

NATIVE PLANT SOCIETY OF TEXAS
BASTROP COUNTY CHAPTER
BYLAWS

ARTICLE I - NAME

The name of the Society shall be the Native Plant Society of Texas, Bastrop County Chapter. The Chapter may also be known as NPSOT Bastrop County or Bastrop County Chapter of NPSOT.

ARTICLE II - PURPOSE OF THE CHAPTER

The purpose of the Bastrop County Chapter shall be in alignment with the State organization 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 is eligible for membership in the Bastrop County Chapter.
- Section 2. Each member is entitled to one vote on any question requiring a vote of the general membership.
- 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 AND DUTIES

- Section 1. The officers of the Bastrop County Chapter shall be President, President Elect, Vice President, Secretary, and Treasurer. These officers and the Chairpersons of Standing Committees shall be known as the Board.
- Section 2. Duties of Officers
 - a. President- The President shall:
 - i. Represent the Chapter to the general public and the state organization.
 - ii. Attend the Quarterly scheduled meetings of the State Board.
 - iii. Preside at Chapter meetings and at any Chapter Board Meetings.

- iv. Appoint all Committee Chairpersons not otherwise provided for in these Bylaws.
 - v. Be an ex-officio member of all committees except the Nominating Committee.
 - vi. Have general supervision of the affairs of the Chapter.
 - vii. Arrange for any needed in-house audits.
 - viii. Have signature authority on the Chapter checking account.
 - ix. Work with the Budget Committee.
 - x. Assign duties as needed to Officers and Committee Chairs.
 - xi. Perform all other duties incident to the office.
- b. President Elect- The President-Elect shall:
- i. Exercise the functions of the President during any absences or disability of the President.
 - ii. Assist the President as needed.
 - iii. Work with the Budget Committee.
 - iv. Become President upon expiration of the term of office of the President
- c. Vice President- The Vice President shall:
- i. Exercise the functions of the President during any absences or disability of both the President and the President-Elect
 - ii. Oversees the Education Committee as Education Chairperson to plan speakers for Chapter meetings, educational programs, Plant of the Month, and field trips.
- d. Secretary- The Secretary shall:
- i. Record the proceedings of meetings as well as special events.
 - ii. Maintain a list of all officers, appointees, committees, and committee members.
 - iii. Keeps a roster of all chapter members, which includes names, addresses, telephone numbers, and email addresses, if applicable.
 - iv. Prepare and file the annual Chapter activity report to the state organization by the due date.
 - v. Perform other pertinent duties as directed by the President.
- e. Treasurer- The Treasurer shall:
- i. Have signature authority on Chapter checking account.
 - ii. Pay bills and make reimbursements in a timely manner.
 - iii. Prepare the quarterly Chapter finance report and submit the report to the state organization by the due date.
 - iv. Present a quarterly financial report to the Chapter.
 - v. Monitor Chapter finances on a monthly basis.

- vi. Maintain correct accounts of the Chapter's receipts and disbursements.
- vii. Deposit all monies in the name of and to the credit of Native Plant Society of Texas Bastrop County Chapter as ordered by the President.
- viii. Be responsible for the safe and orderly storage of each year's financial records.
- ix. Draft a budget, in the fourth quarter (Oct 1), for the coming year with the assistance of the Budget Committee.
- x. Present an annual financial report to the membership at the November Chapter meeting.
- xi. Perform other pertinent duties as directed by the President.

ARTICLE V - STANDING AND SPECIAL COMMITTEES

- Section 1. Standing Committees - Committee Chairs are nominated by the Nominating Committee, with their consent, based on their interests and experience, and voted into office during the November meeting. Members may volunteer to join standing committees and assist as needed.
- a. Outreach Committee
 - i. Outreach Chair oversees this committee.
 - ii. Duties- Works with President to plan mission-aligned Chapter programs and activities based on membership interest. Also communicates with Communication Committee and Webmaster for newsletter, website, social media, or printed material needs.
 - b. Education Committee
 - i. Vice President shall be Chair of this committee.
 - ii. Duties- Plans speakers for Chapter meetings, educational programs, and field trips. Plans Plant of the Month. Also communicates with Communication Committee and Webmaster for newsletter, website, social media, or printed material needs.
 - c. Communication Committee
 - i. Communication Chair writes the monthly Chapter newsletter and oversees this committee.
 - ii. Duties- Plans social media content, moderates Chapter announcement mailing list, develops and updates membership and promotional materials as needed by the Chapter, writes monthly newsletters

