

AGENDA

Friends of the Effigy Mounds
Saturday, March 9, 2013 – 10 AM
Irvin L Young Memorial Library
Whitewater, WI 53190

I. CALL TO ORDER

- A. Introductions
- B. Appointment of temporary chair and secretary

II. OLD BUSINESS

Newsletter

III. NEW BUSINESS

- A. Discussion and adoption of by-laws
- B. Election of officers
- C. Schedule of meetings
- D. Workgroup Committees - e.g. prairie restoration, weed control, signage, etc.
- E. Archeological activities - archeological month, tours etc.

IV. FUTURE AGENDA ITEMS

V. GOOD OF THE ORDER

VI. ADJOURNMENT

FRIENDS OF THE EFFIGY MOUNDS

BY-LAWS

ARTICLE I

THE ORGANIZATION

Section 1. Name of the organization

The name of the organization shall be The Friends of the Effigy Mounds, FOTEM.

Section 2. Purpose of the organization

FOTEM shall be a voluntary organization dedicated to the preservation, maintenance, and public education of the Whitewater Effigy Mounds Preserve.

Section 3. Location of the annual meeting

The location of the FOTEM annual meeting shall be electronically posted by the Secretary to all members in good standing at least one week prior to the meeting date.

ARTICLE II

OFFICERS

Section 1. Officers

The officers of the organization shall be Chairperson, Vice-Chairperson, Secretary, and Treasurer.

Section 2. Chairperson

The Chairperson shall, whenever possible, be responsible for the development of an agenda for each meeting, preside at meetings and perform such duties as are customarily exercised by a presiding officer. In addition, the Chairperson may appoint general or special committees if and when the occasion requires.

Section 3. Vice-Chairperson

The Vice-Chairperson shall perform all the duties of the Chairperson in the absence or incapacity of the Chairperson. In case of resignation, removal, or death of the Chairperson, the Vice-Chairperson shall succeed to the duties of the Chairperson for the balance of the term for which the Chairperson was elected. The organization may select an acting chairperson to perform the duties of the Chairperson under these conditions: (1) in the absence of the Chairperson and the Vice-Chairperson during meetings; or (2) upon resignation of both the Chairperson and the Vice-Chairperson.

Section 4. Secretary

The Secretary shall perform such duties as are customarily exercised in such a position as well as others delegated to him/her by the Chairperson.

Section 5. The Treasurer

The Treasurer shall perform such duties as are customarily exercised in such a position as well as others delegated to him/her by the Chairperson.

Section 6. Election of Officers

All officers shall be elected at the annual meeting. The term of office shall be one (1) year which shall begin at the meeting at which they were elected.

ARTICLE III

MEETINGS

Section 1. Annual Meeting

An annual meeting will be held during the first week in March. The date, place, time, and agenda will be electronically sent to all members by the Secretary at least one (1) week prior to the meeting date.

Section 2. Other Meetings

Whenever the Chairperson shall deem it necessary to call any additional meeting, such meeting may be called for a designated time and placed upon at least 24 hours notification to its members. The Secretary shall thereupon give electronic notice to the members and call such a meeting.

Section 3. Quorum

A quorum shall be three members in good standing.

Section 4. Voting

A simple majority of members present is required for an issue to win approval.

Section 5. Attendance

Sitting officers will be expected to attend the annual meeting and as many other meetings as possible.

Section 6. Committees

The board of directors may designate standing or special committees as it may deem necessary or advisable.

ARTICLE IV

MEETING PROCEDURES

Section 1. Agenda Deadline

All requests to be placed on the agenda shall be received by the Secretary no later than five (5) days before a scheduled meeting. To be included on the agenda, all items shall be approved by a majority of the officers. Agendas shall be electronically posted to all members four (4) days before the scheduled meeting.

Section 2. Order of Business

At meetings, the following shall be the order of business, and unless otherwise provided for, with respect to procedure at meetings, Parliamentary Rules of Procedure shall apply:

1. Roll call
2. Approval of minutes of previous meetings

3. Old Business – the specific items to be considered must be specifically listed on the agenda
4. New Business – the specific item to be considered must be listed on the agenda
5. Requests for future agenda items (the specific item shall not be discussed except for scheduling purposes unless a majority of those present at the meeting waive this article)

Section 3. Procedures for Consideration of Individual Agenda Items

1. Presentation by a person or persons introducing the item
2. Questioning of the person(s) by organization members
3. Presentation by proponents of the item
4. Presentation by opponents of the item
5. Discussion of the item by FOTEM members and expression of individual positions
6. Decision to approve, deny, conditionally approve, or continue the item

These By-Laws were adopted by the FOTEM on the _____ day of _____, 2013.

Chairperson

Vice-Chairperson

Secretary

Treasurer