

LAKE PLACID GARDEN CLUB, INC. BYLAWS

ARTICLE I NAME

The name of this organization shall be LAKE PLACID GARDEN CLUB, INC.

ARTICLE II OBJECT

To stimulate a knowledge and love of gardening; to protect and preserve native plants and birds; to educate youth in the preservation of our environment; to actively promote civic beautification and to support the aims and objectives of the Florida Federation of Garden Clubs.

ARTICLE III OFFICERS

PROPOSED

Recommended changes are in red.

Section 1. The **elected** Officers **of this club** shall be President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. **The appointed officers shall be Parliamentarian/Protocol Chairman.** All Offices can be co-chaired with one Co-Officer. **One of the two must be designated as primary.**

RATIONALE

The words “elected “and “of this club” are added because all officers of LPGC are not elected. The Bylaws clearly state that the Parliamentarian/Protocol position is appointed. (Article VI, Officers and Duties, Section 1.)

The sentence “**One of the two must be designated as the primary officer** “ is added. This sentence clarifies the first in line/responsibility of duties.

Section 2. Manner of elections and terms of office shall be prescribed in the Standing Rules.

Section 3. The immediate Past President shall become a member of the Board of Directors.

ARTICLE IV AMENDMENTS

This Constitution may be amended by two-thirds (2/3) vote of the members present at any business meeting. Notice of such proposed amendments shall be given one (1) month prior to such meeting.

ARTICLE V MEETINGS

Section 1. Unless otherwise ordered by the Club, or by the Board of Directors, regular meetings shall be held on the second Wednesday of each month from September through May at 12:00 p.m.

PROPOSED

Section 2. Special Meetings may be called by the President, or any three (3) members, providing one (1) of the three (3) is one of the first three (3) **primary** officers.

RATIONALE

Co-Chairs are not always as active as a primary officer and thus may not be familiar with the needs of the club at the time.

Section 3. Standing Committees shall meet at the call of their respective chairmen.

Section 4. The fiscal year shall be from June 1 through May 31.

ARTICLE VI OFFICERS AND DUTIES

Section 1. There shall be an Executive Board comprised of the President, First Vice-President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian and Protocol Chairman. The officers shall be installed at the May meeting and assume their duties at the end of that May meeting, except for the incoming Treasurer who shall assume office at the end of the fiscal year (May 31).

Section 2. The Executive Board, together with the Chairmen of all Standing Committees shall form the Board of Directors.

PROPOSED

Section 3. The President may hold office four (4) consecutive ONE YEAR terms.. Change to **two (2) consecutive one-year terms.**

RATIONALE

If a President is not popular with the membership a change may be appropriate and mandated even if a sitting President would like another term. 2. A sitting President would not feel pressured to continue for longer than two one-year terms.

Section 4. The President shall preside at all meetings of the Club and shall be ex-officio member of all committees except the Nominating Committee. The President or President's designee shall be official representative/spokesperson of the Lake Placid Garden Club.

Section 5. The First Vice-President shall perform the duties of the President in the absence of the President and shall serve as the Chairman of the Program Committee and Advisor of the Yearbook Committee.

Section 6. The Second Vice-President shall perform the duties of the President in the absence of the President and the First Vice-President and shall serve as the Coordinator of the Ways and Means Committees.

Section 7. The Recording Secretary shall keep the minutes of all meetings and keep a record of all attendance.

Section 8. The Corresponding Secretary shall attend to all correspondence of the Club.

PROPOSED

Section 9. The Treasurer shall receive and distribute all monies authorized in the Budget approved by the members and pay all itemized bills approved by the Executive Board and membership. The Treasurer will keep a balance sheet and ledger sheet for each month of the calendar year. She/he shall be a member of the Budget Committee. Checks may be issued with only the signature of the Treasurer except for those checks for **\$500** or more which shall require the signature of the Treasurer and President or **Co-Treasurer**.
E-checks written over \$500 must have written approval from the President.

RATIONALE

The current amount of \$100 has increasingly become difficult for the treasurer to conduct business in a timely matter. Raising the requirement for two signatures to \$500 allows checks to be processed timely, cutting down on processing delays due to schedules and travel time of our members.

E-checks written over \$500 will require written authorization from the President. This can be done by sending approval by email, text, or fax and kept in file. Auditors can verify the approval of the expenditure.

Section 10. A Parliamentarian may be appointed by the President. The term of office shall be concurrent with that of the appointing President.

Section 11. A Protocol Chairman may be appointed by the President. The term of office shall be concurrent with that of the appointing President.

**ARTICLE VII
NOMINATIONS AND ELECTIONS**

Section 1. There shall be a Nominating Committee comprised of three (3) members appointed by the Executive Board. The Nominating Committee shall present the slate at the March meeting and the election shall take place at the April meeting,

PROPOSED

Add the sentence Officers shall be elected by majority vote of those present.

