

# **GREATER NEW ORLEANS BONSAI SOCIETY**

## **BYLAWS**

### **ARTICLE I NAME AND ORGANIZATION**

- Section 1 The name of this organization shall be The Greater New Orleans Bonsai Society.
- Section 2 This organization shall operate under the non-profit designation provided in section 501(c)3 of the Internal Revenue Code with all profits and economic gains used only to advance the purpose of the organization.
- Section 3 The name and specifically designed logo shall be the property of this organization and shall not be used by any member for personal or business purposes.

### **ARTICLE II PURPOSES**

- Section 1 Create interest, participation, and enjoyment of the art of Bonsai for members and the general public.
- Section 2 Advance appreciation of the art of Bonsai through participation in exhibits and shows.
- Section 3 Provide information and education on the art of Bonsai regarding methods, sources, supplies, and experiments to members and the general public.
- Section 4 Communicate with other Bonsai organizations, individually and through membership in Bonsai Clubs International, to share information on activities, new developments, opportunities and experiences.

### **ARTICLE III MEMBERSHIP AND DUES**

- Section 1 Membership shall be open to those expressing an interest in the art of Bonsai and the purposes of the Greater New Orleans Bonsai Society without regard to race, creed, or national origin and willing to pay annual dues.
- Section 2 Annual dues, payable in January, shall be determined by the Board of Directors annually.
- Section 3 Dues for new members joining in the months of September through December shall be one-half (1/2) the regular annual dues.
- Section 4 Members will be suspended from active membership if dues are not paid at or before the March Meeting.

### **ARTICLE IV OFFICERS**

- Section 1 The officers of the organization shall be elected at the November Meeting for a one year term and shall be as follows:

President  
Vice President  
Recording Secretary  
Corresponding Secretary  
Treasurer

- Section 2 The board of Directors of the organization shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, three Directors At-Large, newsletter Editor, Webmaster, and the Past-President. One Director At-Large shall be elected at each November meeting for a three-year term. The newsletter Editor shall be appointed by the Board of Directors for an unspecified term.
- Section 3 Any vacancies among the officers shall be filled by appointments made by the Board of Directors for the unexpired term.
- Section 4 All officers described in Section 2 of this article shall be elected by majority vote of the members present at the November meeting.
- Section 5 Recommendations of the Nominating Committee shall be published in the October and November issues of the newsletter and published on the club website at GNOBS.org.
- Section 6 Nominations may be made from the floor at the November Meeting. If more than one candidate for any office is nominated, that position shall be elected by secret ballot.
- Section 7 Newly elected officers assume office on January 1 of the year elected.
- Section 8 Anyone nominated for the office of President must have previously served on the board for a minimum of one year.

## **ARTICLE V MEETING**

- Section 1 General membership meetings shall be held on the second Tuesday of each month. Changes in the location or date of the general membership meeting shall be published in the newsletter, posted on the website, or by special mail as far in advance as possible.
- Section 2 General membership meetings shall include an educational program and a report on Board of Directors' activities.
- Section 3 A quorum for any general membership meeting shall be twenty (20) members or 33% of the general membership, whichever is greater, with each member allowed one (1) vote and the President voting only in case of a tie.
- Section 4 The Board of Directors shall meet monthly to discuss, formulate, and approve policies, programs, and projects.
- Section 5 Members are invited to attend Board of Directors meetings to present their view on issues of concern to them.
- Section 6 A quorum of four (4) board members shall be required to conduct board business.

## **COMMITTEES**

### **ARTICLE VI**

- Section 1 The President shall, upon approval by the Board of Directors, appoint such committees as needed.
- Section 2 The Membership Committee, chaired by the Recording Secretary, shall handle the registration at meetings, greet new members and guests, and provide new members with information regarding the Society's functions and services.
- Section 3 The Exhibit Committee, chaired by an at-large member of the Board of Directors, shall determine the date, time, and location of exhibits and make all arrangements including publicity and selection of bonsai trees to be exhibited. The exhibits shall be restricted to trees owned by members and shall not be held in conjunction with any other organization or exhibit. Each club member may exhibit up to four (4) trees at the discretion of the committee.
- Section 4 The Masters Program Committee, chaired by an at-large member of the Board of Directors, shall arrange for noted instructors in the art of Bonsai to conduct lecture demonstrations for the general membership as well as workshops and critiques on a fee basis for interested members. The committee shall also be responsible for coordinating the acquisition of demonstration material.
- Section 5 The Annual Auction Committee, chaired by an at-large member of the Board of Directors, shall make arrangements for an auction of plants, materials, services, and products donated by members and businesses in the area. The annual auction provides a significant part of the organization's annual funding.
- Section 6 The Newsletter Committee, chaired by the Newsletter Editor, shall produce a monthly newsletter informing members of the society activities as well as providing educational articles. The committee is responsible for soliciting articles and information, preparation, printing, and mailing the newsletter on a timely basis.
- Section 7 The Nominating Committee, chaired by the past President, shall meet before September 15 of each year to select candidates willing to serve for each office's position and one board member. The slate of candidates shall be submitted to the Newsletter Editor and the Webmaster for publication and posting in the October and November issues of the newsletter and on the club website during those same two (2) months.
- Section 8 The Website Committee, chaired by the Webmaster, shall produce a website informing members of society activities as well as providing educational articles. The committee is responsible for soliciting articles and information, obtaining photographs, submitting and posting information either to the Webmaster or directly on the website.
- Section 9 The Library Committee, chaired by the Librarian, shall maintain the Society's collection of books, videos, and other such archive materials. The committee will determine the location of the library. The committee shall determine the availability and/or distribution of the library contents to the general membership.

