



Asheville Mushroom Club – AMC - Mission Statement

The Asheville Mushroom Club is an organization open to all people who share an interest in mushrooms – collecting, identifying, cooking, and cultivating, while supporting the protection of their natural habitat and biological integrity. Our purpose is threefold:

1. To continually better our knowledge of fungi.
2. To pass knowledge on to others who are interested in learning about fungi.
3. To enjoy the fellowship of others with like interests, locally, regionally, nationally and internationally. We are a club affiliated with the North American Mycological Association (NAMA).

Asheville Mushroom Club Guidelines

Membership consists of two types:

1. Dues paying members: Dues are \$18.00 for an individual and \$25.00 for a family. Dues are set by consensus of the Executive Board. Dues become due and payable on January 1 of each year. New members joining in or after September of any year shall pay one year's dues, which will be effective through December of the following year. Dues become delinquent on March 15. Members who are delinquent in payment of their dues after May 15 shall automatically have their membership status revoked.
2. Honorary memberships are offered to some people who may live at a significant distance or for some other reason cannot participate in club activity, but whose membership is considered a particular asset to the club (as determined by the Executive Board).

Members receive e-mail or newsletters informing them of club activities. Members are entitled to attend forays and participate in the club Yahoo group. Only dues paying members may hold office or vote in club elections. Membership in NAMA is not required to be a member of AMC.

Organization of the Club

Responsibility for club activities lies with officers and committee chairs that together make up the Executive Board. Officers and committee chairpersons for the following calendar year are determined by consensus of the membership present during a November business meeting. If consensus cannot be reached, membership will vote to fill a position. Officers hold positions for

one year. Notice of business meetings will be posted on the club web site and emailed to members (snail mail by request).

All officers and committee chairpersons must be members in good standing. These are unpaid positions. Decisions affecting the club are made by consensus of the Executive Board (consisting of officers and committee chairs) or by officers and committee chairs acting in accordance with their roles as defined below.

AMC officers

Officers of this club shall consist of the following: President, Vice President, Treasurer, and Secretary. Committees may include Foray, Program, Social, Newsletter, Publicity, and Scientific Advisory.

Duties of Officers:

President: The president shall serve as the chairman of the Executive Board and is responsible, with the approval of the Executive Board, for the welfare and progress of the club. The president shall:

- Conduct meetings to carry out the plans of the club
- Have authority to fill by appointment any officer or committee chair vacancies to be effective for the duration of the year
- Host periodic meetings of the Executive Board to formulate club plans
- Establish agendas for business meetings and develop policy recommendations for consideration and approval by the membership
- Inform the publicity chair and web master of special meetings, forays, etc., as well as any special instructions in ample time for publication;
- Propose a budget for approval of the Executive Board prior to the February planning meeting.

Vice President: The vice president shall be the primary assistant to the president and act in his/her behalf during any absence of that officer. The vice president shall fill in for any other absent officer not present at a meeting. In the event that the office of president becomes vacant, the vice president will assume the office of president and all the functions and responsibilities of that office.

Treasurer: The treasurer shall be responsible for the following:

- Maintaining the official records of membership to include addresses, telephone numbers, e-mail addresses, dues records, and other relevant information for each current member. This list shall be furnished to the president, the Executive Board, and the Newsletter editor whenever directed.
- Keeping an accurate record of all income and expenditures. The treasurer shall, upon request, give a report of the current income and expenditures to the members at membership meetings.
- Giving a financial report at each business meeting. A financial statement shall be prepared at the end of each fiscal year to include income, expenditures and balance on hand with supporting documents available for audit.
- The treasurer shall not make any payments unless in written form or voucher.

Secretary: The secretary shall keep minutes for each business meeting to include motions and dispositions thereof. These minutes can be posted on the club web site and are subject to approval by the membership and made available to any club officer on request. Prepare and send by e-mail (and snail-mail as required) to members timely news updates concerning meetings, forays, and other calendar events.

Committees

Committee chairpersons, generally, will solicit members to join their committees to assist in meeting the objectives of the committee. Any member may approach the committee chair and request to be on the committee. Duties of the committees are as follows:

Program Committee:

- Obtain speakers for the club's meetings
- Coordinate speaking engagements and participation by the club in exhibits, fairs, and similar functions
- Arrange educational classes and special activities as appropriate.

Membership Committee:

- Maintain and keep the membership spreadsheet
- Compile an electronic membership list and distribute annually to the membership
- Provide a paper copy to members without 3-mail when they join and also upon their renewal
- Maintain a spreadsheet of the "tasks" that new members check on the membership form and make available to the President
- Provide a back-up for the group e-mail addresses.

Foray Committee:

- Organize and coordinate forays for the club and support volunteer field trip leaders
- Establish club mycologists, club identifiers, and walk leaders to facilitate the activity of the committee.
- Make arrangements for a club representative to have applicable release forms available and signed at all field trips, forays, walks, excursions or meetings sponsored by the club.
- Forays will be conducted on a regular basis during mushroom season as determined by the foray committee.

Education Committee:

- Formulate and present a basic presentation that will be given to area schools and civic group.
- Coordinate workshops for mushroom cultivation

Social Committee:

- Maintain sign-up sheet for meeting refreshments.
- Plan and conduct social functions the club decides to hold, which may include post foray potlucks, the Christmas party and any others.

Newsletter Committee:

- Develop plans, solicit educational articles, and edit the club's newsletter to be published on paper once or twice a year.

Publicity Committee:

- Ensure newspaper and radio coverage of significant club activities
- Respond to inquiries made through the club web page

Scientific Advisory Committee:

- Provide expert scientific advice to club and members.

Yahoo AMC website Webmaster:

- Maintain the club's website by monitoring postings, and screening new applicants.

AMC Internet Webmaster

- Maintain the AMC site, by posting pertinent information regarding AMC, e.g. information on monthly meetings, membership, administrative, Keys & Links, Coming Events, Joining the AMC, Fungi of the Week photo, and updating the Foray Summary with information provided by the President.

Meetings

Monthly club programs are open to the public. Meetings are on the second Wednesday of each month (March through October) at 7:00 p.m.

Business meetings are open to all members. At least two business meetings shall be conducted each year:

1. A meeting to determine officers and committee chairs for the upcoming year will be held in November.
2. A planning meeting will be held in January or February to plan for the year.

Meetings of the Executive Board will be called as needed. Any officer may call such a meeting.

These guidelines were instituted in 2008
Amended 11/9/2011.