

# **MICHIANA BIRD SOCIETY, INC.**

# **POLICIES & PROCEDURES**

Effective 1-10-2010 any and all changes to the Policies and Procedures require membership approval.

# GENERAL

## **GENERAL POLICIES:**

1. The membership roster of this club shall not be made available to outside sources without the approval of the general membership.
  - A. The President, Secretary and Treasurer with each have a quarterly update of the current complete membership roster.
2. The President and Secretary each shall have copies of all communications.
3. We will hold a holiday dinner in December to thank the outgoing and welcome the incoming Board of Directors.
4. The President and 2 other board members will each have keys to the church and our cabinet and library.
5. Michiana Bird Society, Inc. holds sole ownership of its name and logo. Members cannot use either without the written permission of the members present and voting at any given meeting where such a request may be made. Requests must include sample work.
6. If anyone requests to publicly inspect our records in accordance with federal law a time and place will be set up for this inspection. The President, Secretary and Treasurer must be in attendance. Any other society members are welcome to attend. The person making the request will be allowed to view any and all records and ask and receive answers to questions but will not be allowed to make copies of any records and will not be allowed to remove them from the designated meeting place. All records will remain the sole property of Michiana Bird Society, Inc. NOTE: The Internal Revenue Service only requires an organization to maintain financial records for a period of three years.

## **GENERAL PROCEDURES:**

1. We usually hold a club picnic and/or pool party in July or August.
2. Each officer will have a copy of the club inventory to include location of items. This inventory shall be updated as needed.

# MEMBERSHIP

## MEMBERSHIP POLICIES:

1. The annual dues for each individual membership shall be \$18.00 and each family membership shall be \$24.00.
2. No member may use their affiliations with Michiana Bird Society, Inc. for personal gain.
3. All memberships expire April 1st of any given year.
4. New member's dues for joining in months other than April are as follows:

	Individual Memberships	Family Memberships
January	\$22.50	\$30.00
February	\$21.00	\$28.00
March	\$19.50	\$26.00
<b>April</b>	<b>\$18.00</b>	<b>\$24.00</b>
May	\$16.50	\$22.00
June	\$15.00	\$20.00
July	\$13.50	\$18.00
August	\$12.00	\$16.00
September	\$10.50	\$14.00
October	\$ 9.00	\$12.00
November	\$ 7.50	\$10.00
December	\$ 6.00	\$ 8.00

**NOTE: Dues increases should be divisible by 12 for above breakdown.**

5. Dues renewal notices shall be published in the March and April Newsletters.
  - a. A renewal form with the treasurer's name and return address shall be copied into the newsletter for those members who wish to mail their dues to the Treasurer.
  - b. The Treasurer shall notify the President, Secretary and Newsletter editor of all renewals and new members as soon as possible after receiving dues.

# NEWSLETTER

## **NEWSLETTER PROCEDURES:**

1. A 6 page newsletter shall be sent to the membership monthly.
  - a. Newsletter should be mailed 7 -10 days prior to each monthly meeting.
  - b. The newsletter shall not be used as election platform by any member.
  - c. March and April issues of the newsletter will contain the membership renewal form.
  - d. Newsletters must include date, location and time of next regular meeting.

