



GUILD OF NATURAL SCIENCE ILLUSTRATORS  
**CHAPTER GUIDELINES**

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## ***Welcome to the Guild of Natural Science Illustrators!***

The Guild is a nonprofit organization, founded at the Smithsonian Institution in 1968, of persons employed or genuinely interested in the field of natural science illustration. It maintains and encourages high standards of competence and professional ethics by increasing communication among its members, and assisting others who are preparing to enter the profession. The Guild provides opportunities for professional and scholarly development, and seeks to promote better understanding of the profession among the general public and potential clients requiring the services of natural science illustrators.

The hallmark of the GNSI has always been its commitment to sharing and its openness to members and their diverse pursuits of scientific illustration.

The Guild publishes a quarterly *Journal of Natural Science Illustration*, and maintains a general information website (<http://www.gnsi.org>). We also sponsor an e-mail listserv, open to all, where matters of art and the business of making art are discussed; and we have groups on LinkedIn, Facebook, and Twitter. [Science-art.com](http://www.science-art.com) offers an online portfolio service to its members at extremely reasonable annual rates. We offer several levels of membership, from regular Membership, that includes our printed materials, to an online-only Electronic Membership. Both individuals and organizations are welcome to join.

The GNSI also sponsors a number of regional Chapters and Groups, an Annual Conference at different locations in mid-summer that features workshops, presentations and field trips; the Education Series Workshops — intensive multi-day workshops that focus on a particular technique or subject; and the Annual Members Exhibit (concurrent with the Conference). Additional exhibit opportunities are often available either on a national level or through the regional chapters.

### ***GNSI OBJECTIVES:***

- 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 natural science illustration services;
- and to increase the respect for the profession by encouraging high standards of competence and ethics.

We are pleased to provide this information about our group and invite any comments or inquiries you may have.

*Gail Guth  
GNSI Membership Director  
11/2012*



# ***GNSI CHAPTERS: Features & Benefits of Membership***

We welcome your interest in exploring the greater advantages of association as a chapter or group of the larger Guild family.

## **BENEFITS OF INDIVIDUAL MEMBERSHIP IN THE GNSI, INC**

To fulfill its educational mission, and its objective of promoting communication among members and with the general public, the GNSI, Inc. provides a number of resources. The direct benefits of individual membership include:

- national GNSI members may become voting members of local Chapters and groups.
- access to the GNSI website ([www.gnsi.org](http://www.gnsi.org)), the major vehicle for member and chapter communication, used successfully by many chapters to promote their activities;
- access to our online Directory of Members, an invaluable networking tool;
- The Journal of Natural Science Illustration, a quarterly publication dealing with topics of professional interest;
- the Techniques Sheets, a basic reference demonstrating the tools of our trade for use by members and also in chapter workshops.

### ***Other resources available are:***

- Science-Art.com, a proven promotional web tool for members and the profession, produced by Science Insights, Inc.;
- The Guild Handbook of Scientific Illustration, a comprehensive reference for professionals and students, available at a substantial discount on the GNSI website;
- our guide to courses and books in scientific illustration;
- brochures and informational guides (Membership Brochure and *Careers In Scientific Illustration* booklet);
- the GNSI Listserv, an on-line chat group where Guild members discuss and share tips, techniques, jobs, and ideas;
- Regular e-mailed and mailed announcements to all members on GNSI activities and general interest.
- Participation in GNSI's LinkedIn, Facebook, and Twitter services.

### ***In addition, continuing educational opportunities in basic, advanced and new topics are available through:***

- the Annual Conference, bringing together professionals from around the country and the world
- intensive Education Series Workshops held annually in different regions
- the opportunity to exhibit at the Annual Meeting

## **BENEFITS OF ORGANIZING A CHAPTER OR GROUP:**

There are immediate practical benefits to affiliating as a GNSI, Inc. chapter:

• ***Chapter status allows greater access to GNSI resources.*** The Guild can provide support that allows chapters to do what they do best: bring members together and create local opportunities, providing service to members that the national committees cannot easily accomplish on their own. In addition to assistance with group shows and educational meetings, which can be very valuable to chapters seeking to establish their presence in the community and increase local membership, chapters can also draw on GNSI speakers, educational materials, expertise and liability insurance. (*Note to our international members: the Guild's insurance*

can only cover its chapters within the continental US; GNSI Groups are not eligible for liability insurance coverage through the National policy.) Also, official status provides a mechanism through which more resources can be developed to meet the needs of chapters and members on the local level (the Education Fund is one example). The Guild can also arrange for opportunities and services that can't be accomplished locally. This is true of GNSI publications, but also of opportunities such as our presence online.

