



GNSI Northwest

Guild of Natural Science Illustrators Northwest Chapter

Constitution and Bylaws

Constitution

Article I - Name

1.1. The name of this organization is the Guild of Natural Science Illustrators (GNSI) —Northwest Chapter hereinafter referred to as GNSI-NW; it is a subordinate of a central international organization hereinafter referred to as the Guild of Natural Science Illustrators, Incorporated (GNSI, Inc.) and operates in compliance with its Constitution and Bylaws.

Article II - Objectives

2.1. GNSI-NW is a non-profit organization of persons employed or involved partly or wholly in the field of scientific art and/or illustration, having the desire to maintain and further the profession through increased communication of those involved, to encourage and assist others with the desire and capabilities to enter the profession, to promote better understanding of the profession by the general public and those persons requiring scientific art and/or illustration services, and to increase the respect for the profession through encouraging high standards of competence and ethics, and to promote the purposes of the GNSI, Inc.

Article III - Membership

3.1. A minimum of five GNSI, Inc. members is needed to form and maintain a chapter. Membership shall consist of those persons or organizations having an appreciation of and a genuine interest in furthering the objectives of illustration for the natural sciences.

3.2. Regular membership shall consist of those persons earning or who have earned their living, wholly or in part, through the drawing of scientific art and/or illustrations. In addition they are members in good standing of the Guild. All Regular members in good standing have the right to vote, and are eligible to hold office. Qualified applicants may become regular members upon approval of application submitted in writing to the GNSI-NW and full payment of dues.

3.3. Associate membership shall consist of those person or organizations who do not meet the qualifications of Regular membership. They are not eligible for office. Any person or organization may become an

associate member upon approval of application submitted in writing to the GNSI-NW, and full payment of dues.

3.4. Annual dues shall be paid prior to January 1st in the amount and procedure as determined by the Executive Committee, herein defined as the elected officers of this chapter, and upon full notification of those members concerned.

3.5. All members will be sent two dues notices. A first notice shall be sent out in November for the following year. On January 1st a second reminder will be sent stating that membership dues are now past due. This message will note that members have two weeks to pay and will be dropped from the roll if not paid by January 14th. No further reminders shall be given. All rights, privileges, and interest of a member in or to the GNSI-NW shall cease on the termination of membership. Such persons will be reinstated upon payment of delinquent dues. The Executive Committee, for reasons it deems appropriate, may waive or reduce the annual dues of any member except themselves, or all members.

Article IV - Amendments to the Constitution

4.1. Adoption of amendments to this Constitution shall require previous notice by mail or email, be listed separately, and require a two-thirds affirmative vote on each individual amendment change in person, by mail or by email of the entire membership entitled to vote. Any member who does not return his ballot within a reasonable amount of time as determined by the Chapter Executive Committee shall be considered as a positive vote.

4.2. Any GNSI-NW member in good standing may propose, in writing, an amendment to the Constitution to the Chapter Executive Committee. If approved by the majority of the full committee, the proposal shall be submitted by mail or email to each voting member for vote.

4.3. Any member in good standing may propose, in writing, an amendment to the Constitution by petition signed by one third of the membership without approval of the Executive Committee. The proposal shall be submitted by email to each voting member for vote.

4.4. Every time amendments are made to this Constitution by the Chapter Executive Committee, they will be submitted to the GNSI, Inc. Executive Board for reviewing. Only upon approval of the Constitution by the GNSI, Inc. Board of Directors shall the Constitution be formally adopted.

4.5. Notice is made herewith that with the formal adoption of this Constitution, all previous Constitutions, motions of record, rules and regulations in conflict with this Constitution are repealed.

By-Laws

Article I – Officers and Non-Elected Positions

1.1. Elected Officers (Two year term)

- a. The elected officers of the GNSI-NW are the President, Treasurer, and Secretary. This unit shall constitute the Chapter Executive Committee and shall appoint such committees as they deem necessary.
- b. President shall be Chairperson of the Executive Committee, shall preside at meetings of the GNSI-NW and shall have the powers and duties usually appertaining to such office with the exception of those assigned by this Constitution to the Executive Committee. The President shall also maintain digital records for the GNSI-NW.
- c. Treasurer shall be responsible for the funds of the GNSI-NW, issue and pay bills which have received the approval of the Executive Committee, maintain a bank account in the name of and to the credit of the GNSI-NW, report annually to the members including a detailed account of activities funded through GNSI, Inc., and shall keep complete records of the business of the GNSI-NW so that the financial conditions of the GNSI-NW may at all times be readily ascertained therefrom. The account shall be subject to annual audit if so desired by the Chapter Executive Committee. Treasurer shall prepare an annual financial report to be made available to the GNSI, Inc.
- d. The Secretary shall keep the minutes and a summary of the minutes of all GNSI-NW meetings and is responsible for reporting this information to all members. The Secretary will handle all correspondence at the direction of the Chapter Executive Committee and shall prepare an annual report to be made available to the GNSI, Inc.
- e. All officers shall be invested with such powers and duties as is necessary to carry out their responsibilities. Changes to their duties and responsibilities may be made at any time by the Chapter Executive Committee.
- f. In case of absence or disability of the President, the succession of officers to act as President until a new election can be held is as follows: Treasurer, Secretary.

