

## Rules and Bylaws of the Saginaw Valley Orchid Society

### Article 1: Name and Objectives

The name of this organization shall be the Saginaw Valley Orchid Society (SVOS).

The SVOS shall be affiliated with the American Orchid Society (AOS) and the Mid America Orchid Congress (MAOC).

The objectives of the SVOS shall be in harmony with the mission of the AOS, which is (excerpted from [www.aos.org](http://www.aos.org)):

"The American Orchid Society's mission is to promote and support the passion for orchids through education, conservation, and research."

### Article II: Board of Directors

The Board of Directors (Board) shall consist of - the Officers (as defined in Article III) and six Directors.

Directors are to be elected from the membership and shall serve 3 year terms, with two being elected annually.

The Board shall meet at the call of the President, as need demands.

The Chair of all standing committees shall be invited to attend all meetings of the Board and are expected to make suggestions and may make or second a motion, but all voting is restricted to the elected and designated Board members.

Duties:

- a) The Board shall conduct the routine business of the SVOS and recommend policy changes as deemed necessary. Changes in policy must receive membership approval.
- b) Set dues for the ensuing year.
- c) Direct the Treasurer to disburse funds of the SVOS.
- d) Approve Chairs of all standing committees and advise on the selection of committee members.
- e) Create ad-hoc committees as needed to make recommendations on matters of interest or to perform a specified task.
- f) Approve special meetings and programs recommended by the Program Chair.
- g) Organize and procure meeting places and hospitality.
- h) Approve sponsoring shows or entering SVOS exhibits at shows sponsored by others.
- i) Transact such business as may be necessary between regular meetings of the membership.

### Article III: Officers

Officers shall be members of the SVOS and shall consist of a President, Past President, Vice President, Secretary, Treasurer, and Program Chair. Officers shall serve on the Board. Officers are elected to two-year terms on alternating years, with the President, Vice President, and Program Chair elected one year with the Treasurer and Secretary being elected the next year.

Vacancies in any of the offices of the SVOS shall be filled from the membership by the Board, and such appointments shall be for the remaining term of the office filled.

1) President

No member may serve as President for more than two terms in succession.

Specific Duties:

- a) Call and preside at all regular meetings and Board meetings.
- b) Carry out the direction of the Board.
- c) Appoint Standing Committee Chairs subject to Board approval.
- d) Appoint members of ad-hoc committees approved by the Board.
- e) Attend all committee meetings, but shall vote only in case of a tie.

2) Past President

The Past President is the person who held the office of President prior to the current President. He/she shall serve as Past President for as long as the immediate successor remains the new President.

Specific Duties:

- a) Chair the nominating committee.

3) Vice President

Specific Duties:

- a) Assume the duties of the President if the President is absent or unable to act.

4) Secretary

Specific Duties:

- a) Keep records of all regular meetings.
- b) Send out notices of meetings.
- c) Read or publish minutes of meetings as called on to do so.
- d) Handle all correspondence as directed by the board.

5) Treasurer

Specific Duties:

- a) Keep up-to-date records of finances.
- b) Receive and disperse funds as directed by the Board.
- c) Keep an up-to-date list of members and communicate any changes in the membership list to the Secretary.
- d) Read or publish a report on SVOS finances as called on to do so.
- e) Prepare an annual report of the finances for the board in January.
- f) Communicate to all members stating dues are to be paid at the November meeting or no later than January 1st. A follow-up communication is to be sent to those members not paid prior to the January meeting.

6) Program Chair

The Program Chair may also hold an additional Office or Directorship. The Program Chair may form a committee to perform the specific duties of the office as required.

Specific Duties:

- a) Arrange for at least four regular meetings, which shall be devoted to topics pertaining to orchids.
- b) Contact all speakers and make arrangement for them as required or appropriate, including for regular meetings, special meetings, and SVOS shows.
- c) Handle all special meetings, which have been approved by the Board.
- d) Solicit ideas from the membership for topics and activities of interest.

