BYLAWS

HERB SOCIETY OF WAKE COUNTY

ARTICLE I: NAME & MISSION

1. The name of this organization shall be the Herb Society of Wake County and shall be hereinafter referred to as “HSWC.”
2. Our mission shall be to recognize, promote and demonstrate various aspects of the cultivation and usage of herbs for members and other interested people.

ARTICLE II: MEMBERSHIP

1. Membership shall be non-discriminatory and open to the general public.
2. Membership shall be effective upon payment of dues.
3. There shall be two types of membership:

1. Individual membership – dues $15.00 per year.

2. Household membership, which includes members living in the same dwelling – dues $20.00 per year.

ARTICLE III: OFFICERS

A. Officers of the HSWC shall be as follows: President, Vice President, Secretary, and Treasurer.

1. The Officers shall constitute the Executive Committee.

C. The term of officers shall be for a period of one year, concurrent with the calendar year.

1. The President, Vice President and Secretary shall be eligible to serve no more than two consecutive full terms in the same office.

E. The Treasurer shall be eligible to serve no more than four consecutive full terms in the same office.

F. In case the President is unable to serve out his/her term, the Vice President shall assume that position for the remainder of the term.

G. If any other officer is unable to perform his/her duties, the President shall appoint a member to the office to serve in the interim until an election can be held.

ARTICLE IV: DUTIES OF THE OFFICERS

A. President:

1. Appoint people to the non-elected positions on the Board of Directors.
2. Secure the meeting place for monthly membership meetings.
3. Schedule meeting dates and secure the meeting place for meetings of the Board of Directors.

4. Officiate meetings of the Board of Directors and general membership.

5. Update the HSWC Information Sheet.

6. Represent the HSWC to the general public and responds to inquiries.

7. Ensure that job descriptions for the appointed Board of Directors’ positions are current and make any revisions he/she deems necessary. Provide these to the Secretary for record keeping by the March meeting of the Board of Directors.

* + 1. Perform other duties applicable to the office.

B. Vice President:

1. Secure speakers for monthly membership meetings and make all arrangements.
2. Preside over meetings of the general membership or Board of Directors when the President is unavailable.
3. Oversee special social events held at monthly meetings.

4. Perform other duties applicable to the office.

C. Secretary:

1. Take minutes at Executive Board and Board of Director meetings making sure that type of meeting, name of organization, date and time, names of members present and absent, name of presiding officer, approval of previous minutes, main topics discussed and approved, and time of adjournment are included.
2. Transcribe minutes into typed documents; have them approved by presiding officer, and make distribution to board members for review prior to next meeting for consideration and approval.
3. Not later than the end of each April, conduct an annual inventory of HSWC property. The Board member who signs the inventory upon its completion each year is indicating his/her possession of or responsibility for that specific property until the next annual official inventory of property is conducted.
4. Maintain approved minutes, inventory of HSWC property, job descriptions and the official copy of the HSWC Bylaws in hardcopy form and on computer disc for historical purposes.
5. Maintain the official correspondence file for the HSWC Board of Directors.

6. Perform other duties applicable to the office.

D. Treasurer:

1. Provide reports stating the financial position of the HSWC to the Board of Directors to coincide with scheduled Board meetings.
2. Keep accurate checking account records to include update of electronic file.
3. Reimburse HSWC members for expenses incurred in a timely manner after submission of receipts.
4. Keep detailed records of all monies collected or disbursed.
5. Maintain financial records including, but not limited to, electronic files, bank statements, cancelled and blank checks, receipts and the annual budget and provide these items to the newly elected Treasurer no later than January 15th.

6. Perform other duties applicable to the office.

ARTICLE V: NOMINATION & ELECTION PROCEDURES

A. The President shall appoint a Nominating Committee, consisting of three to six members, for the annual election of officers. At least two members of this committee shall be non-Board members and at least one member shall be appointed from non-elected members of the Board of Directors.

B. The Nominating Committee shall be appointed no later than June.

C. The slate of nominees shall be presented to the general membership at the August meeting.

D. The election of officers shall be held during the general membership meeting in September. At that time, nominations will be accepted from the floor provided nominees have previously agreed to accept the nomination.

1. Officers shall be elected by a majority of the membership present at the meeting.
2. Special election nominees will be presented at one meeting of the general membership and the election will be held at the following meeting. At that time, nominations will be accepted from the floor provided nominees have previously agreed to accept the nomination.

ARTICLE VI: BOARD OF DIRECTORS

A. The current officers, presidential appointees, and immediate past president shall constitute the Board of Directors of the HSWC.

B. The Board of Directors shall have general supervision of the activities of the HSWC and shall have the authority to conduct the business of the HSWC.

1. Meetings of the Board of Directors shall be at the call of the President or upon written request of five (5) members of the Board of Directors to all Board members notifying them of the reason, time and place for the meeting.
2. A majority of the members of the Board of Directors must be present for the Board to take official action.
3. All motions must receive a majority vote of the members of the Board of Directors present to pass.
4. Any HSWC member may attend a meeting of the Board of Directors unless the Board convenes for Executive Session.
5. The contents of Executive Session are confidential and not to be discussed outside the Executive Session attendees.

ARTICLE VII: DUES

1. Membership dues shall be paid annually.

B. The Executive Committee may recommend a change in the amount of dues to the Board of Directors. Upon approval of the Board, the recommendation will be presented to the general membership, discussed, and tabled for vote at the following month’s meeting.

C. Persons whose dues are not current shall not vote on any matter before the Board of Directors or general membership of the HSWC.

ARTICLE VIII: MEETINGS

1. General membership meetings shall be held on the last Thursday of each month with the exception of November and December.

ARTICLE IX: ACCOUNTING & ANNUAL AUDITING PROCEDURES

1. The incoming President for the new year shall appoint an Audit Committee not later than January 15th to audit the year-end financial records of the previous year’s Treasurer for the purpose of determining accuracy and completeness.
2. The committee shall consist of a minimum of two members and may not include the Treasurer, any person related to the Treasurer, or any signatory of the previous or current year’s checking account.

C. The audit report shall be submitted in writing to the Executive Committee not later than March 1st.

ARTICLE X: MONETARY PROCEDURES

A. The President shall establish a Budget Committee in the third quarter of each year for the purpose of preparing an annual budget for the coming year.

B. The Budget Committee shall consist of a minimum of three members; i.e., the current year’s Treasurer, the newly elected Treasurer and a minimum of one additional person appointed by the President.

C. The prepared annual budget shall be presented to the Board of Directors for consideration, printed in the January newsletter and voted upon during the general membership meeting in January.

D. Expenses in excess of $50 over budgeted allotment shall be presented to the Executive Board with written justification for approval prior to expenditure.

E. Non-budgeted expenditures in excess of $50 shall be presented to the Executive Committee with written justification for approval prior to expenditure.

F. Individuals collecting monies at monthly meetings shall turn it over to the Treasurer at the current meeting and monies from outside events shall be turned over to the Treasurer at the next monthly meeting after the event. Receipts for reimbursement shall be turned in to the Treasurer at the next monthly meeting after expenditure of personal money.

G. Individuals collecting monies for the HSWC are personally liable for turning in the money in accordance with these Bylaws.

ARTICLE XI: AMENDMENTS

Any and all amendments or revisions of these Bylaws must be proposed in written form and presented to the Board of Directors for review and then presented to the membership at one meeting of the HSWC and voted upon no sooner than the next membership meeting. Approval of Bylaw amendments or revisions shall be by an affirmative vote of two-thirds of the membership present at the meeting.

ARTICLE XII: DISSOLUTION OF THE HSWC

Should the HSWC be dissolved, voluntarily on the affirmative vote of a majority of the entire membership by written ballots, or involuntarily, all assets and property remaining after debts have been paid shall be distributed to a worthy organization(s) exempt under Section 501 (C) (3) of the Internal Revenue Code of 1954.

This revision of the Bylaws of the Herb Society of Wake County was approved and executed the 25th day of September 2003, and shall be effective on January 1, 2004.