

**BY-LAWS**  
**of the**  
**FOUR SEASONS GARDEN CLUB**  
KENOSHA, WISCONSIN  
Adopted in 1963

ARTICLE I  
**NAME**

Section 1: The name of this organization shall be FOUR SEASONS GARDEN CLUB a non-profit organization, organized and existing under the laws of the State of Wisconsin and hereinafter referred to as FSGC.

ARTICLE II  
**AFFILIATIONS**

Section 1: The FSGC shall be affiliated with the  
Wisconsin Garden Club Federation and the  
National Council of State Garden Clubs, Inc.

ARTICLE III  
**OBJECTIVES**

- Section 1: To encourage interest and education in all phases of home gardening, floral design, landscape design and environmental protection.
- Section 2: To encourage civic beauty and roadside development.
- Section 3: To cooperate with other organizations furthering the interests of gardening and conservation of natural resources.
- Section 4: To operate on a non-profit basis exclusively for charitable, educational and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

ARTICLE IV  
**FISCAL YEAR**

Section 1: The fiscal year shall be January 1 – December 31.

ARTICLE V  
**DUES**

- Section 1: Dues shall be Twenty Five Dollars (\$25.00) per year for Active Members, and Thirty Dollars (\$30.00) per year for Emeritus Members.
- Section 2: Dues are payable at the April meeting and must be paid by May 1st.

ARTICLE VI  
**MEMBERSHIP**

- Section 1: Membership shall be open to anyone with an interest in gardening and community service.
- Section 2: Membership shall be limited to fifty (50) Active Members. Emeritus Membership shall not be limited in number.

- Section 3: Active Members are encouraged to take part as fully as possible in all club activities and attend meetings.
- Section 4: Members of at least ten (10) years standing who are no longer able to be Active Members may elect to become Emeritus Members. They will retain membership with WGCF and NCSGC and are welcome to attend and take part in all activities. They will not have voting privileges or be expected to fulfill any club obligations.

## ARTICLE VII OFFICERS

- Section 1: The officers shall be President, Vice-President, Recording Secretary and Treasurer. They shall be elected at the Annual Meeting of the even-numbered year for the term of two (2) consecutive years.
- Section 2: The President shall preside at all meetings of the club. The President and the Treasurer shall approve in a timely manner all warrants—checks and contracts over one hundred dollars (over \$100) that have not been included in the approved budget.
- Section 3: The Vice-President shall be assumed to be President-Elect and shall conduct the business of the club during the absence of the President. If the office of the President becomes vacant, the Vice-President shall become President.
- Section 4: The Recording Secretary shall keep a record of all the minutes, the attendance at meetings, and such other records as are necessary. The Recording Secretary shall maintain record books in which the by-laws, special rules of order, standing rules and minutes are entered with any amendments to these documents.
- Section 5: The Treasurer shall be the custodian of all the monies of the club and shall be authorized to disburse funds as may be available in amounts not to exceed the budgeted totals. The Treasurer shall keep full and accurate books of account, containing a record of all monies received and expended and shall submit a monthly report to the membership.
- Section 6: The Executive Board shall consist of the officers. The Board transacts the general business of the club.
- Section 7: If a vacancy occurs in the Executive Board, the Executive Board has the right to fill that vacancy for the remainder of the term.

## ARTICLE VIII COMMITTEES

- Section 1: There shall be the following standing committees or chairs: Arbor Day, Budget, Garden Walk, Historian, Library Window, Margaret Myers Garden, Media, Membership, Programs and Events, Publicity, Scholarships and Grants, and Sunshine. There may be additional ad hoc committees at the discretion of the membership, including but not limited to: Audit, Nominating (every two years), and Revisions of By-Laws.
- Section 2: The Scholarships and Grants Committee shall research and review throughout the year all requests for funds and charitable donations that are not previously approved as recurring community donations in the Annual Budget. The Scholarships and Grants Committee may approve all Grants and Special Projects requests of \$500 or less considering the FSGC mission and the availability of budgeted funds. The Executive Board shall give the final approval on requests above \$500.

- Section 3: The Budget Committee: Shall be comprised of at least four (4) members including the President, Treasurer, and at least two additional Active Members of the club. The budget will be considered after input from the Committee Chairs.
- Section 4: Audit Committee: The President shall appoint two (2) members to audit the books for the Treasurer within one (1) month after the close of the fiscal year at the end of a two-year term.
- Section 5: Committee on Revisions of By-Laws: This committee shall be composed of three (3) members, including a member of the Executive Board and two (2) members appointed by the President.
- Section 6: Committee Duties: Each Chair shall keep a record of the work accomplished during the club year and give a report. All materials pertinent to the work of the committee shall be forwarded to the new committee Chair as soon as the appointment has been made.

## ARTICLE IX MEETINGS

- Section 1: There shall be one (1) regular meeting a month, on the second (2<sup>nd</sup>) Thursday of the month, for at least ten (10) months of the year. The Annual Meeting shall be held in November for the purpose of annual reports and elections of officers in the even-numbered year.

## ARTICLE X ELECTIONS

- Section 1: A Nominating Committee of three (3) members shall be chosen as follows: The Chair shall be the Vice-President and two (2) volunteer members, two (2) months before the Annual Meeting in November of the even-numbered year.
- Section 2: The Nominating Committee shall prepare a list of candidates whose names shall be read at the October meeting.
- Section 3: If there is more than one candidate for the same office, election shall be by ballot and a majority vote shall elect.
- Section 4: In the event that an election slate cannot be filled, the membership may create an alternative leadership scenario to allow the club to conduct business.
- Section 5: Officers shall begin their term with the December meeting.

## ARTICLE XI QUORUM

- Section 1: A simple majority of the FSGC's voting membership must be present at a meeting to constitute a quorum. A simple majority vote is required for passage of a motion or an election.

## ARTICLE XII PARLIAMENTARY AUTHORITY

- Section 1: "Robert's Rules of Order, Revised" shall be the authority and govern the FSGC in the business procedure on all points not covered by the By-Laws.

ARTICLE XIII  
**AMENDMENTS**

Section 1: The By-Laws may be amended at any regular meeting of the FSGC by a quorum, provided the proposed amendment has been submitted in writing and read at the previous regular meeting. They may be amended without notice at the Annual Meeting by a unanimous vote.

ARTICLE XIV  
**PROPERTY**

Section 1: Title. The title for all property, funds and assets of the FSGC is vested in the FSGC for the joint use of members, and no member or group of members shall have any severable right to all or any part of such property. The FSGC shall have complete control over the acquisition, administration and disposition of its property without consent of the Wisconsin Garden Club Federation, except that such property shall not be used for any purposes contrary to those of the Wisconsin Garden Club Federation.

Section 2: Dissolution. In the event of the dissolution of the FSGC, all assets of the FSGC shall be transferred and delivered to the Wisconsin Garden Club Federation or to a Wisconsin Garden Club Federation-affiliated entity designated by the Wisconsin Garden Club Federation which shall at the time qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954.

ARTICLE XV  
**NON-DISCRIMINATION**

Section 1: The FSGC shall not adopt any practice, policy or procedure which would result in discrimination on the basis of gender, race, religion or economic background.

Governed according to the Constitution and By-Laws of the Wisconsin Garden Club Federation.

This Constitution and By-Laws was originally printed in May of 1963 and subsequently revised and amended:

July of 1984

April of 1994

March of 2007

May of 2015

August of 2015

December of 2016

May of 2018

July of 2020

May 2023