

Constitution of The Society of Herbarium Curators

Article I - Organization

Section 1. The name of this organization shall be The Society of Herbarium Curators (hereinafter called the Society).

Section 2. The purpose of the Society shall be to promote and expand the role of herbaria in botanical research, teaching, and service to the community at large, to provide a forum for discussion and action on all issues confronting herbaria, and to extend its efforts and interject its influence toward the protection and preservation of endangered herbaria.

Section 3. Members of the Society may form Chapters and Sections to serve the purpose of the Society. Chapters and Sections are free to devise their own governance structure as long as it does not conflict with the constitution of the Society.

Section 4. The Society may affiliate with other organizations to serve the purpose of the Society.

Article II - Membership and Dues

Section 1. Membership shall be open to all persons who in some manner promote the purpose of the Society.

Section 2. Membership shall be granted to an eligible individual upon receipt of a membership application and the required dues payment.

Section 3. Each member in good standing shall have the privilege of discussing and voting on all issues brought before the membership by the Executive Board and of service in elected or appointed offices. He/she shall be advised from time to time on issues before the Society and actions taken by the Executive Board and the membership.

Article III - Officers

The Officers of the Society, elected by the membership, shall consist of a President (two-year term), Past President (two-year term), President-elect (one-year term), Secretary (four-year term) and Treasurer (four-year term).

Article IV - Executive Board

Section 1. The officers of the Society, three (3) Members-at-Large elected by the membership, the Editor of the Newsletter, the Webmaster, and the Chairs of Standing Committees shall constitute the Executive Board. Members-at-Large shall serve terms of three (3) years with one (1) member elected each year. All members of the Executive Board, both elected and ex officio, shall have the right to discuss all issues, propose motions, and cast votes.

Section 2. The Executive Board shall meet each year prior to the annual membership meeting.

Section 3. During the interval between annual executive board meetings, the President shall be empowered to bring critical issues to the Executive Board by way of telephone, fax, e-mail, or other technologies. The call for decisions of this kind should be made only when immediate action by the Executive Board, as decided by the President, is required for the welfare of the Society.

Article V - Annual Membership Meeting

Section 1. The annual membership meeting of the Society shall be held at a venue decided by the Executive Board at least two years in advance.

Section 2. Special membership meetings of the Society may be called by the Executive Board provided that notice is sent to each member at least four weeks before the dates on which such meetings are to convene.

Section 3. Ten (10) members of the Society shall constitute a quorum for the transaction of business at the annual membership meeting or at any special membership meeting.

Article VI – Chapters

Chapters of the Society may be formed on a geographic basis. Each Chapter must be approved by a vote of the Executive Board and shall be governed by a set of bylaws approved by a vote of the Executive Board. Each Chapter shall elect its own officers and present an annual activities report to the Executive Board one month in advance of the annual executive board meeting. The Chapter Chair, or other elected officer designated by the Chapter Chair, shall represent the Chapter to the Executive Board. Chapter membership is limited to members of the Society. Chapter inactivity for two or more years shall be brought to the attention of the Executive Board by the Secretary. A Chapter may be discontinued by executive board action. The Society Treasurer may collect dues on behalf of the Chapter with approval from the Executive Board.

Article VII – Sections

Sections of the Society may be formed based on mutual interest in a topic of relevance to the purpose of the Society. Each Section must be approved by a vote of the Executive Board and shall be governed by a set of bylaws approved by a vote of the Executive Board. Each Section shall elect its own officers and present an annual activities report to the Executive Board one month in advance of the annual executive board meeting. The Section Chair, or other elected officer designated by the Section Chair, shall represent the Section to the Executive Board. Section membership is limited to members of the Society. Section inactivity for two or more years shall be brought to the attention of the Executive Board by the Secretary. A Section may be discontinued by executive board

action. The Society Treasurer may collect dues on behalf of the Section with approval from the Executive Board.

Article VIII - Disposition of Property

In the event of the dissolution or termination of the Society, title to and possession of all assets of the Society shall be assigned forthwith to one or more non-profit organizations with a purpose compatible with that of the Society as determined by the Executive Board.

Article IX - Audit

The financial records of the Treasurer shall be audited at least once each year by the Auditing Committee.

Article X - Archives

The Archives of the Society shall be kept and maintained by the Secretary. Each Secretary shall pass all archived documents, including digital files, to her/his successor.

Article XI - Amendments

Section 1. This Constitution may be amended at any time by a vote of three-fourths majority of ballots received from the membership, provided due notice has been sent by the Secretary to the membership at least thirty (30) days in advance of the start of the vote, and provided the amendment has been proposed by the Executive Board or by a committee authorized by the Executive Board.

Section 2. Amendments to this constitution shall take effect as soon as adopted by vote of the membership.

This constitution was ratified by the membership and announced as such on April 15, 2005; amendments were ratified July 29, 2013, and July 27, 2014, and June 15, 2017 and May 17, 2018. Articles VI and VII on Chapters and Sections were adapted from the constitution of the Ecological Society of America with permission.

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