

## BYLAWS

### ARTICLE I - NAME

The name of this organization shall be

THE CLEARWATER GARDEN CLUB

### ARTICLE II – OBJECT

The object of this Club shall be to further the education of members and the public in the fields of: Gardening, Horticulture, Botany, Landscape Design, Artistic Design, Conservation of Natural Resources, Civic Beautification, Garden Therapy, Environmental and Nature Studies.

### ARTICLE III – MEMBERSHIP

SECTION 1. There shall be three classes of membership: Active, Honorary and Emeritus. Only Active members shall pay dues and be eligible to vote and hold office. Membership is open to all, regardless of gender, age, race, ethnicity or religious affiliation.

Active Members shall be those who believe in and will support the objectives of the Club. They must regularly attend general meetings and/or assist in projects sponsored by The Club.

Honorary membership may be conferred upon any person who has notably promoted the interests and activities of The Clearwater Garden Club. Honorary members shall be proposed to the Board by three Active members, then elected by receiving a two-thirds vote of approval by the Board. Honorary members may vote and hold office if they are also Active members.

Emeritus members are those persons who are no longer members but remain as a vital part of our warm thoughts. Their names shall be included in the yearbook to encourage and facilitate communication with them. This category is intended for former long-term members and individual memberships shall be reconsidered by the Board every three years.

### ARTICLE IV – DUES

SECTION 1. Annual dues shall be \$35.00 a member and \$40.00 for husband and wife. Dues are payable at the general meeting in March and delinquent after May 15. Dues paid in March shall cover the membership for the club year. Members who are delinquent in their dues shall be so notified by the Corresponding Secretary.

### ARTICLE V – MEETINGS

SECTION 1. The meetings of the Board shall be held on the third Saturday of each month when feasible, preceding the regular meetings. Special Board meetings may be called by the President or by three members of the Board. A quorum of the members (5 of 8) of the Board

shall be required in order to conduct official business. Any Board member having three unexcused absences may be replaced by the President.

SECTION 2. If not in conflict with District, State or National events, regular meetings shall be held on the third Saturday of each month. A quorum at general meetings shall consist of 25% of the voting members.

## ARTICLE VI - OFFICERS

SECTION 1. The officers of this Club shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and three Directors for a total of eight. These shall constitute the Executive Committee and shall perform the duties prescribed by these Bylaws (*see Article VIII*) and by the Parliamentary Authority adopted by this Club.

SECTION 2. The Board is the Executive Committee.

SECTION 3. Officers are elected for terms of one year, and two years for Directors. No member shall hold more than one elective office at any one time. Any officer may be eligible to serve two consecutive terms in the same office, except the Recording Secretary and Treasurer who may serve indefinitely.

## ARTICLE VII – ELECTIONS

SECTION 1. A Nominating Committee of three shall be elected in November. The Board shall elect the Chair, and the other two members shall be elected at the general meeting by those assembled. This Committee shall nominate a candidate for each office and prepare an official ballot with the names of all candidates, having determined that each candidate is eligible, qualified, and willing to serve. The slate of nominees shall be presented to the membership at the February meeting.

SECTION 2. Elections of officers shall be held at the Annual Meeting in March at which time nominations shall be called for from the floor. Candidates nominated from the floor must have given consent to have their names presented. Voting shall be by ballot. If there is but one nomination for each office the ballot vote may be taken by voice. If a member is unable to attend the election they may vote by written notice or email to the Nominating Committee Chair. This absentee ballot must be received by midnight the day prior to the election. In the event of disqualification, resignation or death of an officer or Chairman of a Standing or Special Committee, the President, with the approval of the Executive Committee, shall fill the vacancy. This member shall hold office until the next annual election of the Club at which time the unexpired term will be filled by election.

