

**Standing Rules of the Native Plant Society of Texas,  
North Central Chapter, Fort Worth, Texas  
Revised 2017**

**A. In addition to duties in the By-Laws the **Past President...****

1. Assists the President-Elect in facilitating transition from out-going to in-coming Officers.
2. Calls the first Board meeting in January. This meeting is to facilitate transfer of materials and information from out-going officers and committee chairpersons to incoming Officers and Committee Chairpersons and first review of the year's calendar.
3. Consults with the Board, as needed, to maintain continuity.

**B. In addition to duties in the By-Laws the **President...****

1. Calls a Budget and Calendar meeting in late January of the Board.
2. Performs miscellaneous duties related to on-going operation of the Chapter, including, but not limited to, setting meeting agendas, working with the Newsletter Editor and Webmaster, and maintaining a record of the Chapter's interaction and participation with State Society initiatives.
3. Writes a column in the Chapter monthly newsletter.
4. Sends a quarterly email to the membership for the primary purpose of communicating the Chapter's website password for the members-only page.
5. Approves emails sent to the entire membership, excluding the monthly email blast containing the General Membership meeting announcement and Chapter newsletter link.
6. Prepares an annual Chapter report on the form provided by the State Society.

**C. In addition to duties in the By-Laws the **Vice President...****

1. Procures the contracts for meeting room rentals for the Membership and Board meetings.

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2. Writes a summary of the General Membership meeting programs for publication in each monthly Chapter newsletter.
3. Organizes, with the help of the Hospitality Chair, the Annual Holiday meeting.
4. Serves as a member of the Field Trip Committee.

**D.** In addition to duties in the By-Laws the **Secretary...**

1. Records the proceedings of the Board meetings and provide a copy for the website archives to be protected by a password.
2. Records the proceedings of the General Membership meetings and provide a copy for the website and the newsletter each month for members to review for corrections.
3. Posts minutes of General Membership meetings, and Board meetings to Workplace in a timely fashion for review by the Board. Sends corrected minutes of the General Membership meetings to the newsletter for publication. Sends corrected Board minutes to the Website Committee for filing in the password protected members-only area.
4. Prepares any special reports requested by the President.
5. Performs any duties assigned by the President that are in keeping with the office.
6. Is responsible for recording attending members to the Membership meeting only if there is no membership committee to do so.

**E.** In addition to duties in the By-Laws the **Treasurer...**

1. Alerts the Board of any unusual spending.
2. At the Budgetary and Calendar meeting in January informs the Board of how to access and use sales-tax exemption documents.

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**F. Committees:**

**Section 1. Authorized Spending:** Each current Officer and Committee Chairperson is authorized to spend the amounts that are included in the current year's budget as prepared by the Treasurer and approved by the Board at the beginning of the fiscal year in January. A discretionary amount up to \$200 per year may be spent by each Chairperson without Board approval. These expenditures are to be for the sole purposes of the Chapter. All spending receipts should be given to the Treasurer in a timely manner. All spending for the Chapter should reflect that we are a 501(c)(3) non-profit relieving the purchaser of paying sales-tax.

**Section 2. Guidelines and Procedures:** Each Committee Chairperson will develop a Guidelines and Procedures (G&P) document describing the details of the Committee position and work. These documents will be put onto each Committee page in Files on Workplace and should be updated and revised each November by each Committee Chairperson. The title for each G&P begins with "Guideline and Procedures" followed by the Committee name. The G&Ps are subject to review and revision by the Board if necessary.

**Section 3. Communications:** The Chairperson is the Webmaster. The Webmaster keeps the Website updated with current information that will provide members and the public with current activities, educational opportunities and how to be a part of the Chapter. Will maintain the secure members-only section. Will have a Committee of at least three persons who have access to the site and can work to change and update information. Will send an email blast to the membership and other interested parties with the newsletter link and General Membership Program information at least one week and again the Tuesday before the General Membership meetings.

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- Section 4. Demonstration Gardens:** The Garden Leaders report to the Board on the activities and status of the gardens and periodically submit reports to the Chapter newsletter including photos. Gardens need signage saying they are NPSOT-NC Demonstration Gardens. Our 2017 current gardens are the the Southwest Regional Library, Southwest Sub-Courthouse, Molly Hollar Wildscape and the Fielder House Butterfly Garden.
- Section 5. Education:** The Committee promotes the Chapter's mission with various types of education opportunities and coordinates the Native Landscape Certification Program. Writes a summary report after each class for the Chapter newsletter.
- Section 6. Events:** The Events Chairperson maintains a data base of events that the Chapter participates in. The Chairperson coordinates participation in these events. The Committee periodically submit reports to the Chapter newsletter including photos.
- Section 7. Field Trips:** The Field Trip Chairperson plans at least one field trip a year with Chapter Board approval of the location and date. A write up of the event along with pictures should be given to the Chapter newsletter editor in a timely fashion.
- Section 8. Hospitality:** The Chairperson recruits members to bring snacks and drinks to each meeting. The Committee coordinates with the Vice President in planning and organizing the annual Holiday meeting.
- Section 9. Internal Financial Review (IFR) *(not a Standing Committee)***  
The IFR Chairperson, appointed by the President in January, leads a committee of not less than 3 people to a) independently confirm the balance in the North Central Chapter's bank accounts, and b) to review the chapter's financial reports, at least once for each calendar year. The IFR Committee will report its findings at the February Board meeting.

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- Section 10. Membership:** The Membership Committee promotes membership in the chapter, provides a choice of one book out of several to new members, and access to a welcome packet to the new members that includes a copy of the By-Laws and Standing Rules.
- Section 11. Newsletter:** The Newsletter Chairperson is responsible for facilitating the collection of content and publishing a Chapter newsletter, to be published no later than one week prior to the General Membership meeting.
- Section 12. NICE!:** The NICE! Chairperson identifies participating nurseries and assigns them a Chapter Representative. The Chairperson coordinates the necessary educational materials for each plant of the season.
- Section 13. Outreach:** The Chairperson presents information to the Board for evaluation of a donation to be given to candidates whose request aligns with the mission of the NPSOT.
- Section 14. Parliamentarian:** The Parliamentarian serves as the adviser and consultant on procedural matters using the Chapter's By-Laws, Standing Rules, and Roberts Rules of Order.
- Section 15. Plant Sale:** The Chairperson and Committee coordinate the Chapter plant sale(s). A summary report for the Chapter newsletter should be submitted in a timely manner after any sale.
- Section 17. Program:** The Program Chairperson is responsible for coordinating the programs for the General Membership meetings and sending program information to the Chapter newsletter and Webmaster.
- Section 18. Publicity:** The Publicity Committee promotes the meetings, events and activities of the North Central Chapter to the public and other interested groups.

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**G. Social Media:**

Any Social Media representing the Chapter shall have at least three Administrators.

**H. Amendment of Standing Rules:**

The Standing Rules may be amended by two methods: 1) a simple majority vote of the members present and voting at a General Membership or special meeting of the Chapter, provided that the amendment has been announced at a previous meeting and submitted to the membership in writing at least thirty days in advance. Sending via email blast to members and putting on the members-only section of the website is sufficient for written notice. OR 2) The amendment(s) can be announced at a General Membership meeting or special meeting of the Chapter, and changed at that meeting with a 2/3 vote of the members present.