

OPERATING MANUAL
The Herb Society of America, South Texas Unit
Version January 24, 2013

OFFICERS OF THE BOARD

Duties and Responsibilities Common to All Officers

Annually all officers compile a written summary of their activities and submit the reports to the unit secretary prior to the unit's annual meeting. Officers present a brief oral summary of this report at the unit's annual meeting.

Unit Chair

The unit chair serves as the presiding officer of the unit as well as of the corporation board. The unit chair follows the general office functions as described by Robert's Rules of Order. Additionally the unit chair:

- Conducts the business portion of the evening section and if present, any business presented to the day section
- Presides at unit board at least once every quarter.
- Presides over the unit's annual meeting (to be held between April 1 and July 1)
- Appoints standing committee chairs (e.g., day section, development, education, garden, membership and publications) to hold office during the chair's term in office
- Appoints special committee chairs (e.g. Herb Fair, Herb Day) and ad-hoc committees to conduct specific projects
- Submits a "Chairman's Corner" column for inclusion in each monthly newsletter
- Sits in an *ex officio* capacity on all unit committees except the nominating committee
- Attends HSA's EdCon and Annual Meeting of Members (at the unit's expense) as the unit representative
- Keeps abreast of HSA initiatives and issues, and communicates them to the members of the unit
- Serves as a member of the board for the two years immediately following retirement and chairs the nominating committee during that time period
- With the treasurer / membership chair, sends two copies of the Unit's Annual Reports to Headquarters by July (one copy for the Library and one copy for Archives)
- Submits a column for inclusion in the district newsletter
- Submits calendar of events to HSA headquarters
- With the assistance of the vice chair and/or secretary, corresponds with the public on behalf of the unit, e.g. thank-you notes
- Reviews and approves publications

Vice Chair

In the absence of the unit chair the vice chair fulfills the general office functions as described by Robert's Rules of Order as well as any specific unit duties as outlined above. Additionally, the vice chair:

- Serves as program chair for unit
- Arranges speakers for the evening section meetings
 - Confers with day section chair to prevent, e.g., duplications in speakers, topics, etc.
- Schedules and reserves meeting site for evening section
 - Checks for conflicting events at or near meeting site
 - Confers with chair re booking an alternative meeting site if a conflict exists

- Chairs business meetings in the absence of the chair
- Coordinates inventory of storage unit
- Coordinates production and distribution of annual directory
- Assists chair with correspondence with the public on behalf of the unit

Treasurer

The treasurer serves as the unit's chief financial officer and fulfills the general office functions as described by Robert's Rules of Order. Additionally the treasurer:

- Chairs the finance committee
- Manages unit monies, i.e. receives dues / revenues and pays all invoices / requests for reimbursements
- Sends Society membership dues and the unit insurance payment to Headquarters by July 1
- Submits all required State and Federal taxes
- Prepares financial statements for board meetings and the unit's annual meeting

Secretary

The secretary is in charge of the records of the unit's proceedings, the unit's correspondence and the roll of members as well as fulfilling the general office functions as described by Robert's Rules of Order. Additionally the secretary:

- Checks the unit mailbox at least bi-weekly and distribute mail as necessary (Unit treasurer also has a key)
- Routinely checks the unit's voicemail
- Collect copies of handouts, etc. from programs given at day and evening meetings (when available) and forwards to archives
- Records minutes of board meetings and annual meeting
- Gathers the written reports of officers and committees into the unit's annual report and meeting minutes
- Coordinates a telephone committee to circulate important information quickly
- Assists chair with correspondence with the public on behalf of the unit
- Reviews and approves publications

STANDING COMMITTEES OF THE BOARD

Duties and Responsibilities Common to All Unit Committees

Standing committee chairs are responsible for recruiting members to their committees and sub-committees. After choosing committee members, the standing committee chair notifies the board of the committee roster. The committee chair convenes meetings as the need arises.

