

## **BY-LAWS**

### **FIVE HILLS GARDEN CLUB**

**Organized: March 24, 1954 Vienna, Virginia**

**Revised: April 17, 2018**

#### **ARTICLE I – NAME**

The name of the club shall be Five Hills Garden Club.

#### **ARTICLE II – OBJECTIVES**

- Section A. To learn about and to implement improved gardening, conservation, horticulture, and landscape design techniques.
- Section B. To cooperate in civic improvement projects in the community and to initiate civic projects when they are needed.
- Section C. To develop greater skill and interest in the art of floral design and to sponsor and encourage interest and participation in flower shows.

#### **ARTICLE III – MEMBERSHIP**

There are 4 types of Membership: Active, Associate, Honorable, and Founding. The number of Active and Associate members combined will be limited to fifty-nine.

Section A. Active Membership

1. Membership shall be open to residents of Vienna and surrounding communities.
2. Active Members:

- a. Participate regularly in gardening and club activities.
  - b. Attend at least five regularly scheduled general meetings during the year. A member who misses five or more meetings per year in two consecutive years shall be moved to Associate Membership.
  - c. Serve as hostess and provide refreshments at a general club meeting at least once each year.
  - d. Participate in Five Hills Garden Club fundraising activities and flower shows (e.g., submitting design or horticulture specimens).
  - e. Participate in the December Greens Workshop or in the President's Project.
  - f. Receive a copy of the Yearbook and monthly newsletters and have voting privileges.
  - g. Understand and are familiar with the By-Laws.
3. Prospective members shall attend three scheduled club meetings out of six consecutive meetings before applying for membership and shall be sponsored by an active member.
  4. Prospective members shall submit applications to the Membership Chair. A list of prospective members shall be maintained, and applicants shall be admitted in order as vacancies occur.

## Section B.

### Associate Membership

1. An Active member may become an Associate member if the responsibilities of Associate Membership better suit the member's time and availability. Associate members may return to Active membership at any time by notifying the Membership Chair.
2. Associate Members:
  - a. Are not required to attend a minimum number of monthly general meetings.

- b. Serve as hostess and provide refreshments at a general club meeting at least once each year.
- c. Participate in Five Hills Garden Club fundraising activities and flower shows (e.g., submitting design or horticulture specimens).
- d. Participate in the December Greens Workshop or in the President's Project.
- e. Receive a copy of the Yearbook and monthly newsletters and have voting privileges.
- f. Understand and are familiar with the By-Laws.

Section C. Honorable Membership

- 1. The Board may offer Honorable Membership to a member who has been a member for forty (40) years.
- 2. Honorable Members:
  - a. Will receive a copy of the Yearbook and monthly newsletters and will have voting privileges.
  - b. Are encouraged to participate in fundraisers, flower shows, in all club events and general meetings.
  - c. Are not required to attend a minimum number of meetings.
  - d. Will not pay dues.

Section D. Founding Membership

A Founding Member was a member of the Five Hills Garden Club when the club was established in 1954.

ARTICLE IV – DUES

Section A. Dues shall be fifty dollars (\$50.00) per year (or half of that after January 1) for Active Members and sixty dollars (\$60.00) per year for Associate Members. Honorable and Founding Members will not pay dues. Dues shall be paid to the Membership Chair by the March general meeting for the following club year.

## ARTICLE V – OFFICERS AND THEIR DUTIES

Section A. The club shall elect from its membership a President, Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary, each of whom shall perform the duties of their respective office.

Section B. Duties of the President

1. Preside at all Executive Board and general meetings.
2. Call all special meetings of the club and of the Executive Board.
3. Act as ex-officio member of all committees except the Nominating Committee.
4. Appoint all committee chairs.
5. Attend or designate a member to attend NCAGC and District III meetings and report to the membership.

Section C. The Vice-President shall assume the duties of the President during the President's absence and assist the President as needed.