- GNSI Chapters and Groups are offered every year 50 business cards, 50 membership brochures and 25 *Careers In Scientific Illustration* booklets for free (shipping included). See page 14 of the document for full policy.

- Chapter status creates a tangible presence for the local GNSI as a professional organization in local business and academic communities, thus promoting better understanding of the profession. This is valuable in providing more opportunities for exposure and publicity for chapter members. This professional status tells others, such as potential clients, employers, students and the artist/illustrator community at-large, that we take ourselves seriously as professionals, and it also distinguishes GNSI members and the uniqueness of what we do from other artist groups.

- An official Chapter provides continuity, geographically and over time, encouraging members to network locally. By providing a stable organizational structure of officers and committees, local groups can plan into the future and have more members share responsibilities. New members, especially students, can more easily find the Guild and therefore can be involved in the issues that concern our profession.

- The local Chapters *are* the GNSI, Inc. What attracts most people to the Guild and into local groups in the first place is the openness of its members and their incredible willingness to share. This friendly grass-roots atmosphere is not easily found in other organizations and is a valuable asset to members; it is a warm and sharing feeling that stems substantially from experience with the local chapters. Because members may have their primary contact with the Guild through local activities, strong local chapters help the GNSI, Inc. as a whole to serve all members better. Natural science illustrators should have a strong national professional organization representing their interests, and because so many of us are self-employed, we need the strength of numbers to further opportunities for Guild members.

- GNSI Groups: Group status allows regional members and others interested in science art to “test the waters”, to see if there is enough interest in forming an official GNSI Chapter. We are happy to help promote local organizations, and will aid in advertising your programs and events; you can also link your Group website to the gnsi.org site. As noted above, GNSI Groups are not eligible for liability coverage under the National insurance policy; some venues require liability insurance coverage to use their facilities. There is no set time limit for Groups to transition to Chapters, but we encourage a brief time period, so your members can enjoy full Chapter benefits as soon as possible.

*We hope this provides some answers for you and your GNSI colleagues. Please contact us if you have other questions.*

# HOW TO FORM A NEW CHAPTER

## ORGANIZING INTO A GNSI GROUP:

Individual GNSI members who wish to form a chapter are strongly encouraged to organize as a GNSI Group for one to two years. This will allow you to “test the waters”, and see if you can sustain membership and related group activities over time, without having to go through the formalities of filing for Chapter status. The national organization will extend normal Chapter-level recognition to your Group, and assist with promotion of your activities; groups can apply for Education Fund Grants.

Simply send the Membership Director a Letter of Intent to form a GNSI Group.

## PROCEDURE FOR ACHIEVING CHAPTER STATUS:

Essentially what is needed to begin is for a **Letter of Intent** from your group, a copy of **your local Constitution and By-Laws**, and a **signed copy of the Standards and Qualifications document** to be on file with the Board of Directors. This Chapter Packet will help you get started.

Please refer to the excerpts from the GNSI, Inc. Constitution and By-Laws regarding chapter formation found in this packet, which outline the procedures for official Chapters. When you have written your Constitution and By-Laws, send them to the national Membership Director for input and approval first.

When they have been approved, you will need to:

1. Call a meeting of your members.
2. Vote in the approved Constitution and By-Laws (*based on the enclosed model*).
3. Elect a President, Secretary and Treasurer (*one person may assume both Secretary and Treasurer duties. These positions must be filled by members of the GNSI national guild.*)
4. Write a Letter of Intent to the Board of Directors, stating that your group is applying for chapter status, and listing the names of your officers.

Your Chapter President and Secretary/Treasurer should sign and date the Constitution and By-Laws, Letter of Intent, and Standards and Qualifications documents; make a copy of each signed and dated document for the Membership Director and one set for your own files.

Submit the three completed, signed and dated documents to the GNSI President, with a copied set to the national Membership Director. At that point you are considered to have “Chapter pending” status. The Board of Directors will move in a reasonably timely manner to notify you of any needed changes, or that your Chapter status is approved. These signed forms will be held by the President as the official documents of your Chapter. Copies will be held by the national Membership Director, and in the files of the GNSI, Inc. office. We look forward to welcoming you as an official Chapter and if we can help in any way please feel free to contact the Membership Director.

You are strongly encouraged to open a simple checking account to manage your chapter dues and event expenses. You will need to check with your bank for your state regulations regarding your nonprofit status. See page 7 of these Guidelines, top section (*Nonprofit status*) for more specific information.

