

# Constitution and By Laws of the Pennsylvania Gourd Society

## CONSTITUTION

### **Article I- Name and Objective**

- Section 1.** The name of this organization shall be the "Pennsylvania Gourd Society," Chi Chapter of the American Gourd Society, a Non-Profit Organization.
- Section 2.** The goal of this organization shall be to promote and educate our members and the public about the history, cultural use, horticulture, artistic, and functional uses of gourds.

### **Article II- Membership**

- Section 1.** Any person interested in the goal of this organization shall be admitted to membership by application and payment of annual dues.
- Section 2.** Membership entitles the member to vote, hold office and to participate in all Chapter activities.
- Section 3.** All membership information (name, address, telephone numbers, e-mail address) will be regarded as private for the sole use of the Pennsylvania Gourd Society official business and will not be shared (except with the American Gourd Society for chapter status) or sold to anyone, unless approved by the membership on a case-by-case basis.

### **Article III- Officers, Directors, and Executive Board**

- Section 1.** The officers shall be: President, Vice President, Recording Secretary, Membership Secretary, and Treasurer.
- Section 2.** Additionally, three (3) Directors shall be elected from the general membership.
- Section 3.** The Executive Board shall consist of the Officers and Directors.
- Section 4** No one shall hold more than one (1) elective office at the same time.

**Section 5** Officers are limited to serving in the same office for no more than 2 ( two ) consecutive terms unless otherwise approved by majority vote of the Executive Board.

#### **Article IV- General Meetings**

**Section 1.** Meetings are open to all members and interested visitors.

**Section 2.** Members will receive notice of meeting dates/time, place and major agenda items in the newsletter, and an up-to-date calendar is available to all visitors of the Pennsylvania Gourd Society (PaGS) web site.

**Section 3.** A quorum shall consist of five members in good standing.

#### **Article V- Amendments**

This Constitution may be amended by a two-thirds majority vote of the members present at any membership meeting, provided the entire membership has been notified by mail of the proposed amendment prior to the meeting.

### **BYLAWS**

#### **Article I- Mission Statement**

**Section 1.** The mission statement of the Pennsylvania Gourd Society is promoting the use of gourds in Pennsylvania, growing different varieties and using them in artistic and functional craft by providing a supportive and educational environment for our members and the community.

#### **Article II – Dues**

**Section 1.** Dues are payable at the time of application for membership and shall be renewed annually by June 1<sup>st</sup>. Membership shall be for one year, from June 1 to the following May 31. Mid-year memberships are not prorated. Membership dues include family members living in the same household.

#### **Article III – Officers' Terms**

**Section 1.** The terms of office shall be two years.

**Section 2.** The officers and directors of the Society shall be elected for a two-year term of office. Elections will take place at the October meeting in even years, eg., 2004.

**Section 3.** In the event a vacancy should occur in any of the offices, the executive board shall appoint a member to fill the unexpired term. No elected officer may hold two offices at the same time.

**Section 4.** New officers shall start their terms immediately and shall remain in office until the next election. Outgoing officers shall, within two weeks of the election, deliver to their successors in office all records and other materials belonging to the office.

**Section 5.** The Officers and Directors are expected to attend regular business and other meetings. Should an Officer or Director be absent from three (3) consecutive meetings, the Executive Board retains the option to review and replace the officer or director in question.

#### **Article IV – Officers' Duties**

**Section 1.** It shall be the duty of the **President** to preside at all meetings of the Executive Board and the general membership. The President shall appoint any committee chairpersons to assist and direct activities of the group with the approval of the Executive Board. The President shall be an ex officio member of all committees unless he/she appoints someone to assume this responsibility. President may only vote in case of a tie in Executive Board votes. President represents PaGS' for AGS correspondence such as reporting recent or upcoming events for the AGS magazine.

**Section 2.** The **Vice-President** shall assist the President and assume all duties of the Presidency in the absence of the President and shall continue to do so until his/her return, or until the next elected President takes office.

