

## **BYLAWS**

### **Article I - Name**

This club shall be known as the Wayne Countryside Garden Club.

### **Article II – Purpose**

The purpose of this club is to promote interest in gardening, civic beautification and the environment.

### **Article III – Membership**

**Section 1.** Membership shall be open to all persons with an interest in gardening and the work of the club.

**Section 2.** Members are encouraged to attend a minimum of two activities a year (excluding the Spring Luncheon). In addition, all members shall support the Spring Luncheon either by leadership, involvement in a committee, hostessing duty, raffle offering or silent auction donation. Members shall have the right to vote, to hold office, to serve as committee chairpersons and to participate in all activities of the club.

**Section 3.** A person wishing to join the club should be invited by a sponsor as a guest to at least one monthly meeting and introduced by said sponsor. The prospective member must have a willingness to share in the work of the Club and be on a minimum of one committee. The interested person will submit an application for membership and pay the current dues. The membership chairperson shall then present her/his name and application to the Executive Board. The Executive Board will notify the prospective member after reviewing their application. The membership chair

shall then communicate in writing or by email to all members welcoming the new member and sharing some information about the new member that includes contact details.

**Section 4.** A Member may resign from membership at any time providing written notice is given to the Membership Chair. Members who have not paid their current year's dues by January 15th will be considered to have acquiesced their membership from the Club.

**Section 5.** Members who fail to fulfill the attendance requirement during one year may be notified in writing by the membership chairman of such failure at the end of the year. Should the member fail to fulfill the attendance requirement for a second year, she/he may be asked to resign.

#### **Article IV – Officers**

**Section 1.** The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

**Section 2.** The Nominating committee, consisting of the immediate past president as chairman and two other past presidents selected by the chairman, shall present a proposed slate of officers to the membership for the ensuing year. Other nominations may be made from the floor. A candidate must receive a majority vote to be elected. A mail ballot may be used to elect officers. Officers shall be nominated in October, elected in November, and assume office in January.

**Section 3.** The term of office shall be one (1) year or until a successor has been duly installed.

**Section 4.** The duties of the officers shall be as follows:

The **President** shall preside at all club and executive board meetings. She shall attend all district, state and national meetings whenever possible. She shall serve as an ex officio member of all committees, except the nominating committee.

The **Vice President** shall attend all club and executive board meetings, assist the president whenever necessary and perform the duties of the president in the latter's absence. She shall serve as chairman of the program committee and as hostess for the annual meeting.

The **Recording Secretary** shall attend all club and executive board meetings, keep minutes and records of the club and provide the president, treasurer, and club historian with copies of the previous month's meeting. She shall give a summary of the executive board meeting to the membership at each regular monthly meeting.

The **Corresponding Secretary** shall attend all club and executive board meetings, notify the membership of forthcoming club functions, and conduct all club correspondence.

The **Treasurer** shall attend all club and executive board meetings. She shall collect and receive all monies due and belonging to the club, have custody of all funds and make such payments as appropriate. She shall keep regular and correct accounts and submit reports when so requested.

#### **Article V - Executive Board**

**Section 1.** The executive board shall consist of the officers, the immediate past president and the chairmen of the standing committees.

**Section 2.** The term of office shall be one (1) year or until the successors have been installed.

**Section 3.** The executive board shall constitute the governing body of the club and be empowered to act in any emergency.

**Section 4.** Executive board meetings shall be held prior to monthly meetings of the club or at the President's call.

**Section 5.** Eight (8) members shall constitute a quorum at any board meeting.

**Section 6.** Each member of the executive board shall keep an up-to-date record of her activities and, upon retiring from office, explain and pass on this information to her successor and the president.

#### **Article VI – Committees**

**Section 1.** There shall be fifteen (15) standing committees as follows:

Program committee, Hospitality committee, Yearbook committee, Ways and Means committee, Membership committee, Publicity committee, Holly Hangers committee, Civic committee, Budget committee, Courtesy committee, Garden Therapy/Horticultural Gardening committee, Bylaws/History committee, Newsletter/Website committee, Photography committee, Nominating committee.

