

**BYLAWS  
of the  
Friends of the Tualatin River National Wildlife Refuge**

**ARTICLE I**

**NAME AND PURPOSES**

**Section 1.01. Name.** The name of the organization is Friends of the Tualatin River National Wildlife Refuge Complex (a Doing Business As or DBA) for Friends of the Tualatin River National Wildlife Refuge), an Oregon non-profit corporation (a public benefit corporation).

**Section 1.02. Purpose.** The Corporation is organized for charitable and educational purposes in support of the Tualatin River National Wildlife Refuge Complex.

**ARTICLE II**

**MEMBERS**

**Section 2.01. Types.** There shall be three types of members: Individual/Family, Affiliate and Lifetime. Each type shall have the powers and obligations provided under these bylaws and the Articles of Incorporation unless otherwise noted.

**Section 2.01.A. Individual or Family Membership.** Any individual or family interested in supporting the purpose and affairs of this Corporation is eligible for membership, subject to the standards set by the Corporation.

**Section 2.01.B. Affiliate Membership.** Any individual business or corporate organization interested in supporting the purpose and affairs of this Corporation is eligible for an Affiliate Membership, subject to the standards set by the Corporation.

**Section 2.01.C. Lifetime Membership.** Any individual interested in supporting the purpose and affairs of this Corporation is eligible for a Lifetime membership by paying a one-time minimum amount, set by the Corporation.

**Section 2.02. Qualifications.** Membership may be granted to any individual or corporation that supports the mission and purposes of the Corporation, and that pays the annual dues as set by the Board of Directors. A lifetime member is exempt from the annual dues requirement.

**Section 2.03. Dues.** Annual Dues for each member class shall be established by the Board of Directors. All members are considered in good standing with the Corporation when their membership dues are current.

**BYLAWS  
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Friends of the Tualatin River National Wildlife Refuge**

**Section 2.04. Meetings.** The Annual Meeting shall be held in October of each year. Any meeting, either the Annual or a special meeting, may be called by the President or at the request of at least 5% of the members. Notice of the meeting will be provided to each member in good standing by mail, telephone or email at least 30 calendar days before the meeting.

**Section 2.04A. Meeting Remotely.** If the Board of Directors authorizes participation by remote communication, members that are not physically present for a membership meeting may participate in, be deemed present in person at, and vote at the membership meeting. Participation by remote communication is subject to guidelines and procedures that the board adopts per ORS § 65.205.

**Section 2.05. Voting.**

**2.05.A. Individual, Lifetime or Family Membership.** Each membership in good standing with the Corporation is entitled to participate and vote at any of the scheduled membership meetings. Family memberships are entitled to one vote. Members are entitled to vote for individual Board of Director candidates at the Annual Meeting and on any other business at the Annual or special meetings requiring a vote of the membership.

A member must be present at the meeting to vote, unless voting by proxy. A member may appoint a proxy to vote or otherwise represent the member by signing an appointment form either personally or by the member's attorney-in-fact. An appointment of a proxy is effective when received by the Secretary or officer or agent authorized to tabulate votes before the first vote is cast. A proxy appointment is valid for no more than 11 months unless otherwise described on the appointment form. A member's proxy shall otherwise be subject to Oregon law governing non-profit corporations (ORS § 65.231).

**Section 2.05. B. Affiliate Membership.** An Affiliate Member shall not have voting rights.

**Section 2.06. Quorum.** Those votes represented at a meeting of members shall constitute a quorum. A matter shall pass by a majority vote of the members present at the meeting, whether in person or by valid proxy/appointment.

**Section 2.07. Resignation.** Any member may resign by filing a written resignation with the Secretary.

**Section 2.08. Termination of Membership.**

**BYLAWS  
of the  
Friends of the Tualatin River National Wildlife Refuge**

**Section 2.08.A. Nonpayment of Dues.** Membership in the Corporation is based on payment of annual dues, with the exception of a Lifetime membership. Membership shall terminate for nonpayment of dues automatically after 90 days from the member's anniversary date, provided they are sent timely notice of the pending termination at least 15 days before their membership is terminated.

**Section 2.08.B. For Cause.** A member of the Corporation may not be expelled or suspended, and a membership or memberships in the Corporation may not be terminated or suspended, except in accordance with a procedure that is fair and reasonable and is carried out in good faith. All terminations of membership shall comply with ORS § 65.167.

**ARTICLE III**

**AUTHORITY AND DUTIES OF DIRECTORS**

**Section 3.01. Authority of Directors.** The Board of Directors (Board) is the policy-making body and may exercise all the powers and authority granted to the Corporation by law.

