Clermont Garden Club Bylaws

ARTICLE I

Name

Section 1: The name of this corporation will be Clermont Garden Club (CGC), Inc. The location of this corporation is 849 West Avenue, Clermont, Florida 34711-1322.

ARTICLE II

Goal & Purpose

Section 1: The goal of this corporation is the education of its members and the community in their relationship to horticulture, conservation, environmental needs and the art of floral design.

Section 2: Specifically the purposes of this nonprofit organization will be:

a) To further the education of members and the public in the fields of gardening, horticulture, botany, floral design, landscape design and environmental awareness through the conservation of natural resources, civic beautification, preservation and nature studies;

b) To instill in our youth and community the love of gardening and respect for and protection of the environment;

c) To not discriminate on the basis of gender, age, religious affiliation or ethnicity.

ARTICLE III

Membership

Section 1: Membership is open to any resident of Lake County and surrounding areas. Anyone may attend two meetings as a guest before joining and paying dues. A person may join anytime during the year. Participation by all members in club functions is considered of primary importance to the welfare of the club.

Section 2: Member categories are active, associate, honorary, FFGC/State Life, family, and benefactor members.

Section 3: Membership

a) An active member is a member who has paid the required dues and is willing to take an active part in the club, fulfilling the goals and purposes of the Clermont Garden Club.

b) An associate member is a member who has paid required dues, but does not vote or hold office. Associate members will enjoy the privileges of the club and must have been an ACTIVE member for at least three years, or claim extenuating circumstances in writing, before being eligible for associate membership.

c) An honorary member is a member who has been recognized by the board of directors for outstanding service to the club, in accordance with the criteria found in the Standing Rules. Honorary members will enjoy the privileges of the club, including the right to vote and hold office.

d) An FFGC/ State Life member is an active, associate, or honorary member who

has been granted life membership in FFGC.

e) Couples/ family membership consists of no more than two (2) adults and school age children less than eighteen (18) years of age. Adult members will have the same privileges as an active member.

f) A benefactor member is a special classification for those interested in supporting the club purposes either financially or through personal activities. Benefactors will enjoy the privileges of the club but may not vote or hold office.

Section 4: New members must submit application and payment of dues before and/or upon attending two regular scheduled meetings.

Section 5: Members withdrawing from the club must submit a written letter of resignation to the president, who in turn notifies CGC membership chair.

ARTICLE IV

CGC Officers

Section 1: The elected officers of this club will be a president, first vice-president, second vice-president, recording secretary, corresponding secretary, and treasurer. These officers comprise the executive committee of CGC.

Section 2: The parliamentarian will be an appointed office

Section 3: If a vacancy occurs in the office of the president, it will first be filled by the vice-presidents in the order of their office. All vacancies among other officers will be filled by appointment of the president for the unexpired term, subject to confirmation by the board of directors.

ARTICLE V

Duties of Officers

Section 1: President

a) Presides at all meetings of CGC and meetings of the board of directors; reads or discusses the minutes of the board of director’s meeting at each regular meeting;

b) Appoints the parliamentarian and all chairmen of standing and special

committees from the entire club membership;

c) Is a member, ex officio, of all committees except the nominating committee;

d) Approves all club bills before they are paid by the treasurer and is empowered

to sign checks in the absence of the treasurer

e) Appoints an auditor to audit the treasurer’s books at the end of each fiscal

year or if a new treasurer is appointed;

f) Prepares the budget with the assistance of the finance chair and the treasurer;

g) Is responsible for the overall supervision of the garden club;

h) Represents the club at, or appoints a representative to, all District VII

meetings;

i) Provides a Florida Federation of Garden Club (FFGC) Convention report the

2nd year of their administration. Expenses of the president or appointed representative will be defrayed by the club with the amount to be determined by the finance committee and approved by the board of directors.

Section 2: First Vice President

a) In the absence of the president or at the request of the president, will perform

the duties of that office and

b) Is program chair.

Section 3: Second Vice President

a) Is the Yearbook/Publications chair.

Section 4: Recording Secretary

a) Records the proceedings of all board of director’s meetings and general

meetings;

b) Provides copies electronically to all board members;

c) Records attendance at board meetings and regular meetings.

Section 5: Corresponding Secretary

a) Notifies members of the board of directors’ meetings one week in advance;

b) Conducts the regular correspondence of the club as directed by the president;

c) Sends “thank you” notes for memorial gifts and notifies the family that a gift

was given to the club in memory of loved one;

d) Sends information and invitations as required.

