BY-LAWS
Shasta Chapter
California Native Plant Society
Adopted November 15, 1984

ARTICLE I  NAME

Section 1  Name
The name of the organization shall be the Shasta Chapter of the California Native Plant Society.

ARTICLE II  PURPOSE

Section 1  Purpose
The purpose of the organization is the preservation and conservation of the native plants of California and the education of the members and the public at large. The Shasta Chapter, being a non-profit organization, is a separate division of the statewide organization and enjoys the same tax exemption and other advantages by virtue of being part of the state organization.

ARTICLE III  MEMBERSHIP

Section 1  Membership
Any person, family, or group interested in the native plants of California is eligible for membership in the Chapter. Membership in the California Native Plant Society is a requirement for membership in the Chapter.

Section 2  Right of Members to Vote
Each member shall be entitled to one vote on any question requiring a vote of the membership. Each family membership shall have two votes. Any group having a single membership shall have one vote. The official voting delegate of this group shall be so designated in writing.

Section 3  Termination of Membership
Nonpayment of dues shall terminate membership. Membership may not be transferred from one person, family, or group to another person, family, or group.
Section 4 Meetings of the Membership
The members of the Chapter shall hold meetings at such times and places as it deems suitable, necessary, or convenient to accomplish the purposes of the Chapter. There shall be at least six meetings annually (including fieldtrips) as is required by the by-laws of the California Native Plant Society.

Section 5 Quorum
Five percent of the membership but not less than ten members of the Chapter shall constitute a quorum at any meeting when business is transacted or elections are held.

Section 6 Proxy
To vote by proxy a member shall submit his/her wishes in writing to the President.

ARTICLE IV DUES

Section 1 Chapter Dues
The Chapter may, upon approval of the Chapter membership, assess Chapter dues in the manner and amount to be determined by a vote of the members.

ARTICLE V EXECUTIVE BOARD

Section 1 Members
The Executive Board shall consist of the current officers of the Chapter, the immediate past president, and standing committee chairmen.

Section 2 Duties
The Executive Board shall have the general power to administer the affairs of the Chapter between business meetings and shall report its actions to the Chapter.

Section 3 Quorum
A quorum of the Executive Board shall consist of two-thirds of its members.

ARTICLE VI OFFICERS

Section 1 Officers
The offices of this Chapter shall be President, Vice-President, Secretary, and Treasurer, elected annually. The offices of Secretary and Treasurer may be held by the same individual.
Section 2  Election of Officers
Nomination of officers shall be made by a three-member Nominating Committee designated at least one month prior to the election, at either the October or November meeting of the Chapter. One Committee member shall be appointed by the Executive Board, and two elected by the membership. Members shall be notified by mail of the slate of officers nominated. Elections shall be held at the November or December meeting of the Chapter. Election is by written ballot only, to be mailed or brought to the Elections Meeting. Nominations for officers may also be made from the floor at the Elections Meeting provided that consent has been obtained from the nominees. Officers are installed at the January meeting of the following year.

Section 3  Duties of the President
The President shall preside at all meetings of the membership and of the Executive Board, shall have general supervision of the affairs of the Chapter and the Executive Board, shall serve as an ex officio member of all committees, and shall perform all such other duties as are incident to his/her office.

Section 4  Duties of the Vice President
The Vice President shall exercise the functions of the President during the absence or disability of the President and shall have such powers and discharge such duties as may be assigned to him/her from time to time by the President.

Section 5  Duties of the Secretary
The Secretary shall keep minutes of all business meetings of the Executive Board or of the membership, and shall give notice of all Executive Board meetings to its members. The Secretary shall keep the files of all correspondence and shall perform such other duties as may be prescribed by the President or the Executive Board.

Section 6  Duties of the Treasurer
The Treasurer shall keep and maintain account of the transactions of the Chapter, including its assets, liabilities, receipts and disbursements. The Treasurer shall deposit all monies and other valuables in the name of and in the credit of the Chapter with such depositories as may be designated by the Executive Board. He/she shall disburse the funds of the Chapter as may be ordered by the Executive Board, shall render to the Executive Board, upon request, an account of the financial transactions and/or the financial condition of the Chapter, and shall perform such other duties as may be prescribed by the President or the Executive Board.
Section 7 Vacancies
A vacancy in any office may be filled by a majority vote at a meeting of the Executive Board. An officer thus elected to fill a vacancy shall hold office for the unexpired term of his/her predecessor and until a successor is elected by the membership.

Section 8 Records
Each officer shall upon expiration of his/her term of office and the election and qualification of his/her successor, deliver to said person the records of his/her office.

Section 9 Financial Transactions
Two signatures of authorized members of the Executive Board are required for checks, drafts or contracts. No disbursements are to be made without written evidence to support payment.

ARTICLE VII COMMITTEES

Section 1 Standing Committees
As the need arises, the Executive Board shall appoint Chairmen for the committees to assist in discharging the duties and functions of the Chapter. Such committees may include but not necessarily be limited to the following: Newsletter, Fund Raising, Legislative, Rare Plants and Membership.

Section 2 Temporary Committees
The President may appoint such temporary committees as may be deemed necessary for the business of the Chapter.

ARTICLE VIII LIMITATION OF AUTHORITY

Section 1 Limitation of Authority
In the absence of the express authorization of the Executive Board, no officer, committee chairman, nor member shall have the power to act or bind the Chapter in any manner.

ARTICLE IX AMENDMENTS

Section 1 Amendments
New by-laws may be adopted or these by-laws may be amended or repealed by the affirmative vote of two-thirds of the members present at a regular meeting or a special meeting called for such purpose. A copy of the proposed changes shall be included in the notice of the meeting.
ARTICLE X  PARLIAMENTARY PROCEDURE

Section 1  Parliamentary Procedure
The authority for parliamentary procedure in the conduct of all meetings of this Chapter shall be "Robert's Rules of Order, Revised".