



ProAves of Colombia

# Membership Manual



for conservation in the land of birds!



WWW.PROAVES.ORG



# ProAves of Colombia

## Membership Manual

## Foreword

This manual has been prepared in order to have a practical document to guide our members, so they know how to take advantage of the benefits we offer and likewise the commitments acquired from being part of the membership of ProAves Foundation.

The communication channels at your disposal for any questions or concerns regarding services and benefits offered by membership are:

Tel: 3403229/3403261/2455134

Website: [www.proaves.org](http://www.proaves.org)

Email: [fundación@proaves.org](mailto:fundación@proaves.org)

Hours: Monday to Friday 8:00 am to 5:00 pm

Welcome to the Membership of  
ProAves Foundation of Colombia





# ProAves of Colombia

## Membership Manual

### Who are we?

ProAves Foundation was born in 1998 from the initiative of a group of people interested in the conservation of the Yellow-eared Parrot in Colombia.

We are a Colombian non-governmental, non-profit, organization membership of which is free and open to all who want to share our vision to prevent the extinction of endangered species and protect their key areas in perpetuity, in association with citizens proud of their natural resources.

### Mission

Protect wild birds and their habitats in Colombia through research, conservation actions and specific community outreach

### Vision

ProAves Foundation shall be constituted as a leader in the protection of birds and their habitats to contribute to the prevention and the extinction of species and protect key areas in Colombia, in partnership with institutions, communities, leaders and citizens oriented towards human development in harmony with nature.





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# Membership use policies

Before using the benefits we offer to our members, please read carefully the following instructions governing the operation of membership:

- Membership use is personal and is not transferable.
- Use of membership does not empower the Member to make business activities or negotiations of any kind on behalf of the

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## What is the Assembly?

The General Assembly is the supreme organ of ProAves, its agreements and determinations are inescapable for all members, while they have been adopted in accordance with legal and statutory rules.

Each active member is entitled to one vote. Each active member may appoint a special attorney to represent them at general meetings and an active member may only represent up to two (2) members.

It is important to clarify that an active member is considered to be anyone who has previously been accepted by the General Assembly as one who has a voice and vote.





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## Functions and Powers of the Assembly

The functions and powers of the General Assembly as to follows:

- Approve its own rules
- Choose two (2) members of the Board of Directors (Chairman and Secretary) for a period of two (2) years. Its members may be reelected indefinitely.
- Choosing the Principal Auditor and their staff substitute and assign salaries for the post, which will have a period of two (2) years.
- Reform the rules with the qualified vote of two-thirds of Members who have constituted quorum, prior favorable concept of the Congress.
- Charting the general policy of the Foundation, under the guidelines set out by the Council.
- Ensure compliance with these rules for each of the bodies, managers and officials.
- Approve balances and financial statutes of the ProAves Foundation of Colombia.





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## Rights of Membership

Membership is the title that gives the member the right to enjoy certain determined benefits, as well as the obligation to comply with the obligations established. Both rights and duties of members are set out in this manual.

Active members are those who identify with the mission, principles and objects of the Foundation, who have completed their registration and subsequently been approved by the Assembly General. Active members participate in the ordinary and extraordinary general meetings and have voice and vote.







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### Requirements for Membership

Membership is open to those natural or legal persons who identify with the principles and social order who have their request to the General Assembly.

It is an essential requirement that the member be over 18 years old.

It is essential that the person who wants to join the membership have an email account, because most contact will be made by this means.





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## The rights of Members

- Opt in to all the benefits that the ProAves Foundation has made available, such as seminars, training courses and any type of activity in which they may join, in case they have some economic fee this will be assumed by the member.
- Receive all the benefits and rights derived from their membership in the ProAves of Colombia Foundation.
- A 10% discount for the purchase of ProAves Foundation books; the submission of the Colombian cedula is a requirement.
- A 20% discount to participate as ProAves volunteer presenting the Colombian cedula on entering.
- A Discount of 50% on visiting ProAves of Colombia reserves presenting the Colombian cedula and booked 5 days in advance (the discount only applies for admission to the reserve; the cost of the stay will be borne by the member).



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### The duties of Members

- Uphold the regular and special obligations formally agreed.
- Actively participate in a timely manner at each meeting and at regular and special meetings of the General Assembly.
- If the member does not participate in meetings in person or via email, fax or skype they lose the right to be a member.
- Actively participate in any activity that ProAves organizes within the scope of their own in the own activities





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### Benefits of being a Member

**Aleteo:** Access to our newsletter ALETEO, developed in order to disseminate the activities of team members during the month.

**Forums on the Internet:** News and information of interest may be shared, as well as keeping members aware of environmental innovations that are being developed worldwide.

**Social Networks:** They may also have access to TWITTER and FACEBOOK pages, where they can see the profiles of some of the members and even contact them to maintain a closer relationship. We provide a contact point for professional or non-professional members, in which they can exchange information of interest and in which they can express social and cultural views.

**Visiting the Reserves:** Free excursions to the different Nature Reserves.

**Access to information:** Annual reports related to the work carried out by ProAves Foundation.

**Job Opportunities:** Our members will have priority when participating in applications for jobs submitted to the Foundation to join the workforce.



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## Loss of Membership

Active members lose membership for the following causes:

- By death.
- By a physical or mental condition, that affects the performance of their mental and rational faculties. A medical diagnosis is sufficient proof.
- Through membership or associate membership to another institution with the same or similar objectives to the Foundation or when there might be a conflict of interests.
- For violation of the statutes of the Foundation.
- By not attending two (2) consecutive ordinary or extraordinary meetings of the Foundation.
- Senior member on a two (2) year suspension.
- Violating the reliability imposed by membership for the participation in various managing bodies and administration.



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### How the call to the Meeting is made

Ordinary General Assembly shall be held annually on the first Saturday in March at 10am.

The participation of members in the Ordinary and Extraordinary General Meetings may be done in person or electronically (vote on line, email, skype), as applicable.





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