**Section 3.** The **Recording Secretary** is the recording officer of the Society and custodian of its records. The Secretary shall keep a complete record of all official activities of the Society. Meeting minutes are posted to the PaGS' web site for members within fifteen (15) days of the meeting.

**Section 4.** The **Treasurer** shall receive all monies belonging to the Society and keep an accurate record of all receipts and disbursements. All bills or expenses incurred must be presented with receipts to the Treasurer for payment. A written report of receipts and disbursements shall be presented at each business meeting. The treasurer will be responsible for all bills in a timely manner, applying for and maintaining the tax exempt status with the IRS by providing the necessary paperwork thereof. Treasurer submits an annual financial report within thirty-five (35) days following the end of the fiscal year to the Executive Board.

**Section 5.** The **Membership Secretary** shall maintain an up-to-date mailing list of all members, and upon notification, will send a membership card and other appropriate literature to new and renewing members. Provides up-to-date membership list to the newsletter editor and other board members when requested for official PaGS' activities. Additionally, the Membership Secretary will supply the roster to the American Gourd Society if required.

#### **Article V – Executive Board**

**Section 1.** The Executive Board shall consist of all elected Officers and Directors, and shall have the authority to conduct the business of the Society.

- Section 2.** The Executive Board shall meet at the call of the President as often as deemed necessary to conduct the business of the Society. A minimum of 2 Board Meetings will be held every year, to set the budget and discuss status of business, long range goals, challenges, and successes.
- Section 3.** Board Meetings are open to the general membership. Board Members and the general membership shall receive a minimum of one week advance notice of Board Meeting via the PaGS web site, the proposed agenda, and the opportunity to add items to the agenda. Communications between all Board Members via e-mail and phone meetings is encouraged on a regular basis.
- Section 4.** A quorum of the Executive Board is 5 members, and an agenda item requiring a vote requires a majority of the Board Members present to vote in the affirmative.
- Section 5.** The Executive Board shall establish a budget and use all funds, as needed, for Society expenditures.
- Section 6.** The Executive Board will be responsible for developing and recommending long-range goals, plans, and projects.
- Section 7.** A member of the Executive Board assumes an active role on all standing committees, except the Nominating Committee.

#### **Article VI– Committees**

- Section 1.** Committees may be proposed by anyone in the general membership by presenting the purpose and scope of work at a meeting. The proposal may be approved at that meeting.
- Section 2.** Budget requests by all Committees must be presented in writing to, and approved by, the Executive Board in advance of expenditure. The Executive Board will review committee activities at least annually.
- Section 3.** Committees may correspond, conduct business, and meet as often as they deem necessary between regular meetings of the Pennsylvania Gourd Society.
- Section 4.** A Nominating Committee shall be formed in August of even years. This committee, appointed by the president, shall consist of two to three members. This committee shall present a list of candidates to the membership at the October meeting. No one shall be nominated whose consent to serve has not been previously obtained. Further nominations may be made from the floor.
- Section 5.** Committees include but are not limited to: Education, Nomination, Festival (which also includes sub committees of class, publicity, etc).

#### **Article VII – Ad Hoc Positions**

- Section 1.** Ad hoc positions may be created and appointed by the President to assist and direct activities of the group with the approval of the Executive Board.
- Section 2.** Ad hoc positions, such as Newsletter Editor, Librarian, and Historian, will report to the Executive Board regarding activities and budgetary requests.

**Article VIII – Amendments**

The bylaws may be amended by a two-thirds majority vote of the members present at any membership meeting, provided the entire membership has been notified by mail of the proposed amendment prior to the meeting.

**Article IX– Dissolution**

In the event of dissolution of the Pennsylvania Gourd Society, all debts shall be paid. Any remaining assets of the Society shall be given to the American Gourd Society and no funds shall inure to members as individuals.