

# **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 15th. A member whose dues remain unpaid after May 15th shall relinquish 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, 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, 2nd Vice President/Program Chair, and 3rd Vice President/Membership Chair shall be elected in the even years. The Treasurer, and Recording Secretary and Corresponding Secretary shall be elected in odd years. Candidates for the office of President shall have served at least one term on the Board of Directors or as Chair of a Standing Committee.

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

## **ARTICLE VI DUTIES OF THE OFFICERS AND ADVISORS**

Section 1. Officers and advisors shall perform the duties prescribed by these bylaws and by Robert's Rules of Order, Newly Revised.

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. The President will appoint Standing Committee Chairs. The President is an ex-Officio member of all committees except the Nominating Committee. The President shall be responsible for submitting reports as requested by various levels of NGC, Inc. The President may call a meeting of the Board of Directors to approve appointments, to plan and implement actions, and to establish policies. The President shall have a signature on file at the bank enabling her/him to sign checks in the absence of the Treasurer. The President shall present a written report at the Annual Meeting.
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 Board of Directors shall direct. The 1st Vice President/Audit Chair will be the Chair of the Auditing Committee and call for an audit of the Treasurer's financial records annually. She/He will appoint a Yearbook Committee and coordinate production of the annual yearbook, which shall be made available to members by the October General Meeting with cost subject to approval of the Finance Committee. She/He will be responsible for community outreach.

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. She/He will also be responsible for internal communications including the Blossoms Bulletin.
5. Treasurer: The Treasurer shall serve as the Chief Financial Officer responsible for recording income and expenses and serve as chair of the Finance Committee. The Treasurer with the Finance Committee shall prepare an annual budget for the approval of the Board of Directors prior to the March meeting. The Treasurer shall present the proposed budget for the upcoming year to the membership at the March meeting. The proposed budget will be presented to the members prior to the April General Meeting and approved at the April meeting. The Treasurer shall make a written report of all income and expenses at each meeting. At the annual meeting in April the Treasurer shall provide a written report properly attested by the 1st Vice President.
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 shall conduct all correspondence as directed by the President and the Board of Directors. The Corresponding Secretary shall be a member of the Publicity/Public Relations Committee and coordinate internal/external communications in all forms.
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.
9. Advisors: The Advisors will serve the Board of Directors in a support capacity, bringing their expertise to assist in the smooth operation of the club.

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 Board of Directors.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. Voting members of the Board of Directors will consist of the officers and 3 advisors who are appointed by the President and approved by a majority of the Board of Directors. 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.

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 6 members of the Board or 15% of members of the club.

## **ARTICLE VIII GENERAL MEETING**

Section 1. There shall be at least 6 General Meetings of 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 or 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.

Section 2. Standing Committees shall consist of at least 3 members, submit a report to the President for the Annual Meeting, and present a budget request to the Treasurer for the following fiscal year by February 1.

Section 3. Committee Chairmen are responsible for orienting their successors. They shall keep a file of their work, which shall be passed on to their successors, along with all other materials pertinent to their committee.

Section 4. Standing Committees shall be the following:

1. **Audit:** As part of the checks and balances system, this committee is responsible for reviewing the financial reports to ensure that they are correct. The Board of Directors shall appoint an Audit Committee of 3 qualified individuals not on the Finance Committee, either from the club or the community, to serve for one year. The 1st Vice President serves as chair. Although not on the Audit Committee, the Treasurer will be in attendance to answer questions. The audit will be completed annually by May 31st.
2. **Bylaws:** The Bylaws Committee shall be responsible for keeping the club in conformity with the bylaws and making revisions as requested. Copies of the bylaws are available on the GCGC website and upon request.
3. **Community Outreach:** This committee shall research and recommend community projects which are consistent with the Gulf Coast Garden Club's mission.
4. **Conservation/Environmental Responsibility:** This committee shall research issues which affect our Southwest Florida environment and recommend appropriate educational programs and projects.
5. **Design:** This committee shall be responsible for floral design education.
6. **Education:** This committee will be responsible for educating club members.
7. **Finance:** The Committee, chaired by the Treasurer, will be responsible for monitoring the current monthly budgeted and unbudgeted expenses over \$50.00 and review approved budgeted line items against actual expenditures. This committee will prepare a proposed budget for the coming year.
8. **GreenThumb:** Manages the Green Thumb exhibit each month where members bring in something they have grown to share with other members.
9. **Historian:** The Historian shall maintain a current record of club activities and have custody of all available pertinent past records including minutes of General and Board meetings four years and older, newspaper clippings, photos, Flower Show Schedules, important correspondence, committee annual reports and President's annual reports, yearbooks, scrapbooks, awards and any other items of historical value to the club.
10. **Horticulture:** This committee will be responsible for horticulture education.
11. **Hospitality:** This committee shall be responsible for obtaining hosts and refreshments for General Meetings and other activities as deemed necessary.
12. **Membership:** This committee shall be responsible for promoting membership, maintaining accurate membership lists, providing lists for

submission in the annual yearbook, and providing name tags for members and guests. The committee shall be responsible for all information and dues transactions with the Florida Federation of Garden Clubs in coordination with the Treasurer.

13. Nominating: The Board of Directors shall appoint a Nominating Committee of at least 3 members . The members selected will be announced at the General Meeting in January. The committee will select a chair. It will present a slate of officers at the February meeting. Nominations may be made from the floor at the March meeting, providing the person nominated has consented to serve if elected. Elections shall be held at the March General Meeting. Officers will be installed at the April Annual Meeting and take office immediately with the exception of the Treasurer who shall take office June 1, coinciding with the beginning of the fiscal year.
14. Photography: Takes photos of club trips, at General Meetings and special events such as Flower Shows to post on the GCGC website. Photos of club programs may be sent to members via the Blossoms Bulletin.
15. Programs: The Program Committee shall be responsible for planning and implementing club programs that reflect the club mission and NGC's objectives. The budget for the coming year shall be submitted to the Finance Committee by February 1.
16. Properties: Maintain an inventory of properties owned by the club, including their storage location and a list of items borrowed and returned.
17. Publicity/Public Relations: This committee shall be responsible for reporting club programs to the media and promoting the club to the general public. All communications are subject to the approval of the President.
18. Set-up/Break-down: This committee arranges for volunteers from the club to make sure the meeting room is set-up for the General Meeting and returns the meeting room to its proper configuration after the meeting.
19. Sunshine: The Sunshine Chair sends get well and sympathy cards to GCGC members as appropriate.
20. Trips: This committee will be responsible for planning and implementing trips subject to the approval of the Board of Directors.
21. Ways and Means: This committee will recommend fund raising projects to the Board of Directors, submit a budget, implement approved projects, and report income and expenses to the Treasurer. Raffles and Plant Sales are a part of the Ways and Means Committee.
22. Yearbook: This committee shall be responsible for collecting information, designing the layout, and editing of the yearbook. After approval by the President, the yearbook will be distributed by the October general meeting.

## **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.

Section 2. Special committees shall consist of at least 3 members and submit reports as requested from the President or Board of Directors. Budget requests for the next fiscal year should be submitted to the Treasurer in February. Intermittent and unplanned budget requests should be submitted to the President and Treasurer.

Section 3. A Flower Show Chair will be appointed by the President after the club has voted to hold a Flower Show. The Flower Show Chair will appoint chairs for each necessary activity

## **ARTICLE XI AMENDMENTS**

Provisions of these bylaws may be amended by a 2/3 vote of the voting members present at any General Meeting, 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 XIV 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 Rose Ford, Chair 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 13, 2017 Robbie Baltzer, Chair, Diane McMillen, Janet Ward*