

KONA DAIFUKUJI ORCHID CLUB

October 9, 2013

CONSTITUTION

Article I – Name and Meeting Place

Section 1. The name of this club shall be Kona Daifukuji Orchid Club. Meetings shall be held at the Kona Daifukuji Soto Mission Hall, Honalo, Kona, Hawaii. (The mailing address of the Club is P.O. Box 472, Kealahou, Hawaii 96750-0472.)

Article II – Purpose

Section 1. The purpose of this club shall be:

- a. To learn and foster orchid culture.
- b. To promote fellowship among orchid collectors.

Article III – Membership and Dues

Section 1. Membership shall be anyone interested in growing orchids.

Section 2. Membership fees shall be an INITIATION FEE of \$20.00 plus annual dues of \$20.00.

- a. Annual dues shall be payable by the March meeting. If a new member joins in the last quarter of the year their dues are good for the next year.
- b. Any change of fees shall be determined by the Board of Directors subject to the approval of the general membership.

Section 3. New Members

- a. Anyone interested in becoming a member of the Kona Daifukuji Orchid Club shall fill out a Membership Application form which can be obtained from the Membership Coordinator. Items on the application form and other standardized membership notification forms will be determined by the Membership Coordinator and Approved by a vote of the Board.

- b. The Membership Coordinator shall determine eligibility of new members. A CURRENT copy of the Constitution will be given to each new member along with an invitation to the next club meeting.
- c. All fees are nonrefundable and nontransferable.
- d. All new members shall read the Constitution and agree to abide by these documents.

Section 4. The total **Active Membership** of the club shall be limited to sixty (60) **persons**.

Section 5. **Other Membership Categories** (These following membership categories will not count against the 60 member limit of the Club.)

- a. A member who is in good standing but who is unable to attend meetings regularly may notify his/her group leader and request **inactive status**. The group leader will inform the board for review and approval. Membership dues must be paid and programs and projects be attended whenever possible.
- b. **Honorary Membership** is granted by the board to an individual interested in promoting and helping our club. Honorary Members will not be required to pay dues or attend meetings.
- c. **Retired Charter Member** (RCM) names and addresses will be kept on file and they will receive newsletters. Retired Charter Members will not be required to pay dues or attend Meetings.
- d. Others who live out of the area, pay dues, receive the newsletter and do not necessarily attend meetings will be referred to as **Friends of the Kona Daifukuji Orchid Club**.

Section 6. Any member wishing to resign from the club should notify the Membership Coordinator or their Group Leader.

Article IV – Officers and Directors

Section 1. The Officers and Board of this club shall consist of:

- a. President
- b. Vice-President
- c. Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Group 1 Leader

- h. Assistant Group 1 Leader
- i. Group 2 Leader
- j. Assistant Group 2 Leader
- k. Group 3 Leader
- l. Assistant Group 3 Leader
- m. Immediate Past President
- n. Membership Coordinator

Article V – Election of Officers and Nominating Committee Members

Section 1. The Nominating Committee shall be responsible for the slate of Officers and Directors to be presented no later than a month before the election.

- a. The Nomination Committee will be appointed by the President and will consist of three (3) current Board members appointed in September.
- b. The election of Officers shall be held in the month of November. Nominations shall be sent to the nominating committee no later than the October meeting.
- c. In case of resignation by any Officer, the President shall have the power to appoint a successor with the approval of the Board.

Section 2. Officers shall be elected every year.

Article VI – Duties of Officers

Section 1. **The President**

- a. The President shall preside at all meetings. He/She shall be the spokesperson of the club.
- b. He/She shall appoint special committee chairpersons and create special event and/or temporary committees. *NOTE: A “special event” is an official, optional club happening not occurring at normal membership meetings. Examples are: the annual round-the-island nurseries tour, other nurseries tours, garden visits, and sales booths like the Coffee Festival.*
- c. The President with the Vice-President shall jointly choose the Chairpersons of each of the Standing and Project Committees. They will also have the authority to replace or eliminate Chairpersons or Standing and Project Committees if they are no longer functional. See the current list of Standing and Project Committees under “Article IX, Sections 8 and 10.” *NOTE: A “Project” is an official membership endeavor separated from a general meeting but hosted by the club rather than one of the membership groups. Examples are: the Annual Orchid Show and Sale, the Annual Installation Banquet, an “open house,” or the December holiday meeting.*

Section 2. **The Vice-President**

- a. The Vice-President shall assume the duties of the President in the event of his/her absence or resignation.
- b. The Vice-President shall be the Program Coordinator.
- c. He/She and the President jointly shall appoint a Chairperson for each of the project and standing committees.
- d. He/she will be responsible for maintaining an annual club calendar of meetings, programs and special events. He/she will coordinate with the education and program standing committees to help create the annual calendar.

