

Constitution and By-Laws of the Idaho Gourd Society, Inc.

This document is prepared for membership review in advance of a vote at the April 13, 2024 Official Meeting.

CONSTITUTION

Article 1 **Name**

Section 1 The Society is incorporated and shall be known as The Idaho Gourd Society (within this document known as the IDGS), Rho Chapter of the American Gourd Society (within this document known as the AGS). The IDGS shall be a not-for-profit organization.

Article 2 **Purpose**

Section 1 The purpose of the IDGS is to unify and support gourd artists, crafters and growers and promote gourd appreciation.

Article 3 **Membership**

Section 1 Individual or family memberships shall be open to all persons who are willing to support the activities of the IDGS and pay a membership fee.

Section 2 Individual membership will consist of one person. Family memberships shall include those members of a traditional or non-traditional family living at one address. Each member included in a family membership shall be entitled to one vote. Minors are welcome but must be under the direct supervision of an adult at all times for the duration of the meeting.

Section 3 Membership in the IDGS entitles the members to vote for officers and directors, Constitution and By-Laws changes, and to hold office. Officers and directors of the IDGS must be members of the American Gourd Society (AGS).

Section 4 A person is considered a guest during the first visit to any IDGS meeting. After the first visit, membership is required.

Article 4 **Officers, Directors and Executive Board**

Section 1 The officers shall be: President, Vice-President, Secretary, and Treasurer.

Section 2 Three directors shall be elected from the membership. They shall be known as Director 1, Director 2 and Director 3.

Section 3 There will be four Directors appointed by the Executive Board: Membership Secretary, Newsletter Editor, Webmaster, and Social Media Curator.

Section 4 The Officers and Directors shall constitute the Executive Board.

Section 5 Patch Leaders or an appointed liaison shall attend Executive Board meetings to represent their respective patch and, in turn, relay pertinent information, booklets, or printed data back to their patch members whenever feasible and as frequent as possible.

Article 5 Meetings

Section 1 At least two Official Membership meetings per year shall be held to conduct official IDGS business, preferably one in the spring and the second in the fall. The meetings shall be open to all members and interested visitors.

Section 2 The Executive Board shall meet as often as deemed necessary during the year to conduct business of the IDGS.

Section 3 Twenty (20) members shall constitute a quorum at a general membership meeting. Five (5) Executive Board members shall constitute a quorum at a board meeting.

Article 6 Amendments

Section 1 The Constitution may be amended at any time by a vote of 60% or more of the members present at an IDGS membership meeting, provided the entire membership has been notified of the proposed amendment(s) at least 30 days prior to the meeting.

Article 7 Logo

Section 1 The logo shown in Appendix I shall be the official logo of the Idaho Gourd Society.

I. BY-LAWS

Article 1 Objective

Section 1 The objectives of the IDGS are:
(a) To promote the culture and crafting of gourds.
(b) To provide informational and educational service to its members and the community.
(c) To provide a festival for the promotion of gourds and gourd crafting.

Article 2 Membership Fees

Section 1 Membership fees for the IDGS shall be assessed for individuals and for families. The amount of the membership fee is to be established by the Executive Board as necessary and shall be subject to approval by the membership. Fees for the AGS are determined by the AGS and it is each member's responsibility to pay those fees when required.

Article 3 Officers' Terms

Section 1 The terms of office for all elected officers and directors shall be two (2) years.

Section 2 The President, Secretary and Directors 1 and 2 shall be elected in even years to begin serving in the successive odd year. The Vice-President, Treasurer, and Director 3 shall be elected in odd years to begin service in the successive even year.

Section 3 Membership Secretary, Newsletter Editor, Webmaster and Social Media Curator shall be appointed by the Officers and Directors.

Section 4 In the event that a vacancy should occur in any of the offices except that of the President, the Executive Board shall appoint a member to fill the unexpired term. If the office of President should become vacant, the Vice-President will fill that office and a new Vice-President shall be appointed.

Section 5 The Officers and Directors shall be elected at the fall meeting. Newly elected officers shall start their terms January 1 of the year following the election.

Section 6 No person may hold more than one elected position at the same time.

Article 4 **Officers' Duties**

Section 1 It shall be the duty of the President to preside at all meetings of the Executive Board and the general membership. The President shall establish any committee(s) deemed necessary and appoint a chairperson for such committee(s) with the approval of the Executive Board. The President shall be an ex-officio member of all committees unless he/she appoints someone to assume this responsibility; the President shall represent the IDGS to all other organizations unless he/she appoints someone to assume this responsibility.

Section 2 The Vice-President shall assist the President and assume all duties of the Presidency in the absence of the President, and shall continue to do so until his/her return, or until the next elected President takes office. The Vice-President shall organize demonstrations, discussions, lectures, or short classes at the general membership meetings.

Section 3 The Secretary is the recording officer of the IDGS and custodian of its records. The Secretary shall keep a complete record of all official activities of the IDGS which would include minutes of the Executive Board and Official Membership meetings. The Secretary shall be the custodian of the Constitution and By-Laws document and make it available as requested.

