

**Herb Society of America  
Northeast Wisconsin Unit**

**BYLAWS**

**Article I. Name/Affiliation**

The name of this group is the Herb Society of America Northeast Wisconsin Unit hereinafter referred to as the Unit. The Unit was previously designated as Scented Gardens.

**Article II. Mission Statement**

The Unit brings together a circle of friends; all generations coming together for learning and sharing. Looking back to Mother Earth and learning how to use what she has already provided for centuries, both in health and spirit.

**Article III. Membership**

- Section 1. The membership shall be open to anyone with the desire to learn about or share their love of herbs.
- Section 2. The Unit will not discriminate on the basis of race, physical handicap, color, religion, sex, economic circumstance, or national origin in any of its policies or programs.
- Section 3. Membership admission: Applicants shall be considered and approved if appropriate by the Board upon receipt of his or her application, dues. A sponsoring member must have been a member of the Unit for a minimum of one year. A member may sponsor no more than one applicant each year.
- Section 4. A prospective member must visit up to three meetings prior to applying for membership.
- Section 5. Each member of the Unit is entitled to one vote on all matters that require a vote.
- Section 6. Membership may be limited to twenty-five (25) members. A waiting list of potential members will be established. Invitations to join the Unit will be offered in the order in which requests were made to the Board.
- Section 7. To maintain Active Membership, members are encouraged to earn a minimum of ten (10) hours of service to the organization. Members not fulfilling the requirements of Active Membership may become Members at Large of the Herb Society of America.

**Article IV. Governing Body**

- Section 1. Officers/Board will consist of a Chairperson or Co-Chairpersons (to act as a team), Vice Chairperson or co-vice chairpersons (to act as a team), Secretary or Co-Secretaries (to act as a team), Treasurer (or Co-Treasurers (to act as a team), one Board Member for each ten (10) 15, or portion thereof, members, and Past Chair. Any member running alone may take a trainee to work with them. This will be termed "Vice-position Trainee and not a full co-officer.
- Section 2. Officers and Board members will be elected for one year terms. They may succeed themselves and/or hold more than one office if necessary. Officers and Board members assume their duties as of 1 June.
- Section 3. Candidates for officer and Board positions must have been a member and participated in two-thirds of club functions the year prior to nomination. Due to conflicts of interest, Officers and Board members may not be a member of competing herb organizations. Competing herb clubs are defined as within the same city, working at the same garden, or using the same membership base. Board members should attend at least 75% of all meetings and participate in 50% of events to remain on the Board.
- Section 4. The Board of Directors shall establish policies and transact business of the Unit.
- Section 5. Executive Committee: Consists of the Officers and Past Chair. Any vacancies may be filled by the Executive Committee until the next election.

## **Article V. Meetings**

Section 1. A year will be considered May 1 through April 30.

Section 2. The Unit will conduct a minimum eight (8) meetings a year. The May meeting will be considered the Annual Meeting. Any meeting may be conducted via the internet. Agendas will be published in the newsletter. Board meetings are considered meetings and voting members may attend.

Section 3. Meeting dates will be established by the Board.

Section 4. A quorum will consist of a majority of the members present.

## **Article VI. Dues**

Section 1. Membership will vote on the setting of dues for the Unit at the Annual meeting.

Section 2. Dues are due by the May meeting. A membership directory will be published annually in June.

Section 3. Dues Reduction Program: A specific amount shall be set at the Annual meeting to be escrowed for the Dues Reduction Program. Opportunities for dues reduction include events in which the Unit participates, such as sponsoring one full member into the Unit, perfect attendance, special donations, work for the club over and above the normal membership, contribute six (6) articles in a year to the Newsletter. Committee heads will receive one credit. Successful fulfillment of an officer position entitles the member to maximum dues reduction. Other opportunities may be added by the Unit or Chairperson with the approval of the Unit. Membership activity will be listed in each newsletter. At the end of the year, units of activity will be divided by the specific amount set for the increment amount. It will be rounded to the next lowest dollar amount and will not exceed five dollars a unit. The increment will be multiplied by earned number of participations, and that amount may be subtracted from total dues up to a limit of \$35.00 or a dues payment of \$20.00 whichever is less. Amount of dues owed by member will be published in the May newsletter. Amounts may not be carried over to the next year. Unclaimed amounts will be returned to the treasury as of June 1. Each event will determine how many credits will be given.

## **Article VII. Dissolution**

In the event of dissolution of the Unit, the assets, in excess of outstanding debts, will be distributed to such nonprofit, tax-exempt, charitable or educational organization(s) as the members the unit may designate.

