

SMOKY MOUNTAIN ORCHID SOCIETY BYLAWS

ARTICLE I. Name and Purpose

Section 1. This organization shall be known as the Smoky Mountain Orchid Society, Inc.

Section 2. The purpose of the Smoky Mountain Orchid Society shall be to foster interest in the growing of orchids, to study methods of growing orchids, and to bring them into the favorable notice of the public.

Section 3. Smoky Mountain Orchid Society will undertake as part of its agenda to foster the conservation of our native orchid species in the East Tennessee area, and will actively improve itself in the preservation of these species thru whatever means the membership deems appropriate.

ARTICLE II. Membership

Section 1. Any person who is interested in the purpose of the society, as stated above, may become a member by paying one year's dues.

Section 2. Dues remaining unpaid for one year shall constitute a resignation from the organization.

Section 3. Dues for one year, as set by majority vote of the membership, shall be payable in January (or whenever the member joins), for the remainder of the year.

ARTICLE III. Officers

Section 1. The officers of this organization shall be a president, a vice president, a secretary, a treasurer, an assistant treasurer, and three directors.

Section 2. The President and elected officers shall constitute the Executive Committee, and shall have the power to transact necessary club business between meetings.

Section 3. The Executive Committee may appoint such chairmen as are necessary to carry out the objectives of the organization.

Section 4. Officers, except directors, shall be elected in October for a term of one year or until their successors are chosen. One new director shall be elected each year for a term of three years or until a successor is chosen. All officers shall assume their duties by the following January.

Section 5. A nominating committee of three shall be appointed by the Executive Committee in September. They shall present a slate of officers in October. Nominations may also be made from the floor.

Section 6. In case of any vacancy in the Executive Committee through death, resignation, disqualification or other cause the president shall conduct an election to choose a successor to hold office for the unexpired portion of the term of the officer whose place shall be vacant. This election may be held at any special meeting called for such use at any regular meeting of the society. Such election shall be conducted in the manner provided for in the officer's election at annual meetings.

ARTICLE IV. Finances

Section 1. Club funds may be expended by the treasurer at the direction of the Executive

Committee or the general membership in a business session.

Section 2. DISSOLUTION OF ASSETS

Upon dissolution of the Smoky Mountain Orchid Society, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Tax code and shall be distributed to a not-for-profit organization with objectives similar to the Smoky Mountain Orchid Society. Suggestions for these recipients will be recorded, tallied, and voted upon at a future date.

ARTICLE V. Authorization

No member shall speak for the society or act in the name of the society except with authorization of the President, the Executive Committee, or the membership.

ARTICLE VI. Amendments

These by-laws may be amended, deleted, or added to by a two thirds majority vote of the membership present at any regular meeting, provided such proposed changes have been made at least twenty-five (25) days previously.

ARTICLE VII. Parliamentary Authority

[Robert's Rules of Order, revised](#), shall be the parliamentary authority.

DUTIES OF THE OFFICERS

PRESIDENT- The President shall preside over all meetings and will be responsible to see that all orders and resolutions of the general membership are put into effect; delegates tasks; appoints nominating committee in September; plans or delegates Christmas Party, plant auction and printing of directory; handles society mail and distributes accordingly.

VICE PRESIDENT- Will be responsible for planning/presenting the program for each meeting and will preside over the meeting in the absence of the President.

SECRETARY- Takes orderly minutes of each meeting as a record for the Society, submits minutes for approval and corrections at each meeting. Sends monthly meeting notices.

TREASURER- Collect and disperse funds of the Society and perform the usual duties of the office keeping accurate records of Society money. Submit a financial report at each monthly meeting. Will be responsible for filing the financial reports and legal documents required to maintain the 501(c)(3) status. Solicits plants and handles plant raffle at meetings and brings in 3-5 containers and tickets to facilitate the raffle. Keeps record chart at the plant auction recording lot number, bidder number and amount.

ASSISTANT TREASURER - Will maintain an electronic record to verify the financial transactions and physical book keeping records maintained by the treasurer. Be an additional signatory on SMOS bank accounts. Will assist the treasurer as requested and will

conduct fiduciary responsibilities should the treasurer be unable to fulfill the duties required and described in the by-laws.

MEMBERSHIP SECRETARY- Mail information about the Society to the interested public; handle name tags at Society meetings, notification when dues are to be paid, collect members contact information and dues, maintain and share the membership directory, forward the dues to the Treasurer.

LIBRARIAN- Maintains library of books, videos, etc; brings to each meeting; checks in and out; announces any new additions to library; reminds members when books are overdue.

HISTORIAN- Keeps scrapbooks up to date.

NOMINATING COMMITTEE- Presents slate of officers in October for officers and directors and plans service committee appointments.

BOARD OF DIRECTORS – Serve as advisers to officers.

SHOW COMMITTEE – Handles all necessary tasks to participate in shows as approved by membership of the Society.

