

# Avon Garden Club Bylaws

## BY-LAWS

### ARTICLE I: QUALIFICATIONS FOR MEMBERSHIP

Section 1: Membership in the Club is open to any individual who supports the purpose of the Avon Garden Club, which is to stimulate interest in home gardening, the beautification and ecological stewardship of Avondale Estates, and who:

- a. pays dues in accordance with Article II of these Bylaws
- b. has agreed to serve on at least one (1) Club committee for the coming fiscal year as assigned by the President; members are invited to advise the President of the member's particular areas of interest and/or expertise
- c. has agreed to serve on a Luncheon Committee for one (1) General Membership meeting during the coming fiscal year and share in the cost of the luncheon
  - i. Exceptions are the Executive Board members (who host the annual Holiday Dinner), and other members as determined by the Executive Board
  - ii. Each member will sign up for a Luncheon Committee for the month of the member's choice for the coming fiscal year no later than the March General Membership meeting, or be assigned to a month by the Host Chair
  - iii. If a Luncheon Committee member is unable to serve on the chosen or assigned date, the member is responsible for getting a substitute and timely notifying the Host Chair of the change
- d. regularly attends Club meetings, functions and supports the various projects of the Club
- e. supports the Club's fundraising; each member is responsible for selling a minimum of \$25.00 worth of tickets to the annual Pancake Breakfast and Boutique, or making a \$25 donation, as well as donating time and effort for the event.

Section 2: A member may invite guests to attend any General Membership meeting. A non-member may attend no more than two (2) meetings.

Section 3: Any member may resign from the Club by written notice to the President.

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## **ARTICLE II: DUES**

Section 1: Club dues will be forty dollars (\$40.00) annually, payable no later than the April meeting for the coming fiscal year.

Section 2: New members who join the Club after the November meeting will pay one-half ( $\frac{1}{2}$ ) of the annual dues for the remainder of the fiscal year.

Section 3: A member's failure to pay dues for the coming fiscal year by the April General Membership meeting constitutes the member's resignation from the Club.

## **ARTICLE III: EXECUTIVE BOARD RESPONSIBILITIES**

Section 1: The Executive Board will transact routine and emergency business of the Club to be reported at the next General Membership meeting for a vote.

Section 2: The Executive Board will recommend new actions that it considers desirable to the General Membership. The General Membership will vote on the recommended actions.

Section 3: The Executive Board will meet at regularly scheduled meetings, at the call of the President, or at the request of any three (3) Executive Board members. Executive Board meetings, other than executive session meetings, are open to all Club members in good standing.

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## **ARTICLE IV: EXECUTIVE BOARD MEMBERS AND DUTIES**

Section 1: The Executive Board of the Club will consist of the following officers: President, First Vice President, Second Vice President, Recording Secretary, Communications Secretary, Treasurer, Immediate Past President/Parliamentarian and any other officers determined necessary by the membership.

Section 2: The **PRESIDENT** will:

- a. be the chief executive officer of the Club
- b. preside at meetings of the General Membership
- c. be an ex-officio member of all committees except the Nominating Committee
- d. appoint members and chairs of committees as needed
- e. call special meetings on the advice of the President or at the request of three (3) Executive Board members
- f. call the annual Budget Meeting
- g. have custody of the Club's award and plaques

Section 3: The **FIRST VICE PRESIDENT** will:

- a. assist and support the President in the performance of the President's duties
- b. perform the duties of the President in the President's absence or inability to serve
- c. preside at all Executive Board meetings
- d. chair the December holiday events

Section 4: The **SECOND VICE PRESIDENT** will:

- a. serve as Programs Chair
- b. schedule programs for General Membership meetings
- c. welcome speakers and introduce programs
- d. perform other duties as reasonably determined by the President

Section 5: The **RECORDING SECRETARY** will:

- a. record, sign and keep approved minutes of General Membership and Executive Board meetings
- b. provide Communication Secretary with said minutes within fourteen (14) days.