Section 4 The Treasurer shall receive all monies belonging to the IDGS and keep an accurate record of all receipts and disbursements. Judiciously and timely, on behalf of the IDGS, the Treasurer shall file Form 990 with the Internal Revenue Service and file required Idaho Reports as well as pay any required Idaho Sales tax. The Treasurer will review Federal and State tax requirements at least once a year to keep informed of new procedures that may arise with reporting Idaho State sales tax and filing a Federal 990 form and the State of Idaho Annual Report. All bills or expenses must be presented to the Treasurer for payment with proper documentation. All monies must be deposited in an IDGS bank account, including any reserve assets account. A written report of receipts, expenditures and balances shall be presented at the spring and fall Official Membership meetings or as requested by the Executive Board. The Treasurer will prepare and present an annual budget to the Executive BOD for approval.

Section 5 The elected Directors (Directors 1, 2 and 3) shall provide advice and counsel to the other officers and shall be a conduit for collecting ideas and comments from the membership and they shall participate in all Executive Board meetings and assume additional duties as requested by the President.

Section 6 The Membership Secretary shall maintain an up-to-date database of all members. The Membership Secretary will receive membership dues for timely delivery to the Treasurer for deposit. The Membership Secretary shall provide all new members with an information packet to include a welcome letter and pertinent new member material.

Section 7 The Webmaster shall be responsible for the maintenance and updating of the IDGS website and maintain the IDGS Google account and cloud storage of the files not maintained on the public website.

Section 8 The Newsletter Editor shall be responsible for the writing, publishing and distribution of the periodic IDGS newsletter.

Section 9 The Social Media Curator shall be responsible to administer the IDGS social media pages and post content which supports and furthers the purpose of the IDGS.

Article 5 Executive Board

Section 1 The Executive Board shall consist of all elected Officers, Directors, and appointed Directors and shall have the authority to conduct the business of the IDGS. The Board shall meet at the call of the President as often as deemed necessary to conduct the business of the IDGS. The Executive Board shall review, approve, and oversee the budget prepared by the Treasurer.

Section 2 Removal from Office - Any Officer or Director of IDGS may be asked to resign or be removed by a 60% vote of the Executive Board for good reason. Examples are: divisiveness, antagonism, behaviors unbecoming of an Officer, inability to fulfill their duties because of infirmities, conviction for crimes, failure to perform the duties of the office or performing their duties contrary or counterproductive to the objectives of the IDGS and the offense is repetitive. Removal from the BOD does not forfeit membership. The vote will be recorded by the Secretary.

Article 6 Committees

Section 1 Standing committees include but are not limited to: Nominating, Audit, and Festival.

Section 2 Additional committees shall be approved by the Executive Board.

Section 3 The Nominating Committee shall consist of two (2) members if available. This Committee shall prepare a slate of nominees for presentation to the membership and make personal contact with each nominee prior to presenting their names.

Section 4 The Audit Committee shall consist of a minimum of two (2) members. It shall audit and verify all Treasurer's records every two years when the Treasurer takes office, or if a new Treasurer is appointed.

Section 5 The Overall Festival Coordinator will be the President and shall appoint all the necessary committee Sub-Chairpersons to conduct the festival. The Sub-Chairpersons shall be composed of officers and directors and members of the IDGS.

Article 7 **Amendments**

Section 1 The By-Laws may be amended at any time by a vote of 60% or more of the members present at an IDGS membership meetings, provided the entire membership has been notified of the proposed amendment at least 30 days prior to the meeting.

Article 8 **Dissolution**

Section 1 In the event of dissolution of the IDGS, all debts shall be paid. Any remaining assets of the IDGS shall be given to the AGS and no funds shall be distributed to members as individuals.

II. STANDING RULES

1. All Official Membership meetings and Executive Board meetings shall be conducted according to Robert's Rules of Order. Executive Board meetings may be conducted less formally at their discretion.
2. A Standing Rule will continue in force until rescinded.
3. A Standing Rule may be suspended at an Official Membership meeting by a simple majority vote provided it pertains to the business of that meeting.
4. The fiscal year shall be January 1 through December 31.
5. The order of an Official Membership meeting shall be:
 - a. Call to order
 - b. Reading and approval of the minutes of the last meeting
 - c. Treasurer's Report
 - d. Approval of Treasurer's Report
 - e. Committee reports
 - f. Unfinished business
 - g. Appointments
 - h. New business
 - i. Adjournment

Appendix I – Official Logo - Created by Alan Sweeney, April 2011



Appendix II – General Meetings Review

Date	Purpose
November 7, 1998	Idaho Gourd Society Established
February 13, 1999	By-Laws were presented by Bob Bonsack and approved by membership
August 12, 1999	IGS Quarterly Newsletter was approved
February 8, 2003	\$5.00 per member teacher’s fee approved by membership
November 1, 2003	IGS Membership fee raised to \$12.00 per year, approved by membership
December 6, 2003	Gourd Fair and Show Committee will consist of IGS Officers and Directors. Approved by membership
March 14, 2009	Limit set at \$500.00 for Executive Board Expenditure without Membership approval.
April 11, 2011	New IGS Logo selected by membership/approved by Executive Board
April 13, 2013	Amendments approved by General Membership
May 10, 2014	Amendments approved by General Membership
October 14, 2017	Amendments approved by General Membership (Alias identified as IDGS)
August 10, 2019	Amendments approved by General Membership
April 13, 2024	<ol style="list-style-type: none"> 1. Limit set at \$1000 per transaction for non-budgeted expenditures and anything over \$1000 will require membership approval. 2. Venue rental by the Executive Board does not require membership approval. 3. Amendments approved by General Membership