

# BY-LAWS

## Article I – Name

La Plata Garden Club

## Article II – Objective

The purpose of this Club is to educate members in home gardening and to encourage an interest in all its phases and to promote conservation, preservation and civic beautification of our community. It shall be organized on a not-for-profit basis.

## Article III – Membership

All members must pay annual dues – see Article IV.

Membership is open to men and women.

### Active Status

An active member shall be anyone whose dues are current and is interested in the purposes of the Club and willing to participate in the various Club activities.

An active member must serve on the hospitality committee and participate in the maintenance of the Memorial Garden. Participation on other committees/activities is encouraged.

Guests are welcome to attend only two meetings, after which they must submit an application for membership.

### Emeritus

An Emeritus membership shall be open to those with at least five years active status who cannot fulfill the requirements for active membership. Such members shall: (1) be voted on by the Executive Board; (2) not be eligible to vote; and (3) not required to pay dues.

## Article IV – Dues

The dues for active members shall be recommended by the Board and voted on by the full membership at the November meeting.

All members joining after July 1 will be assessed one-half of the annual dues.

The amount of the dues will be listed in the Standing Rules.

Dues are to be paid by November 30<sup>th</sup> for the following year. Beginning December 15<sup>th</sup>, a late fee of \$10.00 will be charged.

If a member has not paid their dues by January 1<sup>st</sup>, it shall be considered a resignation from the Club membership. Lapsed members may rejoin by one of the two following methods: (1) A member shall be reinstated when dues and late fees are paid and current, or (2) After one year has elapsed, a former member may rejoin at the current rate of dues.

### **Article V – Officers, Election, Duties of Officers**

The elected officers of this organization shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. All elected officers shall serve a two-year term and may hold the same office for no more than two consecutive terms.

In August of even years, the Club shall elect a Nominating Committee of three members and shall elect the Chairperson. It shall be the duty of this committee to nominate a candidate for each office. It is the responsibility of the Nominating Committee to fully instruct the candidate in the duties of the office.

The slate for new officers shall be presented at the September meeting. Nominations may be made from the floor. Nominees presented agree to have their names placed on the ballot.

The election of all officers shall be at the October meeting. Installation of new officers shall take place before December 31 of that year. Officers will assume their duties January 1.

Vacancies in offices, other than the Presidency, shall be filled by the President, with approval of a majority of the Board.

### **Duties of the Officers**

#### **President**

- Direct all activities of the Club
- Preside at all meetings
- Prepare an agenda for each meeting
- Appoint a Parliamentarian, Federation Delegates and Standing Committee Chairpersons
- In the absence of the Recording Secretary, appoint a temporary Recording Secretary for the meeting

- Serve as an ex officio member of all committees except the Nominating Committee
- Attend District and State meetings as required
- Appoint an Audit Committee at the end of each fiscal year
- Provide the District II Awards Chairperson with four copies of the Yearbook at the June District II President's Meeting.
- Serve as an advisor to the incoming President.

#### **Vice President**

- Assume the responsibilities of the Club in the absence of the President
- Assist the President in carrying out the functions of the club
- Form and Chair the Yearbook Committee
- Work closely with the President and all committees when requested.

#### **Recording Secretary**

- Maintain an accurate record of Club meetings
- Send the recorded minutes to the President within one week of General and Executive Board meetings
- In the absence of the Membership Chairperson, keep a record of attendance at all Board and General Club Meetings

#### **Corresponding Secretary**

- Be responsible for mailing notices of the Executive Board and General meetings

#### **Treasurer**

- Keep a record of all member names to be sent to the Maryland Federation of Garden Clubs, Inc. and National Garden Clubs, Inc.
- Be responsible for the finances of the Club
- Maintain all financial records for the annual audit by the Finance Committee
- The Treasurer or President must sign all checks for Club expenses
- Issue a yearly financial report and as necessary, monthly updates.

#### **Parliamentarian**

- Advise the President on questions pertaining to parliamentary procedure
- Serve on the By-laws Committee when a revision of the By-laws is necessary

#### **Federation Delegates**

- Represent the Club at District and State Meetings and give a report at the next General Club meeting
- Expenses to attend these meetings shall be paid by the Club.

## **Article VI – Meetings**

The Club shall meet on the 4<sup>th</sup> Thursday evening of the month, unless otherwise designated. There shall be a total of at least 9 meetings a year. A majority of the total voting membership shall constitute a quorum.

## **Article VII – Executive Board**

The Executive Board shall consist of the Officers, Parliamentarian, Standing Committee Chairpersons and Delegates and others as deemed necessary by the President. The Executive Board shall have general supervision over the affairs of the Club between its business meetings. It shall be subject to the orders of the Club and none of its acts shall conflict with action taken by the Club. The Executive Board will meet at the call of the President.

## **Article VIII – Committees**

There shall be such committees as the Executive Board deems necessary, each to be headed by a chairman appointed by the President. Each chairman shall select members for the committee as needed.

## **Article IX – Amendments**

These by-laws may be amended by a quorum, as described in Article VI, of voting members. Such proposed amendments shall have been presented at a previous Club meeting. The By-laws shall be reviewed as deemed necessary.

## *Standing Rules*

The Membership Chairperson shall keep a record of attendance.

Guests are welcome at all meetings unless otherwise specified.

A portion of each annual membership dues shall be sent to the Federated Garden Clubs of Maryland, Inc. on or before January 1<sup>st</sup>.

A Club year begins with the February meeting and ends with the November meeting.

Annual dues – Active \$30.00 and Couples \$50.00