RATIONALE

The Bylaws state that Bylaws can be amended with a 2/3 vote of the members present, but there is not mention of what number of votes elects the officers. Article IV, Amendments

Section 2. A nominee for Primary Officer shall have been a Garden Club member at least one (1) calendar year prior to nomination to an elected office.

Section 3. The newly elected officers shall be installed at the May meeting for a 1-year term.

PROPOSED

Add the sentence - Officers may not serve more than two consecutive one-year terms, unless no qualified candidate comes forward.

RATIONALE

Several members have stated they believe there should be term limits on officer positions. At times it becomes hard to fill positions. Adding this sentence gives a member the opportunity to be elected, but does not mandate a change.

ARTICLE VIII STANDING COMMITTEES

Section 1. The President shall appoint all Committee Chairman. All Committee Chairman are members of the board.

Section 2. A member in good standing may vote only once on an issue before the board.

ARTICLE IX MEMBERSHIP AND TERMS OF MEMBERSHIP

Section 1. Only those persons may become members of this Club who are in accord with its objectives and who are willing to take an active part in the work of the organization. A member desiring to become an Associate Member shall present an application to the Executive Board. If approved, she/he shall pay dues in accordance with the Standing Rules.

Section 2. An application shall have one sponsor.

Section 3. The Membership Chairman shall notify the applicant of being accepted or rejected by the Club following the decision of the Board of Directors.

Section 4. Each member of the Club who has been active in the Club shall be permitted to sponsor two (2) new applicants each year.

PROPOSED

Raise the sponsorship limit to (3).

RATIONALE

Several members have stated the number 2 is too restrictive and hinders the growth of the club. Inquiries of past policy resulted in two factors. 1. The number of club memberships needed to be limited due to limited meeting space. 2. There was concern if sponsorship was not limited, a club could possibly join and sway decisions of the Board. This Bylaws committee feels neither is currently an issue. Other district club Bylaws were reviewed. Limits vary. We recommend raising the number to (3).

Section 5. The Membership Chairman shall present the applicant's name to the Board of Directors for approval or rejection.

Section 6. Associate members shall enjoy the privileges of the Club but shall not vote or hold office. After a period of five (5) a member may apply for associate membership.

Section 7. Any person dropping out of the Club for one (1) year or more shall be reinstated as a new member.

Section 8. Members shall refrain during meetings from speaking about actions or matters not actually or officially before the assembly.

Section 9. During meetings members shall refrain from disturbing the assembly and the presiding officer through whispering and restless behavior.

Section 10. Members are expected to refrain from conduct injurious to the Lake Placid Garden Club, Inc. or its purposes. A member may be terminated by a two-thirds (2/3) vote of the Board of Directors present at the Board meeting if that member has engaged in conduct tending to injure the Lake Placid Garden Club, Inc., disturb the well-being of the Lake Placid Garden Club, Inc. or hamper the purpose or work of the Lake Placid Garden Club, Inc.

PROPOSED

ADD The member will receive one written warning after the first reported infraction. If a second infraction occurs the board of directors will cast a vote for possible termination of membership. The written warning must be sent certified, return receipt.

RATIONALE

The current Bylaws or Standing Rules do not state how an offending member is notified. The legality of this SECTION, #10 was considered with this proposal.

Section 11. All money raising projects shall be submitted to the Executive Board for approval in advance.

Section 12. The Lake Placid Garden Club, Inc. does not discriminate on the basis of race, ancestry, creed, religion, color, national origin, citizenship, age or physical or intellectual disability or any privileges afforded under Federal law.

ARTICLE X

DUES

- Section 1. There shall be an initiation fee accompanying the application which includes current year's dues.
- Section 2. Dues are payable at the April meeting. If not paid at the May meeting, the member's name will not appear in the Yearbook.
- Section 3. Florida Federation of Garden Clubs' life members are responsible for local club dues only.
- Section 4. Total dues shall be posted in the standing rules. 1-4

ARTICLE XI

QUORUM

- Section 1. Four (4) members of the Executive Board shall constitute a quorum, provided one (1) of the four (4) is one of the first three (3) officers.
- Section 2. At a Board of Directors Meeting, nine (9) Members shall constitute a quorum.
- Section 3. At regular meetings of the Club, a majority of the membership of the Club present shall constitute a quorum, provided one (1) of the first three (3) officers is present.

ARTICLE XII

AUDIT

- Section 1. The Treasurer's books shall be audited after each fiscal year by the Auditing Committee and the results shall be presented at the first general meeting of the new meeting year.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

- Section 1. Roberts Rules of Order (Newly Revised) shall govern all meetings.
- Section 2. A Parliamentarian shall advise on the parliamentary procedure.

ARTICLE XIV

DISSOLUTION

In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 510 (c) 4 of the Revised Internal Revenue Code of 1984, or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local Government for exclusive public purpose.

