



## **State Board of the Native Plant Society of Texas Standing Rules**

The State President shall create, subject to the approval of the State Board, such standing rules as may be deemed suitable, necessary and convenient to accomplish the aims of the Society as set forth in the bylaws. These standing rules may be amended by majority vote of those present at any regularly scheduled meeting of the State Board.

### **I. ADDRESS**

The address of the **Native Plant Society of Texas** shall be P.O. Box 3017  
Fredericksburg, Texas, 78624  
Telephone: 830 997-9272

### **II. DUES (Revised July 2012, January 2019)**

A. Dues shall be established by membership category as follows effective April 1, 2019:

- Individual \$45
- Couple/Family \$60
- Student/Senior/Limited Income \$35
- Patron \$100
- Benefactor \$250
- Supporting \$500
- Lifetime Membership (Inc. couples) (One-time payment) \$1,200

B. All membership dues shall be paid to the State in full. In instances when a chapter collects membership dues directly from its members, that chapter is responsible for forwarding dues promptly to the State office to assure timely processing. (See information below about membership terms, benefits, and renewal information.)

C. A member may join one chapter of their choice without additional cost. A member may choose to join additional chapters by paying an administrative fee of \$6 a year for each additional chapter, of which an amount equal to 12% of the dues for Individual category will be rebated to the affiliate chapter.

### **III. MEMBERSHIP**

A. New Member Packet: The following will be sent to each new member:

- A thank you letter on behalf of the State Board
- Information about chapter affiliation
- Window decal
- Bibliography of recommended native plant books
- To patron and benefactor members (new and renewing), a handwritten acknowledgment from the VP Administration.
  - B. Foreign memberships: Foreign memberships will be accepted at regular membership rates plus a \$5.00 charge for postage.
  - C. Membership terms, benefits and renewal information: Membership in the Society, which commences on the date that member's dues payment is received by the State office, is renewable annually from that initial date (expiration date is shown on the member's mailing label).  
Annual membership benefits, besides voting privileges [see Bylaws Article III], include a year's subscription to the official newsletter beginning with the first issue published after that member's dues are processed.  
The State office sends renewal notices directly to each member by the end of the month before that member's expiration date, with a reminder notice at the end of the final month of membership. If the State

office within two calendar months following the expiration of membership does not receive dues, that member shall be dropped from the roll.

#### **IV. CHAPTER FINANCIAL REPORTS AND REBATES (amended January 2019)**

A. Chapters are entitled to receive a rebate of 12% of dues paid by members of the chapter. The amount of the rebate due will be calculated as of the last day of the quarter (March 31, June 30, September 30, December 31), and will include chapter members as of that date who paid dues during the quarter. For Lifetime members, the rebate will be calculated annually based on the dues for an Individual membership, and is calculated for the quarter in which the anniversary of the Lifetime membership falls.

B. To receive the rebate for a quarter, a chapter must:

1. Submit a Chapter Financial Report for the quarter using the online tool available on LeaderWeb, unless

prior arrangement is made with the State office for an alternative method.

2. Submit the corresponding bank statements for the quarter to the State office, where they will be retained,

along with the Chapter Financial Reports, for at least the time period by the IRS. The bank statements may be sent electronically as an email attachment, or physical copies (or originals) may be mailed or delivered. The preferred electronic format is PDF.

3. The chapter must accept rebate payment via direct deposit to the chapter bank account.

C. Chapter Financial Reports are due within the month following the end of a quarter. Rebates will be paid within 30 days of completion of the above requirements.

## **V. FINANCE AND BUDGET (Revised April 2020) (revised 2024.02.03)**

A. Revenue generated from sources other than membership dues, including interest on the checking account, shall be used for state activities, ~~with the exception of the Westel program, fifty percent of which income shall be rebated to the participating chapters on a biannual basis.~~

B. The State will contribute ~~\$200.00~~ \$500 to any newly formed chapter (a new chapter which has signed on a minimum of 10 memberships) to help defray start-up expenses.

C. Financing of Annual State Meeting. The State Meeting is to be financed from State funds, through registration fees paid to the State. Expenses approved by the State Board and paid by the local chapter shall be reimbursed from State funds. Any surplus funds from the Annual Meeting shall be used for State activities.

