



10/10/05

Duties and Responsibilities of the District Director

1. Directors of the corporation shall be active in the Budgerigar Fancy, i.e., breed and exhibit budgerigars, exclusively purchase and band with ABS bands, except where prohibited by law, participate in local club(s), maintain membership in an Affiliated Club in her/his district, and fully support the fancy. Should a director cease raising budgerigars or any of the above, she/he shall withdraw from the position of District Director. The District Director shall at all times be a Goodwill Ambassador of the American Budgerigar Society, Inc.; at all times promoting new membership in the Society and at that same time representing ALL of the members of the District to the best of her/his ability. The person who accepts the title also accepts the work, responsibility, and expense that go with it.

2. The District Director shall be the representatives of ABS in their Districts and as such shall make every effort to resolve any and all conflicts or differences which may occur within the district for the mutual benefit of ABS and the members of the district. Should a problem arise which the Director is unable to resolve, then she/he may seek a determination from the Executive Committee of ABS. In resolving conflicts, the Director should keep in mind that she/he should not make a promise that cannot be kept.

3. The District Director shall conduct the Annual District Meeting of members of her/his district, with the help of the District Secretary who shall record the minutes. The Annual District Meeting shall be held at the District Regional Show each year. A Special District Meeting may be called whenever the Regional Show is scheduled after the date of the All American Show and ABS Annual Meeting, or at any time deemed necessary. Special District Meetings may be called any time but only after all ABS members of the District have been notified in the ABS Bulletin or by direct mail or email at least 30 days prior to said Special Meeting. The Director is responsible for awarding the District Regional Show each year to an Affiliated Club in the District.

4. The District Director shall determine the number of eligible voting members, including Dual members, present at all District Meetings.

5. The District Director shall review the minutes of the District Meeting after receiving them from the District Secretary and within 10 days of said meeting, approve, sign, and forward same to the ABS Secretary. Minutes of a Regular District Meeting or a Special District Meeting, held in advance of the Annual Directors meeting at the All American Show, are to be mailed to each member of the Executive Committee and Board of Directors prior to the Annual Board Meeting in order that an Agenda may be prepared. If a Special or Regular District meeting has not been called, each Director should canvas the affiliated clubs in her/his district and advise the other members of the Board regarding items for action.

6. The District Director shall be familiar with the ABS General Rules and By-Laws and with the terms of the ABS Affiliation Agreement for Affiliated Clubs, and see that these are complied with.

7. The term of office for District Director and District Secretary shall be four years starting with the second year after the Executive Officers take office.

8. The Director shall carry out the procedures for the election of District Director and District Secretary as provided in the ABS By-Laws, Article III, Paragraph IV. The newly elected director shall appoint a District Secretary whose term shall be the same length as the directors and who is a fully paid-up member of the society and whose duties are to record the minutes of the annual and special district meetings. Upon such appointment, notice will be sent by the director to the Corporate Secretary.

9. Any member of the Board absent from 50 percent of its regular meetings, without reasonable excuse, may not be re-nominated for any office. A District Director who is unable to attend the Board of Directors general meeting, is allowed a proxy of choice to represent his District and District members at the Board of Directors general meeting. The proxy does not have to be from the Directors district in order to represent the district, if no one is available from that district. The ABS Secretary is to be notified of the name of the alternate at least 10 days prior to the Annual Meeting, unless an emergency situation arises, such as illness.

10. The District Director shall be prepared to present all resolutions passed at the District Meeting to the members of the Board for consideration at their Annual Meeting. Such resolutions to be presented to the Board regardless of the Director's personal views on the resolution(s). However, the Director shall be bound by her/his conscience to support and vote for issues in the best interest of ABS and the budgerigar. The results of any action taken by the Board shall be reported back to the members of the District at their next District Meeting.

11. The Director shall, upon request, issue Application for Patronage for all Open Shows to be held in the District. She/he shall approve or disapprove such applications and forward complete forms to the ABS Secretary for processing. The District Director shall be allowed to schedule the shows by Affiliated Clubs in her/his district to the best of her/his ability to avoid conflicts of dates. He has the right to deny

patronage to a second club requesting the same date as a date already given to another Affiliated Club. Should a conflict arise within a district relative to denial of patronage due to a conflict of dates, an appeal may be presented at the next Board of Director's Meeting and the matter will be considered.

No ABS Patronage is to be granted on an All American date (date is defined as Thursday through Monday).