## ANNUAL REPORT:

GNSI Chapters and Groups are requested to submit an Annual Report detailing their activities throughout the year, overall status, member count, list of officers, etc. This report will be requested by the Membership Director at least one month prior to the Annual Conference, and will be included in the Membership Director’s report to the GNSI Board of Directors at the conference. Please update your Chapter/ Group Officers list whenever it changes. Send information to the Membership Director.

## FINANCIAL REPORT:

The Report will be requested with the annual report, requesting account balances for the end of the preceding year. Both report forms will be sent out via email by the Membership Director. See pg 13 for specifics.

# **WRITING YOUR CHAPTER CONSTITUTION AND BY-LAWS**

Following is a sample of a Model GNSI Chapter Constitution and By-Laws to assist you in drawing up your own. We have formatted this in such a way that you can simply fill in the blanks if the language meets your individual needs. Feel free to adapt the model to your local needs, referring to the GNSI, Inc. By-Laws as necessary.

## **EXCERPTS FROM THE GNSI BY-LAWS (ARTICLE VI) REGARDING CHAPTER FORMATION**

*See also the GNSI, Inc. Constitution—Article III for membership descriptions.*

### *Article VI - Chapters*

*Section 1. Members may organize into chapters in order to promote the purposes of the GNSI, Inc. as set forth in Article II of the Constitution. Members desiring to organize a chapter must make application to the Board of Directors of GNSI, Inc. for recognition, and must comply with standards and qualifications for chapters formulated by the Board of Directors and adopted by the GNSI, Inc. membership.*

*Section 2. Each chapter shall have a Constitution and By-Laws approved by the Board of Directors and shall manage and govern its affairs on a local level subject to conformity with the By-Laws of the GNSI, Inc. and the standards and qualifications for chapters.*

*Section 3. A minimum of five GNSI members are needed to form a chapter. Members at large are not required to join a chapter, nor are they limited to membership in only one chapter.*

*Section 4. A chapter shall hold a minimum of 3 meetings per year. Chapters shall elect local officers including a President and Secretary/Treasurer and any others they may need. Only members who are GNSI, Inc. due-paying members shall have the right to run for or vote in any election for chapter offices or vote on GNSI, Inc. policy. A chapter must make a report of its members and all activities of its Treasury on an annual basis to the Board of Directors including a detailed account of activities funded through GNSI, Inc.*

*Section 5. Chapters shall have a right to petition GNSI, Inc. for monies for educational purposes. These funds will be awarded upon approval of an educational funding application.*

*Section 6. No chapter or individual member shall have the right to incur any debt nor take any action on behalf of the GNSI, Inc. except with prior written authorization of the Board of Directors. Each use of the name or logo of the GNSI, Inc. for display or endorsement must have prior written authorization from the Board of Directors.*

*Section 7. The Board of Directors may withdraw recognition from a chapter for failure to comply with the recognition standards or GNSI, Inc. By-Laws. Notice shall be given in writing to the chapter at least 60 days prior to withdrawal of recognition, and the Board of Directors are required to make a thorough investigation of the situation. Withdrawal of recognition shall require a majority vote from the members of the Board of Directors and shall become effective immediately upon notice of the decision.*

*Section 8. A chapter from which recognition has been withdrawn may appeal the decision by filing a written request signed by a majority of the members of the chapter. The membership of the GNSI Inc. shall then establish procedures for hearing the appeal. The decision of the membership in the GNSI Inc. on an appeal shall be by majority vote.*

*Section 9. All funds or any articles of value held by a chapter which has disbanded or from which recognition has been withdrawn shall be turned over to the Board of Directors, which shall determine their dispersal.*

# **STANDARDS AND QUALIFICATIONS FOR GNSI CHAPTERS**

## ***Nonprofit Status:***

1. Chapters and Groups are responsible for complying with all applicable Federal, state, and local laws and regulations.
2. The GNSI, Inc. is exempt from Federal taxation under section 501(c)(3) of the Internal Revenue Code, but does not maintain a group exemption letter for its chapters. Chapters that expect to receive more than \$2,000 per year in gross receipts *or* that seek foundation grants or charitable contributions should apply to the Internal Revenue Service for recognition of their status as an exempt organization. This application costs \$400 as of 6/2016; yearly status update is required, by mailing a 990e Postcard (no additional fees). Check with your state revenue service to determine if any state requirements exist. For additional information, contact the President of GNSI, Inc. or the Membership Director.

