

CONSTITUTION FORMAT

The following is the format to use when writing or revising the Chapter's Constitution and Bylaws.

IKEBANA INTERNATIONAL CHAPTER CONSTITUTION

ARTICLE I: NAME

The name of this Chapter shall be Ikebana International _____
Chapter #____, a cultural, nonprofit, Chartered Chapter of Ikebana International with
Headquarters in Tokyo, Japan.

ARTICLE II: Objective

The objective of this Chapter shall be to promote mutual understanding and friendship
between countries through ikebana (the art of Japanese flower arrangement) and other
related arts.

ARTICLE III: Membership

Membership shall be open to all persons whose objectives are in accordance with
Article II.

ARTICLE IV: Dues

The yearly dues of this Chapter shall be based on the fiscal year, September 1 through
August 31. Each member shall pay annual dues as provided in the Bylaws.

Note: In determining the fiscal year, consider that the International portion of
membership dues must be received in Tokyo at International Headquarters by
September 30 to insure receipt of magazines, etc. by members.

ARTICLE V: Government

The governing body of this Chapter shall be known as the Chapter Board, under the
general management of the International Board of Directors, with the Chapter's Elected
Officers and Chairmen of Standing Committees responsible for local Chapter
government.

ARTICLE VI: Meetings

The Annual General Meeting of this Chapter shall be held in _____.
Regular and special meetings shall be held as defined in the Bylaws.

ARTICLE VII: Amendments

The Constitution may be amended, provided those amendments have first been
approved by the Chapter Board and then by the International Headquarters Board of
Directors. The proposed amendments shall then be mailed to the entire Chapter
membership at least two weeks in advance of a regular Chapter Meeting. Adoption of
amendments shall be by a two-thirds affirmative vote of members present.

**BYLAWS FORMAT
IKEBANA INTERNATIONAL
CHAPTER BYLAWS**

ARTICLE I: Name

The name of this Chapter shall be Ikebana International _____
Chapter #_____, a cultural, nonprofit, Chartered Chapter of Ikebana International
with Headquarters in Tokyo, Japan.

ARTICLE II: Objectives

Section 1:

The objectives of this Chapter shall be to stimulate, cultivate, and perpetuate the study
of ikebana, related arts and culture throughout the world.

Section 2:

Further objectives of this Chapter shall be to strengthen relationships among masters,
teachers and students of ikebana, and others interested in the ideals of Ikebana
International through mutual cooperation with other Ikebana International Chapters.

Section 3:

The motto shall be “Friendship through Flowers.”

ARTICLE III: Membership

Section 1:

Membership shall be open to all persons whose objectives are in accordance with
Article II.

Section 2:

The membership shall consist of:

A. Chapter members in good standing are those whose International and Chapter dues
have been paid to the Chapter.

B. Honorary Members

1. Honorary membership in this organization may be extended by the Chartered
Chapters to those individuals who have rendered outstanding service to the
organization.

2. Honorary membership in individual Chartered Chapters is based on criteria
established by each individual Chartered Chapter.

a. The international dues for Honorary Members shall be paid by their
sponsoring Chapter.

b. The International Board of Directors may exempt a newly chartered Chapter
from paying international dues for one Honorary Member for up to three
years.

3. Honorary Members shall have, without payment of dues, all the privileges of
Chapter Members with the exception of voting and holding office.

4. Honorary Members may become Chapter Members upon payment of dues.

C. Multiple Chapter Members

A member of a given chapter joins other chapters and thereby become a Multiple
Chapter Member by paying only chapter dues and forgoing International voting
privileges.

D. Life Members

A Chapter Member may become a Life Member of Ikebana International with the approval of the International Board by paying the Life Membership fee to International Headquarters as stated in the Bylaws of Ikebana International.

E. Transfer Members

A member in good standing may transfer from another chapter or from another category (such as MAL) upon presentation of a current membership card or receipt for the current year's dues.

F. Charter Members

1. Charter Membership is a privilege extended to all members who are members in good standing at the time the Chapter receives its Charter from International Headquarters.
2. Charter Membership may be extended to include late joining members who pay retroactive dues, if the Chapter so desires.

