

# **Constitution of The Society of Herbarium Curators**

## **Article I - Organization**

Section 1. The name of this organization shall be The Society of Herbarium Curators. This Society is affiliated with the Association of Southeastern Biologists, the Botanical Society of America, and the Southern Appalachian Botanical 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. State or regional consortia of herbaria established by the Society of Herbarium Curators shall be designated as Chapters of the Society. Any organization with a focus on plant systematics may become a Chapter of the Society on request by its leadership and acceptance by the Executive Board of the Society (see Article VI). Chapters are free to devise their own governance structure as long as it does no conflict with the constitution of SHC.

## **Article II - Membership and Dues**

Section 1. Membership shall be open to herbarium curators, support staff, and other 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 written application and dues payment for the current year.

Section 3. Each member in good standing shall have the privilege of discussing and voting on all issues before the Society 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 Web Master, 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 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 meeting of the membership.

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

#### Article V - Annual Meeting

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

Section 2. Special meetings 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 meeting or at any special meeting.

#### Article VI – Chapters

Chapters of the Society may be formed on a state or regional 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 at or in advance of the annual meeting. The Chapter Chair, or other elected officer designated by the Chapter Chair, shall represent the Chapter on 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 Board action.

#### Article VII - Disposition of Property

In the event of the dissolution or termination of the Society of Herbarium Curators, title to and possession of all assets of the Society shall be assigned forthwith by the Executive Board to any or all of its affiliate societies, or, in the event that none of these organizations then exist, to a non-profit organization with a purpose compatible with that of the Society of Herbarium Curators..

#### Article VIII - Audit

Section 1. The fiscal year for the Society is January 1 through December 31.

Section 2. The financial records of the Treasurer shall be audited at least once each year by the Auditing Committee.

#### Article IX - Archives

The Archives of The Society of Herbarium Curators shall be kept and maintained by the Secretary. Each Secretary shall pass all archived documents to her/his successor.

#### Article X - 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, and provided the amendment has been proposed by the Executive Board or by a committee authorized by the Society at a previous annual meeting.

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. Article VI on Chapters was adapted from the constitution of the Ecological Society of America with permission.

Copyright, The Society of Herbarium Curators, 2005-present | this document cannot be used without permission