**Section 3.02. Number, Selection, and Tenure.** The Board shall consist of not less than three Directors. Each Director shall hold office for a term of three years. A Director can serve a maximum of three consecutive terms and then is not eligible for election to the Board for a least one year.

**Section 3.03. Vacancies of Directors.** Vacancies existing by reason of resignation, death, incapacity or removal before the expiration of a Director's term may be filled with a candidate affirmed by a majority vote of the remaining Directors. The Board of Directors may select a new Director regardless of a vacancy on the Board, but is not obligated to do so if the Board has at least three remaining Directors. In the event of a tie vote to fill a vacancy on the Board, the President shall cast the tie-breaking vote.

**Section 3.04. Voting by Appointed Directors.** A Director selected by the Board prior to a vote of approval of the Members of the Corporation at the Annual Meeting has temporary voting rights on the Board until such time as elected to serve on the Board by the Members of the Corporation, not later than the Annual Meeting.

**Section 3.05. Resignation.** Resignations are effective upon receipt of written notification by the Secretary of the Corporation of written notification.

**BYLAWS  
of the  
Friends of the Tualatin River National Wildlife Refuge**

**Section 3.06. Regular Meetings.** The Board shall hold at least four regular meetings per calendar year, with each meeting held at least every quarter. Meetings shall be at such dates, times and places as the Board shall determine, and shall be open to attendance by Members and guests, with the exception of Executive Sessions. Directors may attend meetings by teleconferencing provided there is adequate technology to accommodate active participation by the Director unable to attend in person.

**Section 3.07. Attendance Requirements.** Directors must make every effort to attend meetings, either in person or by electronic means. Any Director who misses three regular meetings without being excused by the President may be removed by a majority vote of the Board members after being notified by the Secretary.

**Section 3.08. Special Meetings.** Special meetings shall be at such dates, times and places as the Board shall determine.

**Section 3.9. Notice.** Board of Directors meetings may be called by the President or at the request of any two Directors by notice emailed or telephoned, to each member of the Board at least 48 hours before such meeting.

**Section 3.10. Quorum.** A quorum shall consist of a majority of the Board. Board members can attend Board meetings in person or through teleconferencing. All decisions will be by majority vote of those present at a meeting at which there is a quorum.

**Section 3.11. Action without a Meeting** Any action required or permitted to be taken at a meeting of the Board or of any committee may be taken using electronic mail when a decision is needed prior to the date of a regularly scheduled meeting and when it is not possible or feasible to call a special meeting. Procedures for such electronic meetings will comply with ORS § 65.212 and will follow usual voting procedures.

**Section 3.12. Committees.** The Board may, by resolution adopted by a majority of the Directors in office, establish standing or ad hoc committees to advise the Board or otherwise serve the Corporation. A member of a committee may be, but need not be, a director or a member of the Corporation.

**Section 3.13. Reimbursement.** Directors shall serve without compensation with the exception that expenses incurred in the furtherance of the Corporation's business are allowed to be reimbursed with documentation and prior approval. In addition, Directors serving the organization in any other capacity, such as staff, are allowed to receive compensation therefore.

**Section 3.14. Voting.** All Directors, except for the President or the designated representative, shall have one vote on any given matter requiring a vote at meetings. A vote shall pass where there is a quorum and the majority of voters present are in favor. In the event of a tie vote, the President or the designated representative, shall serve as the

**BYLAWS  
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Friends of the Tualatin River National Wildlife Refuge**

tiebreaker on the issue. The act of a majority of Directors at a meeting where there is a quorum present shall constitute an act of the Board.

**ARTICLE IV**

**AUTHORITY AND DUTIES OF OFFICERS**

**Section 4.01. Officers.** The Corporation must have a president, a secretary, a treasurer and such other officers as are elected or appointed by the board of directors. Officers must be members in good standing at all times during their tenure, and must already be a member of the Board of Directors to be elected as an officer. Each officer has the authority and shall perform the duties set forth in an approved job description.

**Section 4.02. Election of Officers.** The officers of the Corporation shall be elected annually by the Board of Directors.

**Section 4.03. Terms of Office.** Terms of office for all officers of the Corporation shall be for one year, and officers may be reelected to subsequent terms as long as they remain eligible for membership on the Board of Directors, as defined in Section 3.02. When serving as President or Vice-President, limitations on successive terms as a member of the Board do not apply.

**Section 4.04. Resignation.** Resignations of any officer are effective upon receipt by the Secretary of the Board or any other active Officer of the Corporation, of a written notification.

**Section 4.05. Removal.** Any officer may be removed by the Board at a meeting, or by action in writing pursuant to Section 3.11, whenever in the Board's judgment the best interests of the Corporation will be served thereby.

