

NEW MEXICO GOURD SOCIETY BY-LAWS

ARTICLE 1 – Mission Statement

Section 1. The New Mexico Gourd Society (NMGS) promotes the horticulture and appreciation of gourds, gourd growing arts and crafts, by providing a supportive, sharing and educational environment. Information and educational resources are provided to members and the general public through meetings, printed material multi-media, festivals, shows and other such venues.

ARTICLE 2 – Dues

Section 1. Membership dues per individual or family shall be assessed in January of each year, with a payment deadline the first Saturday in February. Prior members renewing late shall pay for a full year. New members shall be pro-rated accordingly on a monthly basis. The amount of the dues is to be established by the Executive Committee when deemed necessary, subject to the approval of the membership.

ARTICLE 3 – Executive Committee

Section 1. The NMGS is governed by an Executive Committee as voted on by the general membership at the Members meeting, November 2, 2013. The Executive Committee shall consist of elected members and shall have the authority to conduct the business of the NMGS.

Section 2. The Executive Committee shall consist of Facilitator, Secretary, Treasurer, Membership Secretary, Newsletter Editor/Assistant Editor, Web Manager and two Members-at-large.

Section 3. The Executive Committee shall meet at the call of the Facilitator as often as deemed necessary to conduct the business of NMGS.

Section 4. The Executive Committee shall establish a budget and use all funds, as needed, for NMGS expenditures.

ARTICLE 4 – Executive Committee Member Terms

Section 1. The terms of service shall be three years.

Section 2. Committee members shall be replaced as needed or at the end of their term. If a replacement cannot be found, the member may continue in their position until one can be found. If a member desires to remain on the Executive Committee, they must serve in a different position. The three year term does not apply to the Newsletter Editor/Assistant Editor or the Web Manager.

Section 3. In the event a vacancy should occur, the Executive Committee shall appoint a member to fill the unexpired term.

Section 4. The Executive Committee shall be elected between October & December of each year. Nominee names shall be sent to the members by email prior to the November meeting as well as posted on the web site. Members may vote by email or in person at the November

meeting. Results shall be announced in The Enchanted Gourd and on the NMGS website. New Committee Members shall start their terms upon election.

Section 5. The Committee Members are expected to attend meetings. Should a Committee Member be absent from three (3) consecutive meetings, the Committee retains the option to review and replace the member in question.

ARTICLE 5 – Executive Committee Member Duties

Section 1. It shall be the duty of the Facilitator to preside at all meetings of the Executive Committee and the general membership. The Executive Committee shall establish any committee deemed necessary and appoint a chairman for such committee. The Facilitator shall represent the NMGS to all organizations unless he/she appoints someone to assume this responsibility.

Section 2. The Secretary is the recording person of the NMGS and custodian of its records. The secretary shall keep a complete record of all official activities of the NMGS and conduct all necessary correspondence.

Section 3. The Treasurer shall receive all monies belonging to the NMGS and keep an accurate record of all receipts and disbursements. All bills or expenses incurred must be presented to the Treasurer for payment. All monies must be deposited in a bank located convenient for the Treasurer. All bills shall be paid by check or electronically. The Treasurer shall submit an annual financial report within thirty-five (35) days following the end of the fiscal year (December 31st) to the Executive Committee and submit all documents to the auditor if requested. The NMGS may require the Treasurer to be bonded and shall pay for such bond.

Section 4. The Membership Secretary shall maintain an up-to-date list of all members and notify them before their membership expires. Upon notification from the Treasurer, send appropriate literature to the member. Provide membership list to other Committee members when requested.

ARTICLE 6 – Standing Committees

Section 1. Standing Committees include, but are not limited to: Audit, Publicity, Historian, Education, Show, Newsletter and Website.

Section 2. The Executive Committee shall approve all additional committees.

Section 3. Upon request of the Executive Committee an Auditor shall audit and verify all Treasurer's records after any Show and whenever a new Treasurer takes office. The Auditor will provide a written statement of approval and/or comments.

Section 4. The Publicity Committee Chairperson shall select all committee members necessary to assist in the performance of his/her duties. It shall be the duty of this committee to announce all Society functions and promote the objectives of the organization through the news media and other publications and organizations.

Section 5. The Historian Committee Chairperson shall select all committee members necessary to assist in the performance of his/her duties. The duties of this committee shall include compiling a scrapbook of pictures, clippings, etc., which tell the activities and

accomplishments if the Society. This committee shall also create a presentation of the information to display at Shows.

Section 6. The Education Committee Chairperson shall select all committee members necessary to assist in the performance of his/her duties. The duties of this committee shall include the establishment of programs to provide an education and information service.

Section 7. The Show Chairman Chairperson shall appoint all the necessary subcommittees to conduct the Annual Shows. The Treasurer and the Publicity Chairman shall be members of the Show Committee.

Section 8. The Newsletter Editor and Assistant Editor shall select all committee members necessary to assist in the performance of his/her duties. The duties shall include publication and distribution of a quarterly newsletter to the membership.

Section 9. The Web Manager duties shall be to maintain a current web site for the use and education of members and other interested users.

ARTICLE 7 – Amendments

The By-Laws may be amended at any time by a two thirds (2/3) majority vote of all members voting that are in good standing, providing the entire membership has been notified of the proposed amendment at least thirty (30) days prior to the vote. Absentee balloting may be used. The proposed change will be announced in the Enchanted Gourd or other media.

ARTICLE 8 – Dissolution

In the event of dissolution of the New Mexico 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.

STANDING RULES

1. All membership meetings and Executive Committee meetings shall be conducted according to Robert's Rules of Order.
2. A standing Rule will continue in force until rescinded.
3. Standing Rules may be suspended at any one meeting by a majority vote provided it pertains to the business of that meeting.
4. The Fiscal Year shall be January 1 through December 31.
5. The Order of Business shall be:
 - a. Call to Order
 - b. Reading and approval of the minutes
 - c. Facilitators Report
 - d. Treasurer's Report
 - e. Membership Report
 - f. Committee Reports – ie. Web Master, Newsletter etc.
 - g. Unfinished Business
 - h. New Business
 - i. Appointments
 - j. Announcements
 - k. Adjournment

Dated October 31, 2015