

PROPOSED OPERATING GUIDELINES  
of the  
SAN LUIS OBISPO CHAPTER,  
CALIFORNIA NATIVE PLANT SOCIETY  
Pending Approval of Membership

**Article I: NAME AND STATUS**

This organization shall be known as the San Luis Obispo Chapter of the California Native Plant Society. The Chapter is a geographical unit of the statewide organization called the California Native Plant Society (Society), a 501 (c) 3 Public Benefit Corporation that has Bylaws governing the essential functions of the Society. The Mission of the Society is to increase understanding and appreciation of California's native plants and to conserve them and their natural habitats through education, science, advocacy, horticulture and land stewardship. The SLO Chapter of the Society covers San Luis Obispo County and portions of Northern Santa Barbara County.

**Article II: PURPOSE AND OBJECTIVE**

These guidelines are for the regulation of Chapter affairs which are compatible with the Society's articles of incorporation and bylaws.

The purpose and objective of this chapter is to help protect California Native Plants through the following efforts:

- 1) Leading group study classes and guided field trips;
- 2) Working toward establishment of native plant reserves and protected areas;
- 3) Identifying and monitoring rare and/or endangered plant species and plant communities;
- 4) Identifying and monitoring plant species and communities threatened with destruction;
- 5) Reducing and controlling of the spread of invasive non-native plants,
- 6) Cooperating with established native plant gardens and encouraging formation of new ones;
- 7) Cooperating with other conservation groups in the county;
- 8) Increasing public awareness of the importance of California's native flora through public education;
- 9) Contributing to the Society's governance by selecting a delegate to the Chapter Council; and
- 10) Encouraging the use of native plants in horticulture.

**Article III: MEMBERSHIP AND DUES**

- Sec. 1 Any person interested in native plants is eligible for membership in the State organization and can choose to be affiliated with this chapter.
- Sec. 2 Level of membership for the Chapter shall be the same as those of the state California Native Plant Society.
- Sec. 3 All levels of members shall enjoy all the rights and privileges of membership in both the local chapter and the state California Native Plant Society.

**Article IV: GENERAL MEETINGS**

- Sec. 1 The chapter shall hold a minimum of six (6) general meetings each year at times and places established by the Chapter Board.
- Sec. 2 Field trips and gatherings where business is to be conducted shall be so designated in the notice of the meeting.
- Sec. 3 Fifteen (15) members shall constitute a quorum for conducting business at a general meeting.

## **Article V: OFFICERS AND THEIR DUTIES**

- Sec. 1 The elected officers of the chapter shall be; President, Vice President, Recording Secretary and Treasurer. The President may appoint a Parliamentarian.
- Sec. 2 President shall: (A) Represent the chapter in negotiations with various organizations, including the Chapter Council; (B) Preside at all regular and special meetings of the chapter and the Chapter Board; (C) appoint, with Chapter Board approval, Committee Chairs as needed to conduct the work of the chapter; (D) keep a list of committees and their members and ensure the filing of committee reports; (E) prepare an Annual Report of the year's activities and submit a copy as required by the Society, and (F) be an ex-officio member of all committees except the Nominating Committee. In representing the Chapter, the President may select an Alternate or a delegate who is also a member of the Board.
- Sec. 3 Vice President shall: (A) Perform the duties of the President in the absence of the President or at the President's request; (B) Arrange programs for all general meetings; (C) Assist the President in carrying out the duties of the office, and perform such other duties as may be designated by the Board.
- Sec. 4 Recording Secretary shall: (A) Record minutes of all proceedings of the chapter and the Chapter Board; (B) distribute minutes to the Board members; and (C) ensure posting of minutes to the administrative file.
- Sec. 5 Treasurer shall: (A) Maintain the financial accounts of the Chapter; (B) Sign all checks co-signed by the President or other Board designate; (C) pay bills approved by the Board; (D) Submit a report at each Board meeting with a copy to the Recording Secretary; (E) provide the State Treasurer annually a financial report for the calendar year and quarterly with a report on taxable sales; and (F) advise the Board on investments.
- Sec. 6 Term of office shall be for one year or until successor is elected and qualifies.

## **Article VI: CHAPTER BOARD**

- Sec. 1 The Chapter Board shall consist of the elected officers, the Chair of each standing committee, and participating Individual Contributors.
- Sec. 2 The Chapter Board shall consider and set general policy, fill vacancies in any office or chair for the unexpired term, and transact the business of the chapter.
- Sec. 3 Meetings of the Chapter Board shall be called by the President with members being notified of the time and place at least seven (7) days in advance.
- Sec. 4 Five (5) members shall constitute a quorum of the Chapter Board.

## **Article VII: STANDING AND AD HOC COMMITTEES OF CHAPTER BOARD**

- Sec. 1 Committee Chairs and Individual Contributors shall be filled by the President subject to approval by a majority of the Chapter Board. The Term of office shall be for one year or less, depending on the duration of need.
- Sec. 2 Voting members of the Chapter Board include the Chair of each committee and participating Individual Contributors. Any Chapter member may serve on a Committee.
- Sec. 3 Committees shall keep a written record of their activities and make them available on request from the Board. In preparation for the Annual Report, the President may contact each committee chair to obtain information on activities. The duties, goals and objectives of the committees shall be defined in separate duty statements and may be revised by the Chapter Board without requiring a change to the operating guidelines. The President, with the approval of a majority of the Chapter Board, may add or delete standing or ad hoc committees and Individual Contributors at their discretion without a revision to these guidelines.