**Article IV: Members**

Membership of the SVOS shall be open to anyone interested in furthering the objectives of the Society. All members in good standing shall have an equal voice in all matters pertaining to the affairs of the SVOS.

Suitable dues shall be assessed yearly by the Board, to be payable at the November meeting, for the following year. Those members who are delinquent in their dues will be dropped from membership on January 31st.

**Article V: Meetings of Members**

Regular meetings shall be held no less than four times per year with the specific dates and times to be determined by the Board. The regular meetings shall be devoted to topics concerning orchids.

Special meetings for field trips, socializing, etc. may be called by approval of the Board. These are to be in addition to the regular meetings.

**Article VI: Orchid Shows**

Orchid shows should be held periodically to further the stated aims of the SVOS. The SVOS should cooperate with other Affiliated Orchid Societies by informing members of the activities of interest such as special meetings and shows, and by entering exhibits and encouraging individuals to do so in shows organized by the Affiliated Orchid Societies.

**Article VII: Standing Committees**

The President shall be an ex-officio member of all committees.

1) Nominating Committee:

The Nominating Committee shall consist of no less than three members - the Past President plus the last two past Board members. The Past President will be the Committee Chair.

The Nominating Committee shall meet in August and select two candidates for the expiring Director positions and one candidate for each of the expiring Officer positions. These names shall be sent to all members with the announcement of the next meeting, generally in September. Each nominee must be a member in good standing and have consented to serve if elected.

## 2) Show Committee

The Chair of the Show Committee shall be appointed by the President of the SVOS, with the approval of the Board. The Show Committee shall consist of the Chair, a Vice Chair for judging and show schedule, and at least three other members.

### Specific Committee Duties:

- a) Responsible for all activities of any show sponsored the SVOS, such as show schedule, judging, arrangements, location, hospitality, publicity, lighting, etc.
- b) Responsible for the exhibits of the SVOS at other shows sponsored by Michigan affiliates of the AOS, if SVOS participation is approved by the Board.
- c) Be aware of all changes in AOS regulations as to show requirements and inform the Program Chair and/or Secretary of such changes as should be communicated to the members at a regular meeting of the SVOS.

## **Article VIII: Quorum and Majority**

The members present at any general meeting shall constitute a quorum with over half of those present constituting a majority.

Actions of the Board must be approved by a majority of the Board Members.

The Rules and Bylaws must be approved, amended, or repealed by a 2/3 vote of the membership on a written ballot or by a 2/3 vote of the members present at any regular meeting of the SVOS when the notice for the meeting included a copy of the proposed action.

## **Article IX: Elections**

A ballot for the election of Officers and Directors shall be prepared by the Secretary and communicated to all members with the announcement of the regular meeting in November. Additional nominations may be made from the floor, and seconded, prior to election voting. The nominees for each office receiving the most votes at the November membership meeting shall be declared elected.

The newly elected Officers and Directors shall take office on December 1st.

## **Article X: Life Membership**

Active members that have contributed to the SVOS with long dedicated service may be awarded a Life Membership. The designee can be by nominated by a majority vote of the Board and the designation conferred by a majority vote of the general membership. Dues are suspended for Life Members.

## **General Polices of the SVOS**

The following are not part of the bylaws per se. This is a listing of the policies and procedures that are usually followed by the membership. They are not binding in any way. They can be changed, eliminated, or added to by a majority vote at any regular meeting.

1. Meetings are generally run by Roberts Rules of Order.
2. Regular membership meetings usually begin at 7 PM and are usually held the second Saturday of January, March, May, September, and November. A speaker or other orchid-related program will be at each of the meetings with the possible exception of the November meeting, which is usually dedicated to elections and show planning.
3. Study group meetings at members' homes are often held during non-membership meeting months.
4. The SVOS annual orchid show is held over Thanksgiving weekend.
5. An Introduction to Orchids workshop is typically held in April.
6. The Vice President usually takes on the Presidency when the President's term expires.
7. The President usually takes on the Show Chair position.