## ***Applying for Education Fund Grants (please contact the Membership Director for more information):***

1. Chapters may apply for funds from GNSI, Inc. for educational purposes. Subject to the following restrictions, chapters may decide which educational activities are most appropriate for their communities and needs.
2. Education grants may be used only for charitable or educational purposes. Activities and benefits that are restricted to members generally will not qualify as charitable and educational. Chapters seeking education funds must make a bona fide effort to include non-members and students in educational activities.
3. Acceptable educational purposes include, but are not limited to:
  - Conducting workshops and demonstrations, including the cost of meeting rooms and equipment, if the activities are open to the general public as well as to chapter members.
  - Purchasing educational materials such as books, videos, provided access is not restricted solely to chapter members.
  - Purchasing art materials and equipment, provided that the use of the materials and equipment is not restricted solely to chapter members.
  - Providing financial assistance to individuals to participate in educational activities related to the GNSI's charitable and educational purposes, if recipients are selected on the basis of objective criteria. Officers or directors of GNSI, Inc., the chapter, and members of the selection committee are not eligible for financial assistance awards nor may awards be made to any family member of a disqualified individual.
4. Funding gallery displays of members' works generally will not qualify as an acceptable educational purpose. However, requests will be considered on a case-by-case basis and funds may be given if the GNSI, Inc. concludes, based on all of the facts and circumstances, that providing financial support for a gallery display furthers the GNSI, Inc.'s mission to educate the public about scientific illustration. Factors that will be considered include the criteria upon which the works will be selected for display, whether the display is open to non-members as well as members, the location of the chapter and the availability of other locations at which the public can view high-quality examples of natural science illustration, the quality of informational materials provided in conjunction with the display, and whether other educational activities will be conducted in conjunction with the display.

5. Educational funds will be awarded upon approval of an educational funding application. If funds requested exceed available monies in the Education Fund on a yearly basis, a percentage of the request will be given based on chapter membership.

6. Chapters receiving educational funds must have available upon request an annual report describing the purposes for which the funds were used.

*We the undersigned have read and agree to these Standards and Qualifications:*

Chapter President \_\_\_\_\_ Date \_\_\_\_\_

Chapter Secretary/Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Chapter Name \_\_\_\_\_



# MODEL CONSTITUTION AND BY-LAWS

Below is the model that can serve as the rough draft of your Chapter Constitution and By-Laws, or you can simply fill in the blanks with your Chapter name and other details. When you have drafted your Constitution and By-Laws, send them to the Membership Director for input and approval. Contact the national Membership Director for a digital copy of this model.

## ***Please note:***

**BY-LAWS, Article I:** To form a chapter only two officers are needed: President and Secretary/Treasurer. If you think you will expand within one to two years, please include the descriptions of any additional officers and elect them later. Cross out, or if working on disk, delete officers you will most likely not use. You can always amend your By-Laws at a later date.

## ***GNSI-(Chapter Name) CONSTITUTION AND BY-LAWS*** **CONSTITUTION**

### ***ARTICLE I: Name***

1.1 The name of this organization is the Guild of Natural Science Illustrators (GNSI)-\_\_\_\_\_ hereinafter referred to as \_\_\_\_\_; it is a subordinate of a central international organization hereinafter referred to as the Guild of Natural Science Illustrators, Incorporated (GNSI, Inc.) and operates in compliance with its Constitution and By-Laws.

### ***ARTICLE II: Objectives***

2.1 GNSI-\_\_\_\_\_ is a non-profit organization of persons employed or involved 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, to increase the respect for the profession through encouraging high standards of competence and ethics, and to promote the purposes of the GNSI, Inc.

### ***ARTICLE III: Membership***

3.1 The membership of GNSI-\_\_\_\_\_ shall consist of GNSI members from the state(s)/area of \_\_\_\_\_. A minimum of five GNSI members is needed to form a chapter.

3.2 Membership shall consist of those persons or organizations having an appreciation of and a genuine interest in furthering the objectives of illustrations for the natural sciences. In addition, they are dues-paying members in good standing of the GNSI, Inc. All members in good standing have the right to vote and are eligible to hold office. Qualified applicants may become members upon application submitted to \_\_\_\_\_ and full payment of dues. All members will receive all issues of the Chapter newsletter and are eligible to present artwork for Chapter exhibitions.

3.3 All member annual dues shall be paid by \_\_\_\_\_ of the new membership year in the amount and procedure as determined by the Executive Committee, herein defined as the elected officers of this chapter, and upon full notification of those members concerned.

