

**By-laws  
for  
Friends of the Chico State Herbarium**

**Article I – Name**

The name of this organization will be: Friends of the Chico State Herbarium.

**Article II – Purpose**

The purpose of this organization is to promote the high quality of the resource and research work that is associated with the Herbarium. Primary objectives are to provide a medium for support from the botanical community and to provide for items that are not covered under the University budget. Scientific and academic pursuits will be the focus of the group through workshops and classes on technical and general topics.

The geographic focus for this organization will be Northern California.

**Article III – Membership**

1. Membership is open to any person or organization with an interest in supporting the Chico State Herbarium.
2. Each member will be entitled to one vote on any question requiring a vote of the membership. Each organization may have a single membership and will have one vote.
3. Each member will be assessed yearly dues per each calendar year.

**Article IV – Dedication of Assets**

The properties and assets of the organization are dedicated to the benefit of the Chico State Herbarium. All dues and financial assets will be handled by the Research Foundation. Scholarships and peripheral activities will be awarded from special earmarked contributions.

**Article V – Disbursal of Assets**

Should the organization disband, the board of directors will disburse the assets to the Department of Biological Sciences to be used for support of the Herbarium.

**Article VI – Board of Directors**

1. There will be at least 7 and no more than 11 directors, always an odd number.
2. Directors will be elected by a simple majority vote of ballots received by a specified date each year.
3. Removal of officers will require a 2/3 majority vote of the total voting membership.
4. Vacancies will be filled by appointment by the remaining board.
5. The board will meet as necessary but not less than once a year and a quorum

will consist of a simple majority of the board members.

6. The duties and responsibilities of the board will be divided among the members of the Board of Directors.

7. Ad Hoc Committees will be appointed and disbanded as needed.

8. A member of the Board of Directors may resign at any time by providing written notice to the President.

9. One additional non-voting position on the board will be available for a Student Liaison.

### **Article VII – Officers**

1. All officers will be on the Board of Directors.

2. Officers will include a President, Vice President, and Secretary.

3. The term of an officer will be 2 years. A person may hold the same office for more than one term.

4. Officers will be elected by the Board of Directors.

5. If a position becomes vacant, a new officer will be elected by the Board of Directors at any time. If the office of President becomes vacant, the Vice President will assume the duties of the President until the position is filled.

6. Any Board Member may be nominated or may nominate themselves for an office.

### **Article VIII – Ex-Officio Members**

Ex-Officio Members of the Board of Directors are non-voting members, and will include the Curator of the Chico State Herbarium, the Director of the Chico State Herbarium, and the Student Liaison position holder.

### **Article IX – Meetings**

General membership meetings will be held at least once a year in the fall. At the fall general meeting, a financial report will be made.

### **Article X – Decision Making process**

A simple quorum of the Board is needed to make general decisions. When required, a simple majority of returned ballots is needed to make decisions by the general membership.

### **Article XI – Amendment Process**

These by-laws may be amended by a minimum of five members of the board submitted for approval of the general membership by a simple majority at the general meeting or returned ballots.

### **Article XII – Records**

A file containing the membership roster, by-laws, newsletters, minutes from board and general meetings, and profit and loss statements will be kept in the

herbarium.

**Article XIII – Miscellaneous**

No personal liability will in any event attach to any member of the organization for, by reason of, or in connection with, any activity of the organization.