

**FUNGUS FEDERATION of SANTA CRUZ
BYLAWS, revised March 15, 2016**

ARTICLE I NAME

- Section 1. The name of this 501(c)(3) non-profit organization is the Fungus Federation of Santa Cruz (hereinafter known as the Fungus Federation of Santa Cruz or FFSC).
- Section 2. The officers of this organization shall be known as the FFSC Ministers.

ARTICLE II PURPOSES

- Section 1. The purpose of the Fungus Federation shall be:
- To expand through education, the understanding and appreciation of mycology and to assist the general public, related institutions or societies to further this goal as stated in the articles of incorporation.

ARTICLE III MEMBERSHIP

- Section 1. Any person interested in mycology is eligible for FFSC membership.
- A family membership in the FFSC is intended to be no more than two adults and their dependent children all living at the same street address. Under certain circumstances the Ministers may vote to allow an honorary membership to an individual for exceptional service or esteemed fellowship. This non dues paying honorary membership is not transferable.
- Section 2. Each person with dues current shall be entitled to one vote on any question requiring a vote of the FFSC membership.

ARTICLE IV DUES AND FEES

- Section 1. Dues will be determined by the elected FFSC ministers. Payment of yearly dues is based on the date the person paid the current dues. Membership Minister will notify the person when the payment is due. Those members who remain delinquent after the sixty day grace period has expired will be notified and removed from the membership roster.
- Section 2. The FFSC Ministers will set fees for special activities. Fees will be imposed on participants only.

ARTICLE V OFFICERS

- Section 1. The Ministers of this organization will be:
- Prime Minister
Vice Prime Minister
Scribe
Minister of Programs
Minister of Exchequer
Minister of Membership
Minister of Propaganda
Minister of Local Forays
Minister of Long Distance Forays
Science Advisors
Minister of Stores
Minister of Culinary Events
Minister of Web
Minister of Video
Minister of Education
Minister of Sustenance
Fair Coordinator
NAMA (North American Mycological Association) Representative
- Section 2. Qualifications of Ministers
- Any regular voting member in good standing may be a minister with the exception of the Prime Minister and Vice Prime Minister which may only be filled by a member having prior experience as a Minister.

Section 3. Vacancies
Nominations to fill vacancies in the above offices will be made by the Prime Minister subject to the Ministers approval by majority vote at any Ministers Meeting when a quorum is present.

Section 4. Terms of Ministers
Terms will run for two years. Officers may be elected or re-elected to additional terms.

ARTICLE VI DUTIES OF MINISTERS

Ministers each have a primary responsibility to perform their described duties in a manner consistent with the goals and wellbeing of the organization. However, each minister is empowered to form his or her own sub-committees and to select their assistants as needed. If any minister is unable to fulfill his/her duties for any reason, an assistant may volunteer to temporarily stand-in for said minister until a permanent minister is appointed. The assistant may report to the board as needed but will not have official minister status nor will he/she be required to involuntarily assume the official duties of the absent minister.

Section 1. **Prime Minister:** It shall be the duty of the Prime Minister to preside over all business meetings; to direct formal discussions; to appoint committees; to direct the selection of the slate of officers for elections, as directed by the Ministers; to insure that facilities for scheduled meetings are properly arranged and booked; to work in conjunction with the Minister of the Exchequer to review financial reports and budgets as directed by the Ministers; to act as the official representative of and spokesperson for the FFSC; and to see that Ministers perform their defined duties in good faith and with decorum. In the event that the Prime Minister is temporarily unavailable to perform his/her duties, with prearrangement, the Vice Prime Minister shall assume them.

Section 2. **Vice Prime Minister:** This Minister shall be willing and capable of temporarily assuming the duties of the Prime Minister or any other Minister who is unable to fulfill their duties for any reason; the Minister also provides assistance to other Ministers for specific projects, including general assistance and counsel.

Section 3. **Minister of Programs.** The Minister of Programs shall have the primary responsibility for making appropriate arrangements to provide speaker or other educational content for the general meetings; his/her duties also consisting of introducing the contracted speakers to the attendance audience. In conjunction with the Minister of the Exchequer, the Minister of Programs shall establish an annual budget to cover speaker fees or other costs associated with programs. In the event of special circumstances, an overrun of 10% of the total budget will be allowed. Expenses beyond that amount require approval by the Ministers.

Section 4. **Minister of the Exchequer:** The Minister of the Exchequer shall receive receipts of and keep a correct record of the finances of the organization. The Minister of the Exchequer will not, however, make payments except upon authorization given by the FFSC Ministers. The Minister of the Exchequer shall prepare an annual account of the books and present it to the FFSC Ministers. The Minister of the Exchequer will also publish an annual report, available to the general membership upon request. The Minister of the Exchequer shall maintain records and any necessary correspondence in order to preserve our non-profit tax-exempt status and is responsible for filing the annual tax forms for the organization.