Section D. Duties of the Recording Secretary

1. Keep written minutes of all general club meetings, Executive Board meetings and all special meetings, and provide copies to the President prior to the next Executive Board and general meetings.
2. Arrange for a substitute when absent from the Executive Board and general meetings.
3. Compile, as a permanent record of each year, the minutes of all Executive Board and general meetings.
4. Transfer all records to the successor immediately upon expiration of the term of office.

Section E. Duties of the Treasurer

1. Serve as custodian of all club funds and pay bills for authorized items.
2. Keep an account of all monies received and disbursed and present a report at each Executive Board and general meeting of expenditures; provide a detailed budget accounting at midyear and year-end.
3. Serve as chairperson of the Budget Committee.
4. Transfer all club property and records to the successor upon completion of the financial records examination.
5. Notify the NCAGC of members' names and addresses at the time dues are submitted.
6. Submit the financial records for a careful examination to be completed by August 1, following the installation of officers. At completion, a report including findings and the names of the reviewer(s), shall be submitted to the incoming president.

Section F. Duties of the Corresponding Secretary

1. Initiate and maintain club correspondence.
2. Send necessary notices to members announcing Executive Board meetings and special meetings.
3. Send a card or note to members who are ill or when a family member dies.

## ARTICLE VI – STANDING COMMITTEES AND DUTIES

Section A. The Standing Committees shall be:

Awards, Civic, Conservation, Hospitality, Membership, Newsletter, Flower Show, Garden Therapy, Horticulture, Program, Publicity, and Ways and Means

Section B. Each committee shall consist of a chair, appointed by the President, and any members of the club selected by the committee chair. Each chair shall be responsible for an annual report, due at the April Executive Board meeting.

Section C. The Awards Committee shall:

1. Study the requirements of state and national awards and inform the club of any awards for which it may be eligible.
2. Assist committee chairs in meeting award requirements and prepare and submit application for awards.
3. Keep a record of awards received by the Five Hills Garden Club.

Section D. The Civic Committee shall:

1. Be responsible for any civic project promoted by the club.
2. Keep the membership advised of worthwhile civic projects in which the club may participate or organizations with which it may co-operate.

Section E. The Conservation Committee shall:

1. Advise the Club of the general principles of conservation.
2. Inform the Club of any town, county, state, or national conservation project in which the membership may participate.

Section F. The Flower Show Committee shall:

1. Be responsible for forming a committee to plan and present club Flower Shows consistent with National Garden Club guidelines.
2. Inform members of club flower shows held by other groups.
3. Present a written report following a club Flower Show, which will include:
  - a. A brief description of the show
  - b. Names of judges
  - c. A tally of entries in all divisions
  - d. Awards
  - e. A financial statement

4. Keep a copy of the Handbook for Flower Shows.
5. Be responsible for the disposition, maintenance, written inventory, and storage of all club properties.
6. Lend club properties only at the discretion of the Executive Board.

Section G. The Garden Therapy Committee shall:

1. Be responsible for garden therapy projects promoted by the club.
2. Advise membership of worthwhile therapy projects in which the club may participate.

Section H. The Horticulture Committee shall:

1. Keep the club informed of new trends in horticulture and be knowledgeable of horticultural resources.
2. Plan monthly demonstrations of horticultural materials.
3. Help organize the exchange of plant materials among club members at the annual plant exchange.

Section I. The Hospitality Committee shall:

1. Assign hostesses to provide and serve refreshments for the Executive Board and general meetings.
2. Plan and coordinate the biennial club luncheon.
3. Be responsible for the club's hospitality properties and supplies.

Section J. The Membership Committee shall:

1. Collect dues and issue membership cards and yearbooks.
2. Keep a current record of all members' names and addresses, noting when dues have been paid.
3. Keep attendance records and maintain the guest book and name tags.
4. Take applications for membership and notify the club of new members.

