

Clermont Garden Club By-Laws

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 any time 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, Florida Federation of Garden Clubs, Inc. (FFGC) Life, and Couples.

- a) An Active member is a member who has paid the required dues and is willing to take an active part in the club in order to fulfill the goals and purposes of the CGC.
- 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.

c) An Honorary member is a member who has been selected by the Member Recognition Committee to receive this honor. Honorary members will enjoy the privileges of the club, including the right to vote and hold office. The FFGC portion of Honorary member dues will be paid by CGC.

d) An FFGC Life member is any Active, Associate, or Honorary member who has been granted life membership in FFGC.

e) Couples membership consists of no more than two (2) adults. Couples members will have the same privileges as an active member.

Section 4: Members withdrawing from the club should submit a written letter of resignation to the President, who in turn notifies CGC membership chair.

Section 5: Membership shall not exceed the reasonable legal capacity of the Mildred Amateis Garden Center.

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 officer.

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; assures that the minutes of the board of director's meetings are provided to all members;

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 in writing (before they are paid by the Treasurer) all budgeted recurring club bills in extraordinary amounts, unbudgeted non-recurring bills in amounts not to exceed 1% of the current budget, and has signatory authority for all CGC accounts;
- e) Appoints an audit committee 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 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 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 approved by the Board of Directors.
- j) Sends official thank-you letters for Memorial gifts to the donor.

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.
- b) Is responsible for maintaining a collection of Guidelines for club events and providing them as needed.

Section 4: **Recording Secretary**

- a) Records the proceedings of all Board of Director meetings and Club Meetings; reads the minutes at those meetings;
- b) Assures copies are sent electronically to all Club Members;
- c) Records attendance at Board Meetings and Club Meetings.
- d) Collects Annual Reports from Board Members and files with Minutes.

Section 5: **Corresponding Secretary**

- a) Notifies members of the Board of Directors' meetings one week in advance, when requested by the President;
- b) Conducts the regular correspondence of the club as directed by the President;
- c) Keeps the Memorial Fund book and notifies the family that a gift was given to the club in memory of a loved one;
- d) Sends information and invitations as requested.

Section 6: **Treasurer**

- a) Is responsible for all monies of the club from whatever source derived and has signatory authority for all CGC accounts;
- 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, according to Article V, Section 1, d;
- d) Reports at each Board or Club Meeting;
- e) Keeps a record of all members whose dues are paid and works with Membership Chair on the roster of members;
- f) Works with Membership Chair to forward annual dues of the club to the FFGC;
- g) Assists the President in the preparation of the budget;
- h) Works with the Membership Chair to obtain 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.
- j) Notifies the President and Corresponding Secretary of Memorial Gifts.

Section 7: Assistant Treasurer

- a) Assists the Treasurer, as needed, with the receipt and deposit of CGC funds, the preparation of checks for approved bills, to be signed by the Treasurer or the President, and any other regular duties of the Treasurer;
- b) Has no signatory authority over the club's accounts;
- c) Reports to the President in the absence of the Treasurer.

Section 8: 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. This limit does not apply to the Parliamentarian or chairmen. No officer will be eligible for more than one consecutive term in the same office except for the Treasurer.

ARTICLE VII

Executive Committee

Section 1: The Executive Committee of the Board of Directors shall consist of the elected officers of the CGC. The Parliamentarian shall attend meetings of the Executive Committee as advisor.

- a) It shall be the duty of the Executive Committee to transact business requiring immediate action, either in session, by mail, or electronically, between meetings of the Board of Directors, and the Committee shall submit a full report at the next regular meeting of the Board of Directors.
- b) The Executive Committee may approve such appropriations from the Treasury, not provided in the budget, as are urgently needed to carry on the work of the CGC.
- c) Meetings of the Executive Committee shall be held at the call of the President or upon written request of three (3) committee members.

ARTICLE VIII

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.

c) Chairmen of Special Committees should attend Board Meetings when they have something to report.

Section 2: The Board of Directors is empowered to transact any and all business of the CGC.

ARTICLE IX

Meetings

Section 1: At least eight (8) Club Meetings (7 regular, 1 annual) will be held from September to May each year, with the dates, times, and place determined by the President and the Program Chairman.

Section 2: Special club meetings may be called at the discretion of the President or at the request of three (3) 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 submit their annual report in writing or electronically to the President and Recording Secretary before the annual meeting. These reports will be filed with the minutes.

Section 4: Board of Directors meetings will be held prior to the Club Meetings and at least five times a year.

Section 5: Under exceptional circumstances, as determined by the President, in consultation with the Executive Board, the Board, as well as the club, may meet or vote electronically.

ARTICLE X

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/year
Couples	\$45.00/year
Associate member	\$48.00/year
FFGC Life member	\$28.00/year
Honorary member	\$0

ARTICLE XI

Elections

Section 1: The President will appoint the chair of the Nominating Committee at the February Board of Directors meeting in odd numbered years. At the same meeting, a Nominating Committee will be selected. This committee will nominate a slate of candidate(s) for each office to be presented at the Club Meeting in March. Nominations may also be made from the floor at the March meeting. Members of the nominating committee are not barred from becoming nominees for office.

Section 2: Election of officers will be held at the last meeting (usually in March) 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 following Annual Meeting. Newly installed officers will assume their duties at the conclusion of the meeting. The First Vice-President, as Program Chair, is responsible for arrangements for the installations and may appoint a committee to make arrangements for the installation.

ARTICLE XII

Standing Committees

Section 1: Each standing committee chair will be appointed by the President, with input from the Executive Board.

Section 2: The standing committees will conform as much as possible to those of the FFGC. The following are recommended: Awards, Garden Center (Grounds, House, Rental, Library), Historian, Horticulture, Hospitality, Member Recognition, Membership, Newsletter, Publicity, Social Media, Ways & Means, Youth Activities.

ARTICLE XIII

Recommended Duties of the 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 FFGC and the National Garden Club and to make all applications for state and national awards.

Section 2: Garden Center Committee - 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) 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.

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) Rental chair is responsible for scheduling all rentals of the clubhouse, equipment and properties. 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. The rental chair will have access to one Club account, which will be used primarily for rental funds.

d) Library chair will have charge of lending, ensuring that books are properly maintained and purchasing books from budgeted amount.

Section 3: Historian – It is the duty of the historian to maintain a timeline of all major actions taken during the year (major repairs and renovations to the clubhouse, new gardens, etc.) as appropriate. This information should also be added to the timeline in the Yearbook and the Binder in the bookcase for this purpose.

Section 4: 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 or in the Newsletter.

Section 5: Hospitality – It is the duty of this chair to arrange for a greeter and hostesses at meetings; to have charge of all necessary arrangements for luncheons, picnics and teas; supply a guest book when needed; and work with the Program Chair.

Section 6: Member Recognition - It is the duty of this committee, in accordance with the current Guidelines on file to, at its discretion, and with nominations from any member, recognize a Most Active New Member(s), Outstanding Member(s), Honorary Member(s) and award a Citation for the Public, when appropriate.

Section 7: Membership - It is the duty of this chair to work to register new members. The chair will obtain all applications of new members and provide the name(s) to the Board of Directors.

Section 8: Newsletter - It is the duty of this committee to prepare and distribute the monthly newsletter.

Section 9: Publicity - It is the duty of this Chairman to inform members and the general public of activities and accomplishments of the club.

Section 10: Social Media – It is the duty of this chair to use social media tools such as 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.

Section 11: Ways & Means - 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. In coordination with the President, the chair will assure that Chairmen for fundraisers are appointed.

Section 12: Youth Activities - It is the duty of this chair to promote club goals via youth activities, including high school garden clubs, SEEK, Wekiva and others.

ARTICLE XIV

Recommended Duties of Special Committees

Section 1: Special committees may be appointed by the President as needed, including, but not limited to, the following:

Birds, By-Laws, Charities, Civic Beautification, District VII Liaison, Electronics, FFCG Liaison, Flower Show, Plant of the Month (Library, City Hall), Yard of the Month. Special Committee Chairs are not members of the Board, but may attend Board Meetings when they have something to report.

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: By-Laws - It is the duty of this Chair to review and revise the By-Laws and Standing Rules, in conjunction with the committee appointed by the President. By-Laws must be approved by the membership; Standing Rules are approved by the Board.

Section 4: Charities – It is the duty of this chair to acquaint the members with the objectives of World Gardening and other charities in which the club has an interest, and to select and carry out projects and fundraising which conform to these interests.

Section 5: Civic Engagement - It is the duty of this chair to coordinate the activities of the garden club with other civic groups and the City of Clermont.

Section 6: District VII Liaison – It is the duty of this chair to act as liaison between District VII of the FFGC and the club.

Section 7: Electronics – It is the duty of this chair to provide recommendations for electronic devices to the Board of Directors and implement the acquisition of the devices approved by the Board. The chair is responsible for making operating instructions available.

Section 8: FFGC Liaison – It is the duty of this chair to act as liaison between CGC and FFGC.

Section 9: Flower Show – It is the duty of this chair to make plans for the flower show and oversee its completion.

Section 10: Plant of the Month (Library, City Hall) – It is the duty of this chair to arrange for members to provide plants each month from September to May.

Section 11: Yard of the Month – It is the duty of this chair to arrange for a yard to be honored from September through May.

Article XV

Quorum

Section 1: Fifty percent (50%) of members will be a quorum for the Board of Directors, and forty percent (40%) of members will constitute a quorum for Club Meetings.

ARTICLE XVI

Parliamentary Authority

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

ARTICLE XVII

Amendments

Section 1: The By-Laws 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 amendment will be sent electronically to active members at least two (2) weeks prior to the meeting. If previous notice is not given, the vote then must be unanimous.

Section 2: Should the By-Laws need revising, a committee will be appointed consisting of a chair appointed by the club President and at least two additional members from the general membership.

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 a General Meeting
February 19, 2015

Amended at Special Meeting
March 5, 2021

Amended at a Club Meeting
April 21, 2021

Amended at Club Meeting
May 18, 2022