## ARTICLE VIII – DUTIES OF ELECTED OFFICERS

SECTION 1. The President shall:

A. Present the agenda and preside at all regular and Board meetings.

- B. Appoint a Parliamentarian and Chaplain, Historian and Chairs of all Standing and Special committees, subject to approval of the Executive Committee.
- C. Be Ex-Officio member of all Standing and Special committees, excepting the Nominating Committee.
- D. Be co-signer with the Treasurer of the club's financial accounts, coordinator of the club's webmail, and overseer of all official digital communications of the CGC.
- E. Assume safekeeping of the Deed, dies of the Club insignia, and all other important papers in the Club's Safe Deposit Box. Access to this box shall reside with the President and Treasurer.
- F. Oversee the Club's compliance with all regulations *re* our 501(C)(3) status.
- G. Appoint, with approval of the Executive Committee, members to fill any vacancies which occur.

SECTION 2. The Vice-President(s) shall:

- A. In order of their standing, perform all duties of the President in the absence of, or at the request of, the President.
- B. Each Vice-President shall be Chair of a Standing Committee. First Vice-President shall act as Program Chair; Second Vice-President shall act as Membership Chair.

SECTION 3. The Recording Secretary shall:

- A. Record in the Minutes all CGC business at regular and Board meetings, send these Minutes to the President as soon as possible after each meeting, and furnish copies of Minutes to be approved at each regular and Board meeting.
- B. Keep hard copies of the Minutes in order in a designated binder, this binder being kept at the Clubhouse and available to members.
- C. Assume responsibility for any digital storage of material required.
- D. Maintain all written reports and documents from the meeting with the Minutes.

SECTION 4. The Corresponding Secretary shall:

- A. Initiate all mailed correspondence.
- B. Keep copies of written correspondence to the club and disperse as appropriate.
- C. Assist the President with electronic (email) correspondence.

SECTION 5. The Treasurer shall:

- A. Receive any and all monies belonging to the CGC and make all disbursements by check, subject to approval by the Executive Board. The Treasurer is co-signer with the President on the CGC's bank accounts and privy to any other financial arrangements on behalf of the CGC.
- B. Keep bills, receipts, and other proofs of all expenditures.
- C. Provide a Treasurer's Report at each regular meeting. This report shall contain a list of all income and expenses since the previous Report as well as a reconciliation of the most recent bank statement(s). After approval by the membership of the Reports, the Reports shall be kept in a designated binder, this binder being kept at the Clubhouse and available to members.
- D. Serve as Chair of the Budget and Finance Committee and be responsible for creating the annual CGC budget, to be presented to the membership for approval at the October meeting.

E. Any outgoing Treasurer shall turn over to their successor at the time of installation all financial records, and arrange for the new Treasurer to be fully informed of current financial needs and situations affecting the CGC. The outgoing Treasurer shall also present a financial statement including all transactions current to the date of installation of the new Treasurer.

Note: The financial books shall be closed each July 31 and reviewed by three Active members at the September meeting.

SECTION 6. The Assistant Treasurer shall perform the duties of the Treasurer in the absence or disability of the Treasurer, and shall oversee money raised at fund-raising projects. The Assistant Treasurer is a member of the Budget and Finance Committee.

SECTION 7: Directors shall each head a major committee and take significant part in developing projects and policies to carry out the objectives of the CGC.

#### ARTICLE IX – DUTIES OF APPOINTED OFFICERS

SECTION 1. The Chaplain shall give a non-sectarian invocation at the general meetings.

SECTION 2. The Historian may keep our scrapbook and records of all Club activities.

SECTION 3. The Parliamentarian shall advise any presiding officer on points of parliamentary procedure and give advice to the Board and members when requested.

SECTION 4. Committee Chairs shall maintain accurate records of their committee members' contact information and activities, especially accurate financial accounting which complies with the current budget for said activity, and shall follow closely the committee objectives found in Article IX.

#### ARTICLE X – DUTIES OF STANDING COMMITTEES *Current Standing Committees are listed in the yearbook each year and will be instructed in their duties by the President.*

SECTION 1. Standing Committees may include: Awards; Exhibits; Birds, Butterflies, and Conservation; Budget and Finance; Bylaws and Standing Rules; Hospitality; Landscape; Library; Membership; Program; Publicity; Telephone; Ways and Means; Youth Gardening; and any other committees so named by the current President. **[SEE Addendum A for a list of the committees and their descriptions.]**

#### ARTICLE XI – DELEGATES

SECTION 1. The President and First Vice-President shall be delegates, and two or more members shall be nominated from the floor to attend State Convention and District Meetings. The member receiving the highest number of votes is a delegate, and the member receiving the next highest vote is the Alternate.

