

International Fife Fancy Club of America By-laws

Adopted January 2022

Amended/Updated September 2023

Article I- Name

The name of this Club shall be **International Fife Fancy Club of America (IFFCA)**. The club will operate as a membership club, as defined under Section 501 (c) (7). The principle office of this association shall be in the state of West Virginia, or in another state as the Executive Board may change from to time.

Article II- Purpose

1. To promote the keeping of canaries in the home and to ensure they are well cared for.
2. To further the interest of bird lovers in the care, improving and breeding of cage birds by means of lectures, dissemination of literature, shows, etc.
3. To issue newsletters containing reports of meetings, seasonal hints, articles of interest, and a forum for advertising and exchanging of birds.
4. To keep members advised of government regulations pertaining to the keeping, importing and exporting of birds, and proposed alterations to regulations.
5. To increase knowledge of the origin, breeding, and improving of species and the promoting and preserving of genetic diversity.

Article III- Membership

1. Any individual interested in breeding, vending, and exhibiting cage bird canaries, to help protect the wild fauna, to encourage and preserve the intended species, and furthering our purpose shall be eligible for filing an application for membership regardless of sex, creed, color or national origin.
2. Application for membership shall be mailed to the Treasurer and reviewed by the Executive Board.
3. Dues shall be determined on a year-to-year basis. Dues are payable by February 28.
4. A dropped or resigned member will be treated as a new applicant.
5. Any member who expresses dissatisfaction with the Club and expresses they do not want to participate in the Club forfeits their membership fee.
6. The Club holds the right to revoke membership to any member who does not adhere to Club rules and regulations, promotes disorder and is considered to not be in good standing. Such members will receive a full refund and a letter explaining why their membership was revoked.
7. Due to our function as a specialty breed club, our members should own Fife. We welcome pet owners with single birds as well as those who may own many more. The Fife Fancy canary is the common interest that is the purpose of our club.
8. Merchants may join our club as a non-voting supporter, and will not be eligible for election to office. Businesses and commercial supporters may also chose to work with IFFCA in opportunities other than membership, and will be acknowledged in our newsletter and our website.
9. New members shall receive a membership card immediately from the Membership Registrar. Renewing members shall receive a card for the current year upon payment of dues.
10. A new member shall be entitled to vote on Club matters 90 days after becoming a member.
11. A member should be in good standing for at least one year before becoming eligible to be nominated and elected to an IFFCA Board position as officer.
12. Memberships after November 1st shall be paid up for the remaining 2 months of the current year and the entire following year.

13. Benefits of membership, available to members in good standing, include, but are not limited to:
 - a) breed specific leg bands for purchase by paid up members
 - b) website for club and avian news, public outreach and education
 - c) newsletter for member targeted announcements and information
 - d) IFFCA sponsored shows
 - e) annual general membership meeting
 - f) All eligible members (at least 90 days) have the right to cast a vote in elections.
 - g) All eligible members (at least 1 year) have the right to be nominated and elected as officer.
14. All members will be given every opportunity to participate as fully as possible. Due to the extended geographical reach of our club, club activities may be conducted in any manner that will accommodate the largest number of members.
15. All incoming monies will be a result of membership and activities involving members and invited guests. All expenditures will be for the benefit and use of members, as requested by members, or for advancement of the Club's purpose. No public contributions will be solicited.
16. Consideration, by both membership and the Executive Board, must be given to the fact that IFFCA is a specialty club, and not a regional club. Procedures traditionally taken by a local club may not be practical in every situation.

ARTICLE IV- Honorary Member

1. The distinction of honorary member may be conferred upon any individual who has rendered special service to the Club.
2. Nominations for honorary member shall be submitted in writing to the Executive committee for consideration.
3. Honorary members shall enjoy the same privileges as active members, except the right to vote or hold office, and shall be exempt from dues and assessments.

Article V- Suspension or Expulsion

1. Any member in arrears after February 28, will be notified by a Board Member, prior to suspension, about the non-payment status, to afford the member the opportunity to provide payment within 30 days or be suspended from the Club.
2. Any member suspended for non-payment of dues may be reinstated as a new member upon reapplying and review of the application by the Board for reinstatement.
3. Any members whose actions are prejudicial to the interest of the Club, or its members may be expelled from the Club by a majority vote of the Executive. A reimbursement of dues shall be payable.

