

The By-Laws

Section 1 – Membership

Membership in the Society is open to anyone with an interest in water gardening. Members are encouraged to expand their own personal interest in water gardening, share what they know with others, participate in Society activities, attend meetings, volunteer for Society committees and offices, and to submit articles of interest to the Newsletter Editor.

Section 2 - Dues

Dues for all members shall be twenty (\$20) per year per family (at the same address) and shall be paid to the Treasurer by mail or in person. A reminder to send in membership payments shall be made to members in the January Newsletter each year.

Funds from dues shall be used to pay such expenses as are required to conduct Society business:

- Costs of postage, copying, purchasing paper & envelopes for: the Newsletter, special announcements and mailings, and any other correspondence as required.
- Costs of using a meeting room, paying a speaker, and providing refreshments for meetings.
- Fees associated with establishing the Society as a non-profit organization when membership so votes.
- Any other expenses associated with the Society and approved by the officers.
- Receipts will be required to receive a reimbursement-for-expenses from the Society. All payments from the Society will be made by check. We will not keep a cash box on hand except at special occasions, such as plant sales.

Section 3 – Meetings

A minimum of four (4) regular meetings will be held each calendar year during the water gardening season (March through October). The President is responsible for establishing the activities, agenda, and location of the meetings. The President will provide advance notice to the membership of meeting dates, times, and locations.

Section 4 – Nominations & Elections

Nominations for officer positions in the Society will be accepted when an “Election Announcement” is printed in the Newsletter in August of an election year. Elections will be every two (2) years. All nominations are to be sent to the Election Chairman. Voting for officers by members will be on a ballot at the November meeting. Ballots are to be counted by the Election Chairman. Election results will be announced at the November Meeting and printed in the January Newsletter.

Section 5 – Duties of Officers

The President is ultimately responsible for the administration and continuation of the St. Louis Water Gardening Society and for establishing its direction and objectives. The President is also responsible for establishing the activities and agendas for all the meetings and will preside at all the meetings. The President sets up special tours or visits for the membership. The Newsletter editor and Hospitality Chairman report to the President.

The Vice-President is responsible for the Society’s community project and for the Annual Pond Tour. The Vice-President may establish committees when they are needed. The Data Coordinator reports to the Vice-President.

The Treasurer is responsible for the handling of all funds of the Society. The Treasurer is also responsible for any special financial reports and any filings to the Internal Revenue Service as may be required. The Treasurer compiles an Annual Financial Report during January-February that will be examined by the member appointed as Audit Chairman, and this Annual Report is to be published in the March Newsletter each year. The Membership Coordinator reports to the Treasurer.

Section 6 – Duties of Coordinators

The Membership Coordinator is responsible for keeping track of the membership, sending information about water gardening to all members, and developing and distributing the membership form. The Membership Coordinator reports to the Treasurer.

The Data Coordinator is responsible for the Web Site and for coordinating the e-mail tree. The Data Coordinator reports to the Vice-President.

The Secretary records minutes at all meetings. The Secretary will supply notes to be published in the following issue of the Newsletter. The Secretary reports to the Newsletter Editor.

The Newsletter Editor is responsible for compiling articles of interest and publishing them in the Society's Newsletter. The officers and membership are responsible for submitting articles, announcements, and items of interest to the Newsletter Editor. The Newsletter Editor reports to the President.

Section 7 – Duties of Chairmen

The Election Chairman will receive the nominations for all officer positions and submit the ballot to the membership at the November meeting. The Election Chairman is responsible for receiving the ballots, counting them, and declaring the winners of the election. The Election Chairman reports to the membership via the Newsletter.

The Audit Chairman will conduct an audit of the Society's books during the first two (2) months of the calendar year and after signing the audit is correct, will have the audit published in the Society's March Newsletter. The Audit Chairman reports to the membership via the Newsletter.

The Hospitality Chairman will provide refreshments for the regular meetings of the membership. The Hospitality Chairman reports to the President.

Section 8 – Amendments to the By-Laws

Changes in the By-Laws may be proposed at any meeting or in the Society's Newsletter. Changes must be officially approved by receiving a simple majority of the vote at a meeting of the membership. Changes will be reported in the Newsletter.