# FINANCIAL

## FINANCIAL POLICIES:

1. The fiscal year shall be from January 1 to December 31 and the members shall vote on the budget at the January meeting.
2. Federal Tax Form 990N must be filed on-line and State Tax Form NP20 mailed in annually by due date.
3. At the January meeting a check in the amount of \$360.00 shall be given to the church for room rental for the year. It is to be placed upstairs inside the sanctuary in the mail box to the left of the door. Please put it in an envelope with explanation of payment and include a self addressed envelope for a receipt to be sent to us.
4. Papers must be filed with the Secretary of State annually. Form 48725 (R2/1-03) There is a \$10.00 charge for this. You can file online and get a discount at [www.sos.in.gov](http://www.sos.in.gov)
5. Financial tracking sheets shall be used at all functions where money is collected. One is attached for future reference.
6. Web page hosting is with 1and1. [michianabirdsociety.org](http://michianabirdsociety.org) domain name is with go daddy and [michianabirdsociety.com](http://michianabirdsociety.com) & [michianabirdsociety.net](http://michianabirdsociety.net) are with 1and1.
7. Michiana Bird Society Veterinary Fund
  1. This fund is to offset AVIAN EMERGENCY veterinary expenses for club members only, and cannot be used for routine treatments.
  2. This fund shall contain \$600.00 annually.
  3. A maximum amount shall be made available per incident of:
    - a. \$100.00 for small birds , cockatiels or smaller
    - b. \$200.00 for larger birds
  4. Any veterinarian requesting funds on behalf of a member must have the approval of the president and at least one other board member.
  5. A member's veterinarian can only request funds for that member's birds once annually.
8. Whenever any member designated by affirmative vote of the Board of Directors drives for club business they will be reimbursed for round trip mileage at the IRS allowable business rate.

## FINANCIAL PROCEDURES:

1. A maximum of \$60.00 shall be reimbursed each month for the cost of refreshments at our meetings.
2. A small, medium, large, and 50/50 drawing shall be held at our regular meetings. \$50.00 start up change shall be made available to the member running the drawing.
3. MBS shall supply the main dish & table service for the annual holiday dinner and summer picnic.
4. Affiliations may be paid by MBS.
5. When we normally go to Jackson's in July with Dr. Scott McDonald a thank you is provided by MBS and given to both parties that day. Have been giving \$25.00 gift cards to each.
6. Any returned checks will also incur any and all bank charges.
7. A \$25.00 gift certificate is also given to Dr. Scott McDonald when he attends our holiday dinner.

# ELECTION

## ELECTION PROCEDURES:

Any member in good standing who is 21 years of age may run for any office provided they were a member as of April 1<sup>st</sup> of the current year. Any member not elected to any office they are running for may be re-nominated for any other office which has not been filled.

- Each office shall be balloted individually with the exception of the 3 Directors who shall be elected together.
  - Nominations will be accepted for the President first and ballots cast and counted.
  - After the election of the President, nominations will be accepted for the Vice President and the same procedure as above will followed.
  - This procedure will continue for the Secretary and Treasurer in that order.
  - The 3 Directors shall be balloted all at once and the 3 members receiving the most votes will be elected.
  - If at any time there is a candidate running un-opposed a verbal ballot may be cast by the election official and they are unanimously elected by acclamation without having to ballot and count votes.
1. Each candidate running for office shall be given the opportunity to speak to the general membership not to exceed 3 minutes.
  2. Ballots will be provided to current Individual members (1 VOTE) and designated family members only (2 VOTES – 2 individuals under a family membership’s presence is needed to cast 2 votes) who are 18 years of age or older and are in attendance at the meeting where the election is being held.
  3. The Election Tally Committee shall tally all votes with each election tally committee member viewing each ballot. The committee shall announce only the member elected to each office without giving the results of the vote count.
  4. Following the election all ballots shall be sealed in an envelope and removed from the meeting by the election committee. No member other than the election committee may review the ballots. After removal from the meeting all ballots shall be destroyed.

# FAIR

## **BIRD FAIR POLICIES:**

**First and foremost the Fair Co-chairmen should review the information provided, make a list of things that need to be done and within what time. Have a planning session with the vice chairmen to get everything going. We are all here to make the fair a success.**

1. There will be co-chairmen of the fair. There will also be one vice chairman of each of the following, the raffle, club table, advertising, and worker's schedule.
2. All contracts for vendor space at the fair shall be mailed to the Treasurer. The Treasurer will immediately inform the co-chairmen of the receipt of the contract with details. Scanned and emailed with copy of checks when possible.
3. Member vendors shall receive a \$10.00 discount on the cost of their space. Straight \$10.00 no matter how many tables purchased.
4. Secure contract for building rent for following year prior to start of fair each year so that next years dates can be placed in vendor packet and handouts at door. The President or one fair co-chairman must sign this. **READ the FOP contract before signing. Make sure hours are correct.**
5. Secure Liability Insurance through State Farm Insurance, Glen Neely, agent 574-272-5445 – this policy includes bond for treasurer.
6. 25% of the annual fair profit shall be donated to an avian cause by vote of the general membership.
7. Have Treasurer get \$800.00 (to include \$600.00 in ones) for startup change and have at fair when doors open.
8. \$300.00 shall be made available annually at the fair for purchase of raffle items for our meetings.
9. Children under 10 admitted free.
10. Have guidelines prepared for workers at the ticket sales and club tables so that we are all doing the same thing all the time.

