



## **GARDEN CLUB BYLAWS**

### **ARTICLE I – (NAME)**

The name of this club shall be Coastal Gardeners (CG)

### **ARTICLE II – (OBJECTIVES)**

The objectives of this club shall be:

1. To affiliate with the Delaware Federation of Garden Clubs, Inc. (DFGC); Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC); and the National Garden Clubs, Inc. (NGC)
2. To aid in the protection and conservation of wild life, our natural resources, and native plants.
3. To promote interest and knowledge of all phases of gardening.
4. To study and advance the fine arts of gardening: landscape and floral design, and horticulture.
5. To promote community beautification.

### **ARTICLE III – (MEMBERSHIP)**

Section 1. Membership shall be open to all persons who are interested in the objectives of the club. Prospective members may visit no more than two (2) scheduled club meetings before requesting membership. Membership shall become effective upon the payment of the dues.

Section 3. Active Members shall be obligated to:

1. Support and promote the objectives and activities of Coastal Gardeners (Article II).
2. Pay annual dues (Article IV).
3. Attend at least five (5) of the eight (8) General Meetings per year.
4. Serve on at least one (1) Standing or Special Committee (Article VI).

Section 4. Resignation from membership shall be made in writing to the Membership Chair, accompanied by payment for any outstanding dues or financial obligations.

- Section 5. A former member may be re-instated by joining the club as a new member per Article III
- Section 6. An Active member transferring from a Federated Club shall be accepted as a member and membership shall become effective with the payment of dues. The new member shall be accepted regardless of the membership quota set forth in Article III (1).
- Section 7. The Board of Directors may grant Ex-Officio status to a non-member individual or organization for significant contributions toward the Coastal Gardeners objectives.
- Section 8. Member in good standing who can no longer continue the responsibilities of an Active Member can apply in writing to the Executive Board to become an Associate Member.
1. Associate members shall have all the privileges of the membership, except that they may not hold office or vote.
  2. Dues must be paid by Associate Members.
  3. An Associate Member of Coastal Gardeners may return to Active Member status regardless of the membership quota set forth in the Standing Rules.
- Section 9. A member may be terminated by the Board of Directors for failure to satisfy the obligations outlined in Article III.

#### ARTICLE IV – (DUES)

- Section 1. Dues shall remain the same each year unless a change is recommended by the Executive Board. Dues are for operating costs for the CG club and for membership dues paid to DFGC and NGC.
- Such a change must be approved at a regular meeting by majority of Active Members in attendance.
- Section 2. Dues shall be due and paid-in-full to the Treasurer at the April Meeting and shall be delinquent if not paid by the May Meeting. Fiscal year begins on May 1 and ends on April 30.
- Section 3. No dues will be refunded at any time for any reason.
- Section 4. Members joining the club after January 1<sup>st</sup> will pay reduced dues until the April meeting, at which time regular annual dues will be collected.

#### ARTICLE V – (EXECUTIVE BOARD & OFFICER OBLIGATION)

##### Section 1 – The Executive Board

Executive Board, each board shall: Perform the duties and responsibilities prescribed by these Bylaws, the Standing Rules, and by the adopted Parliamentary Authority.

1. The Executive Board shall be comprised of The President, Vice President, Treasurer, and Secretary.

2. Executive Officers shall serve for two years, beginning at their installation during the General Meeting in April of odd-numbered years and ending in April of the next odd-numbered year, when newly elected or recurring one-time Executive Officers are installed.
3. Outgoing Executive Officers shall transfer all records and correspondence pertaining to that office to the incoming Executive Officers prior to the General Meeting in April of odd-numbered years.
4. Resignation from any Executive Office shall be in writing to the President.
5. The President shall appoint a substitute for any vacant position on the Executive Board for the remainder of the term. This will not disqualify the Officer from an elected term going forward.
6. An Executive Officer may serve the same position for a maximum term of no more than four (4) years. There must be a two (2) year interval before being eligible for that same position.
7. Executive Officers shall present a monthly report at all General Meetings.
8. The Board of Directors shall be comprised of the Executive Board and all Committee Chairs.

## Section 2 – Obligations of Executive Officers

Executive Officers, each officer shall: Perform the duties and responsibilities prescribed by these Bylaws, the Standing Rules, and by the adopted Parliamentary Authority.

**President** shall preside at CG General, Board of Directors, Executive Board Meetings. Represent CG at other garden meetings as needed. The President shall appoint the standing committee chairperson. The President shall be a member ex-officio of all committees except Nomination Committee. The President shall ensure that the Club operates in compliance with approved Bylaws, reviews and revises Bylaws, as needed, and provides a copy of the Bylaws to new members.

**Vice President** shall be Program chairperson and shall conduct the business of club in absence of President. The Vice President will automatically move up to Presidency for the next term of office, if desired.

