1. Meetings:
   a. Meetings shall be conducted in accordance with Robert’s Rules of Order.
   b. Meeting may include field trips, special speaker arrangements, discussions, workshops, or plant sales.
   c. Meetings shall be open to the general public.

2. Officer Duties:
   a. The Chairperson shall:
      i. Preside at Executive Board Meeting and General Meeting.
      ii. Appoint Standing Committees, and Chairpersons of Special Committees.
      iii. Appoint a Nominating Committee in May that consists of two (2) persons plus the Past President.
      iv. Serve on the Nominating Committee after completion of term in office.
      v. Assist in the audit of the Treasurer’s books or appoint an alternate to fulfill that function.
      vi. Send NARGS Executive Secretary the name of the officers of the Chapter upon their election.
      vii. Reply to correspondence directed to Chapter

   b. Vice Chairperson:
      i. Shall conduct the business of the Chapter in the absence of the Chairperson
      ii. Shall fill the position of the Program Committee Chair

   c. Secretary:
      i. Record the minutes of the Executive Board and General Meetings.
      ii. Read the minutes of the most recent Executive Board meeting and General Membership meetings upon request.
      iii. Send NARGS Executive Secretary in April an account of
ARGS activities during the past year for the purposes of a report to NARGS Annual Meeting

d. Treasurer:
   i. Collect and deposit all monies due the Chapter
   ii. Pay all bills incurred by the Chapter
   iii. Keep a ledger with proper breakdown of receipts and disbursements.
   iv. Read Treasurer's Report at Executive Board and General Membership meeting upon request.
   v. Obtain a signature card from the Bank before new officers assume their duties
   vi. Audit the ledger with an appointed member of the Executive Board and submit a financial report to the Executive Board as requested.
   vii. File appropriate Income Tax forms annually as required by IRS and/or State regulations.

3. Duties of Appointed Committees:
   a. Vice Chairperson:
      i. Make arrangements for programs and field trips and keep the Chairperson and Newsletter Editor informed of details of such events
      ii. Acknowledge presentations of guest speakers with a card or gift as determined by the Executive Board.
   b. Newsletter and The Crevice Editor and Website Coordinator:
      i. Produce and distribute timely Newsletters to inform all members of upcoming activities.
      ii. Maintain and keep the Website updated with information provided by the Executive Board and Committee Chairpersons.
      iii. Include the ARGS Newsletter and The Crevice in the 'PUBLIC' section of ARGS website
   c. Membership Committee:
      i. Provide Newsletter Editor with current list of members to include mailing and email addresses.
ii. Shall send current newsletters and pertinent info to new members.


d. Committees:

1. Program - Active
2. Newsletter / The Crevice Editor - Active
3. Website Coordinator - Active
4. Membership - Active
5. Elections - Active
6. Seed Exchange - Active
7. Library - Active
8. Sunshine - Active
9. Awards - Active


e. Amendments:

i. These By-Laws may be amended by a 2/3rd affirmative vote of all members present at a General Membership meeting, provided that the proposed amendments have been presented in writing and read at a previous General Membership meeting.

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