

# **Constitution and By-Laws of the Idaho Gourd Society, Inc.**

## **Constitution**

### **Article 1      Name**

Section 1      The Society is incorporated and shall be known as The Idaho Gourd Society (within this document known as the IDGS), Rho Chapter of the American Gourd Society (within this document known as the AGS). The IDGS shall be a not-for-profit organization.

### **Article 2      Purpose**

Section 1      The purpose of the IDGS shall be to band together those persons who are interested in the culture, uses, history and/or crafting of gourds, and to provide instruction and education to accomplish these interests.

### **Article 3      Membership**

Section 1      Individual or family memberships shall be open to all persons who are willing to support the activities of the IDGS and pay a membership fee.

Section 2      Individual membership will consist of one person. Family memberships shall include those members of a family living at one address. Each member included in a family membership shall be entitled to one vote. Minors are welcome but must be under the direct supervision of an adult at all times for the duration of the meeting.

Section 3      Membership in the IDGS entitles the members to vote for officers and directors, Constitution and By-Laws changes, and to hold office. Officers and directors of the IDGS must be members of the AGS.

Section 4      A person is considered a guest during the first visit to any IDGS meeting. After the first visit, membership is required.

### **ARTICLE 4      Officers, Directors and Executive Board**

Section 1      The officers shall be: President, Vice President, Secretary and Treasurer.

Section 2      Three directors shall be elected from the membership. They shall be known as- Director 1, Director 2 and Director 3.

Section 3      There will be three Communication Directors appointed by the Executive Board: Newsletter Editor, Webmaster and Facebook Curator.

Section 4 The officers and directors shall constitute the Executive Board.

Section 5 Patch Leaders or an appointed liaison shall attend Executive Board meetings to represent their respective patch and, in-turn, relay pertinent information, booklets, or printed data back to the other patch members.

## **ARTICLE 5 Meetings**

Section 1 At least two Official Membership meetings per year shall be held to conduct official IDGS business, preferably one in the spring and the second in the fall. The meetings shall be open to all members and interested visitors.

Section 2 The Executive Board shall meet as often as deemed necessary during the year to conduct business of the IDGS.

Section 3 Twenty (20) members shall constitute a quorum at a general membership meeting.

## **ARTICLE 6 Amendments**

Section 1 The Constitution and By-Laws may be amended by a two-thirds majority vote of the members present at an Official Membership meeting of the IDGS, provided the entire membership has been notified of the proposed amendment(s) at least 30 days prior to the meeting.

## **ARTICLE 7 LOGO**

Section 1 The logo shown in Appendix I shall be the official logo of the Idaho Gourd Society.

# **I. BY-LAWS**

## **ARTICLE 1 Objective**

Section 1 The objectives of the IDGS are:

- (a) To promote the culture and crafting of gourds.
- (b) To provide informational and educational service to its members and the community; and
- (c) To provide an annual festival for the promotion of gourds and gourd crafting.

## **ARTICLE 2 Membership Fees**

Section 1 Membership fees for the IDGS shall be assessed for individuals or for a family where more than one person is living at the same address. The amount of the membership fees is to be established by the Executive Board as necessary, and shall be subject to approval by the membership. Fees for the AGS are determined by the AGS and it is each member's responsibility to pay these fees when required.

### **ARTICLE 3 Officers' Terms**

- Section 1** The terms of office for all elected officers and directors shall be two (2) years.
- Section 2** The President, Secretary and Directors 1 and 2 shall be elected in even years to begin serving in the successive odd year. The Vice-President, Treasurer/Membership, and Director 3 shall be elected in odd years to begin service in the successive even year.
- Section 3** Newsletter Editor, Webmaster and Facebook Curator shall be appointed by the Executive Board.
- Section 4** In the event that a vacancy should occur in any of the offices except that of the President, the Executive Board shall appoint a member to fill the un-expired term. If the office of President should become vacant, the Vice-President will fill that office and a new Vice-President shall be appointed.
- Section 5** The Officers and Directors shall be elected at the fall meeting. Newly elected officers shall start their terms January 1 of the year following the election.
- Section 6** No person may hold more than one office at the same time.

