

# By-Laws

## Purpose

The Mid-Hudson Orchid Society (MHOS) is a society dedicated to encourage communication and education among individuals who are interested in the growing and/or study of Orchids.

## Membership

The membership year is from October 1st to September 30th.

The annual dues shall be set at the direction of the Board of Directors by a majority vote of the entire Board. Those new members who join MHOS between July 1st and August 31st shall have membership extended through September 30<sup>th</sup> of the following year.

Dues shall be payable annually.

Any member who is in default in payment of dues shall no longer be considered a member of MHOS and will not receive the newsletter. Said member may be reinstated by paying his/her dues. The privileges of membership include regular meeting attendance, inclusion on the newsletter mailing list, participation in the annual sale, Library usage, and other activities as listed below.

Only members in good standing as of ninety (90) days prior to the annual sale may participate in the annual sale.

## OFFICERS

The Society has seven (7) officers

- President (O)
- Vice President (E)
- Treasurer (E)
- Program Secretary (O)
- Membership Secretary (O)
- Recording Secretary (E)
- Corresponding Secretary (O)

O = Two year term beginning January 1st of odd years

E = Two year term beginning January 1st of even years

A Nominating Committee of three members, named by the President at the October meeting shall prepare a slate to be presented at the regular November meeting to fill the upcoming

vacancies. Other nominations may be accepted from the floor. These officers will be elected by a majority vote of those members present at the December meeting.

**President** The President shall be the principal executive officer of the Society and shall preside at all meetings of the members, and of the Executive Committee. The President or the Treasurer may sign checks authorized to conduct Society business.

**Vice President** The Vice President, in the absence of the President, shall perform the duties of the President as may be requested, and when so acting shall have all the powers of and be subject to all restrictions upon the President.

**Program Secretary** The Program Secretary shall plan programs for the monthly meeting as needed. The Program Secretary shall preside at meetings in the absence of the President and Vice President.

**Treasurer** The Treasurer shall receive all dues and money belonging to the Society, and shall make disbursements under the direction of the Executive Board, or any committee empowered by the Board, to pay the obligations of the Society; shall also deposit funds of the Society in the name of Mid-Hudson Orchid Society, in such banks as may be designated by the Board; and shall prepare monthly financial reports which may be requested for review by any member. An annual report shall be audited by a committee of three persons selected by the President. No member of the auditing committee may be a member of the Board. The books and accounts shall be open to inspection by this auditing committee. A yearly budget for newsletter expenses, program and speaker fees, meeting location rental, and bus trips will be determined on a yearly basis by the Executive Board. Amounts in excess of the budgeted amount require a majority vote of the members present at the monthly meeting. Disbursements for Library committee expenditures, and Supply committee expenditures of any amount greater than one hundred (\$100) dollars shall require a majority vote of the members present at the monthly meeting. Other general disbursements of any amount of fifty (\$50) dollars or more shall require a majority vote of the members present at the monthly meeting. The Treasurer shall cooperate with the Membership Secretary in keeping a record of the paid membership of the Society.

**Recording Secretary** The Recording Secretary shall take meeting minutes at all meetings of the Society and the Executive Board, and shall mail notifications and agenda of monthly meetings, and provide minutes to the Membership.

**Corresponding Secretary** The Corresponding Secretary shall be responsible for all Mid-Hudson Orchid Society correspondence as directed by the President or membership.

**Membership Secretary** The Membership Secretary shall maintain and update the membership roster; shall provide the Treasurer with monthly updates and the monies collected from membership dues and renewals; shall cooperate with the Treasurer, Recording and Corresponding Secretaries to maintain and provide a record of the names and addresses of members of the Society.

**Limitations of terms** Any elected officer may serve two consecutive terms. All persons who have served two consecutive terms must allow two years to pass before he/she may accept a nomination or election to the same office.

**Removal** Any officer, upon thirty (30) days written notice, sent by certified mail to such officer, may be removed at any time by a majority of those present at any meeting of the Board, if in their judgment such officer, either by illness, lack of interest or other cause, shall not have adequately attended to the duties of the office held. He/She shall be replaced as provided for in these By-Laws.

**Resignation** Any officer may voluntarily resign for any reason upon submission of a letter to a member of the Board, stating his/her wish to resign.

