

BY-LAWS  
Of the  
WATERLOO NATURAL HISTORY ASSOCIATION

ARTICLE I (Purpose)

Section I. The operations and use of property and assets of the Waterloo Natural History Association shall be limited to interpretive, scientific, historical, visitor activities, and other educational purposes.

ARTICLE II (Administration)

Section I. The Board of Directors shall be composed of up to 13 voting members who are elected annually by the Board of Directors and serve as volunteers. The Board of Directors will formulate policy of the association and will direct its activities. Vacancies on the Board shall be filled by election or majority approval of the remaining Board members. The Park Interpreter or designee shall be a member of the Board of Directors, ex-officio but shall not vote.

Section II. The Board of Directors shall be composed of the following members: Chairperson, Vice-Chairperson, Secretary, Treasurer, and up to nine trustees. The officers of the Board of Directors are voted in annually by the Board of Directors.

Section III. The Chairperson of the Board shall preside over the meetings of the Board and the general membership meetings. The Chairperson shall be responsible for the presentation of the agenda. Additional Board meetings may be called at any time by the Chairperson. In the event the Chairperson or the Vice-Chairperson is unable to serve, the Chairperson shall designate from among the Board a temporary Chairperson to preside in the Chairperson's absence. A majority of the Board shall constitute a quorum for the transaction of business.

Section IV. The Secretary shall be responsible for all correspondence of the association. In addition, the Secretary shall be responsible for keeping minutes at all Board meetings.

Section V. The Treasurer shall be responsible for administering the finances of the association. The Treasurer will keep the association's financial records in alignment with generally accepted accounting standards. The Treasurer will prepare quarterly reports of receipts and expenditures for review by the Board of Directors.

ARTICLE III (Amending the By-Laws)

The By-Laws may be amended by a majority vote of the Board of Directors. Approval by majority will constitute the validity of the amendment.

ARTICLE IV (Membership)

October 18<sup>th</sup>, 2023

Section I. Membership is open to any person interested in furthering the aims of the association and pays the dues fixed by the Board of Directors.

Section II. An annual report detailing the association's activities and finances shall be distributed to members once per year.

#### ARTICLE V (Fiscal Policy)

Section I. The Board of Directors will establish an annual budget for the association by the end of the first quarter. Any exceptions to the budget must be approved by a majority vote of the Board of Directors.

Section II. The Board of Directors shall appoint a Gift Shop Coordinator. The Gift Shop Coordinator and the Treasurer shall be responsible for expenditures related to the operation of the gift shop.

#### ARTICLE VIII

The period of the direction of the association is not limited.

#### ARTICLE IX

The association shall have no shares of stock issued. Membership and participation in the activities of the association shall be based on such membership dues or contributions as maybe fixed from time to time by the association as set forth in its By-Laws.

#### ARTICLE X

This association shall have the power to receive donations and engage for pay, remuneration, and revenue, in business transactions relevant to the purpose of its organization; provided that none of the income of the association shall be distributed to its members or to any person as dividends or profits. The entire income shall be devoted to the purposes of its organization as stated in Article I. This association shall have the power to acquire real or personal property by purchase, gift, bequest, or otherwise, and to alienate some by sale, mortgage, or any claims against it, to be used by it, both as to the corpus of such properties and assets and the income therefrom.