G. Counselors

Outstanding individuals may be invited by the Chapter's Board of Directors to serve as counselors.

ARTICLE IV: Fiscal Year and Dues

Section 1:

The fiscal year shall run from September 1 through August 31.

Section 2:

Dues for Regular Members shall be (a) equal to _____yen as stated in the International Bylaws of Ikebana International, and (b) _____ per member for _____ Chapter #_____ operating expenses.

The total amount of dues required per member, shall be presented by the Treasurer to the Chapter Board for approval at the June Chapter Board Meeting at the latest.

Note: If using U.S. dollars to pay international dues, the dollar equivalent shall be calculated adopting the "Yen/Dollar Rate for Dues" announced by International Headquarters.

Section 3:

To be considered Chapter Members, Life Members must pay annual chapter dues to the Chapter as stated in the Chapter Bylaws, Article IV Section 2.

Section 4:

Transfer Members who have a current membership card or receipt for current membership dues shall be accepted as Chapter Members in good standing for the remainder of the year.

Section 5:

Honorary Members shall be automatically exempted from payment of dues.

Section 6:

Membership shall automatically be terminated unless annual dues are paid by _____. Membership can be reinstated upon payment of current dues, and subsequent issues of publications will be sent; back issues of publications will be sent only if available.

Note: When determining the date for payment in Section 6, remember that the International dues must be sent to the International Headquarters office in Tokyo by September 30.

Section 7:

Membership dues shall not be refunded for any reason including resignation, expulsion or death.

ARTICLE V: Government, Duties, and Responsibilities

Section 1:

The governing body of this Chapter shall be known as the Chapter Board, under the general management of the International Board of Directors, with the Chapter's Elected Officers and Chairmen of Standing Committees responsible for Chapter government.

Section 2:

The Chapter Board shall consist of the Elected Officers of the Chapter and Standing Committee Chairmen. Special Committee Chairmen and Ikebana School Liaison Officers may attend Board Meetings by invitation but shall have no voting privileges.

Section 3:

The immediate Past President may be a member of the Chapter Board but shall have no voting privileges unless elected or appointed to a position with voting privileges.

Section 4:

Duties of the Chapter Board shall be:

- A. To exercise all power and authority over the affairs of the Chapter in the interim between meetings of the Chapter.
- B. To formulate chapter policies and procedures.
- C. To implement the directives from International Headquarters in the most expeditious manner for the common good of Ikebana International and this Chapter.
- D. To insure full compliance with local and national laws governing an organization such as Ikebana International.
- E. To conduct all the business of the Chapter not specified as belonging to the Executive Officers or Committee Chairmen.
- F. To consider and act upon business referred to it by the membership, and to report on such action at the following meeting.

Section 5: Duties of Elected Officers

Note: Each Chapter may have as many officers as needed. International Headquarters recommends the following positions.

- A. The President shall preside at all meetings of the Chapter and of the Chapter Board and shall be the official representative of this Chapter at meetings of cooperating and affiliated organizations. The President shall, with the approval of the Chapter Board, appoint Chairmen of Standing and Special Committees and serve as an ex-officio member of all committees except the Nominating Committee. The President shall appoint the Parliamentarian
- B. The First Vice-President, in the absence of the President, shall perform the duties of the President and shall succeed to the office of President should a vacancy occur. Additionally, the First Vice-President shall _____.
- C. The Second Vice-President, in the absence of the president and the First Vice-President, shall perform the duties of the President. In addition, the Second Vice-President shall _____.
- D. The Recording Secretary shall keep an accurate record of all business transacted at all meetings of the Chapter and Chapter Board and shall present the minutes for approval at the succeeding meeting.

- E. The Corresponding Secretary shall conduct general correspondence of the Chapter as directed by the President and the Chapter Board. The Corresponding Secretary shall complete Forms A, A-1, D, and 4 as required by international Headquarters.
- F. The Treasurer shall:
 - 1. Be custodian of the Chapter funds, receive all money of this Chapter, keep accurate records of receipts and expenditures, and pay out funds for routine expenses and other expenditures as authorized by the Chapter Board.
 - 2. Be the chairman of the Budget Committee.
 - 3. Submit a monthly statement of current finances at each monthly Board Meeting.
 - 4. Submit Form C and C-1 with payment of annual dues to International Headquarters prior to September 30.
 - 5. Notify members whose dues are in arrears.
 - 6. At the close of the fiscal year, submit books for audit by a qualified person approved by the Chapter Board.
- G. The Historian shall keep an album of all Chapter events.

