

Membership Guidelines, Rules and Procedures

I. Related to Membership

Any person showing special interest in growing, using or studying herbs may apply for membership in the Unit.

Membership is limited to 125 active members. (Voted June 1996)
Additionally, joint members count as two members. (Voted Fall 1991)

A. *Membership categories and requirements*

- Active

An active member shall support the endeavors of the Unit during the fiscal year. He/she must:

- Be willing to hold office and/or serve on committee(s).
- Attend a minimum of three meetings.
- Participate in the preparation of one major event.
- Participate on-site in one major event.
- Help in the planning and/or maintenance of any Unit-sponsored herb garden for at least five hours.

- The first calendar year of membership serves as an orientation to the Unit and its purpose. First year members must meet active member criteria but may not serve as an officer or committee chair.

- Sustaining

A member in good standing for three years or more who is unable to meet full requirements for active membership may apply to the members of the board for sustaining membership. A sustaining member is encouraged to participate in unit endeavors as they are able, but may not hold office or vote.

- Affiliate

An active HSA member (unit or member at large) may become an affiliate member of the unit.

- Dues for an affiliate member will be the same as local dues for an active member.
- The affiliate member is not required to meet the full responsibilities of an active member of the South Texas Unit, may not vote or hold office.
- The affiliate member is encouraged to participate in unit endeavors as they are able.

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- **Honorary:**

Any member who, in the opinion of the board, has rendered special services to the unit or contributed substantially to the advancements of knowledge and use of herbs is eligible for honorary membership. Such special honor will be conferred at the discretion of the board and will not exceed five members at any one time. An honorary member is exempt from fees and may not vote. The unit will pay The Herb Society of America fees for honorary members.

B. Application for membership

- Using the standard unit form, a membership application may be submitted to the membership chair after attending three unit meetings and volunteering in a unit sponsored garden for a minimum of two hours. These activities must fall within a period of 12 consecutive months.
- If all pre-requirements have been met, the membership chair will present the application to the board. The board will accept, reject or hold for further consideration any application that does not fully comply with the requirements for membership in the unit.
- Newly elected members must pay their annual fees within two months after being notified of their election. Failure to pay annual fees renders the membership void unless an extension of time is granted by the board.

C. Maintenance of membership

- If membership requirements cannot be met, a written request for waiver of such requirements must be submitted to the Membership Committee by April 1.
- The five hour gardening requirement may be met by:
 - Working in any unit approved garden: planting, weeding, harvesting, taking harvested materials to process (dry, etc.), taking slips from garden plants for propagating.
 - Helping prepare garden plan to be relabeled and Xeroxed seasonally for distribution at the Hermann Park Garden Center.
 - Giving a talk at the Garden Workshops about a plant or plant family.
 - Drawing up plans for new garden beds at the Fragrant Garden, designing layout of experimental section of Fragrant Garden.
 - Preparing research articles about herbs for printing in the Unit newsletter.

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- Other ideas may be presented to the Executive Board for approval as gardening hours.

D. Membership fees

- Membership fees will be assessed annually. The assessment date shall be announced in the newsletter. Fees are due within one month and then shall be considered delinquent. Following a two-week delinquent period membership rolls shall be purged.
- Life members and affiliate members pay only local dues. National dues for honorary members are paid by the local unit.
- Anyone accepting membership and qualifying in the last quarter of the assessment period shall be exempt from fees for that year.

Active-Single	\$67.50	\$12.50 local	\$55.00 national
Active Joint	\$98.75	\$18.75 local	\$80.00 national
Sustaining-Single	\$80.00	\$25.00 local	\$55.00 national
Sustaining-Joint	\$117.50	\$37.50 local	\$80.00 national

The following motions are those relating to perpetual actions. Motions that were made for a specific, time-locked purpose (and thus, have expired) are not included in this listing. Those motions are contained in board and/or Unit meeting minutes and in previous membership directories contained within the Unit's archival collection.

II. Pertaining to Executive Board Actions

- A. The board adopted comprehensive Financial Policies and Procedures October 5, 2016. This document incorporates all board and Unit motions relating to unit finances. Any active Unit member may request a copy of this document from the treasurer or unit chair. Additionally the South Texas Unit operating manual may be requested through the secretary or Unit chair.
- B. A newsletter subscription is available at the rate of \$10 per year.
- C. The full name of the unit (The Herb Society of America, South Texas Unit) appears on all unit publications and in publicity for unit activities, in order to be covered by the national insurance policy.
- D. Meeting / Event Handouts
 - Individuals' handouts should not use the unit's name in a way that implies endorsement or review of the handout by the unit.
 - The unit name may be included to note where / when the presentation was given. For example, "The Naming of Herbs, Jane Doe, Presented to The Herb Society of America, South Texas Unit, Jan 1, 2022".

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- Materials may not serve as advertising or solicitation for a specific business or service. The company name may be included in the author section of the handout.
 - Handouts should include The Society's medicinal disclaimer, as appropriate.
- E. Rename our scholarship fund in memory of Madalene Hill. The new name is: The Herb Society of America South Texas Unit Madalene Hill Scholarship. (Voted May 2009)

III. Pertaining to South Texas Unit Motions

- A. Members must bring their own plate and service to the evening meeting. (Voted July 1992)
- B. If the Unit chair is unable to attend the HSA national meeting, the Vice-Chair, Treasurer, Secretary, or if no officer can attend, a person appointed by the Board could represent the Unit at the meeting. (Sept. 2018)
- C. \$15,000 for a bench bearing the chapter name in perpetuity located in the McGovern Centennial Gardens. (May 2019)
- D. \$5,000 total pledge (\$1,000 per year for 5 years) to the McAshan Gardens at Round Top. (May 2018)
- E. \$25,000 total pledge (\$5,000 per year for 5 years) to the National Herb Garden of the HSA, earmarked for the garden intern. (May 2018)