## **BIRD FAIR PROCEDURES:**

Provided at the end of this document for reference are copies of all fair letters, a catalog, & vendor survey, from previous year.

### **Prior to the fair:**

1. Vendor letters should be mailed late November or early December.
2. Schedule workers:

Work areas are; door (entrance fee and pass out of catalog), membership table, raffle table, bargain table, raffle ticket sales, vendor relief (refreshments – restroom break) set-up, door guards, clean up, and donation pick up,

- a. A schedule of fair workers should be available at each work area – try and have the work load equally shared by the members working. Possibly assign a member to be in charge of all work areas and they can brief their workers on procedures and make sure members are at the correct work stations and at the correct times during fair hours. We need to have a meeting with the workers and/or a paper with all work area procedures for each area to be following so that everyone is doing the same thing in each area. We do not accept checks at the raffle.
- b. Members working the club table should have a price list of each item for sale and how many of each item available so that we can track what was sold. The members working the club table should ask those attendees passing by if they are members and would they like to join MBS. A good membership tool. Have membership applications available (sample filled out and taped to table) and possibly a gift for joining.

c. Raffle ticket sales should have at least 2 lines.

d. For the first 2 hours there should be at least 4 people taking entrance fees at the door and 2 people passing out catalogs.

**e. Only working members get into the fair free, have a list of workers at the door and put notice in newsletter prior to fair.**

3. The vendor welcome packet should include name tags, registration with next year's dates on it and fair catalog.

4. Post cards filled out at last years fair should be mailed 2 weeks prior to this year's fair.

5. A budget not to exceed \$800.00 shall be made available for advertising, see last years report for comparison and to see if we wisely spent our money by location. Ads should be placed in the "pets" section of the paper.

6. Try and get TV coverage for the morning of the fair, it brought in a lot of people. Be sure and have a bird there to promote the fair.

7. List our fair on as many free web sites as possible and other club newsletters

8. Contact Bird Talk by September for fair dates to be published.

9. Contact a restaurant for the after fair dinner. Try and give them a count of members attending.

10. Shop wisely for supplies.

11. Prepare and bring supplies for all areas.

12. Have 2 chairs for each vendor table, 3 per side at each refreshment table, and chairs placed where space available throughout the room for people to sit. FOP will do this during their set up if you mark on floor plan where you want chairs.

13. Appoint some one to set up club table and door table.

14. Check into renting walkie-talkies for President, Fair Coordinator, Treasurer, raffle table, club table, and door.

#### **Raffle:**

1. Bring a large container to mix raffle tickets before picking a winner.

2. We need to have labels for the raffle cans so people know what they are trying to win.

3. Put birds in all donated cages if possible, brought in more money.

4. If you need extra cages for display of donated birds, get ahead of time.

5. Make new table and raffle signs as needed.

#### **Day of the fair:**

##### **Set up hours:**

1. Get 10 dozen donuts, 5 donated, 5 the club pays for. No more than 2 bags of bagels.

2. Have at least two men on hand to move tables, hang signs, etc.

3. Hang raffle banner to curtain. Do not pin.

4. Have someone place big wooden and other signs at:  
Elm (Capitol) and 12<sup>th</sup>  
Lincoln Way and Elm

Lincoln Way and Church  
12<sup>th</sup> and Union  
Both ends of the 20 bypass off ramp (Elm road exit)  
On 12<sup>th</sup> with arrow to FOP

5. SMILE – SMILE – SMILE – AND help the vendors move in, they are what brings the people to our fair.
6. Have wooden wedges to hold doors open for move in and out.