Section 5. **Minister of Membership:** The Minister of Membership shall keep a current and accurate membership database at all times; receive membership dues and forward payments to the Minister of the Exchequer. The Minister of Membership shall provide said membership list for distribution to all ministers.

Section 6. **Minister of Propaganda:** The Minister of Propaganda shall be responsible for the production of news to the members of the FFSC on the ffsc.us website. The Minister of Propaganda shall act as editor, utilizing input from FFSC Ministers, members and the mycological press. The editor receives assistance as needed in proofreading and distribution from appointed members.

Section 7. **Minister of Local Forays:** The Minister of Local Forays shall organize and lead or arrange for a leader for all local forays and in a timely manner publicize by the most appropriate and effective means available the times and locations of any scheduled or impromptu local forays. Weather permitting; a local foray should be scheduled as soon as possible for new members after the Fungus Fair. A local foray is deemed to be any scheduled foray in the greater Monterey Bay area.

- Section 8. **Minister of Long Distance Forays:** The Minister of Long Distance Forays shall plan and organize forays out of the local Monterey Bay area, make reservations and other necessary arrangements for distant forays, publish the details of forays at ffsc.us and other media, including at the general meetings, register participants, collect registration fees via paypal or check made out to the FFSC and pay fees as needed to the hosting facility. Providing accurate financial records shall be among but not limited to the duties of the Minister of Long Distance Foray. Foray leader may sign any contracts or permit agreements that may be required for a foray, delegate that authority to a substitute, or transfer it to the Prime Minister. None of these parties will be personally liable, it being clearly stated here that they are signing as representatives of FFSC, which carries insurance for such liabilities as may arise during a long distance foray.
- Section 9. **Minister of Stores:** The Minister of Stores shall include the ordering, advertising and sale of books and other related merchandise. Such merchandise will be made available for members to purchase at periodic general meetings and at the Fungus Fair. The Minister of Stores shall forward sales receipts to the Minister of the Exchequer and obtain approval from the FFSC Ministers prior to making purchases. The Minister of Stores shall keep an accurate record of inventory on hand and provide an annual report of revenues and expenditures to the Ministers at the end of the fungal year.
- Section 10. **Science Advisor:** Science Advisors must have substantial knowledge of fungal taxonomy. The duties of the Science Advisor include the coordination of mushroom identification and other related functions for the Fungus Fair; the Science Advisor shall maintain a species list for the Fungus Fair and forays. The Science Advisor shall continually aspire to be a knowledgeable taxonomic resource for the organization.
- Section 11. **Minister of the Web:** As the internet has evolved to be an effective means of communication and information, the use of it has been a great benefit to the FFSC and its members. The minimum basic requirements for the position will be that the person be familiar with and capable of working with the technological duties of creating and maintaining the web pages and editing and posting changes to the content of said web pages as directed by the Ministers. Additional duties include teaching others in the use and maintenance of the webpage and any other internet based facility of the FFSC. The Minister of the Web will aspire to stay abreast of the technological advances of the internet and report to the Ministers whenever a problem arises or whenever necessary changes may be needed to maintain the organization's web presence.
- Section 12. **Minister of Culinary Events:** The Minister of Culinary Events shall be responsible for the scheduling and execution of all potlucks, picnics and other food events of the FFSC. Responsibilities include: selecting locations, reporting financial projections to the FFSC Ministers, publicizing culinary events by all means available including notifications at ffsc.us, collecting required fees and forwarding receipts and monies to the Minister of the Exchequer. The Culinary Ministers' duties include the keeping of proper financial records of all revenues and expenditures, including lists of persons attending paid events.
- Section 13. **Minister of Video:** The Minister of Video will record special speakers and events, and will maintain a video library of recorded speakers and other events of club interest available for loan to members. will also provide expertise and support at special events as available.
- Section 14. **Fungus Fair Coordinator:** The Fungus Fair Coordinator shall have prior experience as a Minister, shall be familiar with past procedures in organizing the event, must be willing and able to attend many meetings and have ample free time to devote to the endeavor. The annual fungus fair being the primary activity that generates revenue for other club activities must be chaired by a person with previous experience with the event and have exceptional abilities to communicate, arrange and organize the setup, including the operation and take down of the various aspects of the fair.
- Section 15. **Minister of Education:** The Minister of Education shall arrange for classes to be offered to the membership in coordination with the Science Advisors, Ministers or other members; make arrangements for speakers or instructors for classes; and make arrangements for physical sites and equipment for the classes and announce the schedules of the classes at ffsc.us.
- The Education Minister will maintain lists of library books or other educational property owned or held by the FFSC and will propose new purchases of books or other educational property.

The Minister of Education may appoint a committee to search out and locate qualified applicants and make recommendations to the Ministers for scholarship awards as sufficient funds become available.

All disbursements and awards from the Scholarship Fund must be given prior approval by the Scholarship Committee and accurate financial records kept, for accounting purposes. The Scholarship Fund reserves will be kept separate from the FFSC General Fund and all contributions or earnings will accrue to the fund separately.

- Section 16. **Minister of Sustenance:** The Minister of Sustenance responsibilities include providing refreshments to be served at the monthly meetings; he/she also assists the Minister of Culinary Events as needed.
- Section 17. **Scribe/Recording Secretary:** The Scribe shall keep a record in the form of minutes of the proceedings of each Ministers Meeting and record the results of the annual Ministers elections or any votes on any proposals placed before the general membership for approval. The said recorded minutes or election results will be provided to the Ministers in a timely manner. a record of motions voted on will be posted on the website members only section.
- Section 18. **NAMA (North American Mycological Association) Representative:** The NAMA representative will be appointed by a majority vote of a quorum at the May Ministers meeting. The NAMA representative will vote in NAMA elections and motions at the annual NAMA Foray business meetings for the FFSC.

ARTICLE VII. ELECTIONS

- Section 1. Elections will be held every two years. The officers listed in Article V shall be elected in the following manner:
- A. The Ministers shall select candidates and call for nominations via email for the relevant offices and publicize them in the first week of April and May on the ffsc.us website.
- B. The Ministers will present the slate of nominees at the April general meeting, after which the Prime Minister will call for nominations from the floor. All members will be entitled to make nominations prior to the closing of nominations.
- C. The nominees shall be voted on at the May general meeting. Only members in good standing present at the May meeting will be entitled to vote at the election.
- D. The elected ministers shall take office June 1st.

ARTICLE VIII. MEETINGS AND QUORUM

- Section 1. For issues requiring a vote of the general membership, a quorum shall consist of those members present at a general meeting whose dues are current.
- Section 2. A quorum of the FFSC Ministers shall consist of one more than half of the ministers listed in Article V.
- Section 3. The FFSC Ministers shall hold meetings as necessary with time and location to be published at ffsc.us. Under certain circumstances the Prime Minister may poll the FFSC Ministry to resolve an issue. This poll may be conducted by an emergency Ministers Meeting, email or telephone. Response to this poll must be made within 24 hours of notification.
- Ministers will attend meetings as necessary to discharge their duties.
- Section 4. General meetings will be held monthly from September to May, with the program to be published at ffsc.us.

ARTICLE IX. CONTRACTS AND CHECKS

- Section 1. The FFSC Ministers may authorize any Minister or member of the FFSC to enter into any contract in the name of or on behalf of the FFSC by majority vote at any Ministers Meeting when a quorum is present.
- Section 2. In the absence of express authorization of the FFSC Ministers, no Minister or member shall have the power to act or bind the FFSC in any manner.

ARTICLE X. NEWS

Section 1. Member only news at ffsc.us will be the regular means of communicating notices and reports of FFSC activities and will be available to each member of the FFSC. Public access to ffsc.us is available with the exception of member only pages.

ARTICLE XI. DISSOLUTION

Section 1. No part of the net worth of the FFSC shall at any time inure to any member or individual.

Section 2. In the event of dissolution of the FFSC, the assets shall be transferred to a nonprofit organization of similar interests to be chosen by the FFSC Ministers and which has established its tax exempt status under Section 501 (c)(3) of the Internal Revenue Code..

ARTICLE XII. AMENDMENTS

Section 1. These bylaws shall be amended by a simple majority vote of those present at a regular meeting.

Section 2. Any amendment to the bylaws must be circulated at ffsc.us at least one month prior to the scheduled voting date.

Section 3. The FFSC welcomes all who have an interest in mycology. The FFSC does not discriminate for any reason including race, gender, or religion.

We reserve the right to deny or to revoke membership in the FFSC and to deny entry to any club function by any person acting in a way that is detrimental to the club's purposes or to its members. Such action may be accomplished by a simple majority of current ministers attending any meeting or event. If any individual is expelled from the organization and his membership is revoked, current dues shall be forfeited and such person shall be banned from attending any future events or meetings unless reinstated by a vote of the ministers. Any revocation of membership will apply only to the offending individual and not to other members of his/her household.

FFSC/Bylaws – Revised May 11, 2015: inserted ADDENDUM to replace ARTICLE VI and made appointed Ministers elected Ministers; updated various Minister positions; corrected grammar; standardized nomenclature; replaced The DUFF with ffsc.us; replaced “board” with “Ministers”

FFSC/Bylaws – Revised 5/2010: Added separate ADDENDUM to update ARTICLE VI DUTIES OF MINISTERS

FFSC/Bylaws – 2/25/09