12. The District Director shall maintain an up-to-date file of all ABS members residing in the district.

13. The District Director should attempt to have unaffiliated bird clubs in the District affiliate with ABS and outline the many advantages of our Society.

Annual District Meetings

As a District Director you are responsible for holding an Annual District Meeting each year at the District's Regional Show. You are responsible for reviewing the minutes of your District Meeting that should be prepared by your District Secretary and sending them to the office of Secretary of ABS and the ABS Editor, within 10 days following your meeting. It is preferable that you email the Minutes and cc all Executive Officers and fellow District Directors.

During your term of office, you will be responsible for taking nominations from your district to fill the offices of the Executive Committee. These nominations must come from members of your district at your Annual District Meeting. You should ask for nominations from the floor during your meeting. When all nominations are made for a given office, nominations should be closed and a vote taken on the nominations received for that office. Votes may be taken by a show of hands or written ballot. The only requirement is that the manner of voting be consistent for all offices voted upon. In other words you should not take a *ballot* vote on the office of President and a *show of hands* vote for the office of 1st Vice President.

After the votes are counted and a nominee determined to be the winner by virtue of obtaining at least a simple majority of votes, than you would repeat the procedure for the next office. All nominations made and all votes cast, not just the name of the winning nomination, must be forwarded to the Secretary of ABS. Any nominations not received by the Secretary by the 1st of December of an election will not appear on the ballot.

Proxy votes must be presented to you prior to the start of your Annual District Meeting. This provides you an opportunity to verify that the proxy vote is from a member in good standing with ABS and prevents proxy votes being drawn up based upon who is not present. The Proxy Vote should be on the accepted ABS form, a copy of which is printed at the end of this presentation, and must contain the name, member number and/or band code, and signature of the person giving the proxy in order to be valid. It must also contain the name of the person to whom they have given their proxy. Proxy votes not presented prior to the beginning of the meeting shall not be counted in determining voting members.

Proxy Vote Clarification *(as printed in the ABS Bulletin, Feb, 1989 issue)*

Article XI, Paragraph 2

Provides that each affiliated society shall be entitled to send to its District Meeting one voting delegate who shall have the total voting power of the members of that affiliated society who are also members of the Corporation, except as qualified in Article VII, Para. 5. That exception refers back to Article II, Para. 8 which requires that proxy votes be in writing and adopts a recommended proxy ballot. If an affiliated society is going to send a representative of its voting members, that representative **must carry with him/her written proxies for each member whose vote he/she intends to cast.**

The votes that are taken at your Annual District Meeting will determine who your district's nominee will be for a given office. A nomination from any district will place that person's name on the ballot for election to office. Even if the person has been nominated in another district, you are to take the nominations and votes of the members of your district. This is their opportunity to express their preference of nominees for a given office. This is not an optional vote but rather one that you are required to take.

Holding Meetings

As the Chairperson of your District meetings, you should be familiar with the ABS By-Laws and Robert's Rules of Order. Many meetings have a tendency to get out of order and could be run more smoothly if a few simple steps are taken:

1. Come to the meeting with an Agenda. Know what you are going to discuss at a minimum. Your members may bring up additional items that you did not anticipate but if you have your items on an agenda, then at least you know you will get them covered in a timely fashion.
2. Most directors draw their agendas from the minutes of other districts. Just as you draw your agenda from their minutes they draw theirs from your minutes. This is another reason why your minutes should be prepared, reviewed, and sent out quickly after your meeting.
3. When an item is presented to the membership, before discussion begins on the item, a motion should be made and seconded. If no one will make the motion or no one will second it, then there is no sense in wasting time discussing something that will not be placed before the membership by a motion and a second. If there is no motion or no second, then move on to the next item on your agenda. It simply means your members do not wish to express their vote on this matter. You cannot make the motion nor second while in the position of the Chair. All motions must be made from the floor.
4. Make sure your District Secretary is recording all the happenings of your meeting.

Check to ensure that you are not moving too fast for her/him to get down the motion, the name of the person making the motion, and the name of the person seconding the motion, as well as the vote tally. All these are to be included in your minutes. It is virtually impossible to reconstruct these important points after the meeting. Some secretary's use a tape recorder, some write it down, and yet others use both. It is always wise to write down the name of the person making the motion and the second since voices are not always distinguishable on a tape. If your secretary is using only a tape recorder, then you may want to state the name of the person making the motion and the second when it happens (Motion by John Doe. Second by Mary Doe. Motion is to consider whatever . . .") This type of statement on the tape makes sure that there is no error when the minutes are prepared. The final vote count should also be restated.