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- c. perform other duties as reasonably determined by the President

### Section 6: The **COMMUNICATIONS SECRETARY** will:

- a. communicate with Club members with the approval of the President
- b. be responsible for maintaining and updating the Club's website
- c. serve all notices authorized by the Executive Board or the President
- d. maintain newsletters and notices accessible to members
- e. perform other duties as reasonably determined by the President

### Section 7: The **TREASURER** will:

- a. oversee all financial operations of the Club, expending money outside budgeted line-items only with the approval of the General Membership
- b. keep accurate records of all Club receipts and expenditures and make financial reports as requested
- c. prepare a balance sheet at the close of each fiscal year
- d. chair the Budget Committee
- e. maintain the official membership list
- f. perform other duties as reasonably determined by the President

### Section 8: The **IMMEDIATE PAST PRESIDENT/PARLIAMENTARIAN** will:

- a. assist and support the President in the performance of the President's duties
- b. rule on parliamentary procedure according to *Robert's Rules of Order Revised*
- c. perform other duties as reasonably determined by the President

Section 9: Outgoing Executive Board Members will transfer all Club records, a comprehensive list of duties and responsibilities and other materials in their possession to their successors.

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## **ARTICLE V: ELECTION OF THE EXECUTIVE BOARD**

Section 1: In January a Nominating Committee will be formed. It will consist of two (2) Executive Board members, one (1) of whom will be the chair, and three (3) members approved by the General Membership.

Section 2: The Nominating Committee will prepare a slate of officers for the coming fiscal year to submit in nomination at the February General Membership meeting. Each nominee will be a Club member in good standing. Additional nominations may be made by members at the February General Membership Meeting, provided that each nominee is a Club member in good standing whose consent to serve has been obtained prior to nomination.

Section 3: The Executive Board will be elected annually at the March General Membership meeting to serve for the coming fiscal year beginning with their installation in May.

Section 4: In the event that an officer is unable to complete the officer's term of service, the President will appoint a successor to complete the officer's unexpired term. The President will ask the Executive Board to approve the appointment at its next meeting, and will ask the membership to approve the appointment at the next General Membership meeting. If the Executive Board or the membership fails to approve the President's appointment, the Nominating Committee will nominate a replacement for approval by the Executive Board and the membership at their next meetings.

Section 5: An officer may resign from the Executive Board by written notice to the President. The resignation will take effect upon receipt by the President.

## **ARTICLE VI: COMMITTEES**

Section 1: The incoming President will appoint the chairs and members of such committees as may be necessary to do the work of the Club during the period from the installation of new officers in May to the next installation of officers the following May. Outgoing committee chairs will transfer all Club records, a comprehensive list of duties and responsibilities and other materials in their possession to their successors.

Section 2: The Budget Committee, consisting of the incoming President, the incoming Treasurer, the Immediate Past President, the outgoing Treasurer and one (1) other Executive Board member, will meet in March to prepare a proposed budget for the coming fiscal year. The proposed budget will be presented for approval at the April

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Executive Board meeting and to the general membership at the April General Membership meeting.

## **ARTICLE VII: FISCAL YEAR**

The fiscal year of the Club will run from the installation of new officers in May to the next installation of officers the following May.

## **ARTICLE VIII: QUORUM**

Section 1: A quorum of the General Membership is one-third (1/3) of the membership in good standing at the time of the meeting.

Section 2: A quorum of the Executive Board is a majority of the Executive Board members in office.

## **ARTICLE IX: VOTING**

Section 1: Voting will be by voice, by hand, or by paper ballot as determined by the Immediate Past President/Parliamentarian, or by the First Vice President in the absence of the Immediate Past President/Parliamentarian.

Section 2: All motions and resolutions of the General Membership will be decided by a majority vote of the members physically present and voting, provided that a quorum is present.

Section 3: All motions and resolutions of the Executive Board will be decided by a majority vote of the officers present and voting, provided that a quorum is present.

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## **ARTICLE X: ORDER OF BUSINESS**

Section 1: The general order of business for Executive Board ~~delete Executive Board—that meeting doesn't have Pledge of Allegiance, Inspiration, etc.~~ and General Membership meetings will be:

- a. call to order and determination of quorum
- b. Pledge of Allegiance, Inspiration, Horticultural Tip and Recognition of Birthdays
- c. welcome visitors and new members
- d. approval of minutes
- e. reports of officers and committees
- f. unfinished business
- g. review of and vote on Executive Board recommendations
- h. new business
- i. announcements
- j. adjournment

Section 2: The Executive Board may modify the order of business as it deems necessary.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

*Roberts Rules of Order Revised* will govern procedural issues not specifically addressed in the Club's Constitution or these Bylaws.

## **ARTICLE XII: AMENDMENTS**

These Bylaws may be amended by a majority vote of the members physically present and voting at a General Membership meeting provided that:

- a. the proposed amendment is recommended by the Executive Board
- b. a quorum is present
- c. a motion to table an issue has not been made and approved