

## BYLAWS

### THE FOUR SEASONS GARDEN CLUB

#### ARTICLE I

The name of the Club shall be the **Four Seasons Garden Club**.

#### ARTICLE II

The purpose of the Club shall be to stimulate knowledge of gardening; to aid in the protection of native trees, environment, plants, and birds; to encourage and promote civic plantings and beautification of our homes; and conservation of our resources.

#### ARTICLE III

**Section 1.** Qualification for membership in the Club shall be: active interest in gardening and