3.4 All members will be sent two dues notices. Any member whose dues have not been paid within two months of the due date will be dropped from the membership rolls. All rights, privileges and interest of a member in or to the Guild shall cease on the termination of the 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 of all members.

**ARTICLE IV: Amendments to the Constitution**

4.1 Adoption of amendments to this Constitution shall require previous notice by mail or email, be listed separately, and require a two-thirds affirmative vote on each individual amendment change. The vote can be in person, by mail or email of the entire membership entitled to vote. Any member who does not return a 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 mail or email to each voting member for vote.

4.3 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.

**BY-LAWS**

**ARTICLE I: Officers**

1.1 The elected officers of the GNSI-\_\_\_\_\_are the President, Secretary/Treasurer, and \_\_\_\_\_. This unit shall constitute the Executive Committee and shall appoint such committees as they deem necessary.

1.2 President shall serve a term of \_\_\_\_\_ years, shall be Chair of the Executive Committee, shall preside at meetings of the GNSI-\_\_\_\_\_, 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.

1.3 Vice-President shall serve a term of \_\_\_\_\_ years and shall act in place of the President when absent, shall be Vice-Chair 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.

1.4 Secretary/Treasurer shall serve a term of \_\_\_\_\_ years, shall keep minutes of all GNSI-\_\_\_\_\_ meetings and is responsible for reporting this information to all members. The Secretary will handle all correspondence at the direction of the Executive Committee and shall be responsible for all membership activities. Secretary/Treasurer shall be responsible for the funds of the GNSI \_\_\_\_\_, issue and pay bills which have received approval of the Executive Committee, maintain a bank account in the name of and to the credit of the GNSI-\_\_\_\_\_, report annually to the members including a detailed account of activities funded through GNSI, Inc. and shall keep complete records of the business of the chapter so that the financial condition may at all times be readily ascertained therefrom. The account shall be subject to the annual audit if so desired by the chapter Executive Committee. Secretary/Treasurer shall prepare an annual and financial report to be made available to GNSI, Inc.

*(NOTE: Other officers who may be provided for in the chapter's by-laws should be described here. The following are examples of officers which a chapter may wish to elect. Number them sequentially, and then add the last two sections, also numbered sequentially.)*

1.5 Program Chair shall serve a term of \_\_\_\_\_ years and shall be responsible for coordinating all programs and special projects, such as workshops, field trips, etc.

1.6 Exhibits Chair shall serve a term of \_\_\_\_\_ years and shall be responsible for coordinating exhibits of members' work to educate the public and promote the field of natural science illustration.

1.7 Public Relations Liaison shall serve a term of \_\_\_\_\_ years and shall be responsible for promoting the activities

of GNSI-\_\_\_\_\_ to the public and to members. Whenever possible the Liaison shall make or arrange to make a photographic record of various events and meetings of the GNSI-\_\_\_\_\_.

1.8 The Newsletter Editor shall be responsible for gathering information for, soliciting contributions to, and publication and distribution of the newsletter.

1.9 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.

1.10 In case of absence or disability of the President, the succession of officers to act as President until a new election can be held is as follows: Vice President, Secretary/Treasurer.

### **ARTICLE II: Executive Committee**

2.1 The Executive Committee shall be composed of all elected officers of the GNSI-\_\_\_\_\_. The Executive Committee shall be the governing body of the GNSI-\_\_\_\_\_ and vested with authority and responsibilities as stated in this Constitution and By-Laws to achieve the goals and purposes of the GNSI-\_\_\_\_\_ 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 the Executive Committee meetings. In addition, the President may poll all 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 may be taken by a majority vote of the Executive Committee except as otherwise provided in these By-Laws. GNSI-\_\_\_\_\_ 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 immediately following the regular meeting of the GNSI-\_\_\_\_\_ or if this is not convenient then at the discretion of the President. Emergency meetings can be called at any time for any reason pertinent to the business of the GNSI-\_\_\_\_\_ 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. A quorum shall consist of a minimum of two Executive Committee officers or three if there are five Executive Committee officers.

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-\_\_\_\_\_ as an operating organization. All funds remaining in the GNSI-\_\_\_\_\_ treasury shall be dispersed as determined by the Executive Committee in compliance with the rules and regulations governing non-profit organizations, GNSI, Inc., and GNSI-\_\_\_\_\_.

