

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

## I. CONSTITUTION

### **ARTICLE 1**

#### **Name**

Section 1 The Society shall be known as The Idaho Gourd Society, Inc. (within this document known as the IGS), Rho Chapter of the American Gourd Society (within this document known as the AGS). The IGS shall be a non-profit organization.

### **ARTICLE 2**

#### **Purpose**

Section 1 The purpose of the IGS 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 IGS 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 IGS and the AGS entitles the members to vote for officers and to hold office. Officers of the IGS must be members of the AGS.

Section 4 A person is considered a guest during the first visit to an IGS meeting. After the first visit membership is required.

### **ARTICLE 4**

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

Section 1 The officers shall be as follows: President, Vice President, Secretary, Treasurer, Webmaster and Newsletter Editor.

Section 2 Three directors shall be elected from the membership.

Section 3 The officers and directors shall constitute the Executive Board

Section 4 Webmaster and Newsletter Editor shall be appointed by the Executive Board.

### **ARTICLE 5**

#### **Meetings**

Section 1 At least two meetings per year shall be held, one in April and the second in October. 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 IGS.

Section 3      Eight (8) members shall constitute a quorum at a general membership meeting.

ARTICLE 6      **Amendments**

Section 1      The Constitution may be amended by a two-thirds majority vote of the members present at any of the IGS meetings, 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 A shall be the official logo of the Idaho Gourd Society

## II. BY LAWS

### ARTICLE 1      **Objective**

- Section 1      The objectives of the IGS are:
- (a) To promote the culture and crafting of gourds;
  - (b) To provide informational and educational service to its members;
  - (c) To provide an annual show for the promotion of gourds and gourd crafting.

### ARTICLE 2      **Membership**

- Section 1      Membership fees for the IGS 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 are to be established by the Executive Board as necessary, and shall be subject to approval by the membership. If a new member joins after January, the membership fee shall be prorated. Fees for the AGS are determined by the AGS, and it is the members' responsibility to pay these fees when required.

### ARTICLE 3      **Officers Terms**

- Section 1      The terms of office shall be two years.
- Section 2      The President, Secretary, and two (2) Directors shall be elected in odd years. The Vice-President, Treasurer/Membership, and one (1) Director shall be elected in even years.
- Section 3      Webmaster and Newsletter Editor shall be appointed by the Executive Board.
- Section 4      In the event a vacancy should occur in any of the offices, except 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 October meeting. Newly elected officers shall start their terms January 1<sup>st</sup> 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 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 IGS 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 IGS and custodian of its records. The Secretary

shall keep a complete record of all official activities of the IGS and conduct all necessary correspondence

Section 4 The Treasurer shall receive all monies belonging to the IGS and keep an accurate record of all receipts and disbursements. 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 April and October General Meeting. The Treasurer shall maintain the database of all members, maintain the Constitution and By-laws, and assist the Secretary in mailings.

Section 5 The Webmaster shall be responsible for the maintenance and updating of the IGS Website.

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

## 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 IGS. The Board shall meet at the call of the President as often as deemed necessary to conduct the business of the IGS. The Executive Board shall establish a budget and appropriate all IGS expenditures.

## ARTICLE 6 **Committees**

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

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

Section 3 The Nominating Committee shall consist of three 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 all Treasurers records every two years when the Treasurer takes office, and verify all accounts.

Section 5 The Ways and Means Committee Chairman 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 IGS.

Section 6 The Publicity Committee Chairman 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 IGS functions and promote the objectives of the organization through the news media, other publications and organizations.

Section 7 The Education Committee Chairman 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 Show Committee Chairman shall appoint all the necessary subcommittees to conduct the annual show. This committee shall be comprised of Officers and Directors of the IGS

**ARTICLE 7**      **Amendments**

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

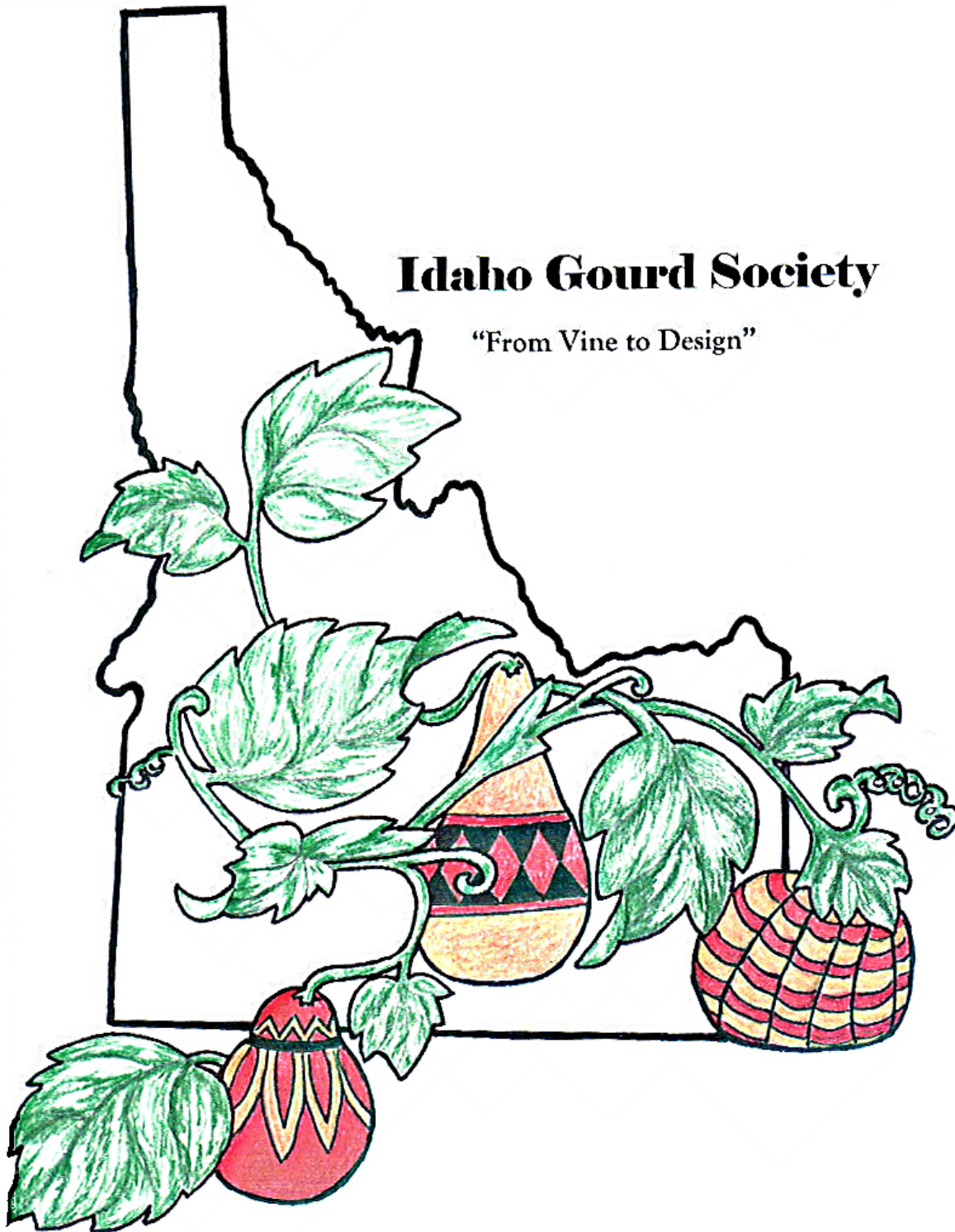
**ARTICLE 8**      **Dissolution**

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

**III.      Standing Rules**

1.      All 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.      Standing Rules may be suspended at any one meeting by a simple majority vote provided it pertains to the business of that meeting.
4.      Fiscal Year shall be January 1<sup>st</sup>. through December 31<sup>st</sup>.
5.      Order of Business 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. Communications Committee Reports;
  - g. Unfinished business;
  - h. New business;
  - i. Appointments;
  - j. Adjournment.

**Appendix I – Official Logo**



Created by Sue Kostka December 2003

Original December 31, 1998  
Revisions: January 18, 1999, December 15, 1999, March 6, 2004, July 14, 2007, April 11, 2009

**Appendix II - General Meetings Review**

<b>Date</b>	<b>Purpose</b>
November 7, 1988	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 teachers 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.