**Section 4.06. Paid Staff.** The Board may hire such paid staff as they deem proper and necessary for the operations of the Corporation and as required by any cooperative agreements with the United States Fish and Wildlife Service. The powers and duties of the paid staff shall be as assigned or as delegated to be assigned by the Board.

**Section 4.07. Executive Director.** The Board may at its discretion hire an Executive Director. The duties of the Executive Director shall be determined and approved by the Board prior to hiring.

**ARTICLE V**

**BYLAWS  
of the  
Friends of the Tualatin River National Wildlife Refuge**

**INDEMNIFICATION**

The Corporation shall indemnify all members of the Board, officers and employees of the Corporation against all reasonable expenses and liabilities, including legal counsel fees, actually and necessarily incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, lawsuit or proceeding to which they may become involved by reason of their being or having been a member of the Board, officer, or employee of the Corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of their duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled. The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder.

**ARTICLE VI**

**FINANCIAL ADMINISTRATION**

**Section 6.01. Fiscal Year.** The fiscal year of the Corporation shall be October 1 – September 30 but may be changed by resolution of the Board.

**Section 6.02. Checks, Drafts, Etc.** All financial documents shall be signed or endorsed by such officer or officers or Executive Director of the Corporation and in such manner as shall from time to time be determined by resolution of the Board or of any committee to which such authority has been delegated by the Board.

**Section 6.03. Deposits and Accounts.** All funds of the Corporation, not otherwise employed, shall be deposited from time to time in general or special accounts in such banks, trust companies, or other depositories as the Board or any committee to which such authority has been delegated by the Board may select, or as may be selected by the President or by any other officer or officers or agent or agents of the Corporation, to whom such power may from time to time be delegated by the Board.

For the purpose of deposit and for the purpose of collection for that account of the Corporation, checks, drafts, and other orders of the Corporation may be endorsed, assigned, and delivered on behalf of the Corporation by any officer or agent of the Corporation.

**BYLAWS  
of the  
Friends of the Tualatin River National Wildlife Refuge**

**Section 6.04. Investments.** The funds of the Corporation may be retained in whole or in part in cash or be invested and reinvested on occasion in such property, real, personal, or otherwise, or stock, bonds, or other securities, as the Board in its sole discretion may deem desirable, without regard to the limitations, if any, now imposed or which may hereafter be imposed by law regarding such investments, and which are permitted to organizations exempt from Federal income taxation under Section 501(c)(3) of the Internal Revenue Code.

**Section 6.05. Loans Prohibited.** No loans shall be made by the Corporation to any officer or to any Director.

**Section 6.06. Books and Records.** The Corporation shall keep current and complete books and records of accounts.

**Section 6.07. Salaries.** The salaries, if any, of all staff and agents of the Corporation shall be fixed by the Board.

**Section 6.08 Policies.** From time to time the Board may write operational policies for clarification and guidance of its members and/or staff. The Board shall adopt a conflict of interest policy consistent with the requirements of the appropriate regulatory bodies governing the conduct of nonprofit organizations.

**Section 6.09 Endowment Fund.** The Board may establish an endowment fund for the long-term benefit of the Corporation. The management of the Endowment Fund shall be consistent with the Uniform Prudent Management of Institutional Funds Act, ORS 128.305 et seq., which restricts the ability of the Board to spend principal, held in the Endowment Fund.

**ARTICLE VII**

**BOOKS AND RECORDS**

Correct books of account of the activities and transactions of the Corporation shall be kept at the office of the Corporation. These shall include a minute book, which shall contain a copy of the Certificate of Incorporation, a copy of these Bylaws, and all minutes of meetings of the Board of Directors.

**ARTICLE VIII**

**AMENDMENT OF BYLAWS**

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These Bylaws may be amended by a majority vote of the members attending the Annual Meeting or special meeting, provided prior notice is given of the proposed amendment in the notice of the meeting at which such action is taken.

**ARTICLE IX**

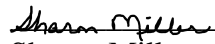
**DISSOLUTION**

The dissolution and distribution of the assets of the Corporation shall require a majority of the votes cast by the members at a meeting called for such purpose. Upon dissolution, the assets of the Corporation shall be distributed only in accordance with the Articles of Incorporation and the rules governing such distribution contained in the Internal Revenue Code.

**ARTICLE X**

**ADOPTION OF BYLAWS**

These Bylaws were approved by its members at a meeting on September 24<sup>th</sup>, 2022.

  
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Sharon Miller on behalf of  
Irene Vlach  
Secretary