



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—Northwest Chapter hereinafter referred to as GNSI-NW and is subordinate of a central national organization called the Guild of Natural Science Illustrators, Inc., hereinafter referred to as the Guild.

Article II - Objectives

- 2.1. GNSI-NW is a non-profit organization of persons employed 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.

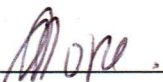
Article III - Membership

- 3.1. The membership of GNSI-NW shall consist of Regular and Associate members.
- 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. All Associate members in good standing shall have the right to vote. They are not eligible for office. This restriction may be waived upon nomination by vote of the membership of GNSI-NW. 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. Regular annual dues shall be paid prior to January 1st in the amount and procedure as determined by the Executive Committee and upon full notification of those members concerned. Members having paid said annual dues shall be in good standing and shall receive all newsletters produced during the membership term of one year.
- 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 electronic means and a two-thirds affirmative vote in person 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 executive Committee shall be considered as a positive vote.
- 4.2. Any member in good standing may propose, in writing, an amendment to the Constitution to the Executive Committee. If approved by the majority of the full committee, the proposal shall be submitted by 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. 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.



President Susan Pope



Vice President Michelle Poston

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, Vice President, Treasurer, Secretary, Membership Secretary, Newsletter Editor, Website Manager, Program Manager and Exhibit Manager.
- 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. Vice President shall act in place of the President when absent, be Vice Chairperson of the Executive Committee, shall become President in the event of the resignation or disability of the President, and shall assist the President in the performance of presidential duties. The Vice President shall coordinate the quarterly executive meetings.
- d. 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, and shall keep complete digital and hardcopy 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 Executive Committee.
- e. 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.
- f. The Editor of the Newsletter 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.
- g. 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.
- h. The Website Manager shall be responsible for organizing and maintaining the GNSI-NW website.
- i. The Program Manager shall be responsible for coordinating GNSI-NW programming including all workshops, meetings, and other programming.

- j. 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.
- k. 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 Executive Committee.

1.2. Non-Elected Positions

- a. Non-elected positions include Historian, Photographer, and Food Coordinator. Both Regular and Associate members are eligible to hold non-elected positions.
- b. The Historian shall maintain hardcopy records of GNSI-NW events, publications and all other information relevant to the organization's history.
- c. The Food Coordinator shall work with the Program Manager and shall arrange for refreshments at GNSI-NW events.
- d. The Photographer shall attend and document GNSI-NW events.
- e. 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 Executive Committee.

Article II - Executive Committee

- 2.1. The Executive Committee shall be composed of all elected officers of the GNSI-NW. The 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 Executive Committee, in exercising its authority and carrying out its responsibilities, shall make its decisions based on a majority vote of those present at executive committee meetings. In addition, the President may poll all the members of the executive committee when a vote is required. Any member 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 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. Three Committee members shall constitute a quorum of the Executive Committee.

- 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 Executive Committee in compliance with the rules and regulations governing non-profit organizations.

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 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 Executive Committee.
- 3.2. In determining names to be placed on the ballot, the 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 Executive Committee will place on the ballot in alphabetical order those names proposed for each office of the GNSI-NW and for each position of the Executive Committee. The membership may write in a preferred or additional choice if they so wish.
- 3.3. Ballots shall be sent to all voting members with instructions for casting of ballots by email or in person. Ballots must be received by midnight fourteen days after the ballots are sent. Votes will be counted and election results will be sent to the members.
- 3.4. Vacancies in any office may be filled for the balance of the term thereof by the Executive Committee at any regular or Executive Committee meeting.

Article IV - Meetings

- 4.1. Regular meetings of the GNSI-NW membership shall be held at least 3 times and up to 6 times from January to December. Notice of time, place, and prospective program shall be distributed by the Program Manager to the membership body.
- 4.2. All meetings of the GNSI-NW shall be governed by the Parliamentary rules and usages contained in the then current edition of Roberts' Rules of Order.

Article V - Amendments of the By-Laws


- 5.1. The Executive Committee shall provide by-laws governing the activities, policies and administration of the GNSI-NW. A By-Law shall become effective following a favorable majority vote of the full Executive Committee.

5.2. Any By-Law so put into effect may be rescinded by the same process – after approval and entry of deletion is made giving reference to the number of the By-Law and its entry date. Any member in good standing may propose an amendment to the By-Laws to the Executive Committee. Approval shall be as provided in Article 5.1.

5.3. Notice must be given to the full membership of each By-Law entered or deleted.



President Susan Pope



Vice President Michelle Poston

This Constitution and By-Laws were adopted in March 2015.