



BYLAWS of the  
Loch Lloyd Home and Garden Club  
Last Revised August 7, 2022

Article I: Name

The name of this organization shall be the Loch Lloyd Home and Garden Club (hereinafter referred to as "LLH&GC").

Article II: Mission Statement

The mission of the Loch Lloyd Home and Garden Club is to preserve and enhance the natural beauty of the Loch Lloyd neighborhood; help provide a sanctuary-like environment for native birds and animals; encourage the beautification of our homes inside and out; present programs that stimulate interest in gardening, home, and lifestyle projects; and promote philanthropy towards partner organizations in the metropolitan Kansas City area, all within an atmosphere of camaraderie and fun with fellow members.

Article III: Policies

The following are policies of the LLH&GC:

- A. The name of the organization or names of any members in their official capacities shall not be used in any connection with a commercial concern for any purpose, unless using the name LLH&GC promotes the objectives stated in these Bylaws.

- B. No part of the net earnings of the LLH&GC shall benefit or be distributed to its Board of Officers (hereinafter referred to as the "Board") or other private persons. The LLH&GC shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in execution of these Bylaws.
- C. Upon dissolution of the LLH&GC, assets shall be distributed to one or more of the ongoing projects established by the LLH&GC. None of the funds shall revert to any individual member.
- D. The fiscal year of the LLH&GC shall be January 1 through December 31.

## Article IV: Meetings

### Section 1.

Whenever possible, LLH&GC meetings shall be held on the first Thursday of each month with additional meetings scheduled as needed. No regular meetings shall be held in the months of January or July.

### Section 2.

In general, the business meeting shall begin at 10:00 followed by the program at 11:00, unless otherwise noted. Lunch and social time will generally follow the meeting and speaker.

### Section 3.

All issues voted upon at meetings shall be decided by a simple majority of those club members attending the meeting.

### Section 4.

In the event an issue requires a membership vote and the members are unable to meet for any reason, or the decision regarding the issue cannot be delayed until the club members are able to meet, the Board may conduct and approve club membership voting by email. This applies to all issues that require club voting. The issue voted upon by email shall be decided by a simple majority of those club members responding to the email.

#### Section 5.

LLH&GC meetings may be cancelled by the President and/or Board due to any unusual circumstances such as inclement weather.

#### Section 6.

Board meetings shall be held as directed by the President.

#### Section 7.

In the event of a circumstance such that meetings cannot be held for three (3) months or more and email voting cannot be conducted in that period, any current officers' terms that expire within that period will be extended for an additional two (2) year term, and no officer election will be held that year.

### Article V: Membership: Dues and Privileges

#### Section 1.

Membership in the LLH&GC shall be available to any adult who is a resident of the Village of Loch Lloyd and/or member of the Country Club at Loch Lloyd. Members accept the Bylaws of the LLH&GC by payment of annual dues.

#### Section 2.

A prospective member is welcome to attend a maximum of two (2) meetings as a guest; further attendance requires joining LLH&GC by paying annual dues as well as meeting the membership requirement in Section 1 above.

#### Section 3.

Members of the LLH&GC shall have the right to vote on motions to elect a Board each year in accordance with the procedures set out in these Bylaws, and to vote on Bylaw amendments as presented by the Board or the Bylaws Committee.

#### Section 4.

Members of the LLH&GC are encouraged to serve on one or more committees

and/or help with any ongoing projects. Members are encouraged to attend the meetings regularly and participate in the LLH&GC's activities. Members shall sign in to record their attendance at each meeting.

#### Section 5.

New members may be admitted to membership at any time. New members joining in the months of October, November, or December of the current year shall pay next year's dues amount; thus they will be a member paid in full for the current year and for the following year.

#### Section 6.

Each member of the LLH&GC shall pay annual dues in an amount determined by the Board each year. Email notification to the membership of any changes for the following year's dues shall occur in September. Dues are payable by January 1<sup>st</sup>. Members failing to pay their dues by the February meeting shall be charged a \$5.00 late fee in addition to their annual dues. Members failing to pay their dues by March 1 will be removed from the club roster and evite list.