1.2. Non-Elected Positions

- a. Non-elected position holders are invited to Chapter Executive Committee meetings but are not entitled to vote. Non-elected positions may include Membership Secretary, Newsletter Editor, Website Manager, Program Manager, Exhibit Manager, Historian, Photographer, and Snack Czar. All members are eligible to volunteer for hold non-elected positions.
- b. Membership Secretary shall be responsible for all membership activities to include maintenance of the GNSI-NW P.O. Box, membership mail/information/email lists and updates, and is responsible for membership reminders and inquiries as necessary. The Membership Secretary also keeps tabs on recruitment opportunities.
- c. The Newsletter Editor shall be responsible for coordination of GNSI-NW Executive Committee Policy information distributed in the GNSI-NW Newsletter. The Editor shall also be responsible for editing and production of the newsletter.
- d. The Website Manager shall be responsible for organizing and maintaining the GNSI-NW website and social media.

- e. The Program Manager shall be responsible for coordinating GNSI-NW programming including workshops, meetings, and other programming.
- f. The Exhibit Manager shall be responsible for seeking out exhibition opportunities and shall oversee exhibits, including acting as head of an exhibit committee in the case of large exhibits.
- g. The Historian shall maintain hardcopy records of GNSI-NW events, publications and all other information relevant to the organization's history.
- h. The Snack Czar shall work with the Program Manager and shall arrange for refreshments at GNSI-NW events.
- i. The Photographer shall attend and document GNSI-NW events.
- j. All non-elected position holders shall be invested with such powers and duties as is necessary to carry out their responsibilities. Changes to their duties and responsibilities may be made at any time by the Chapter Executive Committee.

Article II - Executive Committee

- 2.1. The Chapter Executive Committee shall be composed of all elected officers of the GNSI-NW. The Chapter Executive Committee shall be the governing body of the GNSI-NW and vested with authority and responsibilities as stated in this Constitution and By-laws to achieve the goals and purposes of the GNSI-NW as set forth in Article II of the Constitution.
- 2.2. The Chapter Executive Committee, in exercising its authority and carrying out its responsibilities, shall make its decisions based on a majority vote of those officers present at Chapter Executive Committee meetings. In addition, the President may poll all the members of the Chapter Executive Committee when a vote is required. Any member officer who cannot be present or contacted shall be notified and afforded the opportunity to vote. Any verbal poll can be verified in writing. Action taken by a majority vote of the Chapter Executive Committee except as otherwise provided in these By-Laws. GNSI-NW members shall be made fully aware of all decisions and actions of the Committee. No one person shall act or speak for the Executive Committee unless previously appointed to do so.
- 2.3. Executive Committee meetings shall be held quarterly. Emergency meetings can be called at any time for any reason pertinent to the business of the GNSI-NW by the President at the request of any Officer or Executive Committee Member by giving due notice to all Committee members. Any other member or non-member may be invited to attend an Executive Committee meeting, but may not participate unless requested to do so by the Executive Committee. These persons shall not vote along with the Executive Committee. A quorum shall consist of a minimum of two officers.
- 2.4. The Executive Committee shall be responsible for notifying members and performing other legal matters in the event of the dissolution of the GNSI-NW as an operating organization. All funds remaining in the GNSI-NW treasury shall be dispersed as determined by the Chapter Executive Committee in compliance with the rules and regulations governing non-profit organizations, GNSI, Inc., and GNSI-NW.
- 2.5. GNSI-NW shall have the annual right to petition GNSI, Inc. for monies for educational purposes. The amount of money made available is determined on an annual basis by the GNSI, Inc. Board of Directors. These funds will be awarded upon approval of an educational funding application and dispersed by the Board of Directors.

Article III - Election of Officers

- 3.1. All officers shall be elected by ballot with an affirmative majority of votes cast by the voting members electing the officer. Such elections shall be held in November once every two years for a term starting January 1st of the following year. The Chapter Executive Committee shall, before each election, review the distribution of the membership of the GNSI-NW in order to apportion the representation of the membership to the Chapter Executive Committee.
- 3.2. In determining names to be placed on the ballot, the Chapter Executive Committee shall receive the names of nominees submitted in writing or nominated at an official GNSI-NW meeting. The nominees must be notified and must accept nomination before being added to the ballot. The Chapter Executive