Annually all committee chairs compile a written summary of their committee's activities and submit the reports to the unit secretary prior to the unit's annual meeting. Committee chairs present a brief oral summary of this report at the unit's annual meeting.

Day Section

- With program chair plans theme / topics for the day section meetings and obtains speakers for the meetings
- Selects member homes or other sites for the day section meetings
Note: Following the unit's public events, the day section hosts its meetings at the Hermann Park Garden Center, or another public venue
- Facilitates announcements, etc at the day section meetings
- Arranges or oversees planning of any additional day trip(s)

Development

- Develops and proposes to the board medium- and long-term (3 - 10 years in the future) goals for the unit
- Suggests mechanism for accomplishing goals
- Serves as advisor to the Herb Fair chair

Education

- Serves as advisor to the Herb Day chair and the research committee
- Appoints a volunteer to manage the unit slide collection
- Appoints chairs of the archives, research and scholarship sub-committees
- Recommends to board, and organizes any approved educational programming or exhibits for the public (not including Herb Fair or Herb Day)
- Coordinates speakers bureau

Garden

- Oversees design, development and maintenance of the Fragrant Garden in Hermann Park
 - Coordinates / solicits the approval of Hermann Park officials for projects in the garden
 - Develops and monitors budget for maintenance and/or improvements in the garden
 - Maintains gardening calendar
 - Coordinates hosts for garden work days
- Writes or seeks gardening or herb related articles for the newsletter
- Suggests garden projects to board for members to complete in lieu of gardening requirements (coordinates with education and research chairs)

Hospitality

- Obtains host teams for the evening meetings
- Assists the membership chair in
 - Making visitors feel more welcome
 - Helping recruit new members at unit meetings and events
- Coordinates garden worker's luncheon

Membership

- Coordinates the yearly updated roster of unit members including address, telephone, fax, and e-mail numbers
- On at least a monthly basis, submits to unit newsletter editor and HSA headquarters notification of:
 - Member change of address / e-mail information
 - New member demographics
 - Name of any member who has died or resigned
- Maintains attendance and volunteer forms for the unit
- Introduces visitors at unit meetings
- Supplies, receives and reviews membership applications
 - Recommends board action on membership applications (approve, hold for completion of requirements, reject)
 - Maintains file of membership applications
- Prepares summary report of member volunteer hours for unit and The Society
- Reviews member compliance to requirements for maintenance of membership status
 - Provides updates to members
- Reviews “exception to active requirements” letters and recommends continuing membership status to the board
- Works in cooperation with the treasurer to maintain accurate membership information

Publications

- Oversees production of the monthly newsletter. The newsletter serves as the primary communication vehicle of the unit.
 - With the exception of August, collates materials, edits and publishes a monthly newsletter
 - Ensures that the newsletter is sent to HSA Headquarters, for Web site and archival posting
 - Distributes newsletter to members, subscribers and other HSA personnel such as the executive director, president, membership delegate, etc.
 - Ensures visitors receive newsletters for two months after a meeting visit
- Appoints the unit webmaster
- Coordinates the maintenance of the unit web site with the unit webmaster

UNIT SUB-COMMITTEES

Archives

The education chair appoints an archives committee chair. The chair (and committee as desired):

- Maintains collection of unit history, collecting such items as:
 - Articles, newsletters, committee reports and photographs of unit activities
 - Copies of unit correspondences, minutes and Annual Meeting reports
 - Unit copies of *The Herbarist*
 - Records of community outreach events / activities
 - Exhibits prepared by the Unit for The HSA annual meetings or other meetings
- Maintains separate scrapbooks of specific unit events, e.g. Herb Fair
- Sends archive materials to the archivist at Headquarters, including originals or copies of newspaper or magazine articles about unit activities or members

Finance

The unit treasurer chairs the finance committee. The committee:

- Prepares an annual budget
- Recommends annual distribution of donations
- Recommends long-range financial plan
- Submits budget to the board for approval no later than one month prior to annual meeting
- Recommends funding sources and management strategies (e.g., investment vehicles)
- Conducts (without the treasurer) or obtains an independent audit of books once a year
- Monitors compliance of IRS and sales tax filing, and compliance with 501(c)(3) status

Hospitality

The membership chair serves as the committee chair. The hospitality committee consists of three to four unit members who:

Nominating

The immediate past unit chair facilitates the nominating committee and identifies three to five members to serve on the committee

- Prepares the slate for officer elections
- Assists unit chair in defining candidates to complete unexpired board terms

Research

The education chair appoints a research committee chair. The committee:

- Works with newsletter editor to organize theme or series of articles and deadlines, format, etc.
- Collects and prepares articles for newsletter
- Plans and coordinates on-going studies of herbs or other herbal projects

UNIT SPECIAL COMMITTEES

Herb Fair

The Herb Fair serves as the primary fund raising event for the unit. The event chair (and co-chair):

- Oversees the planning and delivery of Herb Fair
- With program and development chairs, selects date and reserves site
- Coordinates sub-committees for products for sale
- Works with treasurer to determine production budget
- Analyzes the fair and make recommendations for the following year

Herb Day

Herb Day serves as the unit's primary public educational day. The event chair (and co-chair):

- Oversees the planning and delivery of Herb Day
- With program and education chairs, selects date (typically the fourth Saturday of April) and reserves site
- Works with treasurer to determine production budget
- Analyzes the symposium and makes recommendations for the following year

Scholarship

The education chair appoints a scholarship committee chair as well as two to three members to serve on the committee. The committee:

- With treasurer, determines funding availability
- Publicizes availability of unit scholarships
- Reviews scholarship applications and recommends recipients to the board for approval

POLICIES AND PROCEDURES

Educational and Publications

- A newsletter subscription is available at the rate of \$10.00 per year.
- 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.
- 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".
 - 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.

Expense Reimbursement

This policy has been developed for use by the board and other members who incur expenses in relation to their work for the unit. As a non-profit organization, stewardship of our resources is essential.

- A. *Unit Chair Travel to the Educational Conference and the Annual Meeting of Members*
The South Texas Unit will provide support for the unit chair's attendance at the Educational Conference and Annual Meeting of Members of The Herb Society of America. The reimbursement will be set as a line item in the unit's annual budget.

Expenses reimbursed may include:

1. Meeting registration
2. Transportation via commercial carrier (economy class) plus local transportation to and from lodging/carrier OR mileage (rate determined by executive committee to reflect current costs)
3. Lodging as required for attendance (generally 3 nights). Shared room is recommended, but not required.
4. Per diem for meals not covered in the registration fee, with a \$25 per day maximum

Expenses Not Reimbursed:

1. Optional days, tours/events and lodging related solely to those optional days will not be paid by the Unit
2. Alcoholic beverages

- B. *Expenses related to Unit Events*

1. For unit meetings, presenters will be:
 - Given a \$50 honorarium when giving a program to the unit (or up to \$100 when more than one speaker prepares and presents a program). (Voted Feb. 2009)
 - Reimbursed up to \$50 in food or demonstration supplies (receipts are required for reimbursement of approved expenses)
2. For unit events (namely Herb Fair and Herb Day) presenters of a (minimum one hour) program will be given a \$100 honorarium and complimentary event registration and/or lunch. (May 2009)
3. The event chair, unit chair and treasurer will establish a detailed production budget for each event, based on the member-approved annual budget. Any required expense that will exceed the established budget by more than \$50 but less than \$100 may be approved by the event chair. Any required expense that will exceed the established budget by more than \$100 must be approved by the event and unit chairs before the expense occurs.