5. Your meetings should start out covering old business. This would include what happened at the last General Board of Directors meeting held at the All American. You may want to remind them of what and how they voted at the previous meeting and then let them know the outcome of the general vote at the All American. You are their contact point for ABS and as such are the primary source of information for them. After old business is covered, you should move on to new business which would include your agenda items from the other districts as well as anything else that they would like to bring to the table.

Again, a meeting should run smoothly and should not be something to be dreaded nor endured. It is the member's opportunity to provide ABS with their opinions on matters important to them. Do not let it get out of hand with excessive discussion or argument on a topic that no one will make a motion for or will not second. Discussion of matters that have not been placed on the floor for consideration is the biggest time waster in meetings.

Affiliated Societies in your District

You should be familiar with the requirements for a club to be affiliated with ABS. *They must have one member who is a current member of their club and a current member of ABS who resides in the district.*

This is the only primary requirement that ABS puts on an affiliated club. However there are a few other things that must accompany their request for affiliation:

1. Two originals of the Articles of Affiliation that have been filled out and signed by an officer of the club;
2. A copy of their By-Laws and/or Constitution;
3. A roster of their officers with name, address, and phone number;
4. A check in the amount of the current affiliation dues;

5. An indication either by separate listing or mark that shows who they want listed as their contact person in the ABS bulletin. **The contact person is to be an ABS member.**

If you will check and make sure that all these items are included in their affiliation packet, it will save time and requests for additional information and make their affiliation proceed quickly.

Once affiliated, they must send their dues, roster, and contact person in to the office of the Secretary of ABS each year in order to retain their affiliation status. The dues are due on 1 January each year. Clubs who do not pay their dues by 1 March must re-affiliate by complying with all the same requirements necessary to affiliate.

When you have been notified that you have clubs that are delinquent in paying their dues, you should contact the club and find out what is the problem. You know your clubs better than anyone else in ABS. It may be that their contact person is no longer in the club and they have not notified the Secretary of ABS and therefore no one in the club has gotten a reminder notice. Your contact may be all it takes to get their dues in and prevent loss of affiliation for one of your clubs.

MEMBERSHIP RECORDS – *Upon request, the ABS Secretary will provide you a list of current and expired members in your District. Try to contact the expired members to see if non payment of dues was an oversight, or if they have experienced any problems with their membership. It is a useful tool for ABS to know the reason for members not renewing.*

Interim Votes

There will occasionally be interim votes required of the Board between Annual General Board Meetings. These votes are being taken because the full Board needs to make a decision on a matter important to the functioning of our Society. It is important that you return your vote and participate for your district in these policy decisions.

The Society is incorporated in the state of Indiana as a not-for-profit corporation. As such, we are subject to the laws of the state of Indiana. Those laws have placed on the Board of Directors of this Society the responsibility to operate in the best interest of the Society and provides that delegation of authority for decisions, i.e. to the Executive Committee between sessions, does not relieve the Board of their responsibility to operate this corporation.

This responsibility is a great one. You are the voice of your district whether at the Annual Board Meeting or in interim votes. Your failure to return your vote deprives your district of the voice in the voting procedure of ABS. If you are presented a vote and are not sure how your members feel about it, you should call your affiliated clubs and get some input. You are still bound to vote for what is in the best interest of the society and the budgerigar, but you would be able to base your vote on your affiliated club's input. **YOUR VOTE COUNTS!** But only if you send it back

Feel free to copy and paste the portion shown below on to a word processing software program for use at your meetings or run copies from Adobe Acrobat Reader.

SAMPLE PROXY BALLOT

I, the undersigned, hereby acknowledge that I am a member in good standing in ABS and that the person designated below has the authority to vote for me at the _____ (Regional or Special) District Meeting. She/He shall vote:

_____ as they wish.

_____ as I have designated on the front side of this ballot.

This ballot must be presented to the District Secretary no later than seven (7) days in advance of the date of the District Meeting or handed to the District Director prior to the start of the meeting.

Date: _____

NAME OF THE DESIGNATED VOTER: (please print)

NAME OF THE ABSENTEE VOTER: (please print)

ABS MEMBER NUMBER OF ABSENTEE VOTER: _____

Signature of Absentee voter: _____

This page was created to help further the efforts of those willing to take on the responsibility as a District Director for the American Budgerigar Society. Please contact Greg Ruth if there is information in error. It is recommended you [click here for an Adobe Acrobat Reader copy](#) of these pages so as to make the cleanest copy, or you may choose to print a copy directly from these pages.