

Kentucky Society of Natural History HISTORY  
P.O. Box 72777 Louisville, Kentucky 40272-0777

AMENDED CONSTITUTION/BY-LAWS OF THE Kentucky Society of Natural History HISTORY

Original issue - April 11, 1981  
Amended October 27, 1984  
Amended October 28, 1989  
Amended September 24, 2005  
Amended April 29, 2007

ARTICLE I - Name and Mission.

The name of the non-profit corporation as stated in the Articles of Incorporation is "The Kentucky Society of Natural History". The mission of the Society as stated in the Articles of Incorporation is:

- A. To promote study and interest in natural history and related branches of science.
- B. To encourage research in the field, in the laboratory, and through books, periodicals, monographs and other literature.
- C. To disseminate knowledge of the phenomena of natural history to the membership and to the general public.
- D. To publish and distribute the results of studies and research in natural history and allied fields.
- E. To conduct educational institutes, lectures, photographic displays, moving pictures, and to use other appropriate means to the end that our natural resources, animate and inanimate, be conserved and that wiser use be made of them for the general good of human society.

ARTICLE II - Policy

- A. The program of the Society shall be an educational program developed through its various state conferences and the chapter meetings and programs or their committees.
- B. Neither the state Society nor its chapters shall enter into the membership of other organizations without approval of the Board of Directors of both the local chapter and the State Society.
- C. The State Society and local chapters may cooperate with other organizations and agencies provided their representatives make no commitments to bind the group they represent without prior approval of the Board of Directors.
- D. The name of the State Society, its chapters, or officers shall not be used in connection with a commercial concern or partisan interest group for other than the regular work of the Society without the special approval of the state Board of Directors.

ARTICLE III – Membership Classes, Voting Rights, Dues and Solicitation

A. Membership Classes and Voting Rights

- 1. Membership in the Kentucky Society of Natural History History (hereinafter referred to as the Society) will be open to all persons or organizations interested in natural history and related branches of science.

2. Regular Membership shall consist of those persons who pay the Regular Membership fee, who desire to cooperate in the work of the Society, and who wish to receive its publications. They are entitled to participate in all the activities of the Society, to vote, and to hold office.
3. Family Membership shall consist of the head or heads of a family and their children under eighteen (18) years of age who live at the same address. All individuals within a Family Membership are entitled to the privileges of Regular Members except they shall collectively receive only one (1) copy of The Kentucky Naturalist News and only one copy of notices of meetings or other information about the activities of the Society.
4. Contributing Membership shall consist of those individuals and families who, because of their benevolence and desire to further the purposes of the Society, wish to contribute annual dues in excess of Single or Family Membership.
5. Student Membership shall include bona fide full-time students. Student Membership may continue as long as the individual satisfies the stated condition. Such members are entitled to all the privileges of Regular Members.
6. Life membership shall consist of those individuals who pay the Life Membership fee. They shall be accorded all the privileges of Regular Members.
7. Honorary membership shall go to those individual who, because of special merit or services to the Society, shall receive complimentary membership for one year. It requires no regular dues and gives no right to vote or hold office. Such members must be elected by the State Board of Directors.
8. Junior Naturalists shall be youth under the age of 13 that regularly attend and participate in Youth Activities at Society conferences. Junior naturalists may be defined as children of a family member and therefore will not pay state dues. This category gives no right to vote or hold office.

B. Dues:

Dues for all categories of voting members shall be the amounts recommended by the state board of directors and agreed upon by membership. Membership dues shall be consistent for all chapters. Dues are payable for the calendar year which shall run from January 1 through December 31. Members who have not paid dues by April 1 shall be deemed not in good standing and the membership shall lapse. It is the responsibility of the member to notify the Secretary or Treasurer of the Society of any address changes

C. Solicitation of Members

1. The Society strongly recommends that a member belong to an affiliated chapter within his or her regional district. However, any member may belong to any local affiliated chapter of his or her choice.
2. Chapters shall not solicit memberships beyond their own regional boundaries.
3. The above guidelines do not apply beyond state boundaries.

