

CONSTITUTION OF ARBORETUM ASSOCIATES

ARTICLE I

DESIGNATION

The organization shall be designated as the Arboretum Associates of the University of Idaho.

ARTICLE II

The Arboretum Associates is organized to further the development of, and interest in, the University of Idaho Arboretum and Botanical Garden and to disseminate information about, and from, said Arboretum and Botanical Garden.

ARTICLE III

Membership is open to all who make charitable donations to support the purposes of the Arboretum Associates. Categories of membership shall be described in the bylaws.

ARTICLE IV

- a. Officers – Shall be a president, a vice president, a secretary, and a treasurer, each elected from the general membership of the organization for two year terms. The president, vice president and secretary may serve for two consecutive terms but may not be reelected to the same office thereafter until four years have elapsed. The treasurer may serve as many consecutive years as the membership deems appropriate.
- b. Executive Committee – Ongoing business of the organization shall be conducted by an executive committee consisting of the president, vice-president, secretary, treasurer, immediate past president, and four members at large elected from the general membership to staggered three year terms. A member at large may serve for two consecutive terms but may not be reelected thereafter until four years have elapsed. The University of Idaho Arboretum Director and the Arboretum Horticulturist shall be an ex officio, nonvoting member of the Executive Committee.

ARTICLE V

MEETINGS – MANNER OF ACTING

- a. There shall be one annual meeting of the general membership held in the spring of each year at a time and place determined by the executive committee. Special meetings may be held on call, if and as determined necessary by the executive committee. Included on the agenda of each annual meeting shall be a report on the status of the organization by the president, a financial report by the treasurer, election of officers and/or members at large, and such other business as may be brought before the group for consideration, information or action. For purposes of transacting business, members present shall constitute a quorum.
- b. The executive committee shall meet at least quarterly but may meet more frequently if necessary. For purposes of transacting business, members present shall constitute a quorum.
- c. General manner of conducting business shall be in accordance with bylaws developed by the executive committee and ratified by the general membership.

ARTICLE VI

AMENDMENT

This constitution may be amended by a two-thirds vote of the membership present at any annual or special general membership meeting providing that printed copies of the proposed amendment have been distributed to all members not less than four weeks prior to such a meeting.

Amended April 26, 2001

BYLAWS

FISCAL YEAR July 1 through June 30

SECTION 1. CATEGORIES AND MEMBERSHIP

Charitable gifts received from donors during the Associates fiscal year qualify those donors as members at the levels identified below:

Membership Level	Fiscal Year Contributions
Active	\$20-\$49
Sustaining	\$50-\$99
Donor	\$100-\$249
Patron	\$250-\$499
Sponsor	\$500-\$999
Benefactor	\$1,000-\$2,499
Life Associate	\$2,500 and above

Donors who contribute \$2,500 or more during a fiscal year become Life Associates and will be recognized as such regardless of whether or not contributions are made in the future.

SECTION 2. DISTRIBUTION OF FUNDS

At the discretion of the Board of Directors, all money shall be: 1) deposited in a local bank with any reserve funds to be deposited in an interest bearing account as authorized by the Board of Directors, or 2) deposited with the University of Idaho Foundation, Inc. in accounts designated for the benefit of the Arboretum Associates and/or the University of Idaho Arboretum and Botanical Garden.

SECTION 3. TREASURER

The treasurer, or designate, shall collect and administer all gifts and other funds as directed by the Board of Directors in accordance with generally accepted accounting principles and state and federal laws.

SECTION 4. BOARD OF DIRECTORS

The Board of Directors is composed of the Executive Committee (elected officers, the immediate past president, and the four members at large) and the heads of each of the standing committees. The University of Idaho Arboretum Director and the Arboretum Horticulturist shall be an ex officio, nonvoting member of the Board of Directors. Said Directors shall meet at least quarterly as per the Constitution. Directors will receive at least five days written or telephone notice in advance of a meeting. Said meeting notice can be transmitted by the president or any two members of the board.

SECTION 5. COMMITTEES

At the discretion of the Board of Directors, standing committees may include membership, finance, special grants, publications, and nominations. Special committees shall be appointed as needed.

SECTION 6. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall be the parliamentary authority in all matters not covered by the Constitution or the Bylaws of this organization.

SECTION 7. HISTORICAL

The University of Idaho Library Special Collections shall be the depository for all Arboretum Associates archives.

SECTION 8. DISSOLUTION

Upon dissolution of this organization, any money or property shall be given in trust to the University of Idaho Foundation, Moscow, Idaho, for addition to the principal balance of the Arboretum Associates Centennial Endowment.

SECTION 9. OTHER

Should an officer or member of the Board of Directors resign or otherwise be unable to complete his/her term of office, the president can appoint a person to fill the position subject to the approval of two-thirds of the members of the Executive Committee.

SECTION 10. AMENDMENT

The Bylaws may be amended by a two-thirds vote of the Board of Directors present at any duly called quarterly or special meeting of the Directors. All amendments must be ratified by the general membership in accordance with the Constitution.

Last revision: April 26, 2001 annual meeting.