- iii. All materials created must be approved by the President and President-Elect before going to print, etc.
- d. Membership Committee
 - i. Membership Chair oversees this committee.
 - ii. Duties- Works to maintain and increase Chapter membership, keeps membership roll and submits to Secretary for meeting minutes, greets members, welcomes and makes note of visitors, coordinates snack sign-ups or food for Chapter meetings and events. Also communicates with Communication Committee and Webmaster for newsletter, website, social media, or printed material needs.
- e. Webmaster
 - i. Duties- Works with State Webmaster to update and maintain the Chapter website.

Section 2. Special Committees - Committee Chairs are nominated by the Nominating Committee, with their consent, based on their interests and experience, and voted into office during the November meeting. Members may volunteer to join standing committees and assist as needed.

- a. NICE Committee
 - i. NICE Program Chair oversees this committee.
 - ii. Duties- Maintains and increases Native Plant Partner enrollment, plans seasonal promotions with Native Plant Partners. Also communicates with Communication Committee and Webmaster for newsletter, website, social media, or printed material needs.
- b. Plant Sale Committee
 - i. Plant Sale Chair oversees this committee.
 - ii. Duties- Plans and executes Chapter plant sales in the spring and fall. Also communicates with Communication Committee and Webmaster for newsletter, website, social media, or printed material needs.
- c. Budget Committee
 - i. Made up of the Treasurer, President, and President-Elect
 - ii. Duties- Drafts a budget, in the fourth quarter (Oct 1), for the coming year.

ARTICLE VI - ELECTIONS AND NOMINATIONS

Section 1. Elections - All officers and chairpersons shall be elected by the membership at the regularly scheduled November meeting. If the election

does not occur in November, then it should occur at the next scheduled meeting. If there is more than one nominee for an office, voting shall be done by written ballot. Otherwise, voting shall be done by *viva voce*. The elected officers shall be installed and take office immediately following the election.

Section 2. Term - All officers and chairpersons shall be elected for a one-year term and may serve up to four consecutive terms if no other candidates are willing to run for a position. If after four terms there is still no other candidate willing to run for an office, chapter members may approve a one-term extension on a case-by-case basis and by a two-thirds vote of members present.

Section 3. Nominating Committee -

- a. The President shall ask for volunteer members to serve on the Nominating Committee at the Chapter August meeting. This committee shall be responsible for seeking out candidates for Chapter office positions with attention to applicable skills and experience, willingness to serve the Chapter, and other factors the Committee agrees to be relevant. The Nominating Committee shall be composed of no fewer than 2 members.
- b. The Nominating Committee shall present to the Chapter Secretary the slate of nominees and their qualifications in time to be presented at the November Chapter meeting. The Committee must have consent from all nominees to serve in the office for which they are nominated.
- c. The Chair of the Nominating Committee shall present the Committee's report at the November Chapter meeting.

Section 4. Vacancies - In the event that an officer is unable to fulfill his/her duties, the President shall appoint a Chapter member to fill the position, pending board approval.

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.

ARTICLE VII - MEETINGS

The Board shall decide the date, time, and place of meetings and notify the membership of their decision. The President or a vote of the Chapter membership can cancel a meeting. The presence of five percent of the membership shall constitute a quorum.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

The parliamentary authority for these Bylaws is Robert's Rule of Order Newly Revised, except where specifically stated otherwise in these Bylaws. Members may refer to these rules or the State Bylaws for further information.

ARTICLE IX - AMENDMENTS TO BYLAWS

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

ARTICLE X - 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 XI - DISSOLUTION OF THE CHAPTER

In order to dissolve the Bastrop County Chapter of the Native Plant Society of Texas, a resolution should be prepared, such as: "Resolved, that Bastrop County 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.