

BYLAWS

GULF COAST GARDEN CLUB

ARTICLE I NAME

The name of this organization shall be the Gulf Coast Garden Club, a Member of the Florida Federation of Garden Clubs, Inc. and the National Garden Clubs, Inc.

ARTICLE II MISSION

The Gulf Coast Garden Club provides education, resources, local, state, and national opportunities for its members to promote the love of gardening, floral design, civic, and environmental responsibility.

ARTICLE III MEMBERSHIP

Section 1. Membership in the Gulf Coast Garden Club is open to all regardless of gender, age, race, ethnicity, or religious affiliation.

Section 2. Members are strongly encouraged to attend General Meetings, serve on committees and share in the work of the Club.

Section 3. Guests may attend up to two meetings per year before deciding whether or not to join.

Section 4. Anyone interested in furthering the mission of the Club is invited to join by completing a Membership Application, paying the required dues and creating a New Member Profile.

ARTICLE IV FINANCES

Section 1. The amount of annual dues shall be fixed by the board and voted on by the membership.

Section 2. Dues are payable by May 1st. Dues must be paid to continue Florida Federation Garden Club Membership.

Section 3. Anyone joining after March 1st shall have their dues applied to the next fiscal year.

Section 4. The Gulf Coast Garden Club fiscal year begins on June 1st and ends on May 31st.

ARTICLE V OFFICERS

Section 1. Officers of the Club shall be: President, 1st Vice President/Audit, 2nd Vice President/Program Chair, 3rd Vice President/Membership, Treasurer, Recording Secretary, and Corresponding Secretary.

Section 2. The election shall be conducted by ballot by the Members at the March General Meeting. In case there is only one candidate for office, the Recording Secretary may be instructed to cast the ballot.

Section 3. The President, 1st Vice President/Audit Chair, Corresponding Secretary shall be elected in even years. 2nd Vice President/Programs, 3rd Vice President/Membership, Treasurer and Recording Secretary shall be elected odd years. Candidates for the office of President shall have served at least one term as an Officer, Advisor, or as Chair of a Standing Committee.

Section 4. Officers shall serve for a term of two years beginning June 1st. An officer may serve for no more than 2 consecutive terms in the same office.

ARTICLE VI DUTIES OF THE OFFICERS

Section 1. Officers and advisors shall perform the duties prescribed by these Bylaws, Standing Rules and by Robert's Rules of Order, Current Edition.

Section 2. Duties

1. President: The President shall serve as the President of the Gulf Coast Garden Club and shall officially represent the Club at local, state and national levels
2. 1st Vice President/Audit Chair: The 1st Vice President shall assist the President, perform the duties of the President in all cases in which the President is unable to serve, and perform such duties as the President and/or Board of Directors shall direct.
3. 2nd Vice President/Program Chair: The 2nd vice president shall chair the Program Committee. Program plans will be submitted to the Board of Directors by June 1st. She/He shall perform duties of the President in all cases in which the President or 1st Vice President is unable to serve.
4. 3rd Vice President/Membership Chair: The 3rd Vice President/Membership Chair shall chair the Membership Committee.
5. Treasurer: The Treasurer will be responsible for recording income and expenses and

serve as chair of the Finance Committee.

6. Recording Secretary: The Recording Secretary shall keep minutes of the General Meetings and Board of Directors Meetings. The Recording Secretary shall make available by request a copy of the minutes in current and two previous years; a list of Club officers and Chairs; a list of current Members; the Bylaws; and the Standing Rules.

7. Corresponding Secretary: The Corresponding Secretary is responsible for internal communications.

8. Parliamentarian: The Parliamentarian is an ex-Officio member of the Board and attends all meetings at which the President presides, assists the President on points of parliamentary procedure when requested and is a non-voting member of the Board of Directors.

Section 3. Vacancies: The 1st Vice President shall succeed to the office of President for the unexpired term should the President become unable to serve. All other vacancies shall be filled for the unexpired term by a majority vote of the remaining officers.

ARTICLE VII BOARD OF DIRECTORS

Elected Officers of the Club, Parliamentarian, immediate Past President, and Advisors shall compose the Board of Directors.

The Parliamentarian is an Ex-Officio Member of the Board who attends all meetings and assists the President on Points of Parliamentary procedure based on Roberts Rules of Order.

Advisors are appointed by the President and shall serve the Board in a support capacity, bringing their expertise to assist in the smooth operation of the Club.

Section 1. Voting Members of the Board of Directors shall consist of the Officers and 1-3 Advisors who are appointed by the President. The Immediate Past President and the Parliamentarian will serve Ex-Officio without voting privileges. In cases where there are Co-Chairs, they will jointly have only one vote. The Board of Directors shall meet at least 3 times per year.

Section 2. The Board of Directors shall have the power to transact business between meetings. It shall review and approve the plans of Standing and Special Committee Chairs.

Section 3. A quorum shall be a majority of its Members in person or via telecommunications.

Section 4. The Board of Directors shall fill any vacancy that occurs among the officers until the next election.

Section 5. Special meetings may be called at any time by the President or upon the written request of 5 members of the Board or by written request of 15% of the Members of the Club.

ARTICLE VIII GENERAL MEETING

Section 1. There shall be at least 6 General Meetings of Club Members per year.

Section 2. The Annual Meeting of the club shall be held in April, the exact time and place to be determined by the Board.

Section 3. The Annual Meeting shall be held for the purpose of receiving annual reports from the President and Standing Committees, approval of the budget, and installation of officers.

Section 4. Special club meetings may be called by the president, by 5 members of the Board of Directors or at the written request of 15% of Club Members. Notice of the date, time, place, and business to be brought before the meeting shall be provided to the Members at least 10 days in advance. Only business for which notice has been given shall be transacted.

ARTICLE IX STANDING COMMITTEES

Section 1. The President shall appoint Standing Committee Chairs as necessary who shall serve a term concurrent with that of the President. The Chairs shall serve for 1 term of two years beginning on or before June 1 and may be reappointed.

ARTICLE X SPECIAL COMMITTEES

Section 1. The President shall appoint special Committee Chairs as necessary. The Chairs will serve for 1 or 2 years and will conduct committee meetings and activities to promote Club activities.

ARTICLE XI AMENDMENTS

Provisions of these Bylaws may be amended by a 2/3 vote of the voting Members present at any General Meeting in the months of October-April, provided notice is given to every member at least 2 weeks in advance of the meeting.

ARTICLE XII DISSOLUTION

Upon the dissolution of the Club, the Board of Directors shall, after paying or making provisions for payment of all club liabilities, dispose of the assets by disbursing these assets to an entity as voted upon by 2/3 vote of the Board of Directors.

ARTICLE XIII PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Roberts Rules of Order, Newly Revised shall govern the club in all instances in which they are applicable.

Approved April, 2008: Chair-Rose Ford, Suzy Valentine, Ellen Milotte
Revised January, 2011; Rose Ford, Chair
Revised March, 2012; Rose Ford, Chair, Ellen Milotte, Lorna O'Hara, Audrey Secrest
Revised January, 2015; Rose Ford, Chair, Ellen Milotte, Audrey Secrest
Revised November, 2015; Louella McAloose, Chair, Rose Ford, Audrey Secrest
Revised February, 2016; Louella McAloose, Chair, Rose Ford, Audrey Secrest
Revised May, 2016; Louella McAloose, Chair, Audrey Secrest
Revised February, 2017; Robbie Baltzer, Chair, Diane McMillen, Janet Ward
Revised January, 2019; Diane Schmidt, Chair, Anina Bachrach, Claire Flynn
Anne Marie Dooley