Section K. The Newsletter Committee shall:

1. Publish a monthly newsletter for club members
2. Send newsletters to all members and to the District III Director

Section L. The Program Committee shall:

1. Consult with the Civic, Conservation, Flower Show, and Horticulture Committee Chairs as needed.
2. Plan and arrange all programs, including the biennial installation of officers. Contact and introduce speakers, be the speaker's hostess at meetings, and send a letter of appreciation.
3. Ensure that any needed equipment or staging is available for the program.

Section M. The Publicity Committee shall:

1. Send notices of club activities to local area newspapers.
2. Maintain records of submissions.

Section N. The Ways and Means Committee shall:

1. Organize and implement a fundraiser at least once during the two-year term.
2. Be responsible for fund-raising activities throughout the year.

## ARTICLE VII – SPECIAL COMMITTEES AND DUTIES

Section A. The Budget Committee shall:

1. Include the Treasurer (chair), President, Vice-President, Program chair, and Ways and Means chair.
2. Prepare an estimated budget for the club year and submit it for approval to the Executive Board at its September meeting and to the membership at the

September general membership meeting.

Section B. In alternate years, the Nominating Committee shall consist of three members.

1. The chair, an Executive Board member, shall be appointed by the President prior to the January Executive Board meeting.
2. One member shall be elected by, and from, the Executive Board in January.
3. One member, not on the Executive Board, shall be elected by the club at the January general meeting.

The Nominating Committee shall present the slate of officers at the March general meeting and publish the slate in the April newsletter.

Section C. The Yearbook Committee shall compile, edit and publish a yearbook. A copy is to be presented to each club member at the September general meeting.

## ARTICLE VIII – EXECUTIVE BOARD AND DUTIES

Section A. The Executive Board shall consist of all elected officers of the club, the chairs of all standing committees, and the immediate past President. The Executive Board shall meet monthly with the exception of July, August and December. One more than half the members of the Executive Board shall constitute a quorum. There is one vote per office or committee chair.

Section B. Each committee chair shall be required to attend Executive Board meetings and shall provide a year-end report to the President.

Section C. The Executive Board shall have general control over

the affairs of the club and shall:

1. Meet to expedite the business of the general meetings.
2. Approve plans of the standing and special committees.
3. Fill officer vacancies arising between elections, it being understood that the Vice-President succeeds the President.

#### ARTICLE IX – GENERAL MEETINGS

Section A. Meetings shall be held on the third Tuesday of each month at 10:00 a.m., excluding July and August, unless otherwise scheduled by the Executive Board.

Section B. In election years, a luncheon meeting with the installation of officers shall be held in June. A joint meeting of the outgoing and incoming Executive Boards shall be held afterward.

#### ARTICLE X – QUORUM

Section A. A quorum shall consist of one more than half of the eligible voting members.

Section B. A quorum is required for all votes.

#### ARTICLE XI – ELECTIONS

Section A. Election of Officers shall be held in alternate years at the April general meeting.

Section B. Procedures

1. A slate of one candidate for each office shall be presented to the club by the Nominating Committee at the March general meeting. It is understood that any candidate for President has served at least one year on the Executive Board.

2. At the March general meeting, nominations may be made from the floor with the prior consent of the nominee.
3. Election shall be held by secret ballot if there are two or more nominees for any office.
4. Ballots shall be counted by the Nominating Committee.
5. A simple majority of votes cast shall elect.
6. Officers may be elected to succeed themselves for one additional term.

## ARTICLE XII – BY-LAW AMENDMENTS AND REVISIONS

Section A. Changes in the By-Laws shall be made in the following manner:

1. Proposals from an appointed By-Laws Committee shall be presented to the members in writing at a general meeting.
2. A vote shall be taken on the proposals at the following meeting. At this meeting a quorum must be present. An affirmative vote of three-fourths of the members present shall be necessary for the passage of any amendment or revision.

## ARTICLE XIII – PARLIAMENTARY PROCEDURE

Robert's Rules of Order, Revised, shall be the parliamentary authority of the club, when not inconsistent with these By-Laws.