SECTION 2. State Convention: The registration fees of the President and delegates shall be paid by the Club. Alternates attend at their own expense.

SECTION 3. District VIII: Registration fees for delegates shall be paid by the Club.

SECTION 4. The outgoing President or next available officer in rank may attend the Garden Club Short Course with an allowance not to exceed \$75 (if funds are available). The outgoing President shall choose one member to attend with an allowance of \$50 (if funds are available).

## ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern all official Club meetings.  
<http://www.rulesonline.com/>

## ARTICLE XIII – AMENDMENTS TO THE BYLAWS

To amend the Bylaws: the proposed amendment(s) shall be submitted in writing to the Executive Board, then presented to the membership at the following meeting for comment and discussion. Vote will be taken at the subsequent meeting, after the second reading, requiring a two-thirds affirmative vote to pass. Absentee ballots may be cast as described in Article VII, Section 2.

## ADDENDUM "A"

### STANDING COMMITTEES

1. The Awards Committee has charge of all details regarding application for any available awards to benefit the CGC, and shall provide Flower Show ribbons and awards. They shall seek out potential grants and awards and convey information to appropriate Chairs.
2. The Exhibits Committee has charge of matters involving education and interest in flower arrangement. It shall plan, with the Program Chair, exhibitors to make presentations to the Club. It shall plan and implement all flower shows.
3. The Birds, Butterflies and Conservation committee shall use all appropriate means to educate CGC members and the general public on conservation matters. It shall stay informed of current conservation issues both local and national, pass this knowledge on to the membership, and schedule events accordingly.
4. The Budget and Finance Committee shall consist of the Treasurer, Assistant Treasurer, Ways and Means Chair, and two members-at-large appointed by the President after consultation with the Treasurer. It is their duty to prepare the annual budget, to be presented to the Board and general membership at the October meeting. No committee chair may exceed their budget without permission of both Budget and Finance Committee and Executive Committee.
5. The Bylaws and Standing Rules Committee shall prepare and present any amendment to the Bylaws in writing to the Executive Board to be discussed, then presented and voted upon by the general membership after the membership has sufficient time to study the proposed change(s). The Executive Committee shall review the Bylaws every three years
6. The Ways and Means shall be a fund-raising committee.
7. The Hospitality Committee shall provide Hostesses at all regular and Special meetings and refreshments when required. They are responsible for setting up and cleaning up, for decorations, and for maintaining the kitchen equipment. They shall report to the Executive Board any needs for supplies and maintenance above the line item in the budget.
8. The Landscape Committee shall be responsible for the continued planning, planting, and general care of the grounds of the Club.

9. The Library Committee shall be responsible for all Club literature, subscriptions to gardening magazines, and book acquisition. They shall obtain State and National Horticulture Bulletins and maintain and enforce the rules of the Club's Library. In the event of the death of a member, the Library Chair may place a memorial book in the Library with the name of the deceased.
10. The Membership Committee, whose chair shall maintain a current roster, known as "the official list of the Clearwater Garden Club", and provide this to the members and to the Recording Secretary. They shall distribute the bylaws, direct new members' orientation and maintain an attendance book. They shall provide the Circulation Manager of the Florida Gardener with a list of new members plus changes in the standing list, accompanied by required fees.
11. The Program Committee shall work with their chair, the First Vice President, to arrange all details for programs at the general meetings. Programs should carry out the objectives and goals of the Florida Federation of Garden Clubs, Inc., and the National Council of Garden Clubs, Inc.
12. The Publicity Committee shall furnish information to the media regarding Club activities. They shall maintain a current list of media outlets and contact persons, along with copies of articles, news clips, and other documentation of Club activities.
13. The Yearbook Chair shall compile, edit, print and distribute the annual Yearbook to the members.
14. The Youth Gardening Committee shall arrange meetings and programs for education of young persons in any and all matters listed in Article II.

## **ADDENDUM “B”**

Robert’s Rules of Parliamentary Procedure <http://www.rulesonline.com/>