C. *Reimbursement Procedure*

- Reimbursement occurs following the event or activity.
- Original receipts must be attached to all reimbursement requests (see the Forms Appendix for the reimbursement request form).
- Requests for reimbursement must be completed and submitted to the treasure within 30 days of the event.
- Prepayment of expenses may be considered and requires approval by the executive committee.
- Any prepaid expense not actuated must be repaid to the unit in full, not later than 30 days following the previously anticipated date of payment.
- Sales Tax is not reimbursed since the unit is a 501(c)3 non-profit organization. Members making purchases on behalf of the unit have access to the unit's tax exempt certificate to present to vendors as proof of tax-exempt status.

D. *Reduced registration at Herb Day*

Unit members actively serving on a preparation or delivery committee may receive reduced registration for Herb Day.

Meetings

Members must bring their own plate and service to the evening meeting. (Voted July 1992)

Evening meeting hosts:

- Bring the unit meeting supply tubs
- Set up the food and beverage serving tables
- Provide beverages for the meeting (generally water and tea, coffee and or punch)
- Pick up service tables at the end of the meeting
- Repack unit supply tubs for the hosts of the next meeting to take

Hosts for the next evening meeting:

- Assist current hosts with pick up after the meeting
- Take home unit meeting supply tubs, including home rinsed unit dishes & silverware to clean for next meeting
- Launder any used unit tables cloths, as needed

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 will support the endeavors of the Unit during the fiscal year by:

- Being willing to hold office and/or serve on committee(s)
- Attending a minimum of three meetings
- Participating in the preparation of one major event
- Participating on-site in one major event.
- Helping 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.

- **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 such activities as:
 - 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
 - Completing any other Executive Board approved project

D. *Membership fees*

- Membership fees are assessed annually.
 - The assessment date, fees and payment cut-off date will be published in the newsletter.
 - There will be a one-month collection period after which dues will be considered delinquent.
 - Following a two-week delinquent period membership rolls will be purged.

- The total collected includes both unit and HSA dues.
- 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.

Gardens

For the purpose of meeting membership requirements the unit has approved the Fragrant Garden, Hermann Park and the Craft Garden, Houston Center for Contemporary Craft (voted May 2009).

Any interest earned on the principal of the restricted garden fund as of May 15th of the current year will be available for maintenance of the gardens the following fiscal year. (Voted May 2000)

Scholarship

- The unit offers a \$125 Applied Scholarship to South Texas Unit active members for independent study or course enrollment. The award recipient produce a tangible project related to herbal topics and useful to the unit. For example, projects might be a newsletter article, media such as slides or a poster.
- The education committee administers this program by:
 - Advertising the program and its guidelines
 - Developing and revising, as needed, the application form(s)
 - Reviewing applicants
 - Selecting and announcing recipient(s) will advertise the program proposal project must be outlined in the application in guidelines specified by the Education Committee, which will advertise and award the scholarship.
- The unit chair serves as an advisor to the education committee for this program. (Voted June 1994)
- The unit has allocated \$25 to the education committee for administering the academic and applied scholarships. (Voted June 1994)
- The unit's academic scholarship(s) may be awarded to students who are studying agronomy, horticulture, botany, or a closely-related discipline at an accredited, four-year college or university. The student must have completed two full years of college and be entering the junior or senior year of studies. The education committee will specify guidelines, advertise, and award the scholarship(s). The Unit chair serves as advisor to the committee during this process. (Voted November 2000)
- Any interest earned on the principal from the restricted scholarship fund as of May 15th of the current year will be used to determine the amount and number of scholarships in increments of \$1000 offered in the budget for the following year. With this basic philosophy, the amount annually available for scholarships will vary, therefore the number of scholarships will vary. (Voted May 2000)
- In May 2009, the unit approved renaming the academic scholarship in memory of Madalene Hill, i.e. the scholarship will be referred to as "The Herb Society of America, South Texas Unit, Madalene Hill Scholarship".
- Money raised at the herb symposium (aka Herb Day) from the sales at ways and means will be dedicated to the South Texas Unit scholarship fund. (Voted October 1993)