

LOUISIANA STATE HORTICULTURE SOCIETY

BY-LAWS

Article I – Membership:

Section 1. Membership eligibility:

- a. Shall be open to any person or organization who has interest in the objectives of the Institute;
- b. A member in good standing is one that adheres to the Constitution and By-Laws and is current with his or her dues.

Section 2. Types of membership shall be as follows:

- a. Regular
- b. Student
- c. Sustained
- d. Donor
- e. Life
- f. Honorary

Section 3. Regular Membership: Shall be individuals who shall have all the privileges of membership and shall pay due of **\$35.00** per year. Triannual dues are **\$95.00**.

Section 4. Student Membership: Shall be individuals who shall pay dues of **\$10.00** per year.

Section 5. Sustaining Membership: Shall be those individuals or organization particularly interested in promoting the general welfare of the Society. They shall have all the usual privileges of membership upon paying a minimum of **\$50.00** a year.

Section 6. Donor Membership: Shall include those individuals, organizations or corporations that have donated to the Society not less than **\$1,000.00** for the express purpose of establishing awards, scholarships, research projects, or endowment funds. Voting privilege shall be one vote per membership.

Section 7. Life Membership: Shall include those individuals who have paid a single sum of **\$1,500.00** into the capital fund of the Society. Such memberships shall have all the usual privileges.

Section 8. Honorary Membership: May be conferred upon individuals who have contributed significantly to the development and improvement of Horticulture in the area, or who have rendered honorable and distinguished service to the Society. Honorary members shall be approved by the Board of Directors and shall have all the usual privileges.

Article II – Payment of Dues:

Section 1. All dues are paid annually.

Section 2. The dues are non-refundable and shall be payable January 1 of each year.

Section 3. Dues remaining unpaid April 1 after a due notice has been mailed by the Treasurer to the members' last known address shall cause suspension of membership.

Section 4. A former member may be reinstated upon payment of the dues in default for the current year.

Article III – Government:

Section 1. The governance of this organization shall be vested in a Board of Directors and shall consist of at least 9 active members.

Section 2. The term of office of Director shall be three (3) years.

Section 3. One-third (1/3) of the Board shall be nominated and elected at each annual membership meeting.

To implement this provision, the number of directors which shall constitute the Board at any given time shall always be divisible by three (3).

At first organizational meeting of membership shall elect 1/3 of the Board to serve for 3 years, 1/3 of the Board to serve for 2 years, and 1/3 of the Board to serve for 1 year.

Thereafter, 1/3 of the Board shall be nominated and elected each year to serve for a period of three (3) years.

Section 4. Nominations for Directors shall be made by a nominating committee of three members appointed each year by the President.

At least one shall have served on this committee during the prior year and will serve as committee chairperson.

The committee shall present their report to the annual business meeting of the Society.

Section 5. At the first Board Meeting after the annual meeting the Board of Directors shall select its officers.

Section 6. All officers elected or appointed by the Board shall hold office for two calendar years.

Should a vacancy arise, other than that of the President, during the course of the year, the President may appoint a director and/or officer to fill the unexpired term caused by such vacancy, subject to ratification of the Board.

Section 7. The immediate past President shall be an ex-officio member of the Board of Directors for one year after leaving office with voting power.

Section 8. The Board of Directors shall meet at least two (2) times in the year at a time or times as the President may designate.

Section 9. The Board of Directors shall have the authority to create, appoint, or abolish all standing and special committees and to delegate to such committees such powers and functions as it may deem proper.

The Board shall likewise have authority to ratify the election of assistants to officers and all members of the administrative staff and to designate such special advisors as may be needed by the Board or by Committees.

Section 10. The Board of Directors shall appoint an independent audit to be performed and completed annually, prior to the swearing in a new treasurer.

Article IV – Duties of Officers:

Section 1. The President shall:

- a. Be the Chief Executive Officer (CEO) of the Society and of the Board of Directors.
- b. Be charged with general supervision of the affairs of the Society.
- c. Be an ex-officio member on all committees.

Section 2. The First Vice-President:

- a. Shall perform the duties of the President in the absence of that officer and shall assume such duties as assigned;
- b. Shall complete any portion remaining of the term of office of President, should that office become vacant for any reason.
- c. Shall become President upon completion of term of office as vice-president.

Section 3. The Secretary shall:

- a. Take and keep the minutes of the proceedings of the Board of Directors;
- b. Be responsible for all records of the Society;
- c. Issue notices of all meetings;
- d. Be responsible for keeping the official Constitution and By-Laws current and shall have a copy available at each Board of Directors meeting.
- e. Conduct the general correspondence of the Society affairs.

Section 4. The Treasurer shall:

- a. Collect dues and send out delinquent notices;
- b. Receive and account for all “monies & securities” of the Society, keeping same in a singular account established in the name of the Society;
- c. Disburse money for expenses duly authorized within the approved budget or upon authorization of the Board of Directors;
- d. Make a quarterly report of all receipts and disbursements at meetings of the Board of Directors and an annual written report to the membership;
- e. Submit books and records immediately upon request to auditors appointed by the Board of Directors at the time designated in the By-Laws.

Article V – Meetings:

- Section 1. The LSHS Conference, the Society’s Annual Meeting, shall be held each year during the month of January. Notice of the time and place of such meetings shall be given to each member of the Society at least ten (10) days in advance of such meeting.
- Section 2. Ten (10) active members shall constitute a quorum at any regular or special membership meeting. Five (5) members of the Board of Directors shall constitute a quorum at any regular or special Board meeting.
- Section 3. Special meetings may be called by the President or three (3) members of the Executive Committee.
- Section 4. All meetings shall be called and conducted in conformity with Robert’s Rules of Order, Revised and the By-Laws.

Article VI – Committees:

- Section 1. The principal functions of the Society shall be performed by Standing Committees. These committees shall be established as needed by the President and chairpersons shall be named each year by the President and shall report to the Board of Directors.
- Section 2. Standing Committees:
- a. **Executive Committee:** shall consist of the officers of the Board of Directors – President, Vice-President(s), Secretary, Treasurer and one member of the Board, selected by the President. It is responsible to the Board of Directors and has the authority to handle the affairs of the Society between Board meetings. Its actions must be ratified by the Board.
 - b. **Budget Committee:** shall consist of the Treasurer, who shall be Chairperson, and three (3) members. The duties of the committee are:
 1. Prepare estimates of cash requirements;
 2. Recommend the allocation of estimated available funds in a manner to best meet these needs;
 3. Furnish financial advice to the Directors;
 4. Oversee the maintenance of the non-profit status of the Society;
 5. Verification and accountability for the Institute funds.
 - c. **Nominating Committee:** shall consist of three (3) members one of whom shall have served on this committee the prior year for continuity.
 1. The President shall appoint a new committee each October consisting of three (3) members with one appointed Chairperson.
 2. The committee shall present their report to the Annual Business Meeting of the Society.
 - d. **Publications Committee:** shall consist of the Editor, who serves as Chairperson, and at least five (5) members. The duties of this committee are to support the Editor. The duties of the Editor shall be:
 1. Solicit, receive and verify informative articles pertinent to the stated purpose of the Society;

2. Be responsible for the quality of all publications, their contents, appearance and grammar;
 3. Assemble, prepare for publication and direct the publication of such printed material as may be periodically published by the Society to the end that such publications may best further the good standing and objectives of the Society.
- e. **Membership Committee:** shall consist of a Chairperson and at least three (3) members. The duties of this committee shall be to maintain and increase the Society's memberships through contact with delinquent and prospective members and by any other suitable means.
- f. **Publicity Committee:** shall consist of a Chairperson and at least three (3) members. It is charged with the duty of preparing and distributing for publication suitable material on the activities and objectives of the Society.
- g. **Awards & Honors Committee:** shall consist of a Chairperson and at least three (3) members. The duty of this committee shall be to formulate policies and procedures for honoring outstanding individuals or organizations in the field of horticulture. It shall promote horticulture by the use of an appropriate system for determining recipients of all awards and honors that have been authorized by the Board of Directors.

Article VII – Compensation & Reimbursement:

- Section 1. Service as an officer of the Society shall be voluntary and without compensation.
- Section 2. Normal and necessary expenditures made by officers and committees on behalf of the Society in the conduct of authorized projects or in the discharge of their regular duties, shall be reimbursed provided such expenditures are within the budget approved by the Board of Directors.

Article VIII – Amendments:

- Section 1. The Board of Directors shall have power to make Amendments and repeal the By-Laws that govern this organization at any regular meeting.
- Section 2. The membership may amend the By-Laws at the annual meeting by a majority vote of the membership present. No notice of intent to present an amendment by the membership shall be necessary or required.