Article VI- Annual General Meeting

1. An annual general meeting shall be held at the IFFCA National Show location, other physical location or by electronic means..
 - a) Full effort shall be made by the Board to provide a suitable venue that will allow participation by a majority of the members. Electronic meetings will be an acceptable option when needed.
 - b) All matters brought before the club at the meeting, will be decided by majority vote of the members present at that meeting. If reasonable opportunity to attend is provided by the Board, it will be the responsibility of members to be present.

- c) Minutes of the Annual General Membership Meeting will be published in the most immediate newsletter, or by special notification.
 - d) Nomination of judges will be at the annual meeting.
2. Notice of the annual meeting shall be given in writing to members at least 30 days prior to the annual meeting. This may be a special notification, or by way of the newsletter.
3. Election of the officers shall take place at the annual general meeting, or by email, as the situation requires. Nominations are open to all eligible members. Any person nominated must be a paid member in good standing for at least one year, and paid for the year in which he/she will serve.
4. The Board will call for nominations from the membership for the following positions, as determined by alternate years:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Membership/Ring Registrar
 - e) Secretary
 - f) Director
 - g) Show Manager
5. Nominations are to be submitted by email or mail to the club secretary, by the date given in the call for nominations.
6. After the call for nominations has been completed, ballots will be distributed, and the elections will be by secret ballot.
 - a) If the annual meeting is held at a physical location, the President will name two members as scrutineers. They will report the results to the President who will name the victor but will not disclose the vote count. The ballots will then be destroyed.
 - b) If the annual meeting is not held at a physical location, the ballots will be sent to members by mail, to be returned to the club secretary by the date indicated. The secretary will report the results to the President who will name the victor but will not disclose the vote count. The ballots will then be destroyed.
7. In the case of a tie vote, a second ballot will be held. Should the results still be undecided, the President will cast the deciding ballot.
8. The newly elected officers will assume their duties following the meeting or the announcement of results of the election.
9. Election is for staggered two-year terms, but members are eligible for re-election. The President, Treasurer, and Membership/Ring Registrar shall be elected one year. The Vice-President, Secretary, and Director shall be elected in alternate years. A Show Manager will be elected every year.
10. The President may ask the membership to select such other committees or positions as the Club may wish (IE.: newsletter editor, librarian, publicity committee, Web master, Facebook manager etc.). All public notifications (newsletter and all media information) must be approved by the President and Vice President before being posted.
11. Two members may be elected to act as auditors for the year but will not be members of the Executive. They will be expected to examine the books of the Club and to submit a written report for the newsletter following the annual meeting. In any year there has been no meeting at a physical location, and/or no members are available to travel a reasonable distance to receive the club's books, the Treasurer will provide the report given at the annual general meeting to be included in the newsletter.