**Secretary** shall keep records of the meetings of the club and shall be custodian of all records and papers pertaining to the office. Secretary will submit draft minutes to the Executive Board members for review and approval. Secretary will distribute approved minutes to all members via email. Upon a motion and majority vote for approval of the minutes at the following General Meeting, Secretary shall enter them into the permanent record of CG.

**Treasurer** shall record all money received and all expenditures made and make a full report at each Executive Board and membership meeting. Any expenditure over ten dollars (\$10) which has not been budgeted must be approved by the Executive Board. The Treasurer is empowered to sign checks on behalf of CG for and maintain a record for their review. Treasurer completes and files all required IRS and State tax returns. Treasurer maintains a permanent record of the budget, incoming expenditures, and tax records.

## ARTICLE VI – (STANDING COMMITTEES)

Standing Committees, each chair shall: Perform the duties and responsibilities prescribed by these Bylaws, the Standing Rules, and by the adopted Parliamentary Authority.

Section 1. There shall be the following Standing Committees: Awards, Community Projects, Hospitality-Social (including Cheer), Membership, Publicity, Ways and Means (fundraising), Yearbook.

- Section 2. Other special committees may be appointed by the President. The Board of Directors shall be comprised of the Executive Board and all Committee Chairs.
- Section 3. Committee Chairs shall serve a maximum term of no more than four (4) years. There must be a two (2) year interval before being eligible to chair the Committee again.
- Section 4. Committee Chairs shall present a status report at all General Meetings and at Board of Directors Meetings as scheduled.
- Section 5. Committee Chairs shall transfer all records and correspondence pertaining to the committee to the incoming Committee Chair.

#### ARTICLE VII – (MEETINGS)

- Section 1. There shall be one (1) membership meeting per month for at least eight (8) months of the year.
1. Members may attend via technology with a written requested to and approved by the President at least three (3) days prior to the scheduled meeting.
  2. Members attending via technology will use accepted best practices, mute button, etc.
- Section 2. There shall be one or more as needed Executive Board meetings during the year. Also, to ensure that all projects and activities support the club's objectives, a planning meeting should be held annually before the April meeting with the Executive Board and all Committee Chairpersons to review each committee's programs and tentative budget submissions.
- Section 3. In odd numbered years prior to the March meeting, nominations of officers will be taken from the floor. Officers will be elected at the March meeting.
- Section 4. A Special Meeting may be called by the President at any time for any reason with five days advance notice.

#### ARTICLE VIII – (ELECTIONS)

- Section 1. If necessary, a Nominating Committee of three (3) members shall be chosen. The Chairperson shall be appointed by the President, and two (2) members shall be elected to the Executive Board at the November meeting prior to the biennial meeting in March.
- Section 2. If no nominations from the floor are forthcoming, then the Nominating Committee shall prepare a list of candidates whose names shall be presented to the membership at the meeting prior to the biennial meeting in March. Further nominations shall be in order from the floor at the biennial meeting, provided the consent of the person has been obtained.
- Section 3. Elections of Officers shall be held at the biennial meeting in March. If there is more than one (1) candidate for the same office, election shall be by ballot and a majority vote shall elect. If there is only one (1) candidate for each office, the Secretary shall cast the unanimous ballot of the membership for the election of Officers.

#### ARTICLE IX – (QUORUM)

- Section 1. A quorum of a regular meeting of the club shall be one-fourth (1/4) of the Active Members.
- Section 2. A quorum of an Executive Board meeting shall be one-half (1/2) of the Executive Board.

#### ARTICLE X – (FISCAL POLICIES)

- Section 1. The fiscal year shall be from May 1<sup>st</sup> through April 30<sup>th</sup>.
- Section 2. The books and accounts shall be kept in accordance with generally accepted accounting principles and shall be reviewed yearly by the Executive Board.

#### ARTICLE XI – (AMENDMENTS)

- Section 1. The Bylaws may be amended at any General Meeting of the club by majority vote after following the process below:
- Changes are agreed by the Executive Board
  - Agreed changes will be emailed to all club members prior to a General Meeting
  - Changes are read at the General Meeting
  - There is a vote of 2/3 members with a motion to change – 1<sup>st</sup> and 2<sup>nd</sup>
  - Discussion as needed
  - Vote on the motion
- Section 2. The Bylaws may be amended without notice at the biennial meeting by a unanimous vote.
- Section 3. Amendments shall become effective upon adjournment of the meeting at which they are adopted.

#### ARTICLE XII – (PARLIAMENTARY/PRESIDENT AUTHORITY)

- Section 1. Current edition of the newly revised Robert's Rules of Order shall be the parliamentary/president authority for all matters of procedure not specifically covered by the Bylaws.

#### ARTICLE XIII – (DISSOLUTION)

In the event of the dissolution of Coastal Gardeners, all debts are to be paid with remaining funds, and balance then disbursed to the Delaware Federation of Garden Clubs.