- Sec. 4 The Chapter shall have the following standing committees. Standing committees are long-term, regularly-meeting committees charged with ongoing tasks:
- A. Field Trips: Organize and direct outings for chapter members and guests.
  - B. Conservation: Make recommendations to the Board on issues affecting conservation and preservation of California native plants and their habitat. Keep the President informed of all public correspondence needs. Submit minutes of meetings to the President and Recording Secretary.
  - C. Horticulture: Conduct annual plant sale to raise money for the chapter and raise awareness for California native plants. Train members in propagating California native plants. Encourage members to grow them.
  - D. Rare Plants: Maintain a list of all rare plants in the county. Assemble information about those rare plants. Do plant searches as necessary. Communicate with State CNPS Botanist and do surveys as requested.
  - E. Plant Communities: Identify and locate all plant communities in SLO county and create a map. Evaluate coverage, status and need for protection.
  - F. Education/Outreach: Communicate to the public at large by giving talks and maintaining displays at public events; Work with schools, especially grades K-12, on communicating the value of native plants in ecosystems and home gardens. Promote through talks, displays and workshops.
  - G. Invasive Plants: Track plant pest issues affecting the chapter area of interest and retain relationship with County Weed Management Area and similar organizations. Coordinate with other organizations on volunteer work parties.
- Sec. 5 The Chapter Board's Ad Hoc committees, which are temporary and charged with a specific short-term task, may include, but are not limited to:
- A. Nominations: Select a slate of officers for election.
  - B. Awards: (1) Hoover: The committee shall consist of previous Hoover Award recipients who will meet to select a person to receive this annual award. (2) Community: The makeup shall be the same as the Hoover committee. The Committee shall develop criteria for selection of awardees.
  - C. Publications: Prepare and edit publications for printing
  - D. Photography: Maintain a library of photographs of the County's flora on the Chapter website.

#### **Article VIII: INDIVIDUAL CONTRIBUTORS**

Some work of the Board to accomplish the goals of the organization is best fulfilled by Individual Contributors. Individual Contributors are eligible, but not required, to serve on the Board. These positions include, but are not limited to:

- A. Newsletter Editor: Publish and distribute the chapter newsletter known as *The Obispoensis*.
- B. Web Site/Electronic Media: Maintain the Chapter's website and social media to involve and inform members and the general public; Integrate with newsletter and publicity; Distribute announcements regarding chapter events and field trips to media; manage ebooks sales.
- C. Retail Sales Manager: Provide a variety of books, materials and posters for sale.
- D. Wholesale Products Manager: Acquire retail vendors and supply Chapter-published books; maintain distribution/billing accounts and deposit payments; conduct annual inventory. Package and mail hard copy orders. Service Chapter P.O. Box.
- E. Historian: Maintain an orderly history of chapter activities and preserve such records and properties as designated by the Board.
- F. Membership: Maintain chapter membership list, update as needed with Society as a whole.

#### **Article IX: NOMINATION, ELECTION AND INSTALLATION OF OFFICERS**

- Sec. 1 At the first meeting after the summer break (usually October), the Vice-President shall select a group of at least three (3) Chapter members, one of which is a Board member, to serve on the Nomination Committee.
- Sec. 2 The Nomination Committee shall be announced no later than the next-to-last meeting of the year (usually November). The Nomination Committee shall query existing officers and determine upcoming vacancies. Members shall be notified by

newsletter or other means of the opportunity to become an officer. Suggestions for nominations of officers may be submitted to the Nomination Committee by any chapter member.

- Sec. 3 The Nomination Committee shall report its slate of officer nominees at the last general meeting of the calendar year (usually December), at which time Election of Chapter Officers shall be held.
- Sec. 4 At the election of Chapter Officers meeting,-Nominations may also be taken from the floor.
- Sec. 5 The election of any officer shall be by ballot if more than one candidate has been nominated for the office. When there is only one candidate for an office, the election may be by voice vote. A majority vote of members present and voting shall elect.
- Sec. 6 Elected officers shall be installed at the regular meeting in January. The retiring President shall be the installing officer or shall have the authority to select an installing officer.

**Article X: LIMITATION OF AUTHORITY**

In the absence of express authorization of the Chapter Board, no member of the Chapter Board or Chapter member shall have the power to act or bind the Chapter in any manner.

**Article XI: AMENDMENTS**

New Operating Guidelines may be adopted or these Guidelines may be amended by a two-thirds vote of the members present and voting at a regular meeting provided a copy of the proposed revised Guidelines and/or amendment is included in the notice of such meeting and/or in the Chapter newsletter prior to the Action.

**Article XII: PARLIAMENTARY PROCEDURE**

"Robert's Rules of Order, Revised" shall be used as a guide to govern parliamentary procedures during meetings of the Chapter Board.

**Article XIII: PREVIOUS BYLAWS SUPERSEDED**

These Operating Guidelines supersede the Chapter's previous Bylaws and all amendments thereto in their entirety.