

BYLAWS OF THE RECORDS COMMITTEE

Approved by the Board of Directors, 10 March 2002

Purpose:

1. To maintain an up-to-date *Official List of Iowa Birds* and submit it for publication in *Iowa Bird Life* at least every ten years.
2. To submit updates of the *Field Checklist of Iowa Birds* for publication as needed.
3. To evaluate reports of rare species and other unusual bird sightings in Iowa in a fair and impartial manner, providing feedback to those submitting the reports and publishing an annual review of the evaluations.
4. To provide guidelines for reporting rare and unusual species to contributors and the Publications Committee.
5. To maintain a file of records submitted including photographs and other evidence and actions taken by the committee.
6. To promote activities which will improve the quantity and quality of our knowledge of Iowa birds.

Committee Structure:

1. The committee shall consist of six members.
2. Qualifications for committee membership should include expertise in identification of birds, knowledge of Iowa birds, and familiarity with birders and birding localities in Iowa.
3. Terms on the committee shall be six years with one member appointed to the committee each year. Terms shall begin (after the first annual meeting of the Union) on 1 January in the year of appointment. A member should complete all records for the years of their term. When a current member's term on the committee expires, whether a full or partial term, that member is not eligible for reappointment for at least one year.
4. The committee shall recommend persons to the Board of Directors to fill vacated or expiring positions.
5. The committee should create an administrative position (Secretary) to manage the committee and its records. The Secretary shall be allowed to vote.
6. The committee may create and elect its own officers.
7. The committee by a two-thirds vote may recommend to the Board of Directors that a member be replaced for failure to review records or other cause.

Committee Procedures:

1. The committee may set up such procedures as are needed for its operation, as long as they do not conflict with the Constitution or the committee's bylaws.
2. The committee may recommend changes in its bylaws to the Board of Directors.
3. The committee may hold meetings as needed and/or conduct business by mail or phone. The Secretary or any three members may call a meeting.
4. The committee shall set up its own procedures for evaluation of records and publish them or any changes in them with their annual report.
5. The Secretary shall conduct meetings unless otherwise decided by the committee.
6. The Secretary shall serve at the pleasure of the committee. The position and performance of the person holding it should be reviewed at least every three years.

Finances:

1. The committee shall submit a prospective budget to the Board of Directors (via the President) prior to January of a calendar year.
2. No monies shall be expended beyond that approved by the Board or President acting for the Board.
3. No member shall receive remuneration for work on the committee. Any benefits, direct or indirect, to a committee member, relative, or friend shall be discussed and considered by the committee.
4. Any benefits, direct or indirect, to administrative positions established by the committee or persons appointed to these positions shall be discussed and considered prior to establishment of the position or appointment of the person. If such benefits are substantial or represent a significant conflict of interest, they shall have prior approval of the Board.
5. Ordinarily, members of this committee will not be reimbursed for their expenses related to the review of records; i.e., travel, telephone expenses, and ordinary mailing of reviews.
6. The Secretary or members sharing the functions of the secretary may be reimbursed for duplications costs, mailing, and incidental supplies.