

BY-LAWS OF THE GRAYSLAKE GREENERY GARDEN CLUB

Article I-Name

The name of the club is Grayslake Greenery Garden Club.

Article II-Objectives

The objectives and purposes for which the club is organized:

1. To encourage interest in all phases of home gardening.
2. To promote civic beautification.
3. To promote conservation of natural resources.

Article III-Membership

1. Members must have an ongoing interest in horticulture.
2. Members must pay their dues and be in accord with the objectives of the club.
3. Members will be dropped for nonpayment of dues.
Reinstatement may be considered by the Executive Board.
4. Membership is required after attendance at two consecutive meetings as a guest.

Article IV-Dues

1. Dues of \$20.00 per person, \$30.00 per couple, per household, are payable April 1st of each year and are delinquent as of the May club meeting.
2. Dues for new membership: If joining in the first half of the fiscal year, dues shall be \$20.00 per person/\$30 per couple. If joining in the second half, after October 1st, dues shall be \$10.00 per person/\$15.00 per couple. Dues are payable at the time of becoming a member.

Article V-Elected Officers

1. Elected officers of this club shall be President, Vice-President, Secretary and Treasurer.
Option: Co-officers are permitted for any elected office.
2. Prior to an election, a nominating committee consisting of three members will be appointed by the President.
3. Nominations may also be made and seconded from the membership at the time of an election.
4. No one shall be nominated or elected whose consent to serve has not been first obtained.
5. Officers are elected for a term of two years and may succeed themselves. President and Secretary are to be elected on even years and Vice President and Treasurer on odd years. Should a vacancy occur during this two year term, the Executive Board shall select a replacement to complete the term.
6. Officers shall be installed at the April meeting and assume their responsibilities at the end of the May meeting.
7. Out going officers are automatically members of the Executive Board for the following year to provide continuity.

Article VI-Duties of Officers

The President:

- Shall preside at all meetings of the club and the Executive Board, also at club functions.

By-laws-Continued

the President

- Shall be responsible for securing a venue for all meetings.
 - Shall notify all Executive Board members of the time and venue for executive meetings and prepare an agenda.
 - Shall appoint the chairman of all special committees and have overall responsibility for steering the committees and the club as a whole toward the planned objectives, projects and fund raising goals.
 - Shall keep records of points earned during the year, make yearly reports to the District IX chairman, and apply for any awards.
 - Shall represent the club at State, District IX, and various local meetings.
 - Shall encourage recruitment of new members.
- The Vice-President:
 - Shall perform the duties of the president in their absence or inability to serve.
 - Shall be chairman of the Program Committee.
 - Shall be chairman of the Ways and Means Committee.
 - Shall be alternate authority / signatory for banking.
- The Secretary:
 - Shall keep accurate minutes of all the club meetings and the executive board meetings, including attendance numbers.
 - Shall be responsible for copying and distributing executive board minutes to all board members present and also those absent.
 - Shall read minutes of the previous meeting at all club meetings, and have available a copy of all Executive Board minutes.
Option: The Secretary shall dispense with reading of the minutes at Club meetings by submitting them for approval to the Board or a designated person). When approved, they are to be emailed to members in a timely manner. Secretary shall have available a printed copy of both General and Executive Board minutes at Club meetings.
 - Shall be responsible for any club correspondence as directed.
- The Treasurer:
 - Shall receive all monies belonging to the club and keep an itemized account of these monies.
 - Shall reconcile all bank statements with income and expenditures, and maintain receipts, petty cash, and ledger books.
 - Shall make payments for normal expenses when a completed request for payment voucher with attached receipt is presented and for expenses and donations authorized by the Executive Board.
 - Is responsible for providing the cash box and raffle tickets and organizing their sale.

By-laws-Continued

- Shall advise club members who are delinquent in their dues prior to the May club meeting.
- Shall be responsible for forwarding of dues to outside organizations.
- Shall be responsible for preparing an annual balance sheet and a budget for the fiscal year 1st April to 31st March.
- Shall present the books to be audited at the end of each fiscal year.
- Shall be responsible for preparing a brief financial report for each meeting.

NOTE: A reserve fund shall be maintained at the end of each fiscal year.