**Section 2.** The President shall appoint all committee chairpersons (except the nominating committee chairperson) with the approval of the other officers. The chairperson of the nominating committee shall be the immediate past president who shall select two (2) other past presidents to serve on the committee.

**Section 3.** The term of appointment shall be two (2) years.

**Section 4.** The duties of the standing committees shall be as follows:

- a. The **Program** committee shall obtain programs for the meetings of the club. It shall be allocated a definite sum of money for the year as governed by the budget committee. All expenditures relevant to the club's programs shall be paid by the club.
- b. The **Hospitality** committee shall have charge of all social activities of the club. It shall secure hostesses for each meeting.
- c. The **Yearbook** committee shall procure all the necessary information for the yearbook. It shall contact printers to have it printed and keep within the amount designated in the budget.
- d. The **Ways and Means** committee shall raise funds for the club with any project approved by the executive board.
- e. The **Membership** committee shall govern the membership of the club as provided in Article III of these bylaws.
- f. The **Publicity** committee shall have charge of all publicity notices of the meetings and social activities of the club.
- g. The **Holly Hangers** committee shall appoint workers for the various departments to carry on the work of the project. It shall be governed by and shall consult with the budget committee regarding any necessary expenditures. It shall keep an inventory of any materials used.
- h. The **Civic** committee shall be responsible for the care of the memorial rock in Wayne. It shall work with village offices for the beautification of Wayne.
- i. The **Budget** committee shall, along with the president, treasurer program chairman, prepare a budget for each year and present it to the executive board for approval.

j. The **Courtesy** committee shall be responsible for noting the death or illness of any member or her immediate family. It shall notify the president of such and shall send a card, plant, flowers, or fruit, the cost of which shall not exceed the limit set by the budget committee.

k. The **Garden Therapy/Horticultural Gardening** committee shall share purposeful use and knowledge regarding plants and their contribution to our well-being, both emotionally and physically, through social interaction and exposure to all-encompassing benefits of nature.

l. The **Bylaws** committee shall review the bylaws of the club annually and shall recommend any changes if necessary. In addition, the artifacts, photographs and historical documents from each year shall be added to the Garden Club archives.

m. The **Nominating** committee shall meet and shall prepare a slate of officers for presentation to the October meeting as provided in Article IV, Section 2 of these bylaws.

n. The **Newsletter/Website** committee shall send the newsletter to members to inform them of garden club news and upcoming events. The newsletters shall be sent out quarterly at the beginning of the first month of that quarter. The chairperson for the Newsletter/Website committee shall maintain the club's website.

o. The **Photography** committee shall take photos of club events. Photos should be archived, so they can be shared and passed on as a part of the historical records.

## **Article VII – Meetings**

**Section 1.** Regular meetings shall be held on the third Thursday of each month unless otherwise arranged with due notice by the executive board.

**Section 2.** Meeting hostesses and the president shall be notified by any member bringing a guest.

**Section 3.** Twelve (12) members shall constitute a quorum at any business meeting of the club.

## **Article VIII – Finances**

**Section 1.** The annual dues shall be forty-five (45) dollars and are payable by January 15th. New members joining mid-year shall pay adjusted dues set by the Treasurer.

**Section 2.** All expenditures of the club must be approved for payment by the budget committee.

**Section 3.** Any change in the annual dues shall be by a two-thirds (2/3) vote at the annual meeting with advance notice at least two (2) weeks prior to said meeting.

## **Article IX - Parliamentary Authority**

The rules contained in the current edition of *Roberts Rules Of Order Newly Revised* shall govern the club in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **Article X - Amendment**

The bylaws may be amended at any meeting by a two-thirds (2/3) vote providing notice of the proposed changes be given to each member at least two (2) weeks prior to said meeting.