Section 3. **The Secretary**

- a. The Secretary shall record minutes and maintain other pertinent records.
- b. He/She will be responsible for annually updating or amending (by an addendum) the Constitution based upon changes approved by a 50% +1 vote of the membership throughout the year.
- c. Membership votes for one time actions will be distinguished from changes to the constitution, and will be so noted in the meeting minutes.
- d. Meeting minutes will be filed with club historian.

Section 4. **The Corresponding Secretary**

- a. The corresponding secretary will regularly pick up the mail at the Kealakekua Post Office and distribute it to the appropriate Club Members or Officers.
- b. Writing thank you notes and sending out invitations to the Banquet are also tasks of the Corresponding Secretary.

Section 5. **The Treasurer**

- a. The Treasurer shall receive all monies paid to the club and keep a financial record.
- b. All monies payable by the club shall be paid by check cosigned by the Assistant Treasurer or the President.
- c. Provide semi-annual treasurer's report to the Mission to preserve KDOC's riding non-profit organizational status.
- d. Pays taxes if required, and does accounting to comply with the State of Hawaii General Excise Tax Laws.

- e. Maintain P.O. Box rental.
- f. Maintain liability insurance for the club.

Section 6. **The Assistant Treasurer**

- a. The Assistant Treasurer shall assume the duties of the Treasurer in the event of his/her absence or resignation.
- b. The Assistant Treasurer shall be the Treasurer for each project.
- c. Conduct plant raffles and mini-sales.
- d. Order and distribute supplies ordered by members. Coordinate with the Education Standing Committee.

Section 7. **The Group Leaders (3).** See also Article III, Membership and Dues.

- a. The Group Leaders shall be the liaison officers between the Board and the members.
- b. They will coordinate every third meeting (not counting special activities or projects) by contacting group members to set-up, supply refreshments, clean-up, lock-up and turn off the lights.
- c. They will also collect monies from the group members for activities and dues at the direction of the Treasurer or Assistant Treasurer.
- d. Group leaders are responsible for keeping attendance records for their group. The Group Leaders shall inform the Membership Coordinator if any member misses three or more meetings throughout the year without an approved excuse in advance of the meeting. They will also inform the membership Coordinator if any members have two unapproved absences so that the membership coordinator can send a warning notice.

Section 8. **The Membership Coordinator**

- a. Will maintain and distribute the current list of members.
- b. He/she will maintain the membership at 60 members and keep a first-come-first-served membership waiting list.
- c. Will notify appropriate members by a standardized letter if they have 2 unexcused absences from general meetings and thus risk termination from the club.
- d. The Membership Coordinator will inform appropriate members by a standardized letter (approved by the Board) if they are being removed from the Club for 3 unexcused absences within a calendar year.

- e. The Membership Coordinator will actively promote membership and recommend when special “open house” meetings or other event should be held to recruit more members.
- f. A membership application form shall be maintained and updated as needed by the Membership Coordinator and approved by the Board for each type of membership.

Section 9. **The Past President**

- a. The Past President is a board member to ensure club continuity. He/She ensures any changes made to the current constitution were accurate and that the annually updated or amended constitution was issued to the membership.

Article VII – Meetings

Section 1. Meetings are generally held on the second Wednesday of the month unless adjusted to accommodate available speakers or availability of Mission Hall.

Section 2. The Board of Directors may confer every first Thursday of each month (if needed). Alternatively, the board may confer by email, prior to a general meeting or other convenient time.

- a. Two-thirds (2/3) of the sitting members of the Board shall constitute a quorum.

Section 3. Board and membership meetings shall be conducted according to **Robert’s Rules of Order**.

Article VIII – Amendments

Section 1. The constitution may be amended by a 50% +1 vote of the membership.

Section 2. Membership actions which do not change the Constitution may be passed by a simple majority vote.

Article IX. -- Other Club Policies

Section 1. Invited Guest(s) of the Club

- a. Members from other societies or clubs will be invited to the periodic “Open House” meetings.

- b. Spouses and friends of members will be invited to the periodic “Open House” meeting.
- c. Resource individuals approved by the Board who can contribute to the betterment of the club especially if they can present a program will be invited.
- d. Hospitality consists of paid dinners and/or lodging for the Guest(s). Our club sponsor and spouse will be reimbursed for dinner when they accompany guest(s).

Section 2. Prospective Members

- a. A prospective member’s name shall be referred to and maintained by the Membership Coordinator. Upon a vacancy in the club the Membership Coordinator shall send out an invitation. An “inactive membership” may be considered for those waiting for an “active membership” slot. Upon receipt of the completed application the Membership Coordinator will notify the applicant of his/her acceptance and assignment to the vacant slot in the appropriate Group.

