

Bylaws

For the

NORTH FORK PRESERVATION ASSOCIATION

Updated 2016

ARTICLE I. NAME AND MISSION

Section 1. This organization shall be known as the North Fork Preservation Association.

Section 2. *The mission of the North Fork Preservation Association is to champion stewardship of the natural resources and protection of the exceptional biodiversity of the North Fork of the Flathead River Watershed in Northwest Montana.*

ARTICLE II. ORGANIZATION AND ADMINISTRATION

Section 1. Board of Directors

- a. Administration of the affairs and funds of the association shall be vested in a board of directors consisting of a maximum of twelve members: the president, vice president, past president, secretary, treasurer and up to seven (7) other voting members.
- b. Board members will be elected at the annual meeting.
- c. The term of office for board members who are not officers shall be two (2) years.
- d. Only members of the association whose dues have been paid by the annual meeting are eligible for election to the board.
- e. If a board member resigns before the end of the term, the president, with the approval of the board, may appoint someone for the rest of the term or leave the seat open until the next election.

Section 2. Officers

- a. Officers of the association shall consist of president, vice president, secretary, and treasurer.
- b. The president and vice president are normally elected from the existing board of directors but may be elected from past board members.
- c. The president and vice president will be elected at the annual meeting.
- d. The term of office for the president and vice president shall be one (1) year. There is no limit on the number of consecutive years that a president or vice president can be re-elected.
- e. The past president will remain on the board for at least one year following the term of office.
- f. The secretary and treasurer are appointed by the president with the approval of the board. At the discretion of the president and the board, the two positions may be held by one person.

- g. The term of office for the secretary and treasurer is one year. They may be re-appointed for succeeding years.

Section 3. Duties of the Board

- a. The board shall lead the association toward its mission. The board shall identify target areas, establish priorities for study and action, develop policies, programs, and strategies, submit official comments on issues for the organization, set the dues, manage the funds, keep the membership informed, and rally support for issues as needed.
- b. The board shall meet a minimum of four times a year and will set a schedule for these regular meetings.
- c. Special meetings of the board can be called by the president or by request to the president by any three board members.
- d. All board meetings shall be held at a place and time set by the president. Board members who cannot be present at a meeting can participate through teleconference.
- e. In times when the board cannot meet, the board may take a vote via email on a written proposal if it is presented to board members by the president.
- f. A quorum is established by at least one-half of the current board members participating in a meeting or email vote.
- g. For a proposal or motion to pass, it must have an affirmative vote by a majority of the board members attending a meeting where a quorum is present. Passage through email requires an affirmative vote by a majority of all the board members.
- h. The board shall engage in fundraising activities and encourage bequests, donations, and other acquisition of funds for use consistent with the mission of the association.
- i. All expenditures of funds must be approved by the board. Authority to expend funds that have been approved by the board may be delegated to any officer or board member.
- j. The annual meeting shall normally be held on the last Saturday in July in the North Fork. Notice of change of meeting date or place will be given one month prior to the last Saturday in July.

Section 4. Duties of the President

- a. The president shall preside under Robert's Rules of Order at all meetings of the association and the board unless another person is appointed by the board to do so.
- b. The president shall call special meetings or special votes by the board using email as deemed necessary.
- c. With the approval of the board, the president shall appoint the secretary and treasurer and assign them such duties as are appropriate.
- d. The president shall appoint such standing, special, or advisory committees as deemed necessary.
- e. The president shall perform other duties as directed by the board.

Section 5. Duties of the Vice President

- a. The vice president shall assume those duties of the president which the president is unable to fulfill.
- b. The vice president shall assist the president as directed in fulfilling the obligations of leadership in the association.

Section 6. Duties of the Secretary

- a. The secretary is responsible to the president.
- b. The secretary shall send out meeting notices, take minutes at all board and association meetings, keep an up-to-date file and email list of association membership, and publish notices and bulletins as directed by the president. All above duties may be modified or augmented by the president or the board.

Section 7. Duties of the Treasurer

- a. The treasurer is responsible to the board and shall manage the funds of the association as directed.
- b. The treasurer shall collect dues and inform the president and secretary of the status of the membership.
- c. The treasurer shall keep books and issue checks at the direction of the president. Checks may be signed by the treasurer or another person designated by the board in the event that the treasurer is unavailable.
- d. The treasurer shall bank and invest all association funds as directed by the board.
- e. The treasurer shall prepare an annual financial report for the board and association and shall provide other financial reports as directed by the board. All of the above duties may be modified or augmented by the board.

ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership in the North Fork Preservation Association shall consist of any persons who agree with the mission of the association and are current on their payment of dues.

Section 2. The board may establish classes of membership and membership dues and may, at its discretion, name honorary members.

ARTICLE IV. AMENDMENTS

Section 1. These bylaws may be amended by a two-thirds vote of the membership present at an annual meeting provided that the revisions are announced in the annual newsletter and posted on the NFPA website at least two weeks prior to the annual meeting.

Section 2. Amendments may be initiated by the president or the board or by a petition signed by ten (10) current members of the association.