### **ARTICLE 4 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 establish any committee(s) deemed necessary and appoint a chairperson for such committee(s) 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; the President shall represent the IDGS to all other organizations unless he/she appoints someone to assume this responsibility.
- 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 Secretary is the recording officer of the IDGS and custodian of its records. The Secretary shall keep a complete record of all official activities of the IDGS which would include minutes of the Executive Board and Official Membership meetings. The Secretary shall be the custodian of the Constitution and By-Laws document and make it available as requested.
- Section 4** The Treasurer shall receive all monies belonging to the IDGS and keep an accurate record of all receipts and disbursements. Judiciously and timely, on behalf of the IDGS, the Treasurer shall file Form 990 with the Internal Revenue Service as well as file an Idaho Annual Report. All bills or expenses must be presented to the Treasurer for payment. All monies must be deposited in a bank account. A written report of receipts and expenditures shall be presented at the spring and fall Official Membership meetings. The Treasurer shall maintain the database of all members.
- Section 5** The Webmaster shall be responsible for the maintenance and updating of the IDGS website.

Section 6 The Newsletter Editor shall be responsible for the writing, publishing and distribution of the quarterly IDGS newsletter.

Section 7 The Facebook Curator shall be responsible to administer the IDGS Facebook page and post content which supports and furthers the purpose of IDGS and AGS.

## **Article 5 Executive Board**

Section 1 The Executive Board shall consist of all elected officers, appointed officers and Directors, and shall have the authority to conduct the business of the IDGS. The Board shall meet at the call of the President as often as deemed necessary to conduct the business of the IDGS. The Executive Board shall establish a budget and appropriate all IDGS expenditures.

## **Article 6 Committees**

Section 1 Standing committees include, but are not limited to: Nominating, Audit, Ways & Means, Publicity, Education and Festival.

Section 2 Additional committees shall be approved by the Executive Board.

Section 3 The Nominating Committee shall consist of three (3) members. This Committee shall prepare a slate of nominees for presentation to the membership and make personal contact with each nominee prior to presenting their name.

Section 4 The Audit Committee shall consist of three (3) members. It shall audit and verify all Treasurer's records every two years when the Treasurer takes office, or if a new Treasurer is appointed.

Section 5 The Ways and Means Committee Chairperson shall select all committee members necessary to assist in the performance of his/her duties. The duties of the Ways & Means Committee are to provide plans and activities to supplement the income of the IDGS.

Section 6 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 IDGS functions and promote the objectives of the organization through the news media, other publications and organizations.

Section 7 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 8 The Overall Festival Coordinator shall appoint all the necessary committee Chairpersons to conduct the annual festival. The Committee Chairpersons shall be comprised of officers and directors and members of the IDGS.

## **Article 7 Amendments**

Section 1 The By-Laws may be amended by a two-thirds majority vote of the members present at an IDGS Official Membership meetings, provided the entire membership has been notified of the proposed amendment at least 30 days prior to the meeting.

**Article 8      Dissolution**

Section 1 In the event of dissolution of the IDGS, all debts shall be paid. Any remaining assets of the IDGS shall be given to the AGS and no funds shall be distributed to members as individuals.

**II.      Standing Rules**

1. All Official Membership meetings and Executive Board meetings shall be conducted according to Robert's Rules of Order.
2. A Standing Rule will continue in force until rescinded.
3. A Standing Rule may be suspended at an Official Membership meeting by a simple 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 an Official Membership meeting shall be:
  - a. Call to order
  - b. Reading and approval of the minutes of the last meeting
  - c. Treasurer's Report
  - d. Approval of expenditures
  - e. Committee reports
  - f. Unfinished business
  - g. Appointments
  - h. New business
  - i. Adjournment

**Appendix I – Official Logo**



**Created by Alan Sweeney, April 2011**

**Appendix II – General Meetings Review**

<b>Date</b>	<b>Purpose</b>
November 7, 1998	Idaho Gourd Society Established
February 13, 1999	By-Laws were presented by Bob Bonsack and approved by membership
August 12, 1999	IGS Quarterly Newsletter was approved
February 8, 2003	\$5.00 per member teacher's fee approved by membership
November 1, 2003	IGS Membership fee raised to \$12.00 per year, approved by membership
December 6, 2003	Gourd Fair and Show Committee will consist of IGS Officers and Directors. Approved by membership
March 14, 2009	Limit set at \$500.00 for Executive Board Expenditure without Membership approval.
April 11, 2011	New IGS Logo selected by membership/approved by Executive Board
April 13, 2013	Amendments approved by General Membership
May 10, 2014	Amendments approved by General Membership
October 14, 2017	Amendments approved by General Membership