## **DUTIES OF OFFICERS**

### **ARTICLE VII**

- Section 1 The President shall preside at all meetings, act as chairman of the Board of Directors, appoint committees and perform all duties normally reserved for the office of President including, but not limited to, maintaining the image of the Society as well as serving as liaison to the general public. Upon completion of the elected term of office, the President will automatically serve in the capacity of Past President on the Board of Directors for the following year. The President cannot be a family member or member of the same household of the Treasurer or Vice President.
- Section 2 The Vice President shall assume all the duties of President in the event the President is unable to continue in office. The Vice President shall serve as the Society's program chairman responsible for the planning of regular meetings and monthly activities including styling programs at the nurseries. The Vice President cannot be a family member or member of the same household of the Treasurer or President.
- Section 3 The Treasurer shall receive and deposit funds from all sources into a bank approved by the Board of Directors; disburse funds as required for the operation of the Society and approved by the Board of Directors; record income and disbursements by appropriate categories in a permanent book of accounts; maintain membership cards showing dues received for each year; prepare periodic financial statements for inclusion in the newsletter and on the website; maintain an up-to-date paid membership list; and maintain checking account signature cards. The Treasurer cannot be a family member or member of the same household of the President or Vice President.
- Section 4 The Recording Secretary shall serve as chairman of the Membership Committee; prepare and duplicate the complete list of society members for the distribution of the April Board of Directors meeting; and prepare a monthly list of new members with addresses for distribution to the Board of Directors. The Recording Secretary shall record the minutes of the Board of Directors meeting and regular meetings and maintain the minute book.
- Section 5 The Corresponding Secretary shall handle all Society correspondence as directed by the Board of Directors and act as Public Relations Committee chairman.
- Section 6 The Newsletter Editor shall act as chairman of the Newsletter Committee and be responsible for member notification of all Society activities, newsletter content, newsletter preparation, printing and distribution.
- Section 7 The Webmaster shall act as chairman of the Website Committee and be responsible for member notification of all Society activities, website content, website hosting, and the posting of all materials for the website on the server.
- Section 8 The Past President shall serve as chairman of the Nominating Committee and coordinate new member education and collecting trips.
- Section 9 The At-Large members of the Board of Directors shall assume the responsibilities as assigned for the following committees:
- A. Exhibits
  - B. Visiting Masters

C. Annual Auction

Section 10 The board of Directors shall formulate policy, approve programs and take such other action as needed for the good of the Society.

Section 11 The Librarian shall be responsible for maintaining the Society's collection of books, magazines, and other related materials.

Section 12 Authorization to sign checks shall be limited to the offices of Treasurer, President, and Vice President. These positions cannot be held by persons related by family or within the same household. Checks in the amount of \$1000 or more must have two (2) signatures.

**ARTICLE VIII ASSUMPTION OF OFFICE**

Section 1 Officers shall be elected at the November meeting as described in ARTICLE IV and shall assume office on January 1<sup>st</sup>. The newly elected Board of Directors shall use the month of December to formulate plans and policies, select committee members and prepare for the next year.

**ARTICLE IX HEADQUARTERS**

Section 1 The headquarters of the Society shall be the resident address of the President. A permanent contact address shall be registered with Bonsai Clubs International.

**ARTICLE X FISCAL YEAR**

Section 1 The fiscal year of the Society shall conform to the calendar year.

**ARTICLE XI AMENDMENTS**

Section 1 These bylaws may be amended at any regular meeting by a two-thirds majority vote of a quorum present and voting. Such proposed amendments must be presented to the membership at a previous meeting or in writing prior to the vote.

Section 2 In the event of an emergency, the bylaws may be amended by a unanimous vote of the Board of Directors. Special notice will be given each member of such action prior to the next regular meeting.

**ARTICLE XII DISSOLUTION**

Section 1 In the even to the Greater New Orleans Bonsai Society should dissolve, all remaining assets shall be divided equally between the American Bonsai Society and Bonsai Clubs International.

**ARTICLE XIII ADVERTISING AND MAIL LABELS**

Section 1 Members wishing to use Society meetings as a means to sell or advertise goods and/or services through flyers, announcements, etc., must purchase an ad in the newsletter, and receive the approval of the Board of Directors. In the absence of board approval,

members may only conduct personal business transactions outside of the meeting hall (i.e. beyond the front door/gate of the meeting area).

Section 2           Members wishing to acquire Society mailing labels must request same from Board of Directors stating the purpose and date of the event and, upon board approval, pay the appropriate cost of the labels.

**ARTICLE XIV   PARLIMENTARY PROCEDURE**

Section 1           Roberts Rules of Order, Revised, shall be the authority governing all Board of Directors meetings of the Society as well as all regular meetings subject to existing law and bylaws of the Society.

**ARTICLE XV   ACQUISITION/DISBURSEMENT OF CLUB DONATIONS**

Section 1           Donations to the Society in the form of money, goods, or services shall become the assets of the Society. This includes, but is not limited to: donations of cash to offset operating/entertaining costs; donation/tip jars; donations of books, magazines, bags, aprons, and tools; offers of bonsai related services.

Section 2           Distribution of dedicated donation materials shall follow the intent of the donor; i.e.: donations to auctions, raffles, or the club library.

Section 3           Distribution of non-dedicated materials (those lacking an intent of the donor) shall be at the discretion of the Board of Directors but be limited to the enhancement of the Society; the annual auction, raffles, general meeting club give-away, etc.