ARTICLE XV

NATIONAL/STATE EMERGENCY GUIDELINES

In the event of a National/State Emergency and meetings cannot be held, official business may be conducted by mail/email. This is to include the Election of Officers, Bylaw Amendments and Standing Rules. This procedure follows FFGC adopted guidelines. Refer to FFGC ARTICLE IX – Election of Officers; ARTICLE XXI – Bylaw Amendments; and FFGC Standing Rule #26 E-mail Voting Guidelines.

STANDING RULES

The Standing Rules for Lake Placid Garden Club, Inc. are as follows:

ARTICLE I

DUES

Section 1. The dues are:

Renewal Regular Members- \$30

Renewal Florida Federation of Garden Clubs Life Members - \$18

Renewal Associate Members - \$35

Renewal Associate Member (FFGC Life)- \$23

Renewal Couples Regular member & spouse- \$42

Renewal Couples (FFGC life member & spouse)- \$30

New Individual Member - \$45 (\$30 for dues, \$15 for name tag)

New Couple -Member & Spouse- \$72 (\$42 dues, \$30 for two name tags)

Couple- Adding Spouse of existing member- \$27 (\$12 dues, \$15 name tag)

Member joining February 1-March 31 -\$37 (\$22 dues, \$15 name tag) & pay \$30 renewal by May 15 for next year

Member joining April 1-May 15 will be advised to pay the new member fee of \$45 for June- May of the next garden club year

All annual renewals are due by May 15 – after May 15 add \$5 reinstatement fee.

PROPOSED

ADD - Renewal Couples (Both Associate Members)- \$50 – Associate spouse must meet the criteria for associate membership.

RATIONALE

This was presented at the April 2 Board Meeting as a motion. It passed. It was not presented to the membership for vote. The motion added the sentence associate spouse must meet the criteria for associate membership.

PROPOSED

ADD - Renewal Couples (One Associate Member)- \$47.

RATIONALE

This category was not presented to the board on April 2 for review and vote. It was not presented to the membership for vote.

ARTICLE II

STANDING RULES

Section 1. These Standing Rules will be adopted and may be amended by a majority vote of the Lake Placid Garden Club, Inc. members in good standing present at a regular meeting.

Section 2. A proposed change to the Standing Rules must appear on the agenda for the meeting.

Section 3. These Standing Rules will be adopted by a majority vote at any business meeting without previous notice.

PROPOSED

Moving forward changes to the Bylaws and Standing Rules will be noted in the footnotes of the documents.

RATIONALE

Currently answers to why, when, or how changes have been made can only be known by memory or extensive research of archived documents. Footnotes can easily assist in locating past changes. Agree

Section 4. A person may attend no more than two (2) meetings as a guest in one (1) fiscal year.

Section 5. All members in good standing will serve on the Hostess Committee excluding Associate Members and the Executive Board. Hostess Committees will be divided equally.

Section 6. Ways and Means will furnish plants/garden related items for the opportunity table at regular meetings as designated by the Executive Committee.

PROPOSED

CHANGE TO READ The Ways and Means Coordinator may assist the chair in providing plants and/or garden related items for the Opportunity Table at regular meetings of the membership.

RATIONALE

Currently the Ways and Means Coordinator has not been responsible for providing the items for the Opportunity Table. It is felt the chairperson is better suited for determining the items. The Ways and Means Coordinator could help if requested and advise on budget items.

Section 7. A pre-ordered lunch will be made available at those business meetings designated by the Executive Committee. Each member shall pay for their own lunch and “no-shows” shall be billed.

Section 8. All trip/tour fees are nonrefundable.

Section 9. Passengers will reimburse the driver for fuel expenses used on field trips.

Section 10. The election of officers shall take place at the April meeting and will be elected by a majority vote of members attending said meeting. Terms of office shall be for one (1) year, in accordance with Article VI, Section 1 of the bylaws.

Section 11. Garden Club members must wear their official name tag to each meeting, a fine of \$1.00 collected if a member is not wearing their name tag.

Section 12. In an effort to uphold the objective of the Lake Placid Garden Club, Inc., members are encouraged to support all of its fund raisers.

Section 13. To facilitate the signing of checks by the incoming officers as of June 1, the newly elected President and Treasurer and the outgoing Treasurer shall ensure the transfer of all accounts by that date.

Section 14. The incoming President and Treasurer, with assistance as necessary from the outgoing Treasurer, shall prepare a budget and submit it to the Executive Committee for review before submitting it to the general membership for approval by a majority of the members at the May meeting.

PROPOSED

ADD SECTION 15. The President of Lake Placid Garden Club has the right to call for a Board vote, in writing, at any time during the year, as it pertains to decisions by committees. All interim votes must be documented by the recording secretary and attached to the next regular minutes of the Board of Directors.

RATIONALE

In the past there have been occasions that a board vote has taken place between scheduled meetings of the Board. No documentation has been found that allows for this.

PROPOSED

Moving forward all amendment dates will be added to the footer. All known prior amendment dates will also be added.

RATIONALE

When it is adventitious to know when and why changes have been made the supporting documents can easily be located.