

# CONSTITUTION & BY-LAWS

## ARTICLE I - NAME

The name of this club shall be the Mountain View Garden Club.

## ARTICLE II - PURPOSE

The Mountain View Garden Club is a not-for-profit organization. Our mission is to share our knowledge and love of gardening while beautifying the Elk Mountain area and surrounding communities.

## ARTICLE III - MEMBERSHIP

Membership in this organization shall be open to any individual who actively promotes the mission of the Garden Club.

## ARTICLE IV - OFFICERS

The officers of the Club shall be:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

## ARTICLE V - TERMS

All officers shall serve a term of one year. The President and Vice President may not serve more than two terms consecutively in that office.

## ARTICLE VI - DUTIES OF OFFICERS

The President shall preside at all meetings of the Club and of the Executive Board and shall also perform all other duties usually pertaining to this office. The President shall appoint committee chairpersons and be a member ex-officio of all committees.

The Vice-President shall perform the duties of the President in his/her absence and will work closely with the President, thereby preparing the Vice President to succeed to the office of President following the end of his/her term. The Vice President shall chair the Membership Committee.

The Recording Secretary shall keep the minutes of the Club and Executive Board meetings. He/she shall keep attendance at all meetings and have charge of all records and papers of the Club other than the Treasurer's book.

The Corresponding Secretary shall conduct all correspondence of the Club and act as Empathy Ambassador.

The Treasurer shall receive and pay all monies, keep accounts and provide a monthly financial statement to the Board and general membership. Money shall only be paid out by order of the Board except as provided in the yearly budget. The Treasurer shall submit a yearly budget to the Executive Board for approval and an annual audit of the books shall be made between the October and December meetings.

## ARTICLE VII - NOMINATING COMMITTEE & ELECTION OF OFFICERS

There shall be a nominating committee consisting of the immediate past president as chairman and two board members to be appointed by the President. The committee members shall be named at the July meeting and a slate of candidates presented at the September meeting.

The election shall take place at the Annual Meeting in October. All members in good standing shall have one vote.

All new officers will take over immediately upon determining their election at the close of the Annual Meeting.

## ARTICLE VIII - MEETINGS

Monthly meetings will be held on the third Tuesday of each month unless otherwise designated. The Annual Meeting will be held in October. Board meetings will be held as needed.

## ARTICLE IX - FISCAL YEAR & DUES

The fiscal year of the Club will begin on January 1 and end December 31.

The annual dues for each member shall be twenty five dollars (\$25.00) payable from the Annual Meeting in October until December 31 and will cover their dues from January 1 until December 31 of the following year.

The amount of annual dues shall be fixed by a majority vote of the Club members periodically as may be required provided written notice is given of the proposed change no less than thirty days in advance of the vote.

## **ARTICLE XI - STANDING COMMITTEES**

Standing committees can be proposed and chairpersons appointed by the President and Executive Board as activities of the Club dictate a need.

1. There shall be a Civic Committee, the purpose of which shall be to develop appropriate projects that enhance the beautification of the community.
2. There shall be a Membership Committee, the purpose of which shall be to keep the membership list up to date and find ways to enhance the membership.
3. There shall be a Program Committee, the purpose of which shall be to plan programs and workshops for the meetings each month.
4. There shall be a Fundraising Committee, the purpose of which shall be to plan and execute all fundraising activities throughout the year in keeping with the mission of the Club.
5. There shall be a Field Trip Committee, the purpose of which shall be to research and plan field trips of interest to the membership.
6. There shall be a History Committee, the purpose of which shall be to keep a written and pictorial record of the Club up to date.
7. There shall be a Publicity Committee, the purpose of which shall be to help promote public awareness of the Club's projects, fundraisers, field trips, programs and information deemed newsworthy.
8. There shall be a Refreshment Committee, the purpose of which shall be to make arrangements for refreshments at meetings and events.

All Committee Chairpersons shall keep a binder of helpful information to be passed on to the next chairperson. It shall include a short written report outlining their activities for the year, a copy of which shall be filed with the Recording Secretary before the Annual Meeting.

## **ARTICLE XII - AMENDMENTS**

These by-laws may be amended by a two-thirds vote of the membership present at any specific meeting provided notice is given of the proposed amendments no less than 30 days in advance of the vote to be taken.

By-laws approved September 13, 2006  
Revised October, 2007  
Revised November, 2010