Section 6: Treasurer

a) Is responsible for all monies of the club from whatever source derived;

b) Deposits club funds in the name of the CGC in such bank as determined by

the board of directors;

c) Pays by check or electronically all bills submitted by the person incurring them

and approved by the president;

d) Reports at each board or regular meeting;

e) Keeps a record of all members whose dues are paid and works with

membership chair on the roster of members;

f) Forwards annual dues of the club to the FFGC member services chair;

g) Assists the president and finance chair in the preparation of the budget;

h) Obtains a correct mailing list based on paid memberships for the *Florida*

*Gardener* and sends names and addresses of all new members to the circulation manager as soon as the dues are received;

i) Advises the board on proposed budgets for club projects.

Section 7: Parliamentarian

a) Assists the president and members when requested on matters of

parliamentary procedure;

b) Fulfills duties outlined in the current *Roberts Rules of Order Newly Revised*.

ARTICLE VI

Terms of Office

Section 1: All club officers will be elected in odd numbered years and will hold office for two years or until their successor is elected. No officer will be eligible for more than one term in the same office except for the treasurer. (This does not apply to the parliamentarian or chairmen of standing committees.)

ARTICLE VII

Board of Directors

Section 1: The board of directors, as provided for in the articles of incorporation, is composed of officers of the club, the immediate past president, and the chairmen of the standing committees.

a) Any honorary member and all active past presidents are privileged to attend

board of directors meetings with voting privileges.

b) The immediate past president will serve as a board advisor when requested.

Section 2: The board of directors is empowered to transact any and all business of the CGC. Items of major importance may be introduced and acted upon at a future meeting.

ARTICLE VIII

Meetings

Section 1: At least eight (8) monthly meetings (7 regular, 1 annual) will be held from September to May each year, with the dates, times, and place determined by the board of directors and/or the Program Chairman.

Section 2: Special club meetings may be called at the discretion of the president or at the request of three members of the board of directors.

Section 3: The annual meeting of the CGC will be held after each FFGC Convention. Each board member will present a report in writing or electronically at the annual meeting. These reports will be filed with the minutes.

Section 4: Board of directors meetings will be held prior to the regular meeting and at least five times a year.

ARTICLE IX

Dues

Section 1: All dues for membership are due and payable to the treasurer at the March meeting. Checks will be made payable to CGC. Dues are delinquent after May 15th. A $5 late fee will be assessed. The fiscal year is June 1 through May 31.

Section 2: Dues are as listed below:

Active members $40.00 a year

Couples/Family $45.00 a year

Associate member $48.00 a year

FFGC/Life member $28.00 a year

Honorary member $0

Benefactor Minimum $50.00 Annual donation to CGC

Section 3: Dues will be prorated for members joining after December 31 at a rate of

$3.00 per month plus FFGC assessment of $12.00.

ARTICLE X

Nominations and Elections

Section 1: A nominating committee will be selected at a board of directors meeting held at least two months before the annual convention of the State Federation. The president will appoint the chair of the nominating committee. This committee shall nominate candidate(s) for each office. Nominations may also be made from the floor. Members of the nominating committee are not barred from becoming nominees for office.

Section 2: Election of officers will be held at the last regular meeting prior to state convention. Election will be conducted by voice vote. If there is more than one candidate for an office, the election will be by ballot and a majority vote will elect.

Section 3: Installation of officers will be held at the annual meeting. Newly installed officers will assume their duties at the conclusion of the meeting. The first vice-president, as program chair, will appoint a committee to make arrangements for the installation.

ARTICLE XI

Standing Committees

Section 1: The standing committees will conform as much as possible to those of the FFGC. The following are recommended: awards, birds, conservation, civic beautification, exhibits and education, FFGC liaison, finance, library, garden therapy, grounds, historian, house, hospitality, junior garden club, membership, memorial, program, protocol, publications, publicity, rentals, SEEK, social media, trees, Wekiva, world gardening and yard of the month.

Section 2: Each standing committee chair will be appointed by the president, with input from the executive board.

ARTICLE XII

Recommended Duties of Standing Committees

Section 1: Awards - It will be the duty of this chair to present to the club all award information that is offered by the Florida Federation of Garden Clubs and the National Garden Club and to make all applications for state and national awards.

Section 2: Birds - It is the duty of this chair to stimulate the study and protection of bird life in Florida and to cooperate in every way possible with the Audubon Society.

Section 3: Civic Beautification - It is the duty of this chair to coordinate the activities

of the garden club with other civic groups toward beautification of Clermont and the vicinity.

Section 4: Conservation – It is the duty of this chair to encourage the preservation of our native trees, wild flowers, scenic beauty and natural resources.

Section 5: Finance – It is the duty of this chair to recommend ways and means for raising funds for the club and its projects, and to carry out the decisions of the board. This chair will work with the president.

Section 6: Flower Show - It is the duty of this chair to make plans for the flower show and oversee its completion.