## ARTICLE IV - CHAPTERS

- A. The Society shall encourage and aid in the formation and establishment of locally affiliated chapters within the Commonwealth of Kentucky, where there may be groups interested in nature and the related sciences.
- B. A chapter may be formed by four or more persons submitting a signed petition to the Treasurer and then forwarded to the President for presentation to the Board for approval. The petition must be accompanied by a membership roster, list of officers, and payment of state dues.
- C. Each chapter shall elect one member who shall act as its representative on the state Board of Directors. That person may be one who already serves on the Board in another capacity.
- D. Local affiliated chapters shall maintain their own bank records, financial accounts and membership rosters.
- E. A local chapter must continue to meet the following minimum administrative requirements in order to be considered an active chapter of the society: (1) the chapter must have at least two elected officers, preferably a President and Secretary-Treasurer and (2) the chapter must not be delinquent in its payment of dues to the state Society.

The state board of directors may place a chapter that does not meet the above requirements on inactive status, and its members will be converted to at-large members of the Society.

An inactive chapter may be restored to active status when at least four of its members submit a signed request for active status to the state board of directors. Two of these members must be designated as President and Secretary-treasurer.

## ARTICLE V OFFICERS

- A. Kentucky Society of Natural History Officers. Kentucky Society of Natural History officers shall include a President, Immediate Past President, a Vice President, a Secretary, a Treasurer, a Kentucky Naturalist News Editor and webmaster. Officers shall be elected at the fall general meeting and shall serve for two years or until an election can be held. The performance and conduct of any Board Member is subject to review by the Board of Directors.
  - 1. President. The President shall be the chief executive officer of the Kentucky Society of Natural History, shall decide the agenda for and preside at all general membership meetings (in general accordance with Robert's Rules of Order), shall be the official representative of the Kentucky Society of Natural History, shall have general supervision of the affairs of the Kentucky Society of Natural History, shall be an ex officio member of all committees and shall have any other powers as are granted by the Board of Directors or that are proper to the function of the office.
  - 2. Immediate Past President. The Immediate Past President will assist and support the presiding President in performing duties of the office.
  - 3. Vice-President. The Vice-President shall decide the agenda for and preside at all general or other membership meetings in the absence of the President and shall be in charge of arranging programs for the monthly general membership meetings, and shall have any other powers as are granted by the Board of Directors. The Vice-President shall also be responsible for arranging special activities and programs and for recruiting the manpower to carry out these plans. In the event of death or long-term incapacity of the President, the Vice-President shall serve as Acting President until a new President is selected pursuant to Article IV, Section 1, of these By-Laws.

4. Secretary. The Secretary shall maintain copies of the monthly newsletters, shall keep written and electronic minutes of all meetings, shall maintain the official copy of the Kentucky Society of Natural History By-Laws and maintain with such copy an electronic record of all membership and Board meetings, shall have supervision of the current record of the Kentucky Society of Natural History, shall be the official correspondent of the Kentucky Society of Natural History and shall assist the Treasurer in keeping the membership rolls current. The current record shall consist of the minutes of general and Board meetings, monthly newsletters, correspondence, membership lists and special activities information. At the end of the term, all records, except the official copy of the Kentucky Society of Natural History By-Laws and accompanying electronic record, shall be turned over to the new Historian.
  5. Treasurer. The Treasurer shall be the chief financial officer of the Kentucky Society of Natural History, shall be responsible for all monetary assets of the Kentucky Society of Natural History and shall keep a full and accurate record of all financial transactions of the Kentucky Society of Natural History. The Treasurer shall give a monthly report on the current financial status of the Kentucky Society of Natural History and of special fund raising activities. The Treasurer shall keep the membership list current with the help of the Secretary and shall handle all financial correspondence. The Treasurer shall file the Kentucky Society of Natural History Annual Verification Report with the Kentucky Secretary of State no later than June 30 of each year. The Treasurer shall perform any other duties as may be properly required by the President or the Board of Directors.
  6. Kentucky Naturalist News Editor. The Kentucky Naturalist News Editor shall be responsible for editing, publishing and mailing a monthly newsletter which will inform the members regarding Kentucky Society of Natural History and Board activities. The Kentucky Naturalist News Editor shall perform any other duties as may be properly required by the President or Board of Directors.
  7. webmaster. The webmaster shall maintain and update the Kentucky Society of Natural History website.
- B.. General Obligations. Officers and at-large directors shall be responsible for attending Board Meetings and for safeguarding the interests of the Kentucky Society of Natural History. At-large directors shall perform any other duties as may be properly required by the President or the Board of Directors.
  - C. Precedence of Offices. In the absence of the President, responsibility for setting the agenda for, and presiding at, general and special membership meetings and Kentucky Society of Natural History public functions shall devolve to officers in the following order: Vice-President, Secretary, Treasurer, Kentucky Naturalist News Editor and webmaster.
  - D. Removal. Any officer or director may be removed without cause by a majority vote of the membership present at a general membership meeting or by a two-thirds vote of the currently serving members of the Board of Directors.

