

**CONSTITUTION AND BY LAWS  
OF THE SHOW ME GOURD SOCIETY  
XI Chapter of the American Gourd Society**

CONSTITUTION

**Article I - Name**

The Society shall be known as the Show Me Gourd Society (SMGS), the XI Chapter of the American Gourd Society, and shall be a Not-for-Profit Organization.

**Article II - Purpose**

The purpose of the Society shall be to band together those persons who are interested in the horticulture, history, uses, culture and/or crafting of gourds.

**Article III - Membership**

- Section 1. Individual or family memberships shall be open to all persons who are interested in gourds and are willing to support the activities of the Society and pay the declared membership dues.
- a. Family membership shall include those members of a family living at one address.
  - b. Each adult included in a family membership shall be entitled to vote.

Section 2. Membership entitles the members to vote and to hold office.

Section 3. Membership shall be for one year and shall begin upon receipt of the payment of dues.

**Article IV - Officers, Directors and Executive Board**

Section 1. The officers shall be: President, Vice President, Secretary, Treasurer, Membership Secretary and Job Coordinator(s).  
AMENDMENT: At an all-member business meeting on April. 10, 2016, the membership gave a vote of 100% of those present to create the Job Coordinator(s) Position.

Section 2. Five (5) Directors shall be elected from the membership.  
AMENDMENT: At an all-member business meeting on Sept. 29, 2012, the membership gave a vote of 100% of those present to increase the number of Directors from three (3) to five (5).

Section 3. The Officers and Directors shall constitute the Executive Board.

## **Article V - Meetings**

- Section 1. Two general meetings per year shall be held, one at the annual Gourd Festival and the second on a date to be determined by the Board. The meetings will 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 the business of the Society.
- Section 3. The number of voting members at a business meeting shall be considered a quorum.

## **Article VI - Amendments**

The Constitution may be amended by two-thirds majority vote of the members present at the general meetings, provided the entire membership has been notified by newsletter or other correspondence of the proposed amendment at least 30 days prior to the meeting.

## **BY-LAWS**

### **Article 1 - Objectives**

- Section 1. The objectives of this Society are to promote the culture, art and crafting of Gourds; to provide an information and educational service to its members; and to provide an Annual Show for the promotion of gourds, gourd art and gourd crafting.

### **Article II - Membership**

- Section 1. Dues: Membership dues per individual or family shall be assessed. The amounts of the dues are to be established by the Executive Board when deemed necessary, subject to the approval of the membership.
- Section 2. Benefits: All current members will be entitled to hold office, attend and vote at the business meetings and receive a chapter newsletter.

### **Article III - Officers' Terms**

- Section 1. The terms of office shall be two years and at the end of which they will be eligible for re-election if they are willing to serve.
- Section 2. The President, Secretary, Membership Secretary and (2) Directors shall be

elected in odd years; Vice-President, Treasurer, Job Coordinator(s) and (3) Directors shall be elected in even years.

Section 3. In the event a vacancy should occur in any of the offices, except President, the Executive Board shall appoint a member to fill the rest of the term.

Section 4. The Officers and Directors shall be elected at the first general meeting. New officers shall start their terms upon election.

Section 5. No one may hold more than one elective office at the same time.

#### **Article IV - 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 chairman for such committee with the approval of the Executive Board. The President shall be an exofficio member of all committees unless he/she appoints someone to assume the responsibility. The President shall represent the Society to all 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 or her return, or until the next elected President takes office. The Vice-President shall also be the program chairperson for all meetings.

Section 3. The Secretary is the recording officer of the Society. The Secretary shall keep a complete record of all official activities of the Society and conduct all necessary correspondence. The Secretary will provide copies of the proceedings of the Society meetings to the Executive Board and to the editor of the Chapter newsletter. The Secretary will also keep and make updates to the Constitution.

AMENDMENT: At an all-member business meeting on October 12, 2013, the membership gave a vote of 100% of those present to split Treasurer and Membership Secretary into two separate positions.

Section 4. The Treasurer shall receive all monies belonging to the Society and keep an accurate record of all disbursements. All bills or expenses incurred must be presented to the Treasurer for payment. All monies must be deposited in a bank conveniently located for the Treasurer. A written report of receipts and disbursements shall be presented at the general meetings.

- Section 5. The Membership Secretary shall keep an up-to-date membership roll and collect all monies for dues.
- Section 6. It shall be the duty of the Job Coordinator(s) to maintain and update a database containing accurate job descriptions and all associated paper work for each society position. The Job Coordinator(s) shall make sure that the database is accessible to members as needed.
- Section 7. It shall be the duty of all officers or their heirs to promptly surrender all records, papers and other pertinent information, along with any properties belonging to the Society, to their elected or appointed successors in an expedient manner.

### **Article V - Executive Board**

- Section 1. The Executive Board shall consist of all elected officers and Directors and shall have the authority to conduct the business of the Society.
- Section 2. The Executive Board shall meet at the call of the President as often as deemed necessary to conduct the business of the Society.
- Section 3. The Executive Board shall establish a budget and appropriate all Society expenditures. In a non-profit organization, all expenditures need to be placed before the board for approval.

### **Article VI - Committees**

- Section 1. Standing Committees include but are not limited to: Nominating, Audit, Ways & Means, Publicity, Education and Show.
- Section 2. The Executive Board shall approve all additional Committees.
- Section 3. The Nominating Committee shall consist of (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 his or her name.
- Section 4. The Audit Committee shall consist of (3) members. It shall audit all Treasurer's records every two years when the Treasurer takes office and verify the accounts.
- Section 5. The Ways & 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 Society.

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 Society functions and promote the objectives of the organization through the SMGS website, news media, other publications and organizations.

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

### **Article VII - Publications**

Section 1. An informative newsletter or bulletin shall be published for the benefit and edification of the membership.

Section 2. The Editor of the Chapter newsletter shall be appointed by the membership and shall be one who is qualified, capable and willing to assume the responsibility of editing and publishing the newsletter.

Section 3. The Editor may solicit the help of as many volunteers as needed for preparing the Chapter newsletter for mailing.

Section 4. Bulletins, pamphlets, books, seeds and other gourd articles dealing with the education, culture, crafting and promotion of gourds will be offered to the membership at a reasonable price, if they become available.

Section 5. The Society will communicate by any media, such as an exchange of newsletters, with information of a local nature and to exchange such information with other Chapters and the Editor of "The Gourd" (The American Gourd Society Magazine).

### **Article VIII - Amendments**

The By-Laws may be amended by two-thirds majority vote of the members present at either the biannual meetings, provided the entire membership has been notified by newsletter or other correspondence of the proposed amendment at least 30 days prior to the meeting

### **Article IX - Dissolution**

In case of dissolution, all monies will be donated to the future Gourd Museum or the American Gourd Society, if the museum is not in operation.

### **STANDING RULES**

1. Standing rules may be adopted from time to time to meet the needs of the SMGS.
2. A Standing Rule will continue in force until rescinded.
3. A Standing Rule may be suspended at any one meeting by a majority vote provided it pertains to the business of that meeting.
4. Quorum: The number of voting members at the business meetings will be considered a quorum.
5. Fiscal year shall be January 1 through December 31.
6. **Order of Business shall be: Outline for Board Meetings**
  - a. **Call to order**
  - b. **Reading of Minutes** – In the interest of time meeting minutes may be sent to the Executive Board and Committees to be read prior to the meeting.
  - c. **Approval of Minutes**
  - d. **Reading the Treasurer's Report**
  - e. **Approval of the Treasurer's Report**
  - f. **Communication**
  - g. **Committee Reports**
  - h. **Unfinished Business**
  - i. **New Business**
  - j. **Appointments**
  - k. **Adjournment**