### Article VI: Nominating Committee and Elections

#### Section 1.

A Nominating Committee chair shall be appointed by the President before or at the October meeting. The President and the Nominating Committee chair shall select a Nominating Committee comprised of the chair and two (2) other members at large. The Nominating Committee shall serve for 12 months.

#### Section 2.

The Nominating Committee shall request that persons interested in serving on the Board contact members of the committee by October 15<sup>th</sup>. Any member in good standing may submit their nomination to the committee for consideration. The Nominating Committee shall also solicit names from the club membership. Any member expressing an interest in a board position shall be given a copy of the duties of the board position. The Nominating Committee shall then select one person for each office to be filled, which establishes the slate of officers. This slate shall be given to the President by November 1, and to the members at the November meeting.

### Section 3.

The Nominating Committee shall present the slate of officers at the December meeting for a vote. At this time an opportunity shall be given for nominations from the floor. Only those who have consented to serve shall be eligible for nomination. If necessary, time will be taken at the meeting for the nominee to review the job description and duties of the position. A vote will be taken to elect new officers.

### Section 4.

The Nominating Committee shall submit recommendations to the Board to fill vacancies occurring in an unexpired term. The Board will confirm this recommendation by a simple majority vote and notify the members.

## Article VII: Board of Officers

### Section 1.

The Board shall be comprised of the President, Vice President, Secretary, and Treasurer. The officers up for election shall be chosen at the December meeting by a simple majority vote. Officers shall assume their official duties on January 1.

The number of Vice Presidents on the Board may change according to need by a simple majority vote of the Board. An ad-hoc Vice President's term of service will begin upon appointment by the Board and will end (a) after a specified interval of appointment, (b) upon mutual agreement by the appointee and the Board, or (c) at the end of the current President's term of service. Her/His appointment may be renewed by the succeeding President by mutual agreement of that person and the LLH&GC Board. An ad-hoc Vice President is a voting member of the Board during the appointment period.

### Section 2.

The President and Treasurer shall be elected in December of the odd numbered years. The Vice President and Secretary shall be elected in December of the even numbered years. Officers shall serve for a term of two (2) years. Officers may serve no more than two (2) consecutive terms in the same office unless approved by a simple majority vote of the entire membership with previous notification in writing or email.

### Section 3.

The new Board may meet in January to review their areas of responsibility. The President will establish committee chairs by February 1.

## Article VIII: Duties of the Board of Officers

### Section 1.

The President shall:

- A. Be an ex-officio member of all committees except the Nominating Committee.
- B. Committee chairs will be appointed on an as-needed basis. The President and committee chair will select the committee members from the volunteer lists or recruit necessary volunteers from the full membership. Special committee chairs and committee members will be appointed on an as-needed basis.
- C. Be authorized to sign checks on or use the debit card for the LLH&GC bank account. Checks for more than \$1,000 must be signed by the President and the Treasurer. Individual debits on the card that are greater than \$1,000 must be approved by both the President and the Treasurer.
- D. Perform such other duties as identified in the Appendix to the Bylaws Committees and Their Duties (hereinafter referred to as the "Appendix").
- E. Be required to keep a procedure book with reports of her/his activities and to provide this information to the next President.

### Section 2.

The Vice President shall:

- A. In the absence of the President, perform the duties of that office.

- B. Serve as liaison between the Board and all the committee chairs and oversee all committee functions including new projects via reports from chairs and/or occasional attendance at committee meetings.
- C. Confirm that the Membership Committee and the Program Committee are ready for the monthly meetings.
- D. Meet with committee chairs in January and February to review and make any changes in their committee duties, including the Appendix.
- E. Be a resource on parliamentary procedures during meetings.
- F. Perform such other duties as identified in the Appendix.
- G. Be required to keep a procedure book with reports of her/his activities and to provide this information to the next Vice President.