## **Article VIII. Parliamentary Procedures**

This Unit shall be governed by the latest edition of Robert's Rules of Order in all cases which they are applicable, as long as they are not inconsistent with the by-laws of the Unit.

## **Article IX. Amendments**

These bylaws may be amended at the annual meeting by a two-thirds vote of all members present, provided the amendment has been introduced at a previous meeting and duly recorded. Standing Rules maybe added to or changed at any meeting as needed.

Accepted: as of 1 May 2002

Amended: Oct 02 with Herb Society of America (parent organization) recommendations

Amended: 9 May 2005, Amended: 3 May 2006, Amended: 28 May 2008, Amended: 12 May 2009

Amended: 11 May 2010

## STANDING RULES

### Duties of Officers/Board:

#### Chairperson/s.

- Shall preside over all meetings of the organization, shall perform the usual duties of a chairperson and exercise authority delegated to him/her by the organization.
- Shall insure the meeting place is available, pick up and return key.
- Shall cast one vote only in the case of a tie.
- Shall approve expenditures signed by the Treasurer.
- Shall insure 1 - a log is kept of member voluntary contributions to public (in hours) for submission annually to the Herb Society and 2 – meeting attendance is kept and submitted annually to the Dues Reduction Program. These two items may be delegated.

#### Vice Chairperson(s).

- Shall assist the Chair when called upon to do so, and in the absence of the Chair, shall preside. When so presiding, he/she shall have all the rights, privileges, duties and responsibilities of the Chair.
- Shall act as public relation officer of the organization in the absence of a Public Relations Officer.
- Shall submit monthly meeting program at May (Annual Meeting) for the following year.
- Shall work with Membership Chair in preparing current membership lists. In the absence of a Membership Chair, will assume position

#### Secretary(ies).

- Shall conduct all Unit correspondence and keep an accurate record of all Unit matters transacted at meetings or otherwise.
- Shall keep copies of all minutes of all meetings.
- Shall assist Historian as needed.

#### Treasurer(s).

- Shall accept, receive, receipt for, preserve and safeguard all funds and assets of the Unit and give an accurate accounting of same.
- Shall deposit all funds in a deposit as directed by the Unit.
- Shall not pay out or otherwise disburse Unit funds in amounts over \$25.00 in his possession or custody except in accordance with the Unit by way of motion.
- Shall assist the Membership Chair.
- Shall submit a budget at the June meeting for approval.
- Shall maintain an inventory of club owned items.

Board: Shall assist with projects undertaken, and aid in the direction and planning of Unit activities and Chair or Co-Chair an event sponsored by the Unit.

Removal: Officers and/or Board members may be removed by 2/3's vote after 30 days notice to all members and Officer/Board member for contradictory behavior to the best interests of the Unit. Members removed become Members at Large of the Herb Society of America, and renew their members through that body.

### Standing Committees:

**Membership:** Membership Chair shall aid in recruitment and retention of members and with the vice chair(s) keep record of all members, addresses, phone numbers and e-mail addresses. Membership Chair will put forward names of potential members and their sponsors for membership.

**Historian:** Historian shall retain all historical records on the organization for inclusion into a History Log. This is to include photographs, documents, etc.

**Public Relations Chair:** Public Relations Chair will serve as liaison between Unit and public. Chair will promote Unit with appropriate media coverage as approved by the Unit.

**Nominating Committee:** A nominating committee, chaired by the past chair, will be formed in March and present one name per office. Further nominations may be taken from the floor. Elections shall be by ballot and a majority vote will elect. If Co's- are running, they shall run as a "team".

**Website Administrator:** Shall maintain the Unit website.

**Frontier Coordinator:** Shall accept Frontier orders, place orders, distribute orders and give Treasurer an Accounting of monies owed by members.

**Newsletter:** Shall solicit articles and compile and mail monthly newsletters to members and those on PR list. Email to be utilized if available.

**Other Festivals and Events:** Shall organize and insure successful participation at events at which we choose to participate.

**Crafts Chair:** Shall keep a file of herbal crafts and schedule these as requested.

### **Membership Categories:**

Active Member – one who participates in meetings, functions and garden work as able.  
Dues: \$55

Social Member – one who does not participate in functions or garden work. Not eligible for Dues Reduction.  
Participation may be assessed at year end for following year's dues.  
Dues: \$75

Joint Member – two people using one address who participate in meetings, functions and garden work as able.  
Dues: \$80

Member at Large – Only a Member of the Herb Society of America and not the Northeast Wisconsin Unit  
Dues: \$50 payable directly to the Herb Society of America. Members not participating in club activities may be transferred to Members at Large of the Herb Society of America.

**Need to add to Standing Rules what we decided on funeral flowers.**