Section 3. Member Participation in Projects

- a. Participation of each member is encouraged for all projects.
- b. There will be a maximum of \$10.00 for a required activity per member per session. The price will vary depending on the activity, but will not exceed the maximum cost.
- c. Members may purchase more than one item per session if there is an excess available. Example: Mini Sale and after Show plants, etc.
- d. It is the responsibility of each member to arrange to pick up any items to which they may be entitled. Example: compots, orchid supplies, etc.
- e. In the event of a plant project members not present do qualify for plants.
- f. No items will be kept in storage for any member!

Section 4. Miscellaneous

- a. There is no limit on plants offered for sale by any member at the monthly meetings.
- b. The number of plants displayed by club members is not limited.
- c. A paid dinner for only out-going Officers and Directors may be held in January before the annual banquet. The board may vote in any particular year to have this meeting or not.

- d. A \$25.00 monetary gift shall be given in behalf of the Kona Daifukuji Orchid Club in the event of a deceased member.
- e. A transition meeting with the old and new Board members will be held at the December Board meeting if needed.
- f. The top 10 members bringing the most plants for “Show and Tell” in one year will be qualified to be “Orchid Mentors.” Group leaders will jointly pick and inform those qualified. Those qualified who wish to be recognized should notify the Chairperson of Annual Installation Banquet committee. The honor will be permanent once granted to any member.

Section 5. Payment by the Club

- a. Committee Chairs of annual projects will buy all supplies needed for such function. (Do not use normal club supplies except for the coffee maker).
- b. Bills are to be presented to the Treasurer no later than the next general meeting following any events. Do not have suppliers send bills later.
- c. Treasurer of annual events shall pay all bills within one week.
- d. Standardized payments can be made without Board approval:
 - 1. Member speakers receive a \$50.00 honorarium.
 - 2. East Side Island non-member speakers get an honorarium of \$150.00 and paid hotel.
 - 3. West Side Island non-member speakers get an honorarium of \$100.00.
 - 4. Off Island speakers get a \$150.00 honorarium plus accommodations and/or airfare as negotiated by the Board on a case by case basis.

Section 6. Membership Responsibility

- a. All members shall be required to notify their Group Leaders by phone, email or in person prior to meetings whenever one is to be absent.
- b. The group responsible for the monthly meeting should:
 - 1. Arrive no later than ½ hour prior to the meeting for set-up.
 - 2. Bring refreshments, setup room, clean-up, haul away trash, lock the hall, and turn out the lights.

Section 7. Responsibilities of **Project Chairpersons.**

- a. The chairpersons will host “projects” (instead of regular meetings which are hosted by Group Leaders). They will coordinate with and utilize available Standing Committees and create other work groups as needed.

- b. The committees help distribute the workload necessary to keep the club operating smoothly at the least effort of all members collectively.
- c. They are responsible for coordinating their Projects with the President and Vice President to avoid inconsistencies with other schedules and policies.
- d. Project chairpersons may serve as Project Chairpersons or members simultaneously with their other club responsibilities and positions.

Section 8. Project Committees.

a. **Annual Show and Sales.**

- 1. Coordinate with and utilize all applicable Standing Committees.
- 2. Set up and coordinate additional work groups as needed, to set-up, run and tear down the show. Designs and themes require general membership approval.
- 3. Coordinate in advance of expenditures with appropriate Board members for funds and approvals. The board will recommend approval of the show budget to be voted on by the membership.
- 4. Reserve the site with the Mission for the Show and Sales dates in December of the preceding year.

b. **Installation Banquet.**

- 1. Plans meeting in lieu of a normal monthly meeting in January and coordinates with all board members and available Standing Committees.
- 2. Reserve the hall for the January Banquet in October or earlier.
- 3. Request assistance of club members as needed.

c. **Membership Open House.**

- 1. Plans meeting in lieu of a normal monthly meeting as needed. Coordinates with all board members and available Standing Committees.
- 2. Normally conducted on a meeting night but not hosted by Group Leaders. Everyone brings refreshments or they are contracted out.
- 3. Invitations are sent out in advance to spouses and other non-members. The goal is to recruit membership when the current membership drops below 60.

Section 9. Responsibilities of **Standing Committees Chairpersons.**

- a. Committees help distribute the workload necessary to keep the club operating smoothly at the least effort of all members collectively. Many Standing Committees assist Club Officers as backups and mentors.
- b. All committee chairs are responsible for coordinating their proposed activities or actions with the President and/or the Vice President to avoid inconsistencies with other schedules and policies.
- c. Club members may serve as committee chairpersons or members simultaneously with their other club responsibilities and positions.
- d. Committee chairpersons may handle the standing committees by themselves or solicit additional members as they choose. They should match the size of the individual committees with the tasks at hand. There are no limits on the size of standing committees.