**During the fair:**

1. Either have Concession Staff go around or have club members ask vendors if they need refreshments or restroom breaks. Members will get refreshments or stay at table until after restroom break.
2. The Treasurer should pick up money periodically from each work area and use the financial tracking sheets to insure accuracy. There should be two members, treasurer and member count and initial tracking sheet at each pick up.
3. Deposits should be made during the day if possible at National City Bank of Indiana as long as bank is open. Cash deposits should not be put in the night deposit.
4. We need cash boxes at raffle, club table, bargain table and door.
5. Security needs to be paid day of fair according to stipulations in FOP contract.
6. Give Concession Staff a \$50 tip at end of fair.
7. Have someone pick up signs at end of fair.
8. Announce raffle times throughout the day and fair closing time at 1 hour and 30 minutes before end.
9. Schedule cleanup workers, supplies furnished by FOP.
10. The treasurer needs to give a complete financial breakdown after the fair.
11. After the fair send thank you notes to FOP, Security, TV, etc.

**General fair information:**

Print 600 catalogs for the fair.

**Be sure and follow the floor plan when selling space as it has been prepared in a cad program and is exact as to measurements.**

**There is no electric behind H1 – need to supply long extension cord.**

**Use MBS's bird stamps for the door hand stamp.**

**Every few years ask attendees at the door how they heard about the fair.**

**Be prepared to put tape on floor to designate table areas where vendors remove their tables as they try to spread out.**

# FAIR RAFFLE

## RAFFLE LICENSE

1. Get raffle license annually. Renewal form provided by Indiana Gaming Commission.
2. Return CG-9 SINGLE EVENT LICENSE FINANCIAL REPORT and CG-DIST. CHARITABLE CONTRIBUTION LIST within 10 days of fair. These are provided when you receive your license.
3. Around July 1<sup>st</sup> you will receive the CG-22 SINGLE EVENT ANNUAL GROSS RECEIPTS REPORT, a second CG-DIST CHARITABLE CONTRIBUTION LIST, and a CG-CO, CURRENT OFFICERS forms. These must be filled out and returned ASAP.

## PRIOR TO THE FAIR

1. Raffle donations letter are usually prepared and ready for members to have and to be mailed by the November meeting. If mailed they should go out in time for companies to consider it for their next year's budget. Donation letters to corporations should be mailed in September.
2. A thank you form should be prepared for donations.
3. Schedule workers, raffle ticket sales should have 2 lines if enough volunteers available.
4. Check to see that we have enough raffle tickets and 50/50 tickets available.
5. Prepare \$2.00 raffle signs and 50/50 signs. Make new table and raffle signs as needed.
6. Try and get a list of what the vendors are donating so they can be included in the printed list we pass out on sight.
7. Bring a large container to mix raffle tickets before picking a winner.
8. We need to have labels for the raffle cans so people know what they are trying to win.
9. Put birds in all donated cages if possible, brought in more money. If you need extra cages for display of donated birds, get ahead of time.

## DAY OF THE FAIR AND RULES FROM INDIANA GAMING COMMISSION

1. A sign must be posted at the raffle ticket window stating "NO TIPS".
2. Attendees are not allowed to draw winning tickets. A club member who is registered within the body of the raffle license as a raffle operator is the only ones allowed by law to draw the tickets.
3. An operator is described as any member who is 18 years of age or older and has been a member for at least 1 year and is listed as an operator on the raffle license. If we choose to change any of the operators, it must be done 30 days prior to the event and there is a \$25.00 charge because these names are listed on the license and a new license would have to be issued. The list MUST include the members name, address, date of birth, telephone number, driver's license number, number of years or months in the organization and whether an employee or member.
4. A worker is described as any member who is 18 years of age or older and has been a member for at least 30 days and is listed on our list of workers with the state. We can amend this list at any time at no charge because the names do not appear on the raffle license, but the same personal information as for the operators is required. We will have to amend this list when we know who is working the fair each year.
5. If you are selling raffle tickets at our fair, you cannot purchase any for yourself. You must wait until you are relieved from the task and purchase them from the person who is then selling them.

