

BYLAWS
OF THE
WILDONES
ST CHARLES AREA CHAPTER

PREAMBLE

This organization is officially known as WildOnes St Charles Area. The following bylaws are an addition to the National WildOnes bylaws, which are the primary governing rules of this group.

MISSION STATEMENT

To promote the understanding of native plants, their benefits and what they can provide for the environment both in private as well as public areas of landscaping. To educate members as well as the general public about the need for biodiversity by supplying staples such as water, food and shelter for wild life. With habitat loss being the greatest threat to biodiversity in the world, our backyards, the neighborhood habitats, and native gardens hold the potential to create critically needed bird and wildlife habitat.

BYLAWS

ARTICLE I: MEMBERSHIP

Membership is open to any person, household, business or organization paying the required annual dues to WildOnes National Landscaping, Ltd. and supporting the mission of the Chapter.

In addition, anyone is welcome to attend meetings and join the Chapter's email list, which is not shared with any other organization. The person would be encouraged to join us as a member after three months of initial interest. Only members in good standing are permitted to vote for an officer, be an officer or hold a position of committee chairperson.

ARTICLE II: CHAPTER OFFICERS

SECTION 1:

Chapter officers shall consist of a president, vice-president, treasurer and secretary. They shall serve a term of two years (starting January 1st to December 31ST). The election for the positions of president and vice president would be held on even years. The election for the positions of treasurer and secretary would be held on odd years. These officers make up the Executive Committee and will be responsible for the day-to-day decisions for the Chapter. They shall:

- Set the agenda and preside over all meetings and gatherings.
- Prepare a Chapter Report on the status of the Chapter and actions that have taken place.
- Make decisions on budget items and projects for the Chapter.
- Nominate members to serve as standing committee chairs and members at-large.

SECTION 2: The President shall:

- Preside at Executive Board and Chapter meetings
- Set the agenda for all executive meetings with input from the board
- Serve as spokesperson for the Chapter
- Prepare and submit the State of the Chapter Report to the National WildOnes Organization by the deadline set by National.
- Oversee Chapter committees
- Serve as the liaison with the National WildOnes

SECTION 3: The Vice-President shall:

- Conduct business of the Chapter in the absence of the president and assist the president as needed
- Become President if the office of president shall become vacant. A new vice-president shall then be appointed by the board to complete the remainder of the term.
- Be an ex-officio member to standing committees.

SECTION 4: The Secretary shall:

- Record minutes of all Board meetings and send a copy to all members of the Board for approval after each meeting.
- Maintain a file of all meeting minutes and special meetings.
- Keep a record of attendees at all Board meetings, events and presentations. Present such records to the President prior to annual State of Chapter Report to National
- Receive and respond to all communication for the Chapter
- Be an ex-officio member of the Membership and Communication committee
- Appoint a substitute when unable to attend a meeting

SECTION 5: The Treasurer shall:

- Receive, account for, and deposit in the Chapter bank account all funds of the organization and make authorized disbursements as directed by the Board.
- Maintain a petty cash amount of no more than \$100 for miscellaneous expenses approved by the Board and with appropriate receipts.
- Maintain appropriate financial records which shall be open to inspection and audit by the National WildOnes
- Make a financial report at all Board meetings, and an annual report to the general membership at the December meeting, as set by National.
- Prepare and submit the annual financial report to WildOnes National by the deadline.

ARTICLE III: STANDING CHAIR Duties

Membership Chair

- Maintain the Chapter's membership rosters.
- Report to Board meeting current status of members- how many new, as well as the total membership etc.
- Staff a membership table at each meeting to greet members and guests. Provide a sign-in sheet and nametags for members.
- Have membership forms available for prospective members as well as renewing members
- Send reminders to members whose membership is going to expire soon
- Work with National WildOnes to maintain accurate information
- Keep records of membership

Webmaster Chair

- Maintains the Chapter's website; post on web site reminders of future meetings and activities
- Coordinate website activities at the National level
- Report to the Board information, attend Board meeting when possible

Newsletter Chair

- Design news letter
- Maintain news letter mailing list
- Send email to current members who have emails
- Maintain a list of non-members (3 free newsletters) with an invitation to join after the third edition.
- Report to the Board information, attend Board meeting when possible

Program/ Speakers series Chair

- Develop monthly scheduled speakers for winter gatherings (Nov., Jan. – March)
- Negotiate speakers fee for non-member speakers
- Work with treasurer to deliver a check to the speaker following presentation
- Reserve location and equipment necessary for each program
- Provide information/bio about speaker to members
- Introduce speaker to members
- Assisting the Membership Chair at meetings, or developing a calendar.
- Report to the Board, attend Board meeting when possible

Landscape Challenge Chair

- Collaborate between property owners who have applied for makeover and members of the team
- Find local nurseries to provide materials for makeover, up to \$500 worth of native plants and other landscape materials,
- To provide the services of a native landscape designer
- Arrange volunteers to install the landscape.
- Advise the homeowner that they need to prepare the site (at their cost) and maintain the new plantings.
- Arranges for an on-going one to two-year mentorship for the Landscape Winner.
- Report to the Board information, attend Board meeting when possible

Special Events/Tabling Chair

- Coordinate tabling events
- Schedule volunteers
- Arrange other opportunities for WildOnes to participate in.
- Report to the Board information, attend Board meeting when possible

ARTICLE IV: MEETINGS

- The Board shall meet monthly, but may meet more often when there is business to transact.
- The Board may use email to obtain approval of expenditures as long as the majority approves the transaction.
- The Chapter shall have monthly meetings as scheduled by the Board. Garden Gatherings will be held from April through October and Educational meetings November, January through March.
- The Chapter shall hold an annual meeting in December of each year for the purpose of presenting an annual report and annual Holiday celebration.

ARTICLE V: ELECTION OF OFFICERS

- Those members wishing to hold office must be in good standing of the Chapter dues, meaning all dues are up to date with National.
- Nomination for an officer position that the term is ending will be open for the month of October. The Chapter will then hold an election of officers in November of even years for president and vice president, and treasurer and secretary on odd years as stated previously. The next election for officers shall be November 2022 and from there on every year depending on position held.
- There shall be a term limit of two (2) consecutive terms for a member serving any specific Board office. But members can serve in different Board offices

- Before leaving office the current officers shall hand over Chapter files and all other Chapter information they hold and offer assistance to the officer-elect, thru March if needed.

Officer's signatures/ Date

Amendment 1 Article II, Chapter officers:
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and Membership Chair.

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Amendment 2, ARTICLE III: STANDING COMMITTEE CHAIR Duties

6. Special Events/Tabling Chair
 - Coordinate tabling events
 - Schedule volunteers
 - Arrange other opportunities for WildOnes to participate in.
 - Report information to the Board, attend Board meeting when possible

Officer's signatures/ Date