Article VII- Duties of Officers/Executive Board

1. The **Executive** shall conduct the day-to-day affairs of the Club and provide for any unforeseen circumstances. Meeting of the Executive shall be at the call of the President. Minutes of the most recent Executive Board meeting shall be read at the following membership meeting.
 - a) All officers must carry out their duties in agreement with a majority vote of the Executive Board, unless the Board specifically instructs an officer to act on their own opinion.
 - b) If the Board acts in decision on an emergency matter, membership will be notified as soon as possible.
 - c) Members may request copies of Board meeting minutes, in writing to the club secretary.
 - d) Whenever possible, the Board is to make audio recordings of their Executive meetings, which may be offered for preview by members, upon request in writing to the club secretary.
2. No Board member, officer, or committee member will receive compensation, monetary or property, for time, travel, or other activity in the execution of their duties.
3. The **President** shall preside at the annual meeting of the Club and of the Executive, and exercise general supervision over the affairs of the Club. He/She shall conduct the elections at the annual general meeting. He/She shall call executive meetings and may call special meetings of the membership when necessary. The President shall be the Club's liaison member on any outside or affiliate organizations. He/ She may appoint a designate when unable to attend. In the case of a member of the executive not being able to complete his/her term, the President shall appoint a member to complete the balance of that term.
4. The **Vice-President** shall act in the absences of the President and have all the powers of the President when acting. He/She shall perform such duties as assigned by the President and shall assist the Show Manager.
5. The **Secretary** shall record and keep minutes of all meetings, attend to correspondence, and perform any required clerical work. The Secretary shall read minutes from the previous meeting and any committee meetings at the next regular meeting. Mail for the Club shall be directed to the Secretary. It shall be the duty of the new incoming Secretary to advise outside agencies and associations of the change of mailing address of the Club. The Secretary will maintain a record of important correspondence and minutes to be transferred to future secretaries.
6. The **Treasurer** shall receive all monies and pay all accounts of the Club. He/She shall operate an account at a recognized bank or trust company in the name of the Club. All checks shall be signed by the Treasurer. He/She shall record all transactions of the Club in a manner satisfactory to the auditors and shall always maintain the books open to inspection by the President and auditors. Officers shall forward all monies and accounts to the treasurer and have proper receipts and invoices for any accounts submitted. The Treasurer shall report to the membership and Executive Board at each meeting.
 - a. All bills shall be brought before the Board and receive approval before payment. All incoming monies will be similarly reported.
 - b. A record of payments will be included in the minutes of the Executive meeting.
7. The **Membership/Ring Registrar** shall keep a complete and accurate record of members, and shall order, distribute, and record bands for members. All monies shall be turned over to the Treasurer immediately. Closed rings are to be issued to only members in good standing.
8. The **Show Manager** shall make arrangements for any show which the Club hosts. Along with the Show manager, Section managers shall establish a show committee to assist in planning and operating the show. His/Her duties, in consultation with the show committee, include booking a how hall, establishing classes and show rules, selection and ordering of awards, arranging a show

catalog and soliciting advertisements, arrangements for publicity, raffle tables, food facilities, and such other items must be resolved. He/She must report to the Executive Board, which will decide on financial matters such as show entry and advertising rates. Final decisions, except for budget items, rest with the Show Manager. He/She may name a show secretary to assist him/her. He/She may delegate any of these items. It is his/her responsibility to request a budget, and to ensure that the show is conducted within that budget. He/She must report to the membership at the meetings.

9. The **Director** will assist the President and Vice President in organizing the annual membership meeting, any club hosted show, and any other activities that may require their assistance.

Article VIII- Amendments

1. These by-laws can be amended only by a vote by members. Notice of proposed amendments must be presented to the membership in writing prior to a vote being taken.

Article IX- Members Code of Ethics & Obligations to the Club

1. To aid and encourage the Club in its activities through presence at planned activities, support through financial or volunteered help, attendance at meetings, and through conducts that will merit the respect and good will of others.

Article X- Dissolution of the Club

If the club changes for any reason; IE. from the current name (International Fife Fancy Club of America), from the current form, or as part of a merger, then the club will be dissolved and the monies in the treasury will be distributed as follows:

All properties of the Club shall be sold, as determined by the Board.

After the debts of the club have been fully paid, any remaining assets will be distributed to one or more non-profit organizations, determined by club members, as a check closing the club's checking account, sent by mail.

International Fife Fancy Club of America

Rules of Order

1. Any member wishing to speak shall be recognized by the chair. Remarks shall be directed respectfully, avoiding personalities.
2. If two or more members wish to be recognized, the President shall decide who will speak first.
3. The President may debate any subject upon vacating the chair for that portion of the meeting.
4. Motions must be moved, seconded, and accepted.
5. A motion may be withdrawn by the mover and seconder.
6. No member may participate in the discussion or voting on an item in which he/she has financial interests.
7. All motions and their disposition shall be recorded in the minutes.
8. When a member is called to order by the President, he/she must cease speaking until the point is decided by the chair.
9. A member may challenge the ruling of the chair. Debate ceases, and the chair must ask "Does the membership uphold the ruling of the chair?".
10. All voting is by show of hands, or vocal assent/dissent, except for balloting.

Order of Business at Regular Meetings

1. Call to order
2. Introduction of new members
3. Minutes of previous meeting and interim committee meetings
4. Business arising out of the minutes
5. Treasurer's report
6. Membership and Ring Registrar's report
7. Correspondence
8. New business
9. Adjournment