

The Alaska Bird Club Policy & Procedure: Sale of Items by (TABC)

Policy: It is the policy of TABC to sell surplus items, on a scheduled bases. For the purpose of this policy “surplus” shall be defined as any item that is deemed by the Board to be excess or unusable in the current condition.

Major categories:

- Items purchased by TABC with the intent of resale (seeds, nuts, lapel pins, t-shirts, etc).
- Items purchased or donated for the use of TABC projects and functions that are now considered surplus to the needs of TABC (tree stands, toy making supplies and cages, etc.).

Inventory with the intent of resale:

- At time of authorized purchase, the item(s) will be added to TABC inventory with receipts recorded and maintained by the Treasurer.

Equipment & Supplies assets to TABC operations:

- The item(s) must be deemed surplus by a majority vote of the Board of Directors in order to be disposed of or sold.

Procedure for sale of items in TABC inventory:

- The Board determines if the item(s) are deemed surplus to TABC’s mission by motion. Item(s) deemed no longer necessary for the operation of the TABC, excess inventory or unwanted inventory.
- The Board determines the value of the inventory. A variety of rationales such as fair market value, initial purchase price and condition of item(s). All items will be offered “as is, where is”.
- Once the value is determined, TABC will offer the item(s) for sale on a best offer bases.
- Surplus item(s) will be available for the sale to members only at a **Member Only Event**. If same surplus item(s) are not sold at said event, all item(s) will be posted for sale to the general public.
- TABC must have auction announcements appear in a variety of forums including, but not limited to: TABC newsletter, TABC website, other online sale forum service, and at least one club meeting a minimum of 30 days prior to the event.

No item(s) will be released from TABC until payment has been received. If the transaction and item(s) pick up, are not completed within three days (unless prior arrangements are made), TABC has the right to offer the item(s) to the next highest offer received.