### Section 3.

The Secretary shall:

- A. Record and distribute the minutes of all meetings of the LLH&GC.
- B. Assist in correspondence as required by the President.
- C. Perform such other duties as identified in the Appendix.
- D. Be required to keep a procedure book with reports of her/his activities and to provide this information to the next Secretary.

### Section 4.

The Treasurer shall:

- A. Send out the annual dues statement in October and begin collecting dues.
- B. Be responsible for name tags.
- C. Present a financial statement of account at regular meetings of the LLH&GC

or at other times when requested by the Board. Create and email a monthly Treasurer's Report to the membership prior to each meeting.

- D. Keep an accurate record of receipts and expenditures.
- E. Balance bank statement with Treasurer's Report monthly.
- F. Pay out funds in accordance with the approved budget and other authorized expenses. Deposit all collected monies paid to the club.
- G. Be authorized to sign checks on or use the debit card for the LLH&GC bank account. Checks for more than \$1,000 must be signed by the President and the Treasurer. Individual debits on the card that are greater than \$1,000 must be approved by both the President and the Treasurer.
- H. Submit all financial records, including bank statements, ledgers, spreadsheets, and the checkbook, for the purposes of scheduled annual audits, or within 10 days for unscheduled audits. Annual audits will be conducted each January for the previous year, and the Treasurer in office on December 31 will be responsible for providing all financial records for the January audit.
- I. Perform such other duties as identified in the Appendix.
- J. Be required to keep a procedure book with reports of her/his activities and to provide this information to the next Treasurer.

## Article IX: Standing and Special Committees

### Section 1.

The Board shall create such standing committees as it shall deem necessary to promote the mission and carry on the work of the LLH&GC. A special committee may be formed by the Board for a specific purpose following a vote of the members and may exist indefinitely or may be dissolved when it has met its purpose.

### Section 2.

Each standing committee chair shall present a work plan and budget estimate for the coming year to the chair of the Budget Committee by January 1.

Special committees shall present a budget as needed.

### Section 3.

The regular standing committees shall be: Archivist, Auditing, Budget, Bylaws, Care and Concern, Communications, Community Beautification, Conservation and Bluebird, Field Trips, Fundraising, Home and Garden Tour, Membership, Nominating, Philanthropy, Plant 411, Program, and Social. Duties of standing committees are explained in the attached Appendix.

### Section 4.

Any standing or special committee that may exceed its budget by more than 10% or \$50.00, whichever is more, must secure approval by the Board prior to the event or expenditure.

### Section 5.

Standing committee chairs shall present to the Vice President in January a request for any changes in their duties as written in the Appendix. The Board will approve any changes ensuring the overall mission of the LLH&GC are met. Each chair shall be required to keep a record of all pertinent information on the functions and responsibilities of her/his committees and provide it to the next chair.

## Article X: Amendments

### Section 1.

These Bylaws may be amended at any regular business meeting (or by email voting as outlined in Article IV, Section 4) provided that the amendment(s) has (have) been presented at a previous meeting or submitted by email or in writing thirty (30) days in advance.

### Section 2.

Amendments to these Bylaws are to be presented by the Board or by the Bylaws Committee, after approval by both groups.

### Section 3.

In the event the chairperson of the Bylaws Committee determines that a change to the Bylaws is a simple editing change or correction that does not affect the content or intent of the Bylaw, the chairperson will recommend to the LLH&GC Board that the change be made. The Board will vote on it, and such a change does not require a vote of the full membership. If the Board approves the recommended change, the Bylaws are thereby revised.

### Article XI: Parliamentary Authority

Standard parliamentary procedures shall serve as guidelines to govern the LLH&GC. The Vice President shall keep copies of the approved procedures and act as a resource during meetings.

*Lori Mosimann*, President LLH&GC  
Approved 8/7/2022

*Tammy Hawks*, President LLH&GC  
Approved 8/5/2021