

SHO FU BONSAI
CONSTITUTION AND BY-LAWS

CONSTITUTION

Approved by the Membership May 2nd, 2002

ARTICLE I – NAME

Section 1. This organization will be known as the SHO FU BONSAI SOCIETY of SARASOTA, FLORIDA, Inc.

ARTICLE II – PURPOSE AND OBJECTIVES

Section 1. The purpose of the organization shall be to create interest and provide education for the development, cultivation, propagation and display of bonsai.

Section 2. To promote interest in the enjoyment of creating bonsai; to assemble and make available information on the culture of bonsai; to acquaint bonsai fanciers with one another, and to encourage and promote the formation of other bonsai groups.

Section 3. This organization shall be non –profit, tax exempt organization defined in 501 (3) Internal Revenue Code 1954 and shall not operate in any manner which would result in any monetary gains or profit for any member. In the event of dissolution all its capital shall go toward further education of the art of bonsai in other similar organizations.

ARTICLE III – MEMBERSHIP

Section 1. Anyone interested in furthering the objectives of the Society may become a member upon payment of the required fee, which is the first year's dues. It is hoped that members will actually study and grow bonsai and participate in appropriate programs.

ARTICLE IV – OFFICERS

Section 1. The Officers of the Society shall be as follows:

- A. President.
- B. Vice-President (Program Chair)
- C. Recording/Corresponding Secretary
- D. Treasurer

Section 2. All officers shall be elected for one year by the majority vote of active members. If more than one candidate for any office is nominated, that officer shall be elected by written ballot. All elected officers shall be introduced at the Annual Meeting and shall take office in January.

Section 3. Vacancies; If any office is vacated during the year the Board of Directors shall appoint a replacement for the balance of the term.

Section 4. To qualify for any office, a candidate must have been a member in good standing for at least six months.

Section 5. The officers plus three (3) directors selected by them shall comprise a Board of Directors, this group to formulate policies, control finances, suggest and approve programs and take such action as is necessary for the good of the Society with in the scope of the By-Laws.

Section 6. In addition to the above, the President, upon completion of the elected term of office shall automatically become a Director and member of the Board of Directors for the following year.

ARTICLE V – COMMITTEES

Section 1. Committees shall be appointed by the president and they will be named as needed. Standing committees are:

- 1. Program (Vice-President)**
- 2. Publicity**
- 3. Hospitality**
- 4. Membership**
- 5. Shows or Demonstrations**
- 6. Nominating**
- 7. Historical**
- 8. Workshops**

ARTICLE VI – MEETINGS

Section 1. Meetings should be held the first Thursday of each month at 7:30 pm. When there is a conflict with this date the president shall set another date.

Section 2. Voting shall require a simple majority vote of the members present.

Section 3. The November meeting shall be designated as the Annual Meeting.

ARTICLE VII – QUORUMS

Section 1. A quorum of the majority of the active members present shall be required for the transaction of business at any meeting.

Section 2. A quorum of the Board of Directors shall be five (5) members.

ARTICLE VIII – AFFILIATIONS

Section 1. The Sho Fu Bonsai Society may affiliate with the American Bonsai Society, Bonsai Clubs International and Bonsai Societies of Florida or other clubs as deemed necessary by the Board of Directors as a member club, but it is not requirement for any individual membership.

ARTICLE IX – AMENDMENTS

Section 1. This Constitution and By-Laws may be amended by a majority vote of active members present at any regular meeting, provided the proposed changes have been announced at the previous meeting and a written notice sent to absent members immediately thereafter.

ARTICLE X – RULES OF ORDER

“ROBERT’S RULES OF ORDER” shall be the parliamentary authority for all matter of procedure not covered by this Constitution and By-Laws.

BY-LAWS

ARTICLE I – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings, act as Chairman of the Board of Directors, appoint committee chairmen and perform all duties as usually pertain to the office of President.

Section 2. – The Vice-President shall assume all the duties of the president if the latter is unavailable to preside. The Vice-President shall perform the duties of the Program Chairman and such duties as shall be assigned to him or her by the president.

Section 3. – The Recording/Corresponding Secretary shall record, report to the Board of Directors and membership, and retain the minutes of all meetings.

Section 4. – The Treasurer shall be responsible for the collection of all funds due the organization and shall deposit all funds received in a checking account in the name of the Society. The Treasurer shall pay all bills approved by the Board of Directors; shall make a report of the finances at each regular meeting; shall keep records available for audit at any time.

ARTICLE II – RESPONSIBILITIES OF COMMITTEES

- 1. Program** – Responsible for meeting programs and other demonstrations, which are in keeping with organizational objectives. When feasible each year's programs will be planned by the January meeting date.
- 2. Publicity** – Publicity Chairman will plan and accomplish appropriate publicity for all of the Sho Fu Bonsai Society meetings, special events, workshops, field trips, etc. Publicity Chairman should work in close cooperation and consultation with the Program Chairman.
- 3. Hospitality** – Arrange for refreshments at each meeting. Make sure that responsibility has been accepted for each meeting no later than the immediate preceding meeting. Insure that all members and guest re invited to share in the refreshments.
- 4. Membership** – Greet members and guests at all meetings; maintain a guest book with names and addresses; follow up those who are potential members by furnishing appropriate written society data, application for membership and instructions for paying dues. Maintain up-to-date Membership List; furnish revised membership roll to club officers as changes occur; furnish updated membership list to all members once a year, preferably at the February meeting but not later than April meeting.
- 5. Shows and Demonstrations** – With the Authority of the Board of Directors, the Chairman for Shows and Demonstrations will set up workshops and coordinate all shows or other appropriate activities and supervise all aspects thereof. To work in close cooperation and consultation with the Program Chairman, Publicity Chairman and Workshop Chairman.
- 6. Nominating** – The Board of Directors shall appoint a Chairman and Committee of not less than three (3) nor more than five (5) member prior to the October meeting. At the November meeting – the Annual meeting – they shall present names of qualified members, who have agreed in advance to serve, to fill the offices.
- 7. Historical** - Shall maintain all club materials such as newsletters, flyers, etc.

8. Workshop - Arrange for all workshops as directed by the Board.

ARTICLE III – DUES

Section 1. Dues will be set by the Board and approved by the membership.

Section 2. Dues for new members joining between June 30th and December 31st of any year shall pay half for a single membership, and half for a dual membership, or as authorized by the Board of Directors.

Section 3. Any member who is two months in arrears of dues is automatically suspended and will be notified by the Corresponding Secretary. Should an additional thirty days pass without payment the member's name shall be dropped.

Section 4. Dues are payable by January 1st of each year.

Section 5. Dues payment shall not be refunded on expiration of a membership for any reason.

ARTICLE IV – HEADQUARTERS

The Headquarters of the Sho Fu Bonsai Society shall be the resident address of the President or such other member designated by the Board of Directors.

ARTICLE V – FISCAL YEAR

The Fiscal Year of the Society shall be from January 1 to December 31.