By-Laws
NorthEast Seacoast Unit, Incorporated

Approved June 28, 2011

ARTICLE I: NAME, HISTORY AND DESCRIPTION

The name of this organization shall be the NorthEast Seacoast Unit, Incorporated. It was originally known as the Seacoast Herb Society which was founded in January, 1985. The NorthEast Seacoast Unit, Inc. is a nonprofit corporation in the State of New Hampshire. While it is a member Unit of the Herb Society of America, it is an autonomous group.

ARTICLE II: PURPOSE

The NorthEast Seacoast Unit, Inc. is dedicated to promoting the knowledge, use and delight of herbs through educational programs, research and sharing the experience of its members with the community.

ARTICLE III: MEMBERSHIP

A. Membership to the NorthEast Seacoast Unit is open to any person showing a special interest in growing, using, or studying herbs.

B. All members, regardless of category of membership, shall be members of The Herb Society of America. Types of membership are:

1. ACTIVE: An active member will be fully involved in the Unit’s programs, educational events, projects, and fund raising activities, and shall assist in meeting the Herb Society of America’s requirements for a Unit.

2. JOINT: Joint active membership, as defined by the Herb Society of America, is two persons residing at the same address and receiving one mailing. They will receive some compensation for national dues but shall each be subject to the full Unit dues and active membership requirements.

3. ASSOCIATE: Members in good standing in other Herb Society of America Units may apply to the Board of Directors for associate membership. They will pay their Herb Society of America dues through their primary membership Unit and shall be subject to the full dues of the NorthEast Seacoast Unit.

4. SUSTAINING: An Active member in good standing who is no longer able to regularly attend meetings or take part in programs or events may notify the Board to change her status to sustaining membership. Sustaining members pay double the Unit dues.

5. HONORARY: Any member who has been recognized for outstanding dedication and service to the Unit may be elected to the position of honorary status by a majority vote of the membership. All dues of an Honorary Member are assumed by the Unit.

C. All members in good standing have voting privileges at meetings.
ARTICLE IV: DUES

A. Unit dues are determined annually.

B. Unit dues for Active, Joint, Associate and Sustaining members are payable to the treasurer by July 31st of each year.

C. Active, Joint and Sustaining members’ dues owed to the Herb Society of America shall be collected by the Treasurer of the Unit by July 31st and sent to the Herb Society of America.

D. Honorary members do not incur local Unit dues. The Unit pays their Society dues.

ARTICLE V: MEETINGS

A. Regular meetings of the Unit shall be held on the fourth Tuesday of the month except for February, July and November. The date and time of the meetings may be changed at the discretion of the Board of Directors.

B. The Annual Meeting shall be held in June at which time the members shall vote on the slate of Officers and Directors, presentations of annual committee reports will be given, and any other pertinent business shall be conducted.

C. The number of members attending the Annual Meeting shall constitute a quorum.

ARTICLE VI: BOARD OF DIRECTORS

A. The Board of Directors shall be comprised of:

1. President, who shall preside at all Board of Directors meetings and regular membership meetings; shall keep order of business by which the meetings shall be guided; shall appoint the necessary committee chairs; and shall perform all duties that belong to the office.

2. Treasurer, who shall receive, collect, hold, and pay out all Unit monies subject to the approval of the Board; shall keep a correct account in detail of all monies expended, and shall give a report as requested at the regular meetings as well as a written Treasurer’s Report at the Annual Meeting. The Treasurer shall file all State and Federal tax and financial reports as required by law. Both the Treasurer and one other member of the Board of Directors, who is selected by the Board, shall be authorized to have check signing privileges.

3. Recording Secretary, who shall keep the minutes of each meeting of the Unit and present them for approval at the following meeting; and shall in the same way keep the minutes of the Board of Directors meetings. The Recording Secretary shall also keep a permanent file of all Board and Unit meeting minutes and any historical documents and memorabilia that depicts the Unit’s history.

4. Snippings Editor, who shall edit, prepare and distribute to members and other designated persons the quarterly newsletter of the Unit.

5. Membership Chair, who shall promote ways to recruit new members, welcome perspective members to meetings and Unit events, and involve new members in Unit activities.
6. Communication and Public Relations Chair: who shall write and distribute press releases on Unit events, projects and programs to various media outlets; maintain a data base of contacts and participants of Unit events; assist the plant sale committee with publicity and keep a scrapbook of materials produced and published for future reference.

B. Special Committees may be formed to fulfill a specific purpose and shall be discontinued when that purpose is fulfilled. The President shall appoint the Chair with approval of the Board of Directors. The Chair attends Board of Directors meetings and has voting privileges.

C. The Board of Directors is responsible for setting policies, approving expenditures, overseeing program development and managing the overall affairs of the Unit.

D. The Board of Directors may fill any Board vacancies that occur between annual meetings.

E. The Board of Directors shall meet quarterly or as need is determined.

ARTICLE VII: ELECTION OF BOARD OF DIRECTORS

A. The terms of the Board of Directors shall be two years. The President, Membership Chair and Snippings Editor are elected in even years; the Treasurer, Secretary and Communications and Public Relations Chair in odd years. There are no term limits.

B. Thirty days in advance of the Annual Meeting, the Nominating Chair shall notify the membership of the proposed Slate of Directors to be voted at the annual meeting. Two-thirds of the votes cast by the Active Members present at the meeting shall be required for election.

ARTICLE VIII: AMENDMENTS

These By-Laws may be altered and/or amended at the Annual Meeting. Notice, either written or by email, of such alteration, and/or amendment shall be sent to the membership one month prior to the meeting.

ARTICLE IX: DISSOLUTION

In the event of the dissolution of the NorthEast Seacoast Unit Inc., the balance of the Treasury, after payment of outstanding debts, shall be distributed to such non-profit 501 (c) 3 educational organizations as the Board of Directors shall designate.