

# Englewood Area Orchid Society

## Bylaws

Revised and Adopted, May 15, 2023

### **ARTICLE I: NAME**

The name of the Society shall be "Englewood Area Orchid Society, herein referred to as EAOS, a NON PROFIT 501 ( c ) ( 3 ) Educational Organization. Our fiscal year shall begin Jan 1, ending Dec. 31, for reporting purposes for the IRS and FL. Dept. of State.

### **ARTICLE II: MISSION**

(a). The purpose of EAOS shall be to promote fellowship among those interested in the culture of orchids and to extend education concerning the cultivation, conservation and growing of orchids through public discussion groups, lectures and other similar programs.

(b). The EAOS shall not accept sponsorship or presentations from religious or political organizations or groups, nor participate in those groups as the EAOS. No part of the activities of the EAOS shall consist of carrying on propaganda or otherwise attempting to influence legislation. The EAOS shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.

### **ARTICLE III: MEMBERSHIP AND DUES**

(a) Membership shall be open to the public. Dues shall be set by the executive board, subject to approval of the membership.

(b) Any person attending more than two (2) meetings shall be considered a member and must remit dues with the exception of Life members, guest speakers or other special guests and determined by these By-Laws and the President.

(c) The title of "Life Member" shall be awarded to members at the discretion of the executive board. Life members and their immediate families shall be exempt from dues.

(d). Dues for new members joining after June 30 shall be prorated for that year.

(e) Termination of membership shall be by resignation or non-payment of dues. In cases of conduct detrimental to the mission of the EAOS, membership may be terminated by a majority vote of the executive board. Dues shall not be refundable for any reason.

(f) Members are strongly urged to volunteer a minimum of eight (8) hours annually for show, education classes or sales events and activities conducted by EAOS. Education and participation in EAOS activities are encouraged to fulfill the mission of the society.

(g) The EAOS shall not be responsible for the destruction, loss or damage of the property of any person or for personal injuries received whether due to negligence of the EAOS, its members or representatives. Property of the EAOS that is injured, damaged or removed by the neglect of any member, shall be paid for by such member.

### **ARTICLE IV: MEETINGS**

(a) EAOS members shall meet regularly on dates set by the executive board for the purpose of exercising our mission as described in Article II of these bylaws.

(b) EAOS members shall elect officers at the regular March membership meeting on an annual basis.

(c) Special meetings of the EAOS shall be called by written petition or email of not less than 20% of the members. Special meetings shall be held not less than 10 days or more than 45 days after the request is submitted to the president. The corresponding secretary shall notify the membership of the meeting via email or telephone call immediately. The notice shall state the date, time, place and purpose of the meeting.

(d) The president shall call meetings of the executive board as needed.

### **ARTICLE V: OFFICERS AND ELECTIONS**

(a) The elected officers of EAOS shall be President, Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary. Officers shall perform duties as prescribed by these by-laws and Roberts Rules of Order 11<sup>th</sup> edition. These

officers and the immediate past president shall comprise the executive board and shall manage the business and the affairs of EAOS.

- (b) The term of any elected officer shall be for two years and officers may run for re-election.
- (c) Officer nominations and elections shall be held at the March Membership meeting. Election to offices having more than one (1) candidate shall be by secret ballot.
- (d) Newly elected officers shall be installed at the April meeting and assume their duties effective as of that date.
- (e) Officer vacancies shall be filled by vote of the executive board subject to approval by the membership.
- (f) The Board may recommend that the membership suspend the authority of any Officer who is unable or unwilling to fulfill the duties of the office or whose actions are detrimental to the mission of the EAOS. Notice of such a vote must be emailed at least one week prior to the meeting. This suspension of authority would require a majority vote of the members attending.

#### **ARTICLE VI: COMMITTEES, HISTORIAN, LIBRARIAN and AOS REPRESENTATIVE**

- (a) The standing committees of EAOS shall be Membership, Outreach, Media, Raffle, Plant Table, Hospitality, Show, and Finance. Duties of the standing committees shall be, but not limited to the following:
  - 1. Membership committee shall maintain membership list, attendance records, name tags, develop membership activities and monitor member status.
  - 2. Outreach committee will develop strategies to communicate with local organizations, businesses, and communities such as North Port and Port Charlotte to provide education about EAOS and recruit potential members.
  - 3. Media committee will maintain website and newsletter, maintain social media presence such as Facebook and will be responsible for all technical equipment at meetings.
  - 4. Raffle committee will be responsible for monthly raffle which includes set up of donated items, selling tickets and announcing winning numbers.
  - 5. Plant table committee will manage monthly plant table including set up, oversee voting process, announce winners, and taking photos.
  - 6. Hospitality committee will set up donated snacks and drinks at monthly meetings. Will plan and organize annual picnic and holiday dinner.
  - 7. Show committee will be responsible for annual show. Recruit volunteers as needed for all aspects of show.
  - 8. Finance committee will be chaired by Treasurer, shall supervise finances of EAOS
- (b) Committee chairs will be chosen annually by the committee volunteers. Ad Hoc committees shall be created by the President or the Executive Board as needed.
- (c) The president shall appoint a historian, a librarian and an AOS representative.
  - 1. The historian shall collect, collate and maintain documents, photos, and other materials pertaining to the activities of the EAOS.
  - 2. The librarian shall catalog all materials kept for loan by EAOS. The librarian shall be present to lend these materials at regular membership meetings and keep records of those borrowing them.
  - 3. The AOS representative shall act as liaison between EAOS and AOS.
- (d) The executive board shall appoint an audit committee in September of each calendar year. The audit committee shall audit the financial records of EAOS and report the results of the audit to the membership in November at the regular monthly meeting.

#### **Article VII. Disbursements and Contracts**

- (a) Any disbursement greater than \$500.00 shall require prior approval by the executive board or a special meeting of the membership called by the executive board.
- (b) Any single disbursement of greater than \$1000.00 shall require approval by the membership.
- (c) No one shall be vested with the power to enter into an agreement, contract or other obligation without prior approval of the executive board.

#### **ARTICLE VIII . AMENDMENTS TO THE BYLAWS.**

(a) Bylaws may be amended by a majority vote of the membership at a meeting, special or regular. Notice by email must be given at least one week prior. Such notice shall include the text of the revision. Revision of the Bylaws may be recommended by a majority vote of the Board or by a petition of 20% of the membership for a special meeting - see IV (c).

**ARTICLE IX. DISSOLUTION.**

(a). A majority of the membership shall be required to dissolve EAOS. Email notification to dissolve must precede a vote by at least one week. Any remaining funds shall be donated to the American Orchid Society, 10901 Old Cutler Road, Coral Gables Fl. 33156

APPROVED BY EAOS IN ACCORDANCE WITH ARTICLE VIII of EAOS BYLAWS

DATED: April 18, 2022.

EAOS PRESIDENT:

(date) \_\_\_\_\_

EAOS VICE-PRESIDENT:

(date) \_\_\_\_\_