

Bylaws of The Ontario Gesneriad Society of Guelph
a chapter of The Gesneriad Society, Inc.
Adopted November 18, 2007

ARTICLE I – Name and Purpose

Section 1. The name of this organization is **The Ontario Gesneriad Society of Guelph**, a chapter of The Gesneriad Society, Inc. (or, the Society).

Section 2. The purpose of this chapter is to further the study and culture of gesneriads.

ARTICLE II – Membership and Dues

Section 1. Membership

1. All persons interested in gesneriads are eligible for membership.
2. All officers of the chapter must be members of The Gesneriad Society.
3. The chapter itself must be a member in good standing of The Gesneriad Society. The copies of *Gesneriads*, the Society's journal, will be kept in the chapter's library, where it will be available to the members.
4. All members are encouraged to join The Gesneriad Society within one year of becoming a member of The Ontario Gesneriad Society of Guelph chapter.
5. Members who do not wish to join The Gesneriad Society may become Ontario Gesneriad Society of Guelph members, but may not hold office in the chapter.

Section 2. Dues

1. Annual dues are recommended by the Executive Board and voted upon by the members at a subsequent chapter meeting. Notice of a proposed change in dues must be announced in advance. Membership categories shall be Individual, Family and Life, all of which carry voting privileges.
2. After 3 months, a member whose dues are in arrears is no longer considered a member of the chapter.

ARTICLE III – Officers

Section 1. The elected officers are the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary (may be a combined position), Treasurer, and three Directors. Immediate Past President of the Society shall be a member of the Executive Board with full voting privileges. All officers must be members in good standing of The Gesneriad Society.

Section 2. Officers will be elected annually at the annual business meeting in November.

Section 3. Newly elected officers assume office on January 1st. Outgoing officers must deliver all office-related records and materials to their successors within 2 weeks.

ARTICLE IV – Duties of Officers

Section 1. President

1. The President presides at chapter and Executive Board meetings, performs all duties that pertain to the office, serves as an ex officio member of all committees, and may assign other duties as deemed necessary.
2. The President appoints the chairs of all standing and special committees with approval of the executive.
3. The President is responsible for submitting a report to The Gesneriad Society each January that includes the names and addresses of the chapter's officers, the number of members, and any amendments to the chapter bylaws approved during the previous year.

Section 2. First Vice-President

The first Vice-President performs all the duties of the President in his/her absence. First Vice-President coordinates the program for the year's meetings .

Section 3. Second Vice-President

In the absence of both the President and the First Vice-President, the Second Vice-President acts as the President. Second Vice-President may serve as the chair of a Standing Committee.

Section 4. Recording Secretary

The Recording Secretary is responsible for preparing, ensuring approval by the membership (via the newsletter), and maintaining the record of minutes of all chapter and Executive Board meetings. A copy of all minutes is to be forwarded to the

President and Archivist within fourteen days after any given meeting. In addition, a copy of chapter meeting minutes is to be forwarded to the Newsletter Editor within fourteen days after any given meeting.

Section 5. Corresponding Secretary

The Corresponding Secretary oversees the correspondence of the chapter and communicates with members.

Section 6. Treasurer

The Treasurer is the custodian of the chapter's funds — paying all bills, collecting dues, contributing to the preparation of the annual budget, serving on the Finance and Budget Committee, and submitting financial status reports to the membership and Executive Board.

Section 7. Directors

The three Directors serve as advisors to and may perform special duties assigned by the President or members of the Executive Board.

ARTICLE V — Executive Board

Section 1. The Executive Board consists of the chapter's officers, Directors, and committee chairs. The immediate past President is an *ex officio* member of the Executive Board for one, but not more than two, consecutive years.

Section 2. The Executive Board considers all business of the chapter and may make recommendations to be voted upon by the members at a meeting.

Section 3. The Executive Board fills any vacancies in elected offices that may occur between elections. The Executive Board, in the event of a vacancy for any reason, may appoint successive directors to complete the unexpired term so vacated.

Section 4. The Executive Board meets at the discretion of the President, at the request of three members of the Executive Board, or five members of the chapter. Four (4) members of the Executive Board are a quorum.

Section 5. The Executive Board appoints an auditor each year, whose duty is to examine and verify the Treasurer's accounts.

Section 6. The Executive Board may revoke the membership of an individual.

ARTICLE VI – Meetings

Section 1. At least six chapter business meetings are held annually.

Section 2. A quorum consists of four (4) members.

Section 3. A special chapter meeting may be called at the request of a majority of the Executive Board or five members of the chapter.

Section 4. An annual business meeting will be held in November for elections and to receive and present the annual reports from all officers and committee chairs. Written notice shall be posted to all members in good standing of the Society not later than two weeks prior to this meeting.

ARTICLE VII – Nominations and Elections

Section 1. Nominating Committee: The Past President will chair the Nominating Committee and will appoint two members to be on the committee.

Section 2. The Nominating Committee presents a slate of candidates at the October Executive Board meeting. Elections are held at the annual business meeting in November. Nominations may be accepted from the floor.

ARTICLE VIII – Standing Committees

Section 1. The President appoints all committee chairs with approval of the Executive Board. All Committee Chairs shall maintain a liaison with the Executive Board at all times.

Section 2. Duties and Responsibilities of Committee Chairs

1. *Membership Chair* – collects and records payments of dues, gives proceeds to the Treasurer, notifies members whose dues are in arrears, and prepares and maintains the membership list.
2. *Newsletter Editor* – prepares and distributes at least six (6) issues of the newsletter each year to members via e-mail or post and on the web-site www.ontariogs.org.
3. *Archivist/ Librarian* – collect, archive, and control all relevant printed materials for membership's reference or use, as well as documenting all events and activities.

4. *Little (or Mini) Show Chair* — provides The Gesneriad Society's score sheets for judging, appoints judge(s) and clerk(s), announces the results of the little shows at monthly meetings, provides the results of each little show to the Newsletter Editor, maintains records, and announces the yearly winner(s).
5. *Plant Sales Chair* — organizes and conducts the sale of plants donated by members at chapter meetings or other events, such as the annual show, maintains a record of income, collects the money, and gives the net proceeds to the Treasurer.
6. *Hospitality Chair* — solicits contributions and purchases supplies for refreshments at meetings and other events as needed.

ARTICLE IX — Rules of Order

The latest edition of *Robert's Rules of Order Newly Revised* governs all chapter proceedings to which they are applicable.

ARTICLE X — Amendments

The bylaws may be amended by a two-thirds vote of the members present at any regular or special meeting. A proposed amendment to the bylaws is presented to the Executive Board, which sends a copy to each member of the chapter at least 2 weeks before any final action or vote occurs.

ARTICLE XI — Nondiscrimination

The Officers and Executive Board members of the chapter will not permit any restrictions or limitations whatsoever based upon race, color, creed, gender, national origin, or employment status in the conduct of the chapter's affairs.

ARTICLE XII — Dissolution

In the event that the Ontario Gesneriad Society of Guelph is dissolved, all assets at the time of dissolution will be donated to The Gesneriad Society, Inc.