**Vacancies** A vacancy of the office of President shall be filled for the unexpired term by the Vice President. A vacancy in any other elected office of the Executive Committee shall be filled for the unexpired term by appointment of the Executive Committee.

**Appointees** The President may appoint any number of members to serve for a specific duty, except when otherwise provided by these By-Laws.

**Delegation** Specific duties of the officers as described above may be delegated to volunteers or appointees, but the responsibility remains with the officer.

**Term of Office** Committee members or individuals appointed for specific duties shall serve during the tenure of the appointed President and shall terminate their service at the end of that tenure, unless re-appointed.

## **Nominations and Elections**

**Nominating Committee** At the October meeting a Nominating Committee shall be formed to function for the following calendar year. This committee shall hold office for one year. The Nominating Committee shall consist of three (3) members, two of whom shall be selected from the general membership, and one who shall be appointed by the President. The members of the committee shall decide among themselves who will chair the committee and shall inform the Executive Board of that choice. This committee shall present a slate at the following November meeting of the Society, having first received consent from each nominee. This slate shall be published in the newsletter notice for the December meeting. Election of Officers will be held at the December meeting.

**Other Nominations** Other nominations shall be accepted from the floor at the December meeting.

**Elections** Election of Officers shall be held at the December meeting. In the event of a lack of contest in the election of any officer, a motion may be made from the floor to cast one ballot, thereby electing that officer.

## Committees

**Executive Committee** There shall be an Executive Committee consisting of the President, Vice President, Treasurer, Membership Secretary, Recording Secretary, and Corresponding Secretary. The immediate past President and the AOS Representative shall serve as ex-officio members of the Executive Committee, having no voting rights on the committee. The Executive Committee shall conduct the general business of the Society, formulate policies and make recommendations to the membership. Meetings of the Executive Committee shall be held at least twice a year and at such time and place as may be designated by the Executive Committee members. Such notice shall include time, place and agenda for the meeting.

**Other Committees** Annually the President shall select an Auditing Committee of three (3) persons, none of whom may be Board Members, to audit the annual report of the Treasurer. The President may appoint such committees as he/she may see fit and may delegate to such committees any presidential powers necessary to accomplish their purpose, subject to the approval of the Board. These committees shall be governed by the guidelines adopted by the Executive Board.

## Library Rules and Regulations

**Library Materials** are on loan for a thirty (30) day period. If not returned after 30 days there will be a fine of \$2.00 per item, per month. After sixty (60) days, a loss of further library privileges and the cost of the book or items shall be due. The Librarian shall have authority to impose or waive the fine if conditions so warrant.

## Activities

The monthly meeting of the Society shall be held on the second Sunday of each month at 1:30pm except May. Programs may include:

- Invited Speakers
- Plant Sales by Members
- Visits to Local Orchid Growers
- Member conducted programs

To encourage interest in orchids and promote membership in AOS and MHOS, an Annual Plant Show and Sale will be held. The date of the sale will be determined by the Executive Board.

## Sources of Income

Membership Dues  
Percentage of Sales:

- At regular meetings, 10% on plant sales and sales of supplies
- At Annual Sale, 20% on member plants, 10% on supplies  
However, the Board at its discretion may excuse said commission from an individual selling below a certain dollar amount to be set by the Board.
- Net profit from plants purchased directly from growers for Society resale.

## **Operating Costs**

- Postage for newsletter mailings to members
- Printing and reproduction of newsletter
- Advertising for Spring and Fall Sales
- Honoraria/expenses for invited speakers
- Library Fund

## **Amendments of the By-Laws**

These By-Laws may be altered or amended at any regularly convened meeting of the Society by an affirmative vote of two-thirds of members present.

## **2011 Officers**

President	Elisabeth Mansfield	First term expires 12/12
Vice President	Ruth Natras	Second term expires 12/11
Program Secretary	Carolyn Sanders	Second term expires 12/12
Treasurer	Bob Phillips	Third term expires 12/11
Recording Secretary	Lois Brennan	Second term expires 12/11
Corresponding Secretary	Dennis Sandberg	First term expires 12/12
Membership Secretary	Ruth Natras	Third term expires 12/12