

# Lakewood *garden* Club

## LAKEWOOD GARDEN CLUB BYLAWS

### ARTICLE I

#### *NAME*

The name of this organization shall be Lakewood Garden Club.

### ARTICLE II

#### *Mission Statement*

The purpose of this organization shall be to promote interest and knowledge in gardening, to preserve nature, and promote community beautification.

### ARTICLE III

#### *MEMBERSHIP*

Section 1) Membership is open to all who share the Mission of Lakewood Garden Club, are willing to participate by committee service and support of Club activities and projects. New members will be accepted into the Club upon participation in a New Member Orientation Tea.

Section 2) Associate Members

- a. Associate members shall be members who have served at least (15) years and who wish to become inactive. Associate members shall be entitled to all privileges of membership except that of voting.
- b. Associate membership shall be limited to 20 members and must be approved by the Board.

Section 3) Honorary Members

- a. Honorary members shall be members chosen for their outstanding contributions to this Club or to the Garden movement as a whole.
- b. Upon recommendation of the Executive Board and by a majority of the membership, Honorary membership may be conferred upon a member. An Honorary Member shall have none of the obligations of membership in the Club, but shall be entitled to all of the privileges except that of voting.

Section 4) Prospective Members

A membership application shall be submitted to the Membership Chairman signed by two members in good standing.

Section 5) A member who faces circumstances making it impossible to fulfill the requirements of membership, but who would like to continue as a member, may elect to take a Leave of Absence for a period not to exceed two (2) years. Said Leave must be approved by the Board.

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## **ARTICLE IV**

### *DUES*

Section 1) Annual dues for all membership categories shall be determined by the Board prior to June 1.

Section 2) Members whose dues are in arrears as of June first, after due notice, shall be automatically dropped from membership on July 15<sup>th</sup>.

## **ARTICLE V**

### *OFFICERS AND DUTIES*

Section 1) The officers of the Club shall consist of President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

Section 2) The President shall appoint the Nominating Committee, which shall consist of one Past President and two members from the general membership. To be appointed at the February meeting, with the proposed Slate of Officers presented at the March meeting.

Section 3) Officers shall be elected at the April meeting by a majority vote of the members present to serve for two (2) years. Their term of office shall begin at the close of the June meeting.

Section 4) Duties of Officers.

#### *The President shall:*

- a. Preside at all meetings of the Club and the Executive Board.
- b. Conduct the business of the Club and appoint all Standing Committee Chairmen in cooperation with the Executive Board.
- c. Appoint special committees when necessary.
- d. Be ex-officio member of all committees with the exception of the Nominating Committee.

#### *The First Vice President shall:*

- a. Perform the duties of the President in her absence or inability to serve.
- b. Act as Membership Yearbook Chairman.

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*The Second Vice President shall:*

- a. Act as Program Chairman with the assistance of a committee of three or more members.
- b. Prepare a schedule of programs for the year.

*The Corresponding Secretary shall:*

- a. Prepare and send out newsletters.
- b. Act as Remembrance Chairman.

*The Recording Secretary shall:*

- a. Keep accurate minutes of all meetings of the Club and Executive Board.
- b. Keep copies of all annual reports of officers and committee chairmen.
- c. Submit minutes of all meetings to the President prior to the next meeting.

*The Treasurer shall:*

- a. Collect and have charge of all monies belonging to the Club except when otherwise specified.
- b. Prepare an estimated budget for the fiscal year, in consultation with Standing Committee chairs to be approved by the Executive Board.
- c. Have authority to pay all current and regular bills within the approved budget.
- d. The President may approve non-budgeted items under \$100. Items between \$100 and \$500 must be approved by the Board. Items over \$500 require approval of the general membership.
- e. Submit a written financial report at each meeting of the Club.
- f. Make all deposits and pay all invoices in a timely manner.
- g. Shall send an annual contribution to Cleveland Botanical Garden of at least \$50.

Section 5 All officers and committee chairmen shall submit written reports at the Annual Meeting.

## **ARTICLE VI**

### *MEETINGS*

Section 1) The regular meetings of the Club shall be held on the second Tuesday of every month with the exception of the months of July and August when there shall be no scheduled meetings. All meetings shall be subject to change for special events.

Section 2) Special meetings may be called by the President or at the written request of any three members in good standing.

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## **ARTICLE VII**

### *EXECUTIVE BOARD*

Section 1) The officers of the club shall constitute the Executive Board and shall meet as often as necessary to conduct the business of the Club.

Section 2) The Executive Board shall have general supervision of the affairs of the Club between its Business meetings and shall make recommendations to the Club when necessary.

Section 3) The immediate past President shall serve as ex-officio advisor to the Executive Board.

## **ARTICLE VIII**

### *COMMITTEES*

Such standing or special committees shall be appointed by the President as the Club or the Executive Board shall from time to time deem necessary to carry on the work of the Club.

## **ARTICLE IX**

### *PARLIAMENTARY AUTHORITY*

Roberts Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. Electronic voting by either the Board or the general membership shall be permitted.

## **ARTICLE X**

### *AMENDMENT OF BYLAWS*

These Bylaws may be amended at any regular meeting of the Club by a majority vote of those Active members present, providing that the amendment has been submitted in writing at the previous regular meeting.