

# **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**

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.

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.

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.

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.

Section 3. The President may hold office for (2) consecutive 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.

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 the signature of the President or co-Treasurer. E-checks written over \$500 must have written approval from the President.
- 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. Officers shall be elected by majority vote of those present.
- 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. Officers may not serve more than two consecutive one-year terms, unless no qualified candidate comes forward.

**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 (3) new applicants each year.
- 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) years 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. 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.
- 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 (One Associate Member)- \$47.

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

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.

## **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.
- 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. 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.
- 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.
- 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.