D. Expenses incurred by chapter representatives in the performance of duties to the State Board may be reimbursed by their chapter.

E. All chapters are responsible for completing and returning to the State office quarterly financial reports and yearly Chapter Activity Reports before receiving any rebates.

~~E. All chapters are responsible for completing and returning to the State office the financial reporting forms available at the state website on the 'LeaderWeb' page on a quarterly basis. Membership rebate checks for the quarter will not be issued to any chapter before the state office, policy commencing July 1994, has received its required forms.~~

## **VI. INACTIVE CHAPTERS (revised 2024.02.03)**

A. Any chapter which has had no activity for a period exceeding 12 months (activities including but not limited to organization meetings, speaker programs, field trips, member services or community activities promoting the Society ) and/or which has neglected to return the financial statements required by the State Office shall be deemed inactive. ~~Inactive chapters shall not be eligible for membership rebates until they have~~

~~requested reactivation status from the State Board, and their request has been approved.~~

~~B. Any chapter that requests an inactive status can also request that chapter funds exceeding \$100.00 can be held in escrow by the State for a period of three years. If the chapter reactivates within three years, the money funds can will be returned to the chapter. In doing so, the chapter forfeits the \$200 'newly formed' chapter contribution from the State office. All interest accumulated on the escrow funds will be retained by the State organization.~~

## **VII. NOMINATING COMMITTEE (revised October 2014)**

**A. Purpose.** The purpose of the Nominating Committee is to find the best candidate for each State Office that is open in the next election, and to be responsible for the conduct of the state officer election process.

### **B. Membership**

1. The Immediate Past President shall serve as Chair of the Committee.
2. There shall be at least four and no more than six additional Members who will each serve a term of

office of two years, which shall begin and end at the close of an Annual Meeting.

3. At the first State Board Meeting following the Annual Meeting the President, with the Approval of the

State Board, shall appoint between two to four new members to fill such vacancies as may have

occurred on the Committee. No currently serving State Officers may be appointed to the Committee. 4. Members of the Nominating Committee should be chosen with consideration to such factors as regional

diversity, differing types of involvement in the native plant field, wide-ranging personal and/or

professional contacts and an understanding of organizational structure.

### **C. Nominations Time-Line**

1. The Committee shall meet at times and places of its choosing to review the responsibilities and eligibility requirements for each office and find the member who is best able and willing to do the job. Consideration should be given to providing geographic diversity among the Elected Officers. The Committee may solicit and consider suggestions and recommendations from members who are not on the Committee. The Committee should come to a consensus agreement on a slate of nominees to be presented for approval at the July Board Meeting.

2. At the July State Board Meeting the Chair shall present the nominees of the Committee for each Elected Office that shall be open at the next Election. Nominations may also be taken from the floor.

#### **D. Election Process**

1. The Committee shall be responsible for conducting the Election, counting the Votes and determining the winners. The Committee may delegate this responsibility to such administrative and technical resources best able to perform the duties.

2. Following the July State Board Meeting a ballot shall be prepared listing the names of candidates for each office, along with a brief statement of qualifications. The ballot may also provide space for a write-in candidate.

3. The ballot may be provided to members by paper ballot or by electronic means.

4. Information about the election and the candidates shall be posted in the official state newsletter, and on

the state website, and may also be distributed by other electronic means.

5. A period of at least 30 days shall be allowed for voting, after which time voting shall be closed and the

ballots counted.

6. The Chair shall announce the results of the Election at the Annual State Meeting.

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### **VIII. DUTIES OF STATE OFFICERS (Revised July 2012, January 2014, October 2014, April 2019, November 2023)**

General Duties of All Directors and Specific Duties of Executive Officers  
Approved by the State Board 2023.11.04

#### **General Duties of State Board Directors**

1. Sign the Leadership Agreement document.

2. Attend onboarding or review onboarding content in Key Documents

3. Participate, as needed, in the development and implementation of the Society's 5-Year Strategic Plan and annual report.

4. Recruit, train and oversee members of committees chaired by you.

5. Hold at least one committee meeting per quarter of state committee(s) chaired by you.

6. Executive Officers and Standing Committee Chairs shall submit a quarterly written report, using the template provided, to the State Board that includes a summary of activity, future plans and a list of members, if applicable.