Section 7: Garden Center - The following chairs will serve on the garden center committee. They will be responsible for the general use and maintenance of the garden center and may select as many committee members to serve as necessary:

a. Education and Exhibits chair is responsible for distributing information to the

club members, arranging workshops and study groups, promoting displays and exhibits regarding the various functions and activities of the club. Selected activities will be open to the public.

b. Grounds chair will have charge of all landscaping and grounds maintenance.

Recommendations for major improvements will be presented to the board of directors for its approval.

c. House chair will have charge of all matters pertaining to the maintenance of

the garden center. Recommendations for improvements and major repairs will be presented to the board of directors for its approval.

d. Rental chair is responsible for scheduling all rentals of the clubhouse,

equipment and /or properties. A regularly updated schedule will be posted visibly in the clubhouse and electronically on the website. In addition, a list of rules and closing procedures will be located in a visible area for members and rental guests. All reservations and rental payments will be made through this chair. Rules for the rental of the building and/or properties will be approved by the board of directors and posted visibly in the clubhouse.

e. Library chair will make recommendations to the board for all books to be

added to the library, the amount allocated for books to be included in the budget. This chair will obtain all books, maintain a list of those in the library, have charge of lending, and ensure that books are properly maintained.

Section 8: Garden Therapy - It is the duty of this chair to be acquainted with garden therapy objectives; select programs which conform to the objectives and carry them out.

Section 9: Historian - It is the duty of the historian to keep an accurate and complete record of all club activities in writing; save newspaper clippings and pictures in a scrapbook; and present the club history for the year at the annual meeting.

Section 10: Horticulture - It is the duty of this chair to promote a horticulture program for the current year and provide educational information to members at club meetings.

Section 11: Hospitality – It is the duty of this chair to arrange for hostesses at meetings and flower shows: to have charge of all necessary arrangements for luncheons, picnics, and teas; supply a guest book when needed and to work with the program chair.

Section 12: Junior Garden Club – It is the duty of this chair to promote special interest for juniors and to organize junior garden clubs.

Section 13: Membership – It is the duty of this chair to obtain new members and recommend their admission to CGC. The chair will obtain all applications of new members and provide the name(s) to the CGC treasurer and board of directors.

Section14: Memorial Fund – It is the duty of this chair to record the memorial gifts in the memorial book and confirm with corresponding secretary to ensure that thank you notes have been written and families have been notified.

Section 15: Publicity – It is the duty of this Chairman to inform members and general public of activities and accomplishments of the club.

Section 16: SEEK – It is the duty of this chair to oversee and be responsible for the coordination and selection of students to attend the SEEK conference.

Section 17: Wekiva – It is the duty of this chair to coordinate and oversee the selection of students to attend the Wekiva Youth Camp.

Section 18: World Gardening – It is the duty of this chair to acquaint members with the objectives of world gardening activity, select and carry out projects which conform to these objectives.

Section 19: Social Media Chair – It is the duty of this chair to use social media tools like the website, Facebook and Pinterest to increase public awareness, advertise events, and/or post member updates. This includes coordinating with the Publicity Chair and the website host, posting content and supervising time-sensitive material in the CGC social media pages.

ARTICLE XIII

Award of Achievement

Award of Achievement: This award may be conferred upon citizens of Clermont and vicinity, or club members for achievement related to garden club purposes. Any member of the board may present the name of a candidate for this award to the board of directors, who will make the final decision. The award will be in the form of an appropriate certificate, presented at an appropriate time, such as the Annual Meeting.

ARTICLE XIV

Quorum

Section 1: Twelve members will be a quorum of the board of directors, and forty percent (40%) of members will constitute a quorum for regular meetings.

ARTICLE XV

Parliamentary Authority

Section 1: *Roberts Rules of Order, Newly Revised*, current edition, will be the parliamentary authority for the Club.

ARTICLE XVI

Amendments

The bylaws of this corporation will be made, adopted, amended, or rescinded by two-thirds (2/3) vote of the active members present at any annual, regular, or special meeting. Written notice of proposed amendments will be sent electronically to active members at least 2 weeks prior to the meeting. If previous notice is not given, the vote then must be unanimous. Fifteen (15%) percent of the active members must be present to constitute a quorum.

Should the bylaws need revising, a committee will be appointed consisting of a chair appointed by the club president and two additional members from the general membership.

Amendments

Adopted at a Special Meeting May 24, 1957

Amended at a Special Meeting May 1, 1959

Amended at General Meeting January 24, 1963

Amended at Annual Meeting May 5, 1965

Amended at General Meeting February 2, 1995

Amended at Annual Meeting May 26, 2005

Amended at Special Meeting March 25, 2013

Amended at General Meeting February 19, 2015

Amended at General Meeting March 15, 2017