

# Bylaws

## Article I

This Club shall be known as Cumming Garden Club.

## Article II – Objectives

### Section 1

To provide an organization for the people of this area who are interested in improving their home and community; to promote fellowship among its members; to encourage member participation; and to promote better horticultural practice, flower arranging, and conservation of natural resources.

### Section 2

To remain affiliated with The Garden Club of Georgia, Inc. and National Garden Clubs, Inc.

## Article III – Symbols

### Section 1

The flower shall be a rose.

### Section 2

The Tree shall be a dogwood.

### Section 3

The colors shall be red and white.

## Article IV – Theme

To conserve and nurture the best within myself, and the best in my community.

## Article V – Membership

### Section 1

Membership in the Club shall be in the following classes: Active, Inactive and Honorary.

## Section 2 – Active

Active members shall attend all meetings unless a valid excuse is given, pay dues, and support the activities of the Club. A prospective member shall have the option to join the club at the first attendance of a meeting.

## Section 3 – Inactive

Inactive membership is available on request. These members are responsible for annual dues of \$30.00 and are encouraged to attend two (2) meetings per year.

## Section 4 – Honorary

Honorary membership shall be extended, upon written application to the membership committee and acceptance by the Club, to former members who have become inactive because of illness or some other legitimate reason. No dues are required.

## Section 5

Membership shall be limited to 69 active members. A waiting list shall be established after this number has been reached.

# Article VI – Dues

## Section 1

Dues shall be \$30.00 per year and shall be payable at the January meeting.

## Section 2

Dues include State dues assessed by The Garden Club of Georgia, Inc., a subscription to *Garden Gateways* and The Garden Club of Georgia calendar *Expressions for the Home*.

## Section 3

Fiscal year shall begin March 1st and continue through the last day of February, in conformity with The Garden Club of Georgia, Inc.

## Section 4

Honorary members do not pay dues or other fees.

## Section 5

New members joining after September 1st shall pay one half of the annual dues for the current year.

## Section 6

Members not paying dues by September 30th shall forfeit their membership, notice having been given them in writing at least one month prior to that date.

## Article VII – Officers

### Section 1 – Officers

The officers of the Club shall be President, President-Elect, Vice President, Secretary, Treasurer and Parliamentarian.

### Section 2 – Election of Officers

Nominations of candidates for officers of the Club shall be made by a Nominating Committee. Nominations may also be made from the floor. The officers shall be elected in January of odd numbered years for a two-year term. A majority of votes cast shall constitute an election. Officers shall take office at the beginning of the fiscal year (March 1st).

### Section 3 – Terms of Office and Qualifications of Officers

- All officers must attend meetings and become familiar with the Bylaws of Cumming Garden Club.
- The President and the Treasurer must have been a member for at least two years.
- It is recommended that other officers also have a membership standing of at least two years.
- All officers are elected for a 2-year term.
- All vacancies will be filled by the Nominating Committee.

### Section 4 – Duties of Officers

#### **The President will**

- Preside over all meetings.
- Appoint all members of committees – standing and special, with the approval of the Executive Committee.
- Serve as official representative of the Club.
- Be a member ex-officio of all committees except for the Nominating Committee.
- Appoint a Parliamentarian.
- Keep copies of records and give them to the President-Elect for filing.
- Keep the President-Elect informed of all Club activities.

#### **The President-Elect will**

- Serve as Historian and see that a copy of the Club's work is preserved.
- Serve as chairman of the Membership Committee.
- Serve as a member of the Budget Committee.
- Preside at meetings in the absence of the President.
- In case of a vacancy in the President's office, fill the un-expired term and then, at the beginning of the new term, serve a full term.

#### **The Vice President will**

- Serve as chairman of the Program of Works Committee.
- Serve as a member of the Budget Committee.
- Prepare a yearbook for members at the beginning of his/her term of office and the year thereafter. This handbook will include the names and addresses of members, a list of officers, committees, annual budget, program of works, the Club Bylaws and other information as deemed important.

#### **The Secretary will**

- Serve as a member of the Budget Committee.
- Record accurate minutes of all meetings.
- Keep a register of membership and attendance.
- Prepare such correspondence as the President may direct.
- Serve as custodian of all records and papers pertaining to the office and deliver same to his/her successor.

#### **The Treasurer will**

- Serve as chairman of the Budget Committee.
- Be custodian of all money.
- Keep accurate records of all money and give a detailed report of expenditures and receipts at monthly meetings.
- Receive membership dues.
- Keep a record of membership and provide a membership list to the President for filing.
- Notify members whose dues are delinquent.
- Pay out money only specified in the budget and upon approval of the President.