2.5 GNSI-\_\_\_\_\_ shall have the annual right to petition GNSI, Inc. for monies for educational purposes. The amount of money made available is determined on an annual basis by the GNSI, Inc. Board of Directors. These funds will be awarded upon approval of an educational funding application and dispersed by the Board of Directors.

### **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 once every \_\_\_\_\_ years. The Executive Committee shall, before each election, review

the distribution of the membership of the GNSI-\_\_\_\_\_ in order to apportion 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-\_\_\_\_\_ meeting. The Executive Committee will place on the ballot in alphabetical order those names proposed for each office of the GNSI-\_\_\_\_\_ 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 mail or in person. Ballots must be received by midnight thirty 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-\_\_\_\_\_ membership shall be held at least three times per year. Notice of time, place, and prospective meetings/programs shall be communicated to the members by suitable means such as written correspondence or a Newsletter.

4.2 All meetings of the GNSI-\_\_\_\_\_ shall be governed by the Parliamentary rules and usage contained in the current edition of Roberts Rules of Order.

**ARTICLE V: Amendments to the By-Laws**

5.1 The Executive Committee shall provide By-Laws governing the activities, policies and administration of the GNSI-\_\_\_\_\_. 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.

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

5.4 Any member in good standing may suggest an amendment in writing to the Executive Committee.

\_\_\_\_\_  
President \_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary/Treasurer \_\_\_\_\_  
Date



## **SETTING UP YOUR BANK ACCOUNT(S):**

Most Chapters and Groups do not have sufficient cash flow (income or expenses) to warrant application for nonprofit status. You *may* need to acquire a state EIN (Employer Identification Number) in order to set up a bank account for your group, or you may be able to simply set up a simple, non-interest bearing account; your banker can best advise you on this. It is up to you to determine the requirements of your state tax code. Practice good bookkeeping and keep receipts; if your status should change, you will have your records in order.

**Please Note:** There is no connection between the National GNSI, Inc. and the Chapters/Groups in terms of finances and taxes; the National's nonprofit status does not apply to the Chapters or Groups. At one time, Chapters used the National GNSI's nonprofit tax ID number to set up their accounts; this is not valid and CANNOT be done. If your account is set up using the National GNSI tax ID number, you will need to change this. Please discuss the requirements with your banker, as regulations vary by state. Please feel free to contact the GNSI Membership Director if you have questions.

## **ANNUAL FINANCIAL REPORT:**

At our accountant's request, we request that each Chapter/Group submit an annual Financial Report to define your financial status as of December 31 as well as your current financial status. The membership director will email the president of each chapter/group with the request along with the annual report.

***Please submit the financial information requested in the annual report to the GNSI Membership director by email. All information refers to the immediately preceding year.***

## **GNSI CHAPTERS AND GROUPS:**

*As of Jun 2018*

Carolinas	Great Plains	Northwest
Finger Lakes	Greater New York	Greater Washington DC
Great Lakes	New England	Oregon
		Maine (Group)
		Texas (Group)

## **DISTRIBUTION OF GNSI PRINT MATERIALS:**

Membership Director contacts each GNSI chapter and group in the beginning of each calendar year to offer: 50 business cards, 50 membership brochures and 25 careers booklets for free (shipping included). According to interests and existing supplies, the Membership Director asks the Executive Assistant to ship packages. Any additional materials may be requested via the GNSI website and are charged at web pricing and for shipping.

## **ANNUAL CONFERENCE CHAPTER MEETING:**

By tradition, an informal meeting of the Chapter/Group representatives and the Membership Director is held sometime during the Annual Conferences — usually at lunch — so Chapter/Group representatives can meet, discuss any issues and share ideas. In addition, Chapter/Group representatives are introduced at the Member's Meeting. You are encouraged to designate a proxy representative if no one from the Chapter or Group will be attending the conference.

## **LOGO:**

***You are encouraged, but not required, to develop a Chapter Logo. Please note the following GNSI Logo Use Guidelines:***

If you choose to develop a chapter logo, it should incorporate the GNSI logo with any additional art you choose to represent your group. **Any** use of the GNSI, Inc. logo must be pre-approved by the Board of Directors: the GNSI logo may not be altered in any way. The added art should not obscure or cover the GNSI logo in any substantial way. *Some* overlap may be acceptable; again, the final decision rests with the Board. Please submit rough sketches to the Membership Director, who will present your design ideas to the full Board. The Board will then either approve your sketch(es) as is or suggest changes. The final art should be submitted to the Membership Director, who will present it to the Board for final approval. Below are sample logos for conferences and chapters:

