

# **Auburn Garden Club By-Laws**

## **Article I – Name of Club**

The name of this club shall be “Auburn Garden Club”.

## **Article II – Objectives**

The objectives of this organization shall be charitable, educational, and scientific as defined by Section 501(c)(3) of the Internal Revenue Code.

The objectives of this Club shall be to support and stimulate the knowledge of horticulture, flower arranging, native trees, flowers, shrubs, birds, and also contribute to the beauty of home and community.

## **Article III – Member Qualifications and Dissolution Clause**

A person interested may attend two meetings as a guest.

A Member pays dues annually, attends meetings regularly, and is to assist on Committees and serve as Hospitality Host on request.

A member shall be exempt from paying dues when he/she reaches the age of 90 or has been a member in good standing for 50 years, whichever comes first.

If this organization should be dissolved, its assets shall be distributed to another organization or organizations qualified under Section 501(c)(3) of the Internal Revenue Code. No assets may be distributed to individual members.

It is the intent of this Club that in the event of dissolution all funds and property, real or otherwise, left in the treasury after all bills have been paid, shall be forwarded to the general Fund of the California Garden clubs, Inc., of which the Auburn Garden Club of Placer County is a member, provided the California Garden Clubs, Inc., is at that time qualified under Section 501(c)(3) of the Internal Revenue Code.

## **Article IV – Officers**

The officers of the Club shall be: President, First Vice-President, Second Vice-President, Secretary, and Treasurer.

## **Article V – Nomination and Election**

The nominating Committee is appointed by the President at the January Board Meeting. This committee announces the proposed slate of new officers at the March meeting. Election will take place at the April meeting. Official installation will be held at the June meeting.

## **Article VI Meetings**

The regular meetings of the Club shall be once a month, except July, August and December.

## **Article VI Terms of Officers**

### **Sec. 1**

Officers elected at the April meeting shall take their respective offices at the June meeting.

### **Sec. 2**

The new President shall appoint a Parliamentarian to serve an equal term of office.

### **Sec. 3**

The term of office for all elected officers shall be for one year or until a successor is elected or appointed. No officer shall be eligible in the same office more than two (2) consecutive terms, except the Treasurer who may, by election, serve more than two consecutive terms.

### **Sec. 4**

Each retiring officer shall present all Club records pertaining to that office to the new officer.

## **Article VII Duties of Officers**

### **Sec. 1**

The President shall preside at all regular club meetings and all Executive Board meetings, shall be advisor in all units of Club activities and shall appoint the Parliamentarian, Publicity Chair, Historian and all other chairs needed for the functioning of the club. The President is an ex-officio member of all committees except the nominating committee.

### **Sec. 2**

The First Vice President shall be fully authorized to act in the President's absence, and also serve as the program chair of the Club.

### **Sec. 3**

The Second Vice-President shall assume the duties of the President if both the President and First Vice-President are absent, and shall serve as Hospitality Chair and as advisor on all committees for Special Events.

### **Sec. 4**

The Secretary shall keep a permanent record of all meetings of the Club, also the Executive Board Meetings, and shall write all correspondence, invitational or otherwise, as directed by the President. The Secretary shall prepare a duplicate copy of the minutes of all regular and Executive Board meetings to present to the President before the next regular Club meeting convenes.

## **Sec. 5**

The Treasurer shall be custodian of all moneys, pay all bills by approval of the Executive Board, shall collect all membership dues, write receipts for all dues paid; and notify delinquent Members. The Treasurer shall pay all per-capita dues ( See Art. XIV sec.2): forward subscriptions to Golden Gardens (C. G. C. I. Publication); send to District Headquarters for requested number of "Visions of Beauty", the National Award Flower Arrangement Calendar.

The membership chair, under the direction and supervision of the treasurer, can collect and deposit all membership dues. The membership chair will provide documentation of all such transactions to the treasurer.

The books of the Treasurer shall be audited on or before the May regular meeting by a committee of three (3) including the Treasurer and two (2) Members appointed by the Executive Board at the March meeting.

## **Article IX Executive Board**

### **Sec.1**

The Executive Board is composed of all elected officers, and Past Presidents.

### **Sec. 2**

Seven (7) Board Members shall constitute a quorum.

## **Article X Amending the By-Laws**

Any amendments to the constitution and By-Laws of the Club shall first be presented to the Executive Board, and, on approval, distributed to the Membership for discussion at the next general meeting, and then voted on at the following general meeting.

## **Article XI Official Club Year**

The fiscal year of this club shall be from July 1 to June 30. The club year is from the 4<sup>h</sup> Monday of September to the 4<sup>th</sup> Monday of June.

## **Article XII Educational Sections**

Educational Sections of the Club may be: Bird Study, Flower Arranging, Horticulture, Junior Gardeners, and Garden Therapy.

## **Article XIII Standing Committees**

The president appoints all chairs of Standing committees, which may be: Awards, Cheer\_and Inspiration, Civic Beautification, Historian, Hospitality, Legislation, Publicity, Public relations, Ways and Means, Parliamentarian, Scholarship, Sunshine, Newsletter and New Members Follow Up.

## **Article XIV Dues and Financing**

### **Sec. 1**

The amount of annual dues is set by a vote of the Membership. Annual dues are payable in March, or at application of Membership. The amount for dues must meet the approval of the Executive Board and pass by a two-thirds majority Membership vote.

### **Sec. 2**

The Club Treasurer sends per capita fees to the Golden Foothill District, the California Garden Clubs Inc., and the National Garden Clubs, Inc. and pays per capita premiums for Club liability insurance, and for the Golden Gardens magazine subscription. The Auburn Garden Club retains the balance of each member's dues.

### **Sec. 3**

The Club Treasurer shall prepare an annual budget to be approved by the Executive Board. Any expenditure over \$100.00 not listed in the budget must be approved by the Executive Board.

### **Sec. 4**

New Membership dues may be accepted and registered with the State Financial Secretary before November 1, the State deadline.

### **Sec. 5**

Delinquent Members will be sent two notices before July 15; if no reply, the Membership will be dropped. Members who wish their names in the annual Club Yearbook must pay their dues before July 15.

### **Sec. 6**

New Member applications may be accepted after November 1, but will not be registered with the State until the next year's total Membership is sent in.

### **Sec. 7**

The President and First Vice-President and as many additional delegates as the Club is entitled, may be official delegates to the State Annual Convention of California Garden Clubs, Inc. The club shall forward to each delegate the funds allotted in the budget for their convention "Package Plan".

## **Article XV Parliamentary Authority**

The current edition of "Robert's Rules of Order" newly revised, shall be the authority on all questions of parliamentary law, unless in conflict with the laws of the State of California.

*(Note: The IRS-required elements of the bylaws to comply with the requirements for 501(c)(3) certification appear here)*