Section 10. **Standing Committees** and their functions include:

a. **Aloha.**

1. Give a minimum of a \$20.00 orchid plant on behalf of the Kona Daifukuji Orchid Club in the event of any member requiring hospitalization exceeding two (2) or more days.
2. Responsible for getting leis for guests at events like the annual banquet and getting reimbursed by the Treasurer.

b. **American Orchid Society Liaison.**

1. Help the Chairperson function as the liaison between the Kona Daifukuji Orchid Club and the American Orchid Society (AOS).
2. Monitors and reports on (contribution to the Newsletter) interesting and relevant items from the AOS and their magazine.
3. The chairperson will receive a KDOC paid subscription to the magazine.
4. Encourage members to join and be active in AOS.

c. **Education.**

1. Share exceptional videos, slides, books, articles or web sites pertaining to orchids.
2. Search for articles or scientific papers which could be included in the Club newsletter.
3. Research the latest in orchid growing supplies. Order and distribute supplies requested by members.

4. Share interesting ideas with the V.P. and Program chairperson for possible additions to the program.
- d. **Food.**
1. Coordinate the acquisition and distribution of refreshments at projects.
 2. Coordinate with the Kitchen Supply Committee, Annual Show Committee and Initiation Banquet Committee and Vice President as needed.
- e. **History.**
1. Prepare a narrative account of the activities of the club during the Chairperson's term of office. This narrative, when approved by the club, will become a part of the club's history. Distribute a summary in the newsletter.
 2. Be responsible for maintaining the records and/or collections which are pertinent to the history of the club.
 3. Help the membership understand and appreciate the individuals and events which shaped this club and the development of orchid culture in Hawaii.
 4. Make historical materials available to the membership.
- f. **Kitchen Supplies.**
1. Purchase and have available all the miscellaneous supplies for our monthly meetings. Example: plates, cups, tea, napkins, etc.
- g. **Membership.**
1. Help the Membership Coordinator evolve the membership categories as needed.
 2. Evaluate satisfaction of membership with Club policies and operations.
 3. Help the Membership Coordinator deliver services to members is a function of this committee.
- h. **Newsletter.**
1. Help the Editor with acquiring contributions, editing, design, and assembly of the newsletter "Orchids in Paradise."
 2. Obtain expenses and budget in advance, from the Board.
 3. Help Editor distribute the Newsletter by e-mail to those who have internet access and by "snail" mail to those who do not. Any change in method of distribution is determined by the editor. Input on contributions due to the editor two weeks before the next meeting.

4. Provide photos for the newsletter when possible.
 5. Provide summary of Meeting Speaker's presentation.
 6. Contribute great recipes as a side line of the Newsletter.
- i. **Orchidist of the Year Selection.**
1. Manage closed ballot selection of the Club member who best contributes to the purpose of the Club "to learn and foster orchid culture" and "to promote fellowship among orchid collectors."
 2. Appropriately award the winner with a plant.
- j. **Programs.**
1. Search for guest speakers and activities to help the Vice President coordinate a program for each month and a calendar in advance for the year. Always define ten months' worth of programs ahead so that there is not a gap in programs or calendars between years.
 2. Visit other clubs, universities and nurseries as needed for information and program exchanges.
 3. Order and distribute orchid growing supplies ordered by the members. Coordinate with the Assistant Treasurer.
 4. Define programs for the range of interests and abilities of members.
 5. Help arrange logistics (lodging, meals, honorarium, expenses etc.) for presenters from other than the west side of the Big Island.
- k. **Publicity.**
1. Issue press releases created with the presidents' approval for statewide media distributions.
 2. Press releases should be issued to publicize events and/or garner membership.
 3. Explore and document the feasibility of using social media and/or a web site to publicize the club's mission and activities and implement them with club's approval.
 4. Help Membership Coordinator outreach to non-club members to maintain active club membership level of 60.
 5. Organize & staff booths at community events to garner public awareness.
 6. Place and purchase any advertisements in media as need.
- l. **Tours.**
1. Define the Annual, Saturday "Round the Island Tour." Research and select the nurseries to be included in the tour. Rotate nurseries for different years to keep the tour diverse and

interesting. Coordinate with the Publicity, Newsletter, and Programs Standing Committees. Present options to the membership for selection.

2. Write descriptions and schedules of the activities for the newsletter.
3. Plan other shorter tours to nurseries and gardens. Use lotteries to limit attendance, if necessary, to accommodate smaller facilities.

ADDENDUM: AMENDMENTS TO THE CONSTITUTION

Amendment to Article V, Section 1, Part a:

The Nominating Committee will consist of one (1) member from each Group, selected in September (amended September 12, 2012).

Amendment to Article IX, Section 4, Part d:

In the event of a deceased member, a \$50.00 monetary gift shall be donated, in the member's name, to the American Orchid Society (AOS) on behalf of the Kona Daifukuji Orchid Club (amended October 9, 2013).