Section 6: Duties of Committees

- A. Standing Committees shall consist of Exhibition, Budget, Hospitality-Protocol, Public Relations, Ways and Means, and Nominations. They shall operate throughout the fiscal year.

Note: Chapters may establish as many Standing committees as needed.

- 1. The Budget Committee shall be responsible for preparation of an annual budget for the Chapter.
 - 2. The Exhibition Committee shall coordinate and implement all exhibitions.
 - 3. The Hospitality-Protocol Committee shall be responsible for all hosting functions and for special courtesies to guests.
 - 4. The Public Relations Committee shall be responsible for notification of meetings and exhibitions through the media of newspapers, bulletins, and television. They shall endeavor to have an official press photographer present at regular meetings and to keep the public aware of the goals of Ikebana International. The Public Relations Chairman shall send copies of all publicity items and photographs of programs or exhibitions to International Headquarters for permanent Chapter records. These shall accompany Form A.
 - 5. The Ways and Means Committee shall be responsible for all fund-raising projects in the name of the Chapter. All funds raised must be used in accordance with Article II.
 - 6. The Nominating committee shall act in accordance with the Bylaws, Article VI Section 1, to nominate officers annually.
- B. Special Committees shall be created as needed with approval of the Chapter Board. The Chairmen of such committees shall be appointed by the President. Chairmen of Special Committees shall not have a vote on the Chapter Board.

ARTICLE VI: Election and Installation of Officers

Section 1: Nominations

- A. The Nominating Committee shall be a representative committee consisting of 3 or 5 members, including the Chairman. Half of the committee members shall be chosen from the general membership and half shall be chosen from the Chapter Board.

- B. Candidates for office shall be nominated by the Nominating Committee. The slate of nominees shall be submitted to the Chapter Board and the general membership at least thirty days prior to the annual election.
- C. The candidate for the office of President shall have served on the Chapter Board for a period of at least one fiscal year.
- D. Additional nominations may be made from the floor, provided the consent of the nominee has been secured.
- E. Nominating Committee members shall not serve in consecutive years.

Section 2: Election of Officers

- A. Officers shall be elected for a term of ____ years at the **May** meeting and shall be installed and take office at the _____ meeting.
Note: Choose one-year or two-year terms for the Chapter’s officers.
- B. Voting shall be by ballot unless there is a single slate, in which case declaration of election by acclamation shall be authorized. A ballot vote by mail shall be authorized when deemed necessary.
- C. A candidate receiving a majority vote shall be deemed elected.
Note: No Officer or Committee Chairman should hold the same office for more than two consecutive terms. In very special cases, exceptions may be made, but not for the President or the Vice-Presidents.

ARTICLE VII: Meetings and Quorum

Section 1:

The Chapter shall hold a minimum of ____ Program Meetings annually.

Section 2:

The Annual General Meeting shall be held in _____.

Section 3:

A quorum at any regular meeting shall consist of ____ of the regular membership.

Section 4:

The Chapter Board shall meet a minimum of ____ times per year.

ARTICLE VIII: Amendments

These Bylaws may be amended at a regular meeting by a two-thirds affirmative vote of those voting members present, provided the proposed amendments have been approved by the Chapter Board and the International Headquarters Board and copies of amendments have been mailed to members at least two weeks prior to the meeting.

ARTICLE IX: Disposition of funds

Upon dissolution of the Chapter, after all outstanding debts have been paid, the remaining funds shall be donated to any worthy cultural, educational, or artistic cause, as determined by the majority vote of the Chapter Board, provided this does not conflict with any existing local and/or national government law.

ARTICLE X: Authority

The most recent edition of Robert’s Rules of Order shall govern this Chapter in all applicable cases.