#### **General Duties of Executive Officers**

1. Review and comply with the general duties of the State Board of Directors.

2. Review documents that govern the office. Before leaving office, review, revise, update such documents and assist the nomination committee in finding a successor.
3. Represent the Society to the public when working in the capacity of executive officer.
4. Perform an annual review of the Executive Director.
5. Perform other pertinent duties as requested by the President or the State Board.

#### **A. President**

1. Preside at the Annual State Meeting of Members, at all State Board meetings and Executive Committee meetings.
2. Assist the Executive Director and VP Administration plan the agendas for Executive Committee and State Board meetings.
3. Appoint all state committee chairs not otherwise provided for in these rules, with the approval of the State Board.
4. Serve as an ex officio member of all committees.
5. Review the CAR reports and, in collaboration with the President, decide on the Chapter of the Year.

#### **B. President-Elect**

1. Exercise the functions of the President during any absence or disability of the President.
2. Appointed as chair of the Awards Committee.
3. Serve as an ex officio member of all committees.

#### **C. Immediate Past President**

1. Exercise the functions of the President during any simultaneous absence or disability of both the President and President-Elect.
2. Appointed as chair of the Nominating Committee.
3. Serve as an ex officio member of all committees.
4. Provide continuity to the Society by serving as a resource for historical information.

#### **D. Vice-President Administration**

1. Create, distribute, and maintain the official meeting minutes of the proceedings of the Annual State Meeting of Members, all State Board and Executive Committee meetings; post minutes to the appropriate Workplace site for review.
2. Assist the Executive Director and President plan the agendas for Executive Committee and State Board meetings.
3. Ensure governing documents are kept current with assistance of staff.

#### **E. Vice-President Affiliations & Advocacy**

1. Become familiar with state and local plant related ordinances and laws and educate Society leadership and members about how to advocate for our mission and communicate with public officials.
2. Appointed as chair of the Affiliations & Advocacy Committee.
3. Ex-officio member of the NLCP Steering Committee as pertains to advocacy.
4. Develop native plant advocacy messages in the public media as appropriate in coordination with the VP Communications.
5. Support and work with other like-minded conservation organizations.

6. Assist chapters with local advocacy issues in coordination with the Chapter Liaison.
7. Promote the Society's guideline on "Working with Your Homeowners' Association (HOA)"

#### **F. Vice-President Chapter Liaison**

1. Act as a link to assist communication and cooperation between the staff, chapters, and members.
2. Appointed as chair of the Membership Committee.
3. Oversee chapter support resources.
4. Assist newly formed chapters as needed to strengthen their governance and programs and grow their membership.
5. Review the Chapter Activity Reports and, in collaboration with the President, decide on the Chapter of the Year.

#### **G. Vice-President Communications**

1. Appointed as Chair of the Communication Committee responsible for marketing, publications, website, and social media.
2. Manage external communications and marketing as appropriate, including branding, public relations and press releases.
3. Manage external email marketing in compliance with privacy policies.
4. Maintain brand and writing style guidelines.
5. Support board and committee members on all digital and printed communications.
6. Serve as a communications resource clearinghouse for all State committees.

#### **H. Vice-President Education**

1. Appointed as chair of the Grants and Scholarships Committee.
2. Serve as ex-officio member of the Native Plants in Schools (NPS) Committee and Native LCP Committee.
3. Support the development of educational programs for the public, such as NPS, NLCP and other programs.

#### **I. Vice President Finance**

1. Appointed as chair of the Finance Committee.
2. Monitor finances monthly.
3. Present a quarterly financial statement to the State Board, a financial report at the Annual State Meeting of Members.
4. Assist in the annual budget process and present to the State Board for approval.
5. Review State and Federal financial and tax reports.
6. Become a member of the Audit Committee upon completion of the term of office.
7. Develop, implement, and monitor finance and accounting policies and procedures; make recommendations as to needed actions.