#### ARTICLE VI: COORDINATORS

The duties of coordinators shall in general be the administration of the Society in accordance with the Articles of Incorporation and By-laws of the Society.

- A. The Environmental Education coordinator shall aid both the Program and Field Trip coordinators in the development of environmental programs for the Society's conferences.

- B. The Field Trip coordinator shall recruit field trip leaders for the Kentucky Society of Natural History Conferences and may work with the program coordinator in the coordination of these field trips.
- C. The Grant coordinator shall distribute biodiversity/natural history grants to students in Kentucky colleges and universities based on the qualifications given to the academic professors of those schools. These qualifications shall also be posted on the Society's website.
- D. The Historian shall maintain and store an archive of the Kentucky Society of Natural History records and to create an organization history based on the archives.
- E. The Hospitality coordinator shall create a friendly atmosphere to our conferences and purchase door prizes to be given away in the Saturday night meeting.
- F. The Program coordinator shall recruit speakers for the Kentucky Society of Natural History conferences and may work with the fieldtrip coordinator in the coordination of these programs
- G. Publicity coordinator shall develop and implement a plan to publicize the Kentucky Society of Natural History both in print and online, distributing brochures to interested parties, suggest marketing strategy to promote the Kentucky Society of Natural History to the Board of Directors and writing press releases and distributing them to newspapers where the Society will be having their conferences
- H. The Naturalist of the Year coordinator shall form a committee to recommend a person that has shown his/her contributions to the natural history mission of the Kentucky Society of Natural History.
- I. Naturalist Photographer shall promote a friendly photographic competition at the Society's conferences.
- J. The Youth Activities coordinator shall develop programs for the youth that attend our conferences and shall present awards to those young people at the Saturday night meeting.
- K. The Board Members at large shall attend the regularly scheduled board meetings and assist the above coordinators as needed.

#### Article VII Quorum and revision of by-laws

- A. At least 20 members shall constitute a quorum at general business meetings of the membership of the Society. Changes, deletions or additions to the by-laws may be made by a vote of at least two-thirds of the members present at the meeting, provided that a written notice of change shall have been sent to the members at least ten days prior to the meeting or published in the current Kentucky Naturalist News sent at least ten days before such meetings.
- B. The President may call a meeting of Board of Directors or a general business meeting at any time, by giving at least five days written notice to all qualified board members and/or the voting membership. The President shall also call a meeting of the Board of Directors upon written petition by three members of the board. A majority vote of members present at a called board meeting shall be valid.

#### ARTICLE VIII - Trust Fund

The trust Fund of KSNH is for the benefit of the Society in helping to preserve and enhance nature and nature education. The Board of Directors shall manage the Trust Fund and approve all expenses there from. The treasurer shall submit the trust fund monies, which are in a separate account, in the regular financial report.