Article VII-Meetings

1. Regular meetings are held on the fourth Monday of the following months; September, October, November, January, February, March, April and May. A garden walk, holiday party and other social events will take place as determined by the Program Committee. An August meeting is determined as necessary.
2. The President shall have the authority to call special meetings of the Board or Club when deemed necessary and in case of emergency shall have power to cancel or change the time and/or day of the regular meeting.
3. Officers shall be installed at the April meeting every year. New officers will assume responsibility at the end of the May meeting.
4. One third of the membership shall constitute a quorum.

Article VIII-Executive Board

1. Members of the Executive Board shall consist of the elected officers and the appointed committee chairmen.
2. Members of the Executive Board shall have the right to permit the attendance of any person whose presence is relevant to the Executive Board meeting. At least three Executive Board members must be in agreement with the attendance request.
3. Board meetings are to be held on the Monday before the regular meeting or as designated by the President.
4. One third of the Executive Board shall constitute a quorum.
5. The control and management of the club shall be vested in the Executive Board, subject to the by-laws and policies voted by the club. It shall approve all major expenditures.

Article IX-Committees:

To ensure the successful operation of the club the following committees are recommended:

1. Program Committee
 - A. Programs
 - B. Field Trips
2. Hospitality Committee
3. Membership Committee
4. Committee

By-laws-Continued

5. Publicity Committee
6. History Committee
7. Ways and Means / Fund Raising Committee
8. Sunshine/Correspondence Committee
9. Horticulture Committees
 - A. Library Lane
 - B. Youth Garden
 - C. Any Community Beautification Projects *
10. Garden Therapy Committee
11. Scholarship Committee
12. Communication Committee
 - A. Website
 - B. Newsletter
 - C. Brochure
 - D. Email / Phone
13. Flower Show Committee*
14. Philanthropy Committee*
15. Auditing Committee*
16. Nominating Committee*
17. By-Laws Committee*

*These committees are convened as required.

Article X-Duties of Committees

- If required the chairmen will form their own committees.
 - All committee chairmen will maintain procedure manuals and necessary records.
1. Program Committee:
 - The program chairman shall be responsible for the scheduling of programs, socials and any field trips from September through August.
 - A copy of the program is to be prepared in time for inclusion in the year book.
 - The committee is responsible for fulfilling any needs of the speaker such as venue layout, provision of projection equipment, or provision of other demonstration equipment. They can enlist assistance with set-up and clean-up as needed.
 - The chairman is responsible for greeting and introducing the speaker and ensuring that an appropriate thank you or payment is arranged.
 2. Hospitality Committee:
 - Is responsible for notifying the seven members assigned to provide cold beverages (one member), food (three members), raffle (two members), and the table centerpiece which is to be used as an additional raffle prize-(one member) Note that these items should be at the meeting venue 30 minutes prior to the meeting start time.
 - Is responsible for providing and replenishing the consumables: disposable plates, forks, spoons, napkins, coffee, tea, sugar, and coffee mate.
 - Is responsible for setting up the refreshments, making coffee, hot water for tea, providing ice, and cleaning up after the meeting.

By-laws-Continued

3. Membership Committee:

- Is responsible for providing a committee member to greet club members and guests on their arrival at a meeting, to provide and handout name tags, and to ensure an attendance sheet and guest book is provided and completed.
- Is responsible for maintaining the attendance register and providing attendance numbers to the secretary.
- Shall work with the treasurer in providing and maintaining accurate membership rosters for GCI and District IX.
- Is responsible for follow up and contact of guest attendees as prospective members if appropriate.

4. Committee:

- Is responsible for compilation, corrections to, additions to, printing, and distribution of the .
- Is responsible for providing two copies of the completed to the club president by September 15th for submission to District and State for awards judging.

5. Publicity Committee:

- Is responsible for preparing, submitting, and maintaining press and publicity notices regarding future meetings and special events.
- Is responsible for maintaining a Press Release Archive Book.

6. History Committee:

- Is responsible for maintaining the Club History Archives including copies of s, relevant photographs, and relevant press releases.
- Is responsible for preparing an annual written summary of club events and activities.

7. Ways and Means/Fund Raising Committee:

- Is responsible for coming up with ideas for potential fund raisers, and deciding when they should occur.
- Is responsible for assisting in securing materials, venues, and people to carry out these projects.

