

NATIVE PLANT SOCIETY OF TEXAS
TRINITY FORKS CHAPTER
BYLAWS

ARTICLE I — NAME

The name of the society shall be the Native Plant Society of Texas, Trinity Forks Chapter.

ARTICLE II — PURPOSE OF THE CHAPTER

The purpose of the Trinity Forks Chapter shall be to promote the conservation, research and utilization of the native plants and plant habitats of Texas, through education, outreach and example.

ARTICLE III — MEMBERSHIP

- Section 1.** Any person, family or group who is a member of the Native Plant Society of Texas and current on dues is eligible for membership in the Trinity Forks Chapter.
- Section 2.** Each individual member is entitled to one vote on any question requiring a vote of the general membership. A family shall be entitled to two votes. The right of a group to vote shall be exercised by an individual from the group, designated in writing by that group as its official delegate.
- Section 3.** Membership dues are fixed by the State Society and are payable to the State Society on the anniversary of the membership.

ARTICLE IV — OFFICERS & BOARD

- Section 1.** The officers of the Trinity Forks Chapter shall be President, President-Elect, Secretary, Treasurer, and immediate Past President. These officers and the Chairpersons of Standing Committees shall be known as the Board.
- Section 2.** Each officer except the Past President shall be elected by the membership for a one-year term and serve until a successor is seated.
- Section 3.** The Past President will serve until replaced by a new Past President.
- Section 4.** Chairpersons are appointed by the President, serve for a one-year term, and may be reappointed at the discretion of a succeeding president.

ARTICLE V — GENERAL MEETINGS

The Board shall decide the date, time and place of meetings and notify the membership at least seven (7) days prior to each meeting.

ARTICLE VI -- BOARD MEETINGS

Section 1. The President shall determine the date, time and place of Board meetings. Board meetings shall be held regularly as needed to conduct the day-to-day business of the Chapter. Special Board meetings may be called by two-thirds (2/3) majority of the Board. Board members shall be notified by any convenient means at least seven (7) days prior to each regular or special meeting.

Section 2. A quorum shall consist of a simple majority of filled offices and Board positions.

ARTICLE VII — DUTIES OF OFFICERS & BOARD MEMBERS

Section 1. President

- A.** The President shall preside at the general meetings and at the Board meetings, shall appoint all Committee Chairpersons unless otherwise provided for in these Bylaws, shall be an ex-officio member of all committees except the Nominating Committee and shall have supervision of the affairs of the Chapter.
- B.** These appointments shall be announced at the first general meeting following the installation of officers, or as soon as possible.

Section 2. President-Elect

- A.** The **President-Elect** shall exercise the function of the President during any absences of the President and may be assigned other duties by the President.
- B.** The **President-Elect** shall succeed to the Office of President at conclusion of the President's term of office.

Section 3. Secretary

- A.** The Secretary shall record the proceedings of meetings, e-mail Board decisions, as well as special events, and shall be responsible for necessary correspondence.
- B.** The Secretary shall keep a copy of the Bylaws and record the date of any changes that are made. A copy of the current Bylaws should be available at all times and be passed on to the new Secretary when elected.

Section 4. Treasurer

- A.** The Treasurer shall keep a correct account of receipts and disbursements and render a financial statement to the State Society quarterly and to the Board when it meets. The Board, President or State Society may occasionally request special reports.
- B.** The Treasurer shall open a bank account and optional savings account. All Chapter money shall be kept in these authorized accounts.
- C.** All elected officers of the Chapter shall be authorized to sign checks. In the event that the Treasurer is unable to fulfill his or her duties, the President shall take possession of the checkbook and other financial instruments and records until a new Treasurer takes office. The President may appoint the President-Elect to assume the duties of Treasurer until the next election.
- D.** The President shall appoint an audit committee who will meet annually before elections, to review all financial transactions and records for appropriateness.

Section 5. Records Each officer shall deliver the records of office to the successor upon expiration of the term of office or the termination of an officer's duties for any reason. Either hard copy or electronic files will suffice.

Section 6. Standing Committees The Standard Operating Procedures for standing committees may be found on the chapter website. The standing committees consist of the following:

- A. Education
- B. Field Trips
- C. Historian
- D. Hospitality
- E. Membership
- F. Newsletter
- G. NICE!
- H. Outreach
- I. Programs
- J. Publicity
- K. Ways and Means
- L. Webmaster

Section 7. Parliamentarian & Ad Hoc Committees

- A. The President may appoint a Parliamentarian who may or may not be a Board member; if a non-Board member, the Parliamentarian has no voting power.
- B. Ad hoc committees may be appointed by the President as deemed necessary for the efficient operation of the Chapter.
- C. Chairpersons of ad hoc committees are not voting members of the Board.

ARTICLE VIII — NOMINATIONS & ELECTIONS

Section 1. Nominating Committee

- A. A Nominating Committee should be appointed by the Board of Directors to present a slate of officers at a general meeting at least twenty-eight (28) days prior to elections. This slate may contain one or more names for each office.
- B. The President shall ask for further nominations from the floor following presentation of the slate and again during the October meeting, after which the nominations shall be closed.
- C. All nominees must agree to serve if elected prior to placing their names in nomination.

Section 2. Elections

- A. Elections shall be held annually at the conclusion of the October membership meeting, and may be by ballot if there is more than one nominee for any office.
- B. A simple majority of members present is required for election.
- C. The elected officers shall be installed and take office immediately.

Section 3. Vacancies A vacancy in an elected Office may be filled by appointment of the President pending approval of the Board.

ARTICLE IX — PARLIAMENTARY AUTHORITY

The parliamentary authority for these Bylaws is Robert’s Rules of Order Newly Revised, except where specifically stated otherwise in these Bylaws.

ARTICLE X — AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds (2/3) vote of members present and voting at a legally called general meeting after written notice of the proposed changes has been presented to the membership at least thirty (30) days in advance.

ARTICLE XI — COMPLIANCE WITH STATE BYLAWS

The Chapter shall work in accord with the Native Plant Society of Texas and comply with the State Society Bylaws.

ARTICLE XII — DISSOLUTION OF THE CHAPTER

In order to dissolve the Trinity Forks Chapter of the Native Plant Society of Texas, a resolution should be prepared, such as: “Resolved, that Trinity Forks Chapter be dissolved as of the date of _____.” This resolution may be preceded by a preamble setting forth the reasons for the dissolution. It is, in effect, a motion to rescind the Bylaws, and, therefore, requires the same notice and vote to amend them. The required notice should be sent by mail to all members of record thirty (30) days before a vote is taken. In the event that the Chapter is dissolved, the Chapter Treasurer shall pay all outstanding bills and any other expenses of the Chapter and turn all remaining money over to the State Treasurer of the Native Plant Society of Texas. The Chapter Treasurer shall place a receipt for this money in his/her files and place a copy of the receipt in the Secretary’s notebook.

Bylaws approved by the membership _____ April 22, 2010 _____

Amended _____