

Mission Viejo Garden Club

By-Laws

ARTICLE I - NAME & AFFILIATIONS

The name of this non-profit organization shall be known as MISSION VIEJO GARDEN CLUB (formerly Canyon Crest Garden Club).

Section 2: Mission Viejo Garden Club (formerly Canyon Crest Garden Club) shall be a member of Orange County District, California Garden Clubs, Inc., Pacific Region, and National Garden Clubs, Inc. (NGCI). California Garden Clubs, Inc. is hereinafter referred to as CGCI. Mission Viejo Garden Club (formerly Canyon Crest Garden Club) is hereinafter referred to as the Club.

ARTICLE II - OBJECTIVES

The objectives of this Club shall be to cultivate beauty through good gardening; to study and be educated in growing plants, trees and flowers; to encourage the protection and conservation of our natural resources; to promote or sponsor junior gardening, and to promote the objectives of CGCI and National Garden Clubs, Inc.

ARTICLE III - MEMBERSHIP AND DUES

Section 1: Applicants for membership in the Club may be any person who is interested in our objectives and will take an active part in the Club's activities.

Section 2: The Club's annual dues shall be established by the Board of Directors and will be set forth in the Standing Rules. The Club's annual dues shall be due and payable by the members at the May meeting and delinquent June 1st.

Section 3: Dues shall include a club yearbook, membership in California Garden Clubs, Inc., and a subscription to GOLDEN GARDENS, the CGCI publication.

Section 4: New members joining on or after February 1st shall be admitted upon payment of one-half of the annual dues of the current year.

Section 5: At the discretion of the Board of Directors, Life Membership may be conferred upon a member of long standing as recognition of their distinguished service to the Club. Life Membership shall be defined as an honorary title which includes all benefits and privileges of the club without the payment of annual dues.

ARTICLE IV - OFFICERS

Section 1. The elected officers of this Club shall be: President, First Vice President, Second Vice president, Secretary, Treasurer and Advisor/Parliamentarian.

Section 2. The term of office shall be two years. One term shall be considered maximum for any office. However, the person may serve in the same capacity after a lapse of one (1) year. The term of the newly elected officers shall commence with the June meeting.

Section 3. The President shall select a Nominating Committee of three (3) members in good standing in January of even-numbered years, for the election of officers for the following year. The committee shall present the slate of candidates, who have consented to serve, no later than the May meeting.

Section 4. The election of officers shall be held at the May meeting after the presentation of the slate and acceptance of nominees from the floor. Installation of the officers shall be at the June meeting. Election shall be governed under Robert's Rules of Order.

Section 5. Office vacancies shall be filled by nomination and majority vote, by the attending members, at the next regular meeting following the announcement of the vacancy. In the event of a vacancy of an elected office, the President may appoint a pro-tem officer until the next meeting.

Section 6. The Officers and the Committee Chairmen cannot be held personally liable for any debt, obligation or other liability claims made to, or placed on the Mission Viejo Garden Club.

ARTICLE V - BOARD OF DIRECTORS

The Board of Directors shall consist of the elected Officers and the standing committee chairmen. Board

meetings shall be held at the call of the President or upon request of any three (3) Board members. A majority of the Board shall be necessary to vote upon projects, policies and the disbursement of funds. A majority constitutes two-thirds (2/3) of those present.

ARTICLE VI - DUTIES OF THE OFFICERS

President: Shall preside at all meetings of the Club and Board of Directors; shall appoint all Special and Standing Committee Chairmen, and be a member of all committees except the Nominating Committee. Shall attend District and State functions of CGCI or appoint the Vice President or other chairman to attend in her absence and inform club members of all pertinent matters. Shall have authority to sign checks after the Board has approved expenditures.

First Vice President: Shall assume the duties of the President in her absence. Shall serve as Program Chairman; making and carrying out all necessary arrangements for the programs of the ensuing year by August 1st, in order that they may be printed in the yearbook for the membership in September.

Second Vice President: Shall be responsible for the coordination of all fundraising activities for the Club including raffles, boutique merchandise and any additional fundraising events. Second Vice President shall assume duties of the President if the President and First Vice President are absent..

Secretary: Shall keep accurate Minutes of each Board meeting and Membership meeting; shall send a copy of the Minutes to the President; shall be prepared to send any other correspondence deemed necessary by the President. Secretary shall assume the duties of the President if the President, First Vice President and Second Vice President are absent.

Treasurer: Shall have charge of all monies belonging to the Club. Shall keep an accurate record and itemized account of receipts and disbursements and make a monthly report to the President and Membership and file an annual report with the District Director before May 25th to maintain a tax-exempt status. Shall collect all membership dues and monies from any Ways and Means projects. Shall deposit funds in bank of her choice. Two members at the close of the fiscal year shall audit these records. Fiscal year to be defined as July 1 to June 30 to coincide with fiscal year of CGCI.

Advisor/Parliamentarian: Shall be filled by immediate Past President unless she is unable to fill that position. Shall act as Advisor and Parliamentarian to Board of Directors.

ARTICLE VII - MEETINGS

Monthly meetings are to be held ten (10) times a year; usually third Friday of the month, from September to June inclusive; time and place of meetings to be determined by the Board of Directors. Annual meeting is to be held in June. July and August are "vacation" months.

ARTICLE VIII - COMMITTEE CHAIRMEN

Such committees as the Club's Board of Directors shall deem necessary to carry on the work of the Club shall be appointed by the President with the approval of the Board of Directors.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Robert's Rules Newly Revised shall govern the business procedure of the Club in all cases in which it is not in conflict with the By-Laws and Standing Rules.

ARTICLE X - DISSOLUTION

If this organization shall be disbanded and dissolved, after all its financial obligations have been met, its' assets shall be distributed to the California Garden Clubs, Inc., which is qualified under Section 501-C-3 of the Internal Revenue Code.

ARTICLE XI – AMENDMENTS

Section 1

These By-Laws may be amended at any regular meeting by two-thirds (2/3) vote of members present, providing revisions had been submitted and read at the previous meeting.

Section 2

Said organization is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not to be permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code. 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

STANDING RULES

Dues in the amount of \$35.00 per year are payable no later than the May meeting and are delinquent on June 1st. A late fee of \$5.00 will be assessed to any club member's renewal dues received after June 1st and an additional \$10.00 penalty will be assessed after June 15th. New members who join the club after the June delinquent date of any year will be exempt until the following June 1st delinquent date.

Approved and adopted: April 12, 2018