

THE HERB SOCIETY OF AMERICA, INC.
_____ (NAME OF UNIT)
GOVERNING RULES (EXAMPLE)

Executive Committee Responsibilities

The executive committee must authorize all expenditures. Vacancies will be filled by the executive committee, until the next regular scheduled election of officers is held.

Duties of Officers

The chair will direct all business of the unit, preside at meetings of the unit, call meetings of the board of directors and be an ex-officio member of all committees, with the exception of the nominating committee. Additionally, the chair will appoint the standing committee chairs and establish special committees as needed.

The vice chair shall assist the unit chair in the performance of the chair's duties and preside at the meetings in the absence of the unit chair. The vice chair shall represent the unit chair at committee meetings when necessary. The vice chair will serve as the program chairperson for the unit.

The treasurer will be the custodian of all monies of the unit, keep the unit chair and the board of directors fully advised of all monetary matters, carry out the prompt discharge of all financial obligations incurred by the action of the board. The treasurer will keep a set of books showing the receipt and disposition of the same.

A correct roster of the unit members' name and addresses will be sent with the unit dues to HSA headquarters, annually upon the unit's renewal date. If at any time during the year, a new member joins a unit, payment of their national dues should be made to HSA headquarters as soon as the new member is accepted into the unit. This will ensure that the new member will promptly receive their membership card and can begin receiving member benefits.

The secretary will record the minutes of the board and unit meetings and maintain records of meetings in writing, for historical and reference purposes. In addition, the secretary will be responsible for all unit correspondence.

Standing Committees

Standing committee chairs can be created to suit the unit's needs and often include newsletter, programs, ways and means (fund raising), horticulture and membership.

Dues

1. All members of the _____ (name of unit) are members of The Herb Society of America.
2. _____ (name of unit) will collect national and local membership dues annually in the month of _____ (specify month).
3. Unit dues will be _____ (specify amount).
4. Membership dues for new members will be pro-rated and based upon the month the new member joins the _____ (name of unit).

Approved June 2009