~~All State Officers are expected to attend the four regularly scheduled meetings of the State Board.~~

#### **A. President**

~~The President will be responsible for the following duties:~~

- ~~1. Represent the Society to the general public;~~
- ~~2. Preside at the Annual State Meeting and at all State Board meetings;~~
- ~~3. Appoint all committee chairs not otherwise provided for, with the consent of the State Board;~~
- ~~4. Serve as an ex officio member of all committees except the Nominating Committee;~~
- ~~5. Provide general supervision of the affairs of the Society;~~
- ~~6. Arrange for an annual in-house audit;~~
- ~~7. Appoint with the consent of the State Board such consultants, contractors or employees as may~~  
~~be required for the administration of the Society Business and within the defined~~  
~~Standing Rules for contractual~~  
~~relationships;~~
- ~~8. Oversee development and update of an annual Executive Board Plan; and~~
- ~~9. Perform all other duties incident to the office.~~

**~~B. Immediate Past President (revised January 2014)~~**

~~The Immediate Past President will be responsible for the following duties:~~

- ~~1. Provide continuity to the State Board;~~
- ~~2. Preside as chair of the Nominating Committee;~~
- ~~3. Provide leadership in definition of short and long range plans for the Society for~~  
~~inclusion in the~~  
~~annual Executive Board Plan; and~~
- ~~4. Serve as a member of the Development Board.~~



### **C. ~~President-Elect (revised January 2014)~~**

The President-elect will be responsible for the following duties:

- ~~1. Exercise the functions of the President during any absences or disability of the President;~~
- ~~2. Preside as chair of the Membership Committee, whose function includes development and maintenance of an on-going membership solicitation and retention campaign to build a strong, diverse membership base;~~
- ~~3. Supervise the maintenance of the Membership database and development and updating of membership materials (renewal notices, acknowledgements, new member packets, and membership brochure/application);~~
- ~~4. Develop, update, and implement an action plan for Membership activities for inclusion in the annual Executive Board Plan and in support of the Strategic Plan;~~
- ~~5. Serve as an ex officio member of all committees except the Nominating Committee;~~
- ~~6. May be assigned other duties by the President or State Board; and~~
- ~~7. Will become President upon expiration of the term of office of the President.~~
- ~~8. Serve as chair of the Awards Committee.~~

### **D. ~~Vice-President Administration~~**

The Vice-President Administration will be responsible for the following duties:

- ~~1. Create, distribute, and maintain the official meeting minutes of the proceedings of the Annual State Meeting, all State Board meetings, and Executive Board votes;~~
- ~~2. Maintain and update the Administrative Handbook;~~
- ~~3. Develop, update, and implement an action plan for Administration activities for inclusion in the~~

~~annual Executive Board Plan and in support of the Strategic Plan;~~

~~4. Oversee the operations of the State office; and~~

~~5. Perform other pertinent duties as directed by the President or the State Board.~~

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## **~~E. Vice-President~~**

### **~~Chapter Liaison~~**

~~The Vice-President Chapter Liaison will responsible for the following duties:~~

~~1. Act as liaison between the State Office, Chapters, and members at large;~~

~~2. Assist newly formed chapters as needed to strengthen their governance and programs and grow~~

~~their membership;~~

~~3. Promote communications between the State organization and Chapters for mutual benefit;~~

~~4. Develop program, organizational, and resource materials to be made available to chapters;~~

~~5. Be responsible for the management and continued improvement of the Chapter Tool Chest; and~~

~~6. Develop, update, and implement an action plan for Chapter Liaison activities for inclusion in the~~

~~annual Executive Board Plan and in support of the Strategic Plan;~~

~~7. Serve as ex-officio member of Membership Committee;~~

~~as needed~~

## **~~F. Vice President Finance (revised July 2021)~~**

~~The Vice-President Finance will be responsible for the following duties:~~

~~1. Approve online payments;~~

~~2. Monitor finances on a monthly basis;~~

~~3. Present a quarterly financial statement to the State Board, a financial report at the Annual State~~

~~Meeting, and make recommendations as to needed actions;~~

~~4. Maintain proper accounts of the Society's receipts and disbursements that meet general~~

~~accounting standards for non-profit organizations;~~

~~5. Ensure the safe and orderly storage of each year's financial records;~~

~~6. Preside as chair of the Budget Committee, which will include the President, President-Elect, at~~

~~least one Chapter President, and others as designated by the chair, and whose primary responsibility will be to prepare and propose to the State Board at last State Board meeting of the current year a~~

~~for the next calendar year;~~

~~7. Ensure the timely and accurate filing of all financial and tax reports to State and Federal entities;~~

~~8. Monitor the status and performance of State financial accounts (i.e. checking, savings, investment) and make recommendations to the State Board on transfer of funds amongst the~~

~~accounts or changes to account types;~~

~~9. Make recommendations to the State Board for increasing and diversifying State revenues, including~~

~~oversight of grant applications; and~~

~~10. Develop, update, and implement an action plan for Finance activities for inclusion in the annual~~

~~Executive Board Plan and in support of the Strategic Plan;~~

~~11. Become a member of the Audit Committee upon completion of the term of office.~~

~~budget~~

#### **~~G. Vice-President Communications (revised January 2014, April 2019)~~**

~~The Vice-President Communications will be responsible for the following duties:~~

~~1. Serve *ex officio* on the Website Committee and coordinate website content with other communications;~~

~~2. Issue external communications to the media as appropriate including public relations and press releases;~~

- ~~3. Serve as Chair of the Publications Committee, which shall be responsible for all publications of the Society, unless otherwise specified, and which shall be composed of members appointed by the Chair with the approval of the State Board.~~
- ~~4. Serve, *ex officio*, as a member of the Membership Committee, and shall in cooperation with the President-elect and the Membership Committee, be responsible for developing and updating membership and promotional materials; and~~
- ~~5. Develop, update, and implement an action plan for Communication activities for inclusion in the annual Executive Board Plan and in support of the mission of the Society.~~

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#### ~~H. Vice-President Education~~

~~The Vice-President Education will be responsible for the following duties:~~

- ~~1. Oversee state grant award and scholarship award programs for students in the fields of botany, horticulture, and range management;~~
- ~~2. Oversee development and offering of native plant curriculum and programs that align with science programs for grades K—12;~~
- ~~3. Coordinate and support development of programs to educate individuals, businesses, organizations, and communities as to the benefits of native plants in natural habitats and landscaping;~~
- ~~4. Develop, update, and implement an action plan for Education activities for inclusion in the annual Executive Board Plan and in support of the Strategic Plan.~~

#### ~~I. Vice-President Advocacy~~

- ~~1. Educate elected and appointed officials about native plant issues and the importance of preserving native plant plants and their habitats~~
- ~~2. Create and maintain template laws and ordinances for local and state governments as~~

appropriate that promote the protection of native plants and their habitats including roadside management and the

use of native plants in landscaping practices and promote adoption of these laws and ordinances;

3. Create and maintain template rules for Home Owner Associations that promote the protection

of native plants and their habitats and the use of native plants in landscaping practices and

promote adoption of these rules;

4. Develop native plant advocacy messages in the public media as appropriate in coordination with

the VP-Communications.

5. Develop, update, and implement an action plan for Advocacy activities for inclusion in the

annual Executive Board Plan and in support of the Strategic Plan.

#### **J. Vice-President Environmental Liaison**

1. Develop partnerships and consistent communications with like-minded organizations and

governmental agencies while promoting our mission statement and educating about native plant and habitat issues

2. Develop and maintain a database of contact and relationship information about alliance

organizations;

3. Develop collaborative programs and working agreements with partnership organizations and

governmental agencies throughout the year; and

4. Develop, update, and implement an action plan for Environmental Liaison activities for inclusion

in the annual Executive Board Plan and in support of the Strategic Plan.

#### **IX. NICE PROGRAM (revised January 2019)**

A.The NICE! Program that was originated by the Boerne Chapter is endorsed by the State Organization. B.The State Organization will match funds spent by any Chapter up to \$200 that promotes and develops the

NICE! program in their area.

## **X. JOB DESCRIPTION FOR INFORMATION SYSTEMS MANAGER (revised January 2014; October 2016)**

A. Serve *ex officio* as chair of the Website Committee which shall be responsible for the content and technical aspects of the Internet presence of the Society, and for such other websites that the Society may have, unless otherwise specified.

B. Administer the multi-site installation of the WordPress platform.

C. Provide basic website content on WordPress for chapters that do not maintain a website. D. Provide basic training and help for WordPress users.

E. Provide and maintain content for LeaderWeb.

F. Manage information systems and technology

G. Administer secure access to online programs and directories for authorized users.

H. Configure and manage e-mail boxes and e-mail forwarding.

I. as needed Provide for backup of systems and data.

## **XI. JOB DESCRIPTION FOR EMPLOYEES (as revised July 2019)**

The job description of the state coordinator and other employees, including a description of duties, shall be posted on LeaderWeb

## **XII. LIBRARY COLLECTION DEVELOPMENT POLICY (approved April 8, 2006)**

### **A.PURPOSE OF THE POLICY**

The purpose of the Native Plant Society of Texas) is to promote the conservation, research and utilization of the native plants and plant habitats of Texas, through education, outreach, and example. The development and maintenance of a collection of materials at the State Office is undertaken to assist members as they strive to achieve this purpose. This Collection Development Policy establishes principles and practices which:

1. Assist the Society as it adds materials to the collection and withdraws materials, which no longer meet the needs of the organization.
2. Inform members and the general public of the Society's principles and practices.

### **B.TYPES OF MATERIALS**

Information in any format will be considered for addition to the Society's collection. The collection will also include records, which enable members to access information at

other locations, such as listings of online sites and catalogs and bibliographies of materials in other collections.

#### C. SELECTION CRITERIA

1. Items in the collection will normally be acquired through gifts and donations, or by direct purchase. 2. Items will be added to the Society's collection if they are projected to be useful for research or if they

have historical value.

3. Items in the collection will normally be limited to those in the areas of Botany, Horticulture,

Landscaping, Range Management and other relevant nature topics.

4. Special consideration will be given to items dealing with Texas native plants and Texas native plant

habitats.

5. Responsibility for the acquisition of materials rests with an officer or designated representative of the

State Board.

#### D. GIFTS AND DONATIONS

1. Gifts and donations are welcome but are subject to review by an officer or representative. 2. The Society reserves the right to refuse items, which do not meet the selection criteria.

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3. A gift to the Society is accepted with the understanding that the organization may dispose of the item at any time in any manner deemed appropriate.

4. A gift or a donation will not be accepted with conditions imposed by the giver, unless the Society's designated officer of the Board of Directors formally approves those conditions.

5. No conditions may be imposed after a gift is accepted.

6. Gifts and donations to the Society may be tax deductible and written acknowledgements of the donation

will be provided upon request. The Society is not responsible for establishing value.

7. A donation in memory of or in honor of an individual will be acknowledged through a bookplate

attached to the item itself or its container, as appropriate.

#### E. RETENTION CRITERIA

Items in the collection will be retained if they continue to be useful for research or if they have historical value.

#### F. WITHDRAWAL

1. The Society reserves the right to withdraw an item from the collection at any time when it no longer is

considered to be useful for research or to have historical value.

2. Items withdrawn from the collection will be offered for sale during a silent auction at an annual meeting

of members.

3. Items remaining after a silent auction may be donated to local public libraries or other nonprofit

organizations, sold, or otherwise disposed of.

#### G. DISSOLUTION OF A LOCAL CHAPTER

If a local chapter is dissolved, its remaining collection of library materials becomes the property of the state office.

#### H. APPROVAL AND REVIEW

1. The State Board approved this Collection Development Policy on April 8, 2006.

2. This Policy is subject to periodic review and revision to maintain its currency and relevancy.

### **XIII. NATIVE LANDSCAPE CERTIFICATION PROGRAM (added January 2014)**

A. Definition. The Native Landscape Certification Program (NLCP) shall develop and conduct instructional classes for members and the public which promote the use of native plants in private and public landscapes and which encourage conservation of natural landscapes.

B. Steering Committee. The NLCP Steering Committee shall develop and review such procedures as may be needed to carry out the purpose of the program. Procedures shall be in writing and shall be available on the Society website.

1. The President, President-elect and Vice-President, Education, shall serve as ex officio members of the committee.

2. The President, with the approval of the State Board, shall appoint a chair and other members of the committee who have interests or expertise in education, landscaping and native plants, and who represent various geographic areas or ecological regions.

C. Coordinator. The State Board will contract with a Coordinator who will be responsible for carrying out the daily duties of the program, as specified by the Steering Committee and the State Board.

D. The Coordinator and the chair of the NLCP Steering Committee shall provide financial and program status reports to the State Board at least once each quarter.



E. Funding for the program will be provided by class registration fees, grants and donations.

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**XIV. GRANTS & SCHOLARSHIP COMMITTEE (added January 2015; revised April 2019)**

A. Composition. The Vice-President Education shall serve as the chair of the Grants & Scholarship Committee. The Chair shall appoint at least three additional members.