8. Sunshine/Correspondence Committee:

- Is responsible for sending every club member a birthday card.
- Is responsible for sending out bereavement, get well, and other celebratory cards, and also thank you notes as directed.

9. Horticulture Committees:

- A. Library Lane
- B. Youth Garden
- C. Community Beautification Projects

By-laws-Continued

- Each chairman is responsible for organizing a committee to plan, prepare, install, and maintain the specific horticultural project including the taking of before and after photographs.
- The chairmen should contact the President/Awards Chair when planning a new or continuing project to determine if it is eligible for a GCI or NGC award, and then fulfill any awards requirements.

10. Garden Therapy Committee:

- The chairman is responsible for organizing a committee to plan, prepare and complete garden therapy projects in accordance with a Procedure Manual.
- The chairman is responsible for completing an application and applying to GCI for an annual grant.

11. Scholarship Committee:

- Is responsible for the liaison with schools or other qualifying institutions regarding the selection of suitable applicants for the scholarship.
- Is responsible for the selection of a suitable candidate for the scholarship.
- Is responsible for the presentation of the scholarship funds.

12. Communication Committee:

- Is responsible for the following modes of communication:
 - a. Website - implementation and maintenance of the club website.
 - b. Newsletter - compiling, editing, printing and distribution of the club newsletter.
 - c. Brochure - designing, editing, and printing of the club brochure.
 - d. Email / Phone:
 - 1) Contacting members regarding upcoming meetings and events.
 - 2) Responding to club email.

13. Flower Show Committee:

- Is responsible for the organization and running of the flower show. Duties include: arranging a venue, deciding on the format and categories to be exhibited, printing of the schedules, organizing judges and prizes, setting up the venue and staffing it, and organizing suitable hospitality. The committee will enlist the assistance of club members as required.

14. Philanthropy Committee:

- Is responsible for investigating and presenting a list of suitable charities, worthy causes, and civic projects to which the club could donate funds.

15. Auditing Committee:

- Is responsible for an annual audit of the books for the fiscal year, and making a report to the Executive Board.

By-laws-Continued

16. Nominating Committee:

- Is responsible for submitting possible candidates for each of the officer's positions at the time of an election.
- The Committee will meet to decide on possible candidates, and then contact them to solicit their willingness to be elected.
- The election is to be held in accordance with the Procedure Manual.

17. By-laws Committee:

- Is responsible for documenting and amending the club by-laws.
- Is responsible for providing an up-to-date copy of the by-laws to the Committee for inclusion in the .

Article XI-Monthly Raffles

At the end of each fiscal year all proceeds from the monthly raffles will be added to the reserve fund.

Article XII-Dissolution

Procedure for dissolving the Grayslake Greenery Garden Club will be based on the rules of the State Garden Club and/or state law.

Article XIII-Parliamentary Authority

"Robert's Rules of Order Newly Revised" will govern the proceedings in all cases to which they are not inconsistent with these by-laws and standing rules.

Article XIV-Amendments

Upon recommendation of the Executive Board, by-laws may be amended by a majority vote at any general meeting with previous notice, or a 2/3 vote of the membership without notice.

Article XV-Standing Rules

Standing Rules may be adopted by a majority vote at any general meeting. Standing Rules are related to details of the administration of the club rather than to parliamentary procedure.

1. Payment of expenses: The club shall pay the registration and luncheon expenses for the president and one member to attend any of the Garden Club of Illinois State and District annual meetings. In the event the president cannot attend, he/she will ask the vice-president and then in sequence the following: secretary, treasurer, and program and committee chairmen.
2. Book of Remembrance: Upon the death of a club member, a book or books will be purchased for the Grayslake Area Public Library in their memory and a donation will be sent to the GCI to memorialize them in the Book of Remembrance. Total value is at the discretion of the Executive Board.
3. Book of Honor: Outgoing Presidents will be honored with a donation to the GCI Book of Honor. Value of the donation to be at the discretion of the Executive Board.
4. Gratuities: A gift of \$25 will be sent to any non-member in appreciation for the use of their garden for the club's annual garden walk.
5. When a speaker has waived a fee in lieu of a charitable donation, the dollar amount is determined by the Program Chair with Board approval.