6. The raffle ticket sales (ticket window) must close during the hourly drawing of the winners. Tickets cannot be sold while the winners are being selected. Copies of the raffle permit must be posted at the entrance and at the raffle ticket window. They suggested anyone with a web site to post it on your web site.
7. Tickets cannot exceed \$5.00 each.
8. Raffle rules shall be posted at the raffle ticket window.
9. The raffle license number MUST appear on all printed advertising. So if we say raffle anywhere on a flyer or in paid advertising we MUST list the license number. So the flyers we produce which say "Hourly phenomenal raffle" will have "raffle license number???" Following it from now on.
10. NO member can receive a salary, or be compensated in any way for fair raffle work. As an example - a gift of any kind for collecting the most raffle donation, free lunch, tips, etc. If this happens and we are caught, they can go back 3 years and denote the gross raffle income as unrelated business income and tax it. The state can revoke our 503C status, we would lose our Not-for-Profit status and our tax exempt. A donation for the winners from an outside source, meaning any other business than MBS is allowed.
11. We do qualify for pull tabs with our raffle license, but after hearing the procedures for conducting and reporting of pull tabs, we cannot stress strongly enough that WE NEVER DO THIS.
12. We must keep the raffle's financial tracking sheets that we use for the fair for a period of three years.
13. Our raffle license does include 50/50 drawings.
14. Any single prize of \$600.00 or more in value must have a W22 filled out. We strongly recommend we NEVER have a prize of this value because form W22 is a federal income form and creates a whole new set of paper work for the club and a great deal of unnecessary frustration as demonstrated by the comments and questions from those in attendance who are doing this now.
15. Silent auctions do not need a license and are not part of the raffle income.
16. Raffle tickets cannot be sold online or in advance but must only be sold on site for our type of event.
17. U S currency (cash only) will be allowed. No checks can be accepted for the raffle.
18. We MUST give the FOP a COPY of our raffle license.
19. No one under the age of 18 can participate in the raffle in any way. This includes being given tickets purchased by someone 18 or older and putting them into the containers for the drawings.
20. The investigative branch of the IGC may enter our fair at any time and conduct a full investigation. If any illegal gambling was being conducted, or violation of any rule they could close us down immediately.
21. By law an organization MUST deposit ALL proceeds from an allowable event (the raffle) into its separate and segregated bank account within 5 business days of the event. WE CANNOT transfer money from the gaming account into any other account we may have. The only allowable expenses we have are \$200.00 of the total building rent, advertising, raffle ticket printing, and bank charges for the specific account. We must leave these funds in the gaming account annually for the allowable expenses to be paid in advance by check only. IGC is allowing us to make additional deposits from the regular checking as long as we document where the money came from to keep the account active.

## **RAFFLE STATE LAWS & HOUSE RULES**

1. Attendees are not allowed to draw winning tickets. A club member who is registered within the body of the raffle license as an operator is the only ones allowed by law to draw the tickets.
2. The raffle ticket sales (ticket window) must close during the hourly drawing of the winners. Tickets cannot be sold while the winners are being selected.
3. Raffle tickets cannot be sold online or in advance but must only be sold on site for our type of event.
4. No one under the age of 18 can participate in the raffle in any way. This includes being given tickets purchased by someone 18 or older and putting them into the containers for the drawings.
5. U S currency (cash only) will be allowed. No checks can be accepted for the raffle.
6. \$1.00 raffles will be held hourly beginning at 11:00 a.m. and continue until 4:00 p.m. – You must be present to win. If the winner is not present another winner will be drawn.
7. \$2.00 raffle item winners will be drawn at 4:00 p.m. – You need not be present to win. You will be contacted and arrangements made to collect your winnings. You must collect your prize within 72 hours of notification.
8. In the event the fair must close before the scheduled time. i.e. a power outage which cannot be rectified quickly, the raffle will close and winners drawn immediately for all items where raffle tickets have been deposited.