those previously nominated who verbally assented to their nomination.

The newly elected officers will take office at the next General Meeting. Past President will swear in new Officers.

In the event that the office of President is vacated, the First Vice President will take the office of President and the office of First Vice President will be filled by appointment of the Executive Board.

Should any other officer position be vacated, the President is empowered to appoint a successor for the completion of the term subject to the approval of the Executive Board.

**ARTICLE V**

**FINANCE**

*Student \$15  
Individual 25  
Family 35  
Business 100*

The annual dues for the Friends shall be Ten (\$10.00) Dollars or such higher sum as may be determined by the General membership. Membership monies will be deposited into the Friends business checking account under General Funds.

All fund raising activities must be proposed to and approved by the Executive Board.

An annual budget must be prepared by the Treasurer and submitted to the Executive Board for consideration and the General membership for approval.  
The Treasurer must maintain accurate books and records of accounts. The finance records are subject to inspection by the Executive Board at any reasonable time.

The Treasurer shall render a record of receipts and disbursements to each General meeting. The Treasurer will file annually a Form 990 with the IRS. The Friends fiscal year will end December 31<sup>st</sup> annually.

The President may spend up to \$250.00 for the benefit of the Friends without approval of the general membership. At the next general meeting the President will give a report of such expenditures.

## ARTICLE VI

### **EXECUTIVE BOARD**

The Executive Board of the Friends of Fire Island National Seashore, Inc. shall consist of the President, First Vice President, Second Vice President, Secretary and Treasurer.

The Executive Board will meet at least once per month, prior to the General meeting at the same place, one hour prior to the General meeting.

The Executive Board will propose Friends policy and programs, will consider applications for membership and expulsion, set dues and subscriptions, propose, create and terminate special committees, and interface with officers of the National Park Service in regard to Friends activities.

The Executive Board will develop advocacy programs for presentation to the general membership.

The Executive Board will be present at and preside over all General meetings.

The First Vice President shall chair the Membership Committee.

The Second Vice President shall chair the Events Committee.

The Executive Board will oversee all Friends elections; subject to verification by an Elector selected by the President from the General membership.

## ARTICLE VII

### **RESOLUTIONS**

*What is supermajority*

These By-Laws may be amended by written resolution subject to a supermajority vote of the General membership of the Friends of Fire Island National Seashore, Inc.. Proposed amendments must be submitted to the Executive Board for review. The General membership will be notified by e-mail and first class mail of the proposed changes at least Ten (10) days prior to the December meeting or other meeting as provided by the Constitution at which a vote will be

*Do we need written notice (4)*

taken on that proposed amendment. Any approved amendment will be incorporated into the By-Laws and recorded in the Secretary's minutes.

## ARTICLE VIII

### **DUTIES OF OFFICERS**

#### **PRESIDENT**

The President, as the chief executive officer of the Friends shall preside at all general and executive board meetings. The President shall review all resolutions presented to the Executive Board and present same to the Executive Board.

The President shall be the chief point of contact between the Friends and the National Park Service.

The President is an *ex officio* member of all committees.

The President directs and supervises all elected and appointed officers and committees.

Together with the Treasurer, the President is responsible for all Friends' monies.

The President will ensure that the General Meetings take place on a monthly basis at the appointed time and place.

The President is responsible to disseminate all pertinent information that is received from the National Park Service.

The President shall be the official spokesperson on all matters of public interest concerning Friends activities.

The President shall serve a Two (2) year term and shall be elected to that office.

↳ repeatability? ~~can~~

#### **FIRST VICE PRESIDENT**

The First Vice President shall be the Chair of the Membership Committee and shall be responsible for all membership activities.

The First Vice President shall, in the absence or disability of the President, perform the duties and exercise the power of the President.

The First Vice President is responsible for the progress and viability of the organization and is a member of the Executive Board.

The First Vice President shall serve a Two (2) year term and shall be elected to that office.

#### **SECOND VICE PRESIDENT**

The Second Vice President shall be the Chair of the Events Committee and shall be responsible for all Friends events and scheduled program activities.

The Second Vice President is in charge of promotion and is the media point of contact person for the Friends.

The Second Vice President will assist the President and, in the absence of the President and First Vice President, will preside over the General Meeting.

The Second Vice President will arrange the Friends participation in any and all social functions.

The Second Vice President shall serve a Two (2) year term and shall be elected to that office.

↳ What is this about?

## SECRETARY

The Secretary shall serve as the recording officer of all minutes for all Friends of Fire Island National Seashore, Inc. meetings.

The Secretary shall keep all correspondence records and the minutes of the Friends.

The Secretary shall draft all correspondence disseminated by the Friends, subject to the review and approval of the other members of the Executive Board.

The Secretary shall administer and monitor all voting activities of the Friends.

The Secretary shall maintain a file of all member addresses, e-mails, and telephone numbers.

The Secretary shall insure that no property belonging to the friends is sold or disposed of without majority vote of the Executive Board, presented to the general membership for approval.

The Secretary shall serve a Two (2) year term and shall be elected to that office.

## TREASURER

The Treasurer shall have custody of all monies belonging to the Friends of Fire Island National Seashore, Inc., and shall be responsible for the safekeeping of all bank accounts and records, and financial books and the annual budget.

The Treasurer shall keep an accurate record of all Friends' receipts and disbursements.

The Treasurer shall render a monthly accounting to the Executive Board and the general membership of the funds administered and in the possession of the Friends.

The Treasurer shall file annually a Form 990 with the Internal Revenue Service and will report on that compliance requirement to the Executive Board.

The Treasurer shall serve a Two (2) year term and shall be elected to that office.

## ARTICLE IX

### AMENDMENTS

All Amendments to these By-Laws will be made by written Resolution subject to Article VII.

## ARTICLE X

### NEW MEMBERS

Membership in the Friends of Fire Island National Seashore, Inc., is open to all individuals who desire to preserve and promote Fire Island National Seashore, its environmental security and history. The Friends does not discriminate based upon race, religion, gender identity or national origin in its membership or operation. All are welcome and encouraged to join.

## END BY-LAWS