

HEALDSBURG GARDEN CLUB, INC. BY-LAWS

ARTICLE I NAME AND LOCATION

The name of this organization shall be the Healdsburg Garden Club, Inc., a non-profit organization located in the City of Healdsburg, County of Sonoma, State of California.

ARTICLE II OBJECTIVE

The purposes for which this corporation is formed are:

(a) The specific and primary purposes are to advance education of gardening, landscape and floral design, and promote good horticultural practices in our county and state.

(b) The general purposes are to provide for home and community beautification, and to encourage protection of our environment and conservation of our natural resources.

ARTICLE III MEMBERSHIP

Any individual may become a member of this Club upon payment of required annual dues.

ARTICLE IV DUES

The annual dues shall be payable May 1st and delinquent August 1st.

ARTICLE V OFFICERS AND BOARD OF DIRECTORS

Section 1. The officers shall be: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. These officers shall constitute the Executive Committee. Officers are elected for one year and shall serve no more than two consecutive years unless deemed necessary. The Board of Directors shall consist of the Executive Committee and the Standing Committee Chairs.

Section 2. The President shall preside at all meetings of the Healdsburg Garden Club, Inc. and the Board of Directors meetings, shall appoint the standing Committee Chairs, shall be ex-officio member of all committees except the Nominating Committee, and shall sign all checks with the Treasurer or the Vice-President.

Section 3. The Vice-President shall conduct the business of the Club during the absence of the President, or, upon request. She shall also maintain and edit the Club's Job Description Manual.

Section 4. The Recording Secretary shall keep all minutes of the Executive Board of Directors and monthly Club meetings, and be custodian of records pertaining to the Healdsburg Garden Club, Inc.

Section 5. The Corresponding Secretary shall conduct all correspondence, keep letters on file, and send notices as required by the Board of Directors and shall send an appropriate card to any member who is ill or needs support during trying times.

Section 6. The Treasurer shall collect, deposit, and distribute the funds of the Club under the Direction of the Board of Directors, sign checks with the President or Vice President, give a detailed report of receipts, disbursements, and balance on hand at each regular meeting and shall prepare an annual financial report for the Club. The books shall be audited prior to the September meeting by a committee consisting of the incoming President, the Budget Chair, and a member at large.

Section 7. The Board of Directors shall transact the general business of the Club, consider all questions of policy, and present recommendations for action. Eight members of the Board shall constitute a quorum at any Board meeting. A majority vote will carry or fail a motion. The Board of Directors may authorize expenditure of a sum, not to exceed \$250.00, without the consent of the membership.

Section 8. If a vacancy occurs on the Board of Directors, the Board shall fill the vacancy for the remainder of the unexpired term.

ARTICLE VI ANNUAL MEETING, QUORUM

Section 1. Meetings of the Healdsburg Garden Club, Inc. shall be held regularly at 1:00 P.M. the third Monday of each month, September through June, unless otherwise announced.

Section 2. The Annual Meeting shall be held in May at the regular Club meeting for the payment of dues and election of the Board of Directors for the coming year.

Section 3. A quorum shall consist of members present for the transaction of Club business. A majority vote will pass motions, except By-Law changes.

ARTICLE VII ELECTIONS

Section 1. A Nominating Committee of three members shall be chosen annually: the Chair to be appointed by the President and two members to be elected from the general membership at the October meeting.

Section 2. The Nominating Committee shall prepare a list of nominees whose names shall be read at the April meeting. Further nominations from the floor shall be in order at that time.

Section 3. If there is more than one nominee for the same office, election shall be held by ballot and a majority vote shall elect. If there is only one candidate for each office, the President will ask for a motion to accept the slate of candidates for officers as presented by the Nominating Committee.

ARTICLE VIII FISCAL YEAR

The fiscal year of this organization shall be from July 1st through June 30th of each year.

ARTICLE IX PARLIAMENTARIAN AUTHORITY

"Roberts Rules of Order Newly Revised" shall be the Parliamentary authority on all matters not covered by these By-Laws.

ARTICLE X AMENDMENTS TO BY-LAWS

These By-Laws may be amended at any regular meeting of the organization by two-thirds vote of members present, providing a copy of proposed changes has been presented at the previous regular meeting.

By-Laws Revised September 16, 2024

HEALDSBURG GARDEN CLUB, INC. STANDING RULES

1. Changes to Standing Rules may be made at any regular assembly meeting by a two-thirds vote.
2. Dues shall be forty dollars (\$40.00) per year. For any new member joining after February 1st the dues will be one half the annual amount
3. The Treasurer shall pay bills incurred during the summer months.

4. Upon the death of a member or a past president, an amount of \$50.00 shall be sent to the Beautification Fund for Healdsburg beautification projects. A notice thereof will be sent to the family by the Corresponding Secretary.
5. On an annual basis, the Club shall make up the difference, from the treasury, between what is collected for Penny Pines and the cost of one unit of planting.
6. Guests are welcome at all meetings.
7. After twenty-five years of membership a member will become a Life Member and dues will be voluntary.
8. Refunds for trip cancellations will be given only if replacement can be found by the person who cancels.
9. No outside solicitations or sales, charitable or retail, shall be made by members at any Garden Club meeting, nor shall the membership roster or email list be used by anyone other than for Garden Club business.
10. Officers and Standing Committee Chairs shall submit to the President at the May Board meeting a description of their responsibilities and any suggestions for their position. This information will be compiled in the Job Description Manual, maintained and edited by the Vice-President.

STANDING COMMITTEES

The following shall be the Standing Committees of the Club and may be combined, added to or deleted by a majority of the Executive Committee:

- Beautification Chair shall direct club sponsored activities to aid in projects for further beautification of public garden areas within Healdsburg.
- Budget Chair, with the Treasurer, a Club member and, ex-officio the President, shall prepare the annual budget. This shall be presented to the Board of Directors in September and, upon approval, shall be submitted to the membership for acceptance.
- Good Gardener Awards Chair shall head a committee to acknowledge exceptional gardens in the Healdsburg area, according to the Club's established criteria.

- Historian shall keep a yearly summary of the club's activities, including Educational Meetings, Projects, Fund Raising and Scholarships in compliance with the club's 501(c)3 charitable status.
- Hospitality Chair shall schedule door hostesses and refreshment hostesses for each meeting and, when necessary, assist them with their duties.
- Membership Chair shall collect dues, keep a correct and current file of all the members including name, address, phone, and interests, and will see that all members have identification badges and Yearbooks.
- Nominating Committee Chair shall head a committee to prepare a slate of officer nominees for the April meeting.
- Outreach Committee Chair shall focus on increasing engagement and participation to enhance the activities of the Standing Committees and offer opportunities to assist, grow, and continue to strengthen the organization.
- Parliamentarian may be appointed by the President, to advise the President and Board of Directors on points of parliamentary law and procedure, if requested.
- Penny Pines Chair shall be in charge of the collection for the reforestation program.
- Photographer shall take pictures and give them to the Historian.
- Plant Sale Chair shall make arrangements for the annual Plant Sale.
- Program Chair shall schedule a monthly program for the Club year.
- Publicity Chair shall take care of all publicity relative to meetings and Club activities.
- Scholarship Chair shall head a committee to award scholarships to qualified former or current graduates of Geyserville High School as well as Healdsburg High School, and Santa Rosa Junior College.
- Ways and Means Fund Table Chair shall oversee and staff the Ways and Means Fund Table at each meeting.
- Yearbook Chair shall produce the annual yearbook.