

**OFFICIAL BYLAWS OF THE  
INLAND EMPIRE BONSAI SOCIETY**

**ARTICLE I - NAME**

**Section 1** This non-profit organization shall be known as the INLAND EMPIRE BONSAI SOCIETY, hereinafter referred to as "IEBS".

**ARTICLE II - PURPOSE**

**Section 1** The purpose of the IEBS shall be to provide information and education in the art of bonsai, both to our members and the the general public.

**ARTICLE III - MEMBERSHIP**

**Section 1** Membership in the IEBS shall not be denied to anyone based on race, sex, religion, age, sexual orientation, or national origin.

**Section 2** Ownership of a bonsai is not a prerequisite for membership.

**Section 3** A member in good standing shall be defined as an individual who has paid his or her current annual dues.

**ARTICLE IV - RIGHTS OF MEMBERSHIP**

**Section 1** Members are entitled to a copy of the Bylaws and a membership card that authorizes their participation in activities reserved for members of the IEBS.

**Section 2** Members are entitled to utilize all of the IEBS's publications.

**Section 3** Each member is entitled to one vote on all matters brought before the IEBS, and each member may vote by proxy. A member who votes the proxy must vote in accordance with the written instructions of the absent member. All written proxies shall be turned over to the Secretary at the conclusion of the voting.

**Section 4** Immediate family members will have all the basic rights and privileges of the member, except for the right to vote.

**ARTICLE V - DUES**

**Section 1** Dues shall be collected annually from members.

**Section 2** Annual dues will be proposed by the Board of Directors and approved by the general membership.

**Section 3** The general membership must be notified of proposed changes in membership dues at least 28 days prior to a vote.

**Section 4** Any IEBS member who has not paid his or her annual dues after 60 days of their due date shall be removed from the general membership roster.

**Section 5** Dues are non-refundable.

## **ARTICLE VI - OFFICERS**

**Section 1** The officers of the IEBS shall be President, Vice President, Secretary, and Treasurer.

**Section 2** The term of office shall be one year, from the first day of January of each year through the last day of December of each year, or until their successor is elected.

**Section 3** No member shall be eligible for the same office for more than two consecutive terms.

**Section 4** No member shall hold more than one office at a time.

**Section 5** The specific duties of the IEBS officers are as follows:

### **A. The President**

- i. Shall serve as chief executive officer of the IEBS.
- ii. Shall be responsible for the general conduct of the IEBS.
- iii. Shall call and conduct Board of Directors meetings and other special meetings.
- iv. Shall designate committees and appoint committee chairpersons as required.

### **B. The Vice President**

- i. Shall perform the duties of the President in his or her absence.
- ii. Shall serve as President for the remainder of the President's term if the office of the President is vacated.
- iii. Shall oversee the activities of all Standing Committees.

### **C. The Secretary**

- i. Shall be responsible for keeping accurate, properly recorded minutes of all meetings, including the Board of Directors meetings and all Annual or Special meetings of the membership.

### **D. The Treasurer**

- i. Shall maintain accurate financial records of the IEBS. Records shall include all original receipts and disbursements.
- ii. Any expenditure above \$250.00 must be approved by the general membership.
- iii. Shall present a written report at each meeting. At the first meeting of each year, the Treasurer shall submit a written annual report for the previous year, which, shall be examined and certified by an Auditing Committee appointed by the President. The fiscal year shall be from the first day of January of each year through the last day of December.
- iv. Shall maintain an up-to-date detailing of assets.
- v. Shall maintain a club roster and mailing list.
- vi. Shall make the membership registry and the financial records available at all meetings.

## **ARTICLE VII - BOARD OF DIRECTORS**

- Section 1** The Board of Directors consists of all elected officers of the IEBS, the immediate Past-President, and one Director-at-Large who was nominated by the nominating committee and elected by the general membership.
- Section 2** The Director-at-Large shall serve for a three-year term, or until his or her successor is elected.
- Section 3** The Board of Directors shall administer and manage the affairs of the IEBS.
- Section 4** The Board of Directors shall meet at least once each quarter. A quorum of the Board of Directors shall consist of a simple majority. Other meetings may be called by the President and must be called at the written request of three members of the Board of Directors.
- Section 5** The President shall vote only in the case of a tie vote.
- Section 6** All actions and recommendations of the Board of Directors shall be reported to the membership at the next regular meeting.

## **ARTICLE VIII - STANDING COMMITTEES**

- Section 1** The primary functions of the Standing Committees of the IEBS are as follows:
- PROGRAM - Arrange monthly programs and workshops
  - PUBLICITY - Advertise monthly meetings and all special events
  - MEMBERSHIP - Encourage prospective members and create interest in the IEBS
  - EDUCATION - Disseminate information about Bonsai
  - FINANCE/DEVELOPMENT - Raise funds and plan special projects
  - ANNUAL EXHIBIT AND SALE - Coordinate an annual exhibition and sale

## **ARTICLE IX - GENERAL MEETINGS**

- Section 1** A general meeting shall be held monthly. If a meeting is canceled, the business agenda of that meeting will be postponed until the next general meeting.
- Section 2** The general meetings are open to both members and non-members. The community-at-large is welcomed.
- Section 3** The annual meeting for the election of the officers shall be held in November. Two months prior to this meeting, in September, the President shall appoint a Nominating Committee of three members who shall present a slate of nominees or (candidates) at the October meeting. At the time of election, nominations from the floor will be in order. If the slate presented by the Nominating Committee contains only one name for each office and there are

no nominations from the floor, this shall constitute an election. If more than one name for any office appears on the slate and/or nominations from the floor are added, election will be by ballot.

**Section 4** Ten members, two of whom shall be officers, shall constitute a quorum for the IEBS.

**Section 5** Each member in good standing shall cast one (1) vote.

#### **ARTICLE X - ORDER OF BUSINESS AT ALL MEETINGS**

1. Meeting called to order
2. Reading of the minutes of the previous meeting
3. Treasurer's Report
4. Reports from Standing Committees
5. Additional Committee Reports
6. Unfinished Business
7. New Business
8. Adjournment of Business Meeting
9. Program

#### **ARTICLE XI – OWNERSHIP**

**Section 1** Any purchases, donations, or items produced on behalf of the IEBS shall become the property of the IEBS.

#### **ARTICLE XII - PARLIAMENTARY CONDUCT**

**Section 1** Robert's Rules of Order, revised, shall be the parliamentary authority for the IEBS.

#### **ARTICLE XIII - RATIFICATION OF BYLAWS**

**Section 1** These Bylaws may be altered, amended, or repealed by the membership of the IEBS at any stated meeting by an affirmative vote of two-thirds of the members present and voting, provided notice of the meeting and a copy of the proposed amendments were submitted in writing at the previous meeting.