B. Duties. The Committee shall be responsible for awarding the Kate Hillhouse Scholarships and the Ann Miller Gonzalez Research Grants. In addition, the Committee shall be responsible for the development of rules and procedures for awarding the grants and scholarships, and for development and distribution of publicity and promotional material.

**XV. ANNUAL SYMPOSIUM (added April 2015)**

A. Each year the society shall hold an annual symposium at a location approved by the state board.

B. The Symposium shall be held on the third weekend of October unless the State Board approves a different time period.

C. The Annual Meeting and the Fourth Quarter State Board meeting shall be held during the Symposium unless previously approved by the State Board.

D. All planning for the Symposium shall be conducted by a Symposium Committee. The chair or chairs of the Committee shall be appointed by the President, with the approval of the State Board. Other members of the Committee will be appointed by the chair or chairs. The President and President-elect shall be ex officio members of the committee.

E. The Symposium Committee shall present a budget and a financial plan for approval at the July meeting of the State Board with the objective that expenses will not exceed revenues.

F. The State Office will be responsible for payment of all expenses, and will receive all revenues.

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**XVI. BRING BACK THE MONARCH TO TEXAS PROGRAM (added January 2016)**

A. Definition. The purpose of the Bring Back the Monarch to Texas program (BBMT) is to educate members and the public about Monarch conservation, to produce and distribute milkweeds that support reproduction by Monarch butterflies, and to restore Monarch habitats throughout the Texas migration flyway. The BBMT program shall

include a garden grant program which provides limited financing to schools and community groups to create Monarch Waystations.

B. Committee. The BBMT Committee shall develop and review such procedures as may be needed to carry out the purpose of the program. Procedures shall be in writing and shall be available on the Society website.

1. The President, with the approval of the State Board, shall appoint a chair and other members of the Committee who have interests or expertise in native plants and Monarchs and who represent various geographic areas or ecological regions. The President and President-elect shall serve as *ex officio* members of the Committee. At least one other member of the State Board shall be appointed to the Committee.

2. Committee members may be appointed at any time but all committee appointments shall end at the first State Board meeting that occurs after a new President has taken office. Committee members may be re-appointed.

C. The chair of the BBMT Committee shall provide financial and program status reports to the State Board at least once each quarter.

#### **XVII. NEWSLETTER EDITOR (added April 2019)**

A. The State Board shall appoint a Newsletter Editor who shall be responsible for content, design and publication of an official state newsletter or magazine sent regularly to members of the Society either electronically or by regular mail.

B. The Newsletter Editor shall serve *ex officio* as a member of the Publications Committee.

#### **XIX. BRANDING (added May 2021)**

Chapters are required to display the official Society logo on all public materials created after 1 May 2021. These include but are not limited to: educational materials, promotional materials, banners, yard signs, garden signs, etc.. The logo can stand alone or be used in conjunction with the chapter logo.

#### **XX. SPEAKERS BUREAU COMMITTEE (added July 2021)**

A. Composition. The state president of NPSOT shall appoint a chair of the Speakers Bureau Committee. The chair will appoint other committee members.

B. The purpose of the committee is to

1. create and maintain a database of qualified speakers on topics which support the mission of the Native Plant Society of Texas

2. create and update policies for requesting organizations and speakers
3. assure that speaker information is correct and current
4. perform other duties as needed related to the committee

**XVIII. MINIMUM FREQUENCY OF STATE LEVEL STANDING COMMITTEE MEETINGS (added January 2021)**

Standing committees shall meet at least once a quarter and submit a written report to the State Board.

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**XXI. INVASIVE PLANTS COMMITTEE (added July 2021)**

A. Composition. The state president of NPSOT shall appoint a chair of the Invasive Plants Committee. The chair will appoint other committee members.

B. The goal of the committee is to

1. create a position statement on invasive plants
2. create definitions which explain the mission of the committee
3. provide information on the NPSOT state website about native alternatives to invasive plants on a regional

basis by canvassing NPSOT members, speakers and other knowledgeable contacts for their lists of invasive

plants and native alternatives in their ecoregion

4. perform other duties as needed related to the committee

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