#### **The Parliamentarian will**

- Have available *Robert's Rules of Order, Revised*.
- Give advice on parliamentary rulings when requested.

- Be thoroughly familiar with the Club's Bylaws and advise members, officers, and the Executive Board when their actions are in conflict.
- Attend all meetings of the Club, the Executive Committee, and the Executive Board.

## Article VIII – Governing Bodies

### Section 1 – Executive Committee

#### **The Executive Committee will**

- Consist of the elected officers and the Parliamentarian who is appointed by the President.
- Manage the business of the Club and refer to the members such matters as are required by the Bylaws.
- Meet at least once monthly to take care of routine Club business.

### Section 2 – Executive Board

#### **The Executive Board will**

- Be composed of the Executive Committee and chairmen of the standing committees.
- Meet at the discretion of the Executive Committee.

## Article IX – Committees

### Section 1 – Standing Committees

The President shall appoint, with the approval of the Executive Committee, standing committees and designate committee chairmen when not specified in the Bylaws.

### Section 2 – Duties of Standing Committees

#### **Awards Committee will**

- Keep the Club informed of available awards.
- Apply for State, Regional and National awards as directed by the Club.
- All Flower Show awards shall be applied for by the Flower Show chairman.

#### **Budget Committee will**

- Plan the Club's budget.
- The Club Treasurer shall serve as chairman. Other members shall be the President, President-Elect, Vice President and Secretary.

#### **Civic and Beautification Committee will**

- Plan and organize civic and beautification projects.
- Work with project chairmen in maintenance of existing gardens for which Cumming Garden Club is responsible.
- Be responsible for scheduling members to display flower arrangements at designated places voted on by the Club members.

#### **Conservation Committee will**

- Keep Club members informed as to any pertinent facts concerning our natural resources.

#### **Flower Show Committee will**

- Coordinate and supervise flower shows.
- The President appoints the committee chairman, and the chairman appoints all necessary subcommittees.

#### **Friendship Committee will**

- Send flowers or any appropriate remembrance upon death of a member or death of spouse or child of a member.
- Send cards to members when they are hospitalized or ill at home.
- Provide an inspirational opening at each Club meeting.
- Pass a 'thankful' basket at Club meetings to collect funds for Committee needs.
- Offer a prayer when need arises and conduct memorial services for Club members.

#### **Horticulture Committee will**

- Report to the Club pertinent facts of horticulture pertaining to the season.
- Make available a brief horticulture presentation at monthly meetings.

#### **Library Design Committee will**

- Be responsible for scheduling members to display flower arrangements at the Cumming Public Library.

#### **Membership Committee will**

- Receive all nominations for membership and present recommendations to the Club.
- Serve as telephone or e-mail committee and follow up with prospective members and new members.
- The President-Elect shall serve as chairman.

#### **Nominating Committee will**

- Present a list of candidates for officers two (2) months prior to the end of the fiscal year preceding an odd-numbered election year.
- Fill any vacancies that occur other than for President.

- This committee shall consist of three members.

#### **Program of Works Committee will**

- Plan the monthly Club programs and provide presenter information to webmaster for a calendar of events and/or website announcement.
- Compile and distribute the Club yearbook.
- The Club Vice President is chairman of this committee.

#### **Publicity Committee will**

- Arrange news and website coverage of Club activities.
- See that the Club is represented in the District and State publications (*Laurel Letters* and *Garden Gateways*).
- Arrange and publicize Mayor's Proclamations for *Garden Week in Georgia* and *National Garden Week*.
- Committee is also responsible for publicity of special events.

#### **Social Committee will**

- Plan and execute any special socials designated by the Club membership.

#### **Ways and Means Committee will**

- Plan and coordinate all fundraising projects.

### **Section 3 – Committee Finances**

All committees that need money to carry out the committee's programs and activities shall present their needs in writing to the budget committee for inclusion in the Club budget.

### **Article X – Meetings**

The Club shall meet monthly, from September through May, on the second Tuesday, at such time and place as the Executive Committee shall determine.

### **Article XI – Quorum**

A quorum for Club meetings shall consist of one fourth of paid active members.

### **Article XII – Parliamentary Authority**

*Robert's Rules of Order, Revised*, all be the parliamentary authority and govern this Club in the business procedures on all points not covered by the Bylaws. These Bylaws may be amended at any regular meeting of the Club by a two-thirds vote of members present, provided the total membership is notified in writing of the proposed changes at least 30 days prior to the meeting.