

ARGS By-Laws
(A Chapter of the North American Rock Garden Society)

1. Meetings:

- a. Meetings shall be conducted in accordance with Robert's Rules of Order.
- b. Meeting may include field trips, special speaker arrangements, discussions, workshops, or plant sales.
- c. Meetings shall be open to the general public.

2. Officer Duties:

a. The Chairperson shall:

- i. Preside at Executive Board Meeting and General Meeting.
- ii. Appoint Standing Committees, and Chairpersons of Special Committees.
- iii. Appoint a Nominating Committee in May that consists of two (2) persons plus the Past President.
- iv. Serve on the Nominating Committee after completion of term in office.
- v. Assist in the audit of the Treasurer's books or appoint an alternate to fulfill that function.
- vi. Send NARGS Executive Secretary the name of the officers of the Chapter upon their election.
- vii. Reply to correspondence directed to Chapter

b. Vice Chairperson:

- i. Shall conduct the business of the Chapter in the absence of the Chairperson
- ii. Shall fill the position of the Program Committee Chair

c. Secretary:

- i. Record the minutes of the Executive Board and General Meetings.
- ii. Read the minutes of the most recent Executive Board meeting and General Membership meetings upon request.
- iii. Send NARGS Executive Secretary in April an account of

ARGS activities during the past year for the purposes of a report to NARGS Annual Meeting

d. Treasurer:

- i. Collect and deposit all monies due the Chapter
- ii. Pay all bills incurred by the Chapter
- iii. Keep a ledger with proper breakdown of receipts and disbursements.
- iv. Read Treasurer's Report at Executive Board and General Membership meeting upon request.
- v. Obtain a signature card from the Bank before new officers assume their duties
- vi. Audit the ledger with an appointed member of the Executive Board and submit a financial report to the Executive Board as requested.
- vii. File appropriate Income Tax forms annually as required by IRS and/or State regulations.

3. Duties of Appointed Committees:

a. Vice Chairperson:

- i. Make arrangements for programs and field trips and keep the Chairperson and Newsletter Editor informed of details of such events
- ii. Acknowledge presentations of guest speakers with a card or gift as determined by the Executive Board.

b. Newsletter and The Crevice Editor and Website Coordinator:

- i. Produce and distribute timely Newsletters to inform all members of upcoming activities.
- ii. Maintain and keep the Website updated with information provided by the Executive Board and Committee Chairpersons.
- iii. Include the ARGS Newsletter and The Crevice in the 'PUBLIC' section of ARGS website

c. Membership Committee:

- i. Provide Newsletter Editor with current list of members to include mailing and email addresses.

ii. Shall send current newsletters and pertinent info to new members.

d. Committees:

1. Program - Active
2. Newsletter / The Crevice Editor- Active
3. Website Coordinator - Active
4. Membership - Active
5. Elections - Active
6. Seed Exchange - Active
7. Library - Active
8. Sunshine - Active
9. Awards - Active

e. Amendments:

- i. These By-Laws may be amended by a 2/3rd affirmative vote of all members present at a *General Membership meeting*, provided that the proposed amendments have been presented in writing and read at a previous *General Membership meeting*.

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