

BYLAWS OF THE NATIVE PLANT SOCIETY OF TEXAS TONKAWA CHAPTER

Adopted by the Chapter Membership August 7th, 2023

ARTICLE I. NAME

The name of this Society shall be the Native Plant Society of Texas (NPSOT), Tonkawa Chapter.

ARTICLE II. PURPOSE

The purpose of the NPSOT Tonkawa Chapter shall be to promote the conservation, research, and utilization of the native plants and plant habitats of Texas, through education, outreach and example.

ARTICLE III. MEMBERSHIP

- 1) Any person, family, or group who is a member of the Native Plant Society of Texas is eligible for membership in the Tonkawa Chapter.
- 2) Membership dues are fixed by the State Society and are payable to the State Society on the anniversary of one's membership.
- 3) On any question requiring a vote of the general membership of the Chapter, each person shall be entitled to one vote.

ARTICLE IV. OFFICERS AND BOARD

- 1) The Officers of the Tonkawa Chapter shall be: President, Secretary, Treasurer, Immediate Past President, and two at-large Directors. These officers collectively, shall be known as the Board.
- 2) Each officer, except the Past President, shall be elected by the membership for a one-year term and serve until a successor is seated.
- 3) The Past President will serve until replaced by a new Past President.

ARTICLE V. DUTIES OF OFFICERS

The officers shall perform the duties prescribed by these Bylaws and the duties shall specifically include:

A. President

- 1) Shall represent the Chapter to the public.
- 2) Shall preside at Chapter meetings and at Board meetings.
- 3) Shall represent the Chapter as a voting member of the State Board, or designate another representative and shall serve as liaison for the Chapter to the State Board.
- 4) Shall coordinate the development of an annual budget for Chapter expenditures.
- 5) Shall submit the Chapter's annual report due at the end of August to the State Office.
- 6) Shall assign duties as needed to the Board.

- 7) Shall authorize and appoint Standing Committees as deemed necessary for the efficient operation of the Chapter (such as Webmaster, Publicity, Hospitality, Field Trips, Membership, Community Projects, Fundraising, Newsletter)
- 8) Shall have signature authority on the Chapter checking account.
- 9) With the assistance of the Board, shall appoint a Nominating Committee consisting of 3 or more members of the Chapter.
- 10) Shall perform all duties incident to the Office.

B. Secretary

- 1) Shall record the proceedings of Board meetings, Chapter meetings and other activities.
- 2) Shall maintain the Chapter Bylaws and record any changes.
- 3) Shall maintain a list of all officers, committees, committee members, and current Chapter membership.
- 4) Shall make lists, records and minutes of any meetings available to the chapter membership.
- 5) Shall be responsible for any necessary correspondence, and perform other relevant duties as directed by the President.

C. Treasurer

- 1) Shall keep a correct account of receipts and disbursements to support the annual budgeting process.
- 2) Shall provide financial reports to the State Society on a quarterly basis, to the Chapter Board when it meets, and to the general membership of the Chapter when it meets.
- 3) Shall have signature authority on the Chapter checking account in which all Chapter monies will be kept.
- 4) Only the Treasurer's signature will be required to dispense funds approved by the Board except for amounts over one hundred dollars (\$100), in which case the signature of the President shall also be required.

D. Past President

- 1) Shall provide continuity to the board and provide historical knowledge regarding Board decisions made during their presidency.
- 2) Shall be authorized, on an as needed basis, to sign checks presented to them by the Treasurer.

E. Directors

The Directors shall perform duties as assigned by the President or by the Board.

ARTICLE VI MEETINGS

A. Board

- 1) The President shall determine the date, time and place, and agenda of Board meetings.
- 2) Board meetings shall be held as needed to conduct the day-to-day business of the Chapter.
- 3) A quorum shall consist of a simple majority of Board Members.

B. Chapter

The Board shall determine the date, time, and place of the Chapter meetings and notify the membership of their decision.

ARTICLE VI. NOMINATIONS AND ELECTIONS

- 1) The President, with the assistance of the Board, shall appoint a Nominating Committee consisting of three (3) or more members of the Chapter.
- 2) Nominations, including any vacancies shall be announced at the June general meeting.
- 3) Nominations will be made available to the membership at least two weeks prior to the July election meeting.
- 4) The president will call for any additional nominations at the July general meeting prior to holding the election.
- 5) All nominees must have agreed in advance to serve if elected.
- 6) If there is more than one nominee for an office, voting shall be done by written ballot. If there is only one nominee, voting shall be by acclimation.
- 7) Officers shall be elected to serve for one year or until their successors are elected and their term of office shall begin August 1, following the elections.
- 8) No officer shall hold more than one office at a time, and no officer shall be eligible to serve more than two consecutive terms in the same office.
- 9) A vacancy in an elected office may be filled by vote of the general membership of the Chapter. The Board may fill a vacant position by a majority vote on an interim basis as it deems necessary to carry on the work of the Chapter.
- 10) Each elected officer shall deliver the records of office to the successor upon expiration of the term of office or the termination of an officer duties.

ARTICLE VII AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-third vote of members present and voting at a Chapter meeting after notice of the proposed changes have been presented to the membership at least thirty days in advance.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The parliamentary authority for these Bylaws is the latest version of Roberts's Rules of Order as modified for Chapter use.

ARTICLE IX. DISSOLUTION

- 1) To dissolve the Chapter, a resolution should be prepared, such as "Resolved, that the Tonkawa Chapter of the Native Plant Society of Texas be dissolved as of (insert date)." This resolution may be preceded by a preamble setting forth the reasons for dissolution.
- 2) If the Chapter is dissolved, the Treasurer shall pay all outstanding bills and any other expenses of the Chapter and turn any funds over to the State Society.
- 3) The Treasurer shall place a receipt for this money in his/her files and place a copy of the receipt in the minutes which shall, with all other files, be sent to the State Society.