

Constitution of The North Texas Water Garden Society

Article I: **Name**

Sect. 1: This organization shall be known as the North Texas Water Garden Society.

Sect. 2: This Society shall operate as a nonprofit organization.

Article II: **Objectives**

Sect. 1: The objectives of this Society are to:

- A. Encourage a greater appreciation of and interest in water gardens and to disseminate information of interest and help to the members.
- B. Stimulate the study and culture of aquatic plants, fish and ponds.

Article III: **Membership**

Sect. 1 There shall be three (3) classes of membership: Active, Honorary, and commercial. Annual dues for the active members shall be established in the By-Laws.

Sect. 2 Honorary members shall be nominated by the Board of Trustees and elected to honorary membership by a majority vote of the members present and voting at any regular meeting of the society.

Article IV: **Government**

Sect. 1 A Board of Trustees shall manage the business of the Society.

Sect. 2 The Board of Trustees shall consist of seven members of the Society who shall be the elected President, Vice- President, Secretary, Treasurer, Program Chairperson, and two Members At Large positions. The Vice-President shall be designated as the President- Elect, and shall become President at the next annual election of Trustees.

Sect. 3 For purposes of the annual election of Trustees, the Committee of Nominations shall be the President, the Vice-President (President-Elect), and at least one non-Trustee member, to be appointed by the President. The Committee of Nominations shall present a slate of candidates for election to specific offices or at large positions at the September meeting of the Society. Nominations may be also made from the floor. Such Trustees shall be elected by a majority vote of the membership present and voting at the meeting.

Sect. 4 Trustees shall hold office for a term of one year. Excessive absences may result in a Board request for the trustees' resignation.

Sect. 5 A quorum of the Board must be present to transact Society business. A quorum of the Board shall consist of four (4) members. A simple majority shall prevail in all cases at all meetings of the Society except amendment of the By-Laws.

Article V:

Sect. 1 The frequency and the time of the regular meetings of the Society shall be established in the By-Laws.

Sect. 2 The Board of Trustees on at least six (6) days notice may call special meetings.

Sect. 3 Parliamentary Authority shall be Roberts Rules of Order.

Article VI: **Elections and Voting**

Sect. 1 Are under the By-Laws.

Article VII: **Finances**

Sect. 1 The funds of the Society shall be expended only by duly authorized officers with approval of the Board of Trustees or according to the By-Laws.

Sect. 2 The Board of Trustees will appoint an auditing committee; the committee shall consist of at least two members of the Society who are not currently Trustees. Such committee shall review with the Secretary and Treasurer the membership and funds of the Society in the month following the last meeting of the year and make its report at the first meeting of the following year.

Sect. 3 In the event that the membership and/or the Trustees feel that the Society should be dissolved, the current amount of surplus in the Treasurer's accounts shall be disbursed as determined by a majority of members present.

Article VIII: **Constitution and ByLaws**

Sect. 1 The Constitution and By-Laws may be amended by two thirds of the membership present and voting after a written notice at either a regular or special meeting of the Society.

Article X: **Ratification of this Constitution**

This Constitution took effect July 11, 1995.

Bylaws of The North Texas Water Garden Society

- Article I: **Meetings**
- Sect. 1 There shall be twelve (12) regular meetings per calendar year as set by the Board of Trustees at locations selected by the Board.
- Sect. 2 September meeting will include election of officers and trustees
- Sect. 3 The October Meeting will be a joint meeting of the old and new officers and trustees to pass on information of the outgoing members to the incoming members.
- Sect. 4 Special meetings will be by notification from the Secretary as to where and when.
- Sect. 5 The agenda of a regular meeting may be as follows:
- A. Call to order
 - B. Introduction of guests and new members
 - C. Presidents report
 - D. Committee reports
 - E. Program
 - F. Adjournment
- Sect. 6 Each member is entitled and encouraged to bring guests to the regular meetings. Guests will not participate in voting or discussion of the Society's business, or attend more than two meetings in any one-year unless they have applied for membership in the Society.
- Article II: **Dues**
- Sect. 1 Dues for active members shall be fifteen dollars (\$15.00) per year. Active membership dues for two (2) members of the same family will be twenty-four dollars (\$24.00) per year. Dues for an active commercial membership shall be one hundred twenty dollars (\$120.00), and will entitle them to two (2) memberships.
- Sect. 2 Renewals will be due and payable annually on anniversary.
- Sect. 3 Trustees will receive free membership during their year of service.
- Article III: **Committees**
- Sect. 1 Committees will be named as needed and they will be appointed by the President and approved by the Board of Trustees.
- Article IV: **Board of Trustees**
- Sect. 1 A vacancy on the Board of Trustees shall be filled by the Board from the membership of the Society at the next Board meeting. Such an election to the Board shall be to fill out the term and position being vacated.
- Article V: **Duties of Officers**
- Sect. 1 President: The President shall:
- A. Preside at all meetings and act as administrative head of the Society.
 - B. Sign checks for the Society if the Treasurer is absent or in case of an emergency.
 - C. Appoint committees as needed with the approval of the Board of Trustees.
 - D. Perform such duties as directed by the Board of Trustees.
 - E. Conduct official correspondence as needed.
- Sect. 2 Vice-President: The Vice-President shall:
- A. Perform any and all duties of the President in his absence.
 - B. Assist the President in administering the Society and Board affairs.
 - C. Perform such duties as directed by the Board of Trustees.
 - D. Shall serve as President-Elect, and shall become President at the next annual election of Trustees.
- Sect. 3 Program Chairperson: The Program Chairperson shall:
- A. Develop the program content for all regular or special meetings of the Society and handle all arrangements and logistics for speakers or other program designs as approved by the Board.

- B. May be assisted by other members of the Society for special projects, tours, etc.
- C. Perform such duties as directed by the Board of Trustees.

Sect. 4

Secretary: The Secretary shall:

- A. Keep accurate and complete minutes of all meetings of the Board of Trustees.
- B. Conduct the official correspondence of the Society and the Board of Trustees.
- C. Perform such other duties as directed by the Board of Trustees.

Sect. 5

Treasurer: The Treasurer shall:

- A. Collect and be responsible for the safe keeping of all funds of the Society.
- B. Keep an accurate and up to date record of all monies due, collected, and disbursed.
- C. Pay all bills (by check) contracted by the Society upon notice by the Board of Trustees.
- D. Sign checks for the Society, with one (1) additional officers' signature.
- E. Furnish a written financial report to the Board of Trustees at each meeting and to the audit committee once each year.
- F. Perform such other duties as directed by the Board of Trustees.

Article VI:

Effect

Sect. 1

All members of the Society shall be given a current copy of the Constitution and By-Laws of the Society and all new members shall receive the same from Membership upon payment of dues.

Sect. 2

The current By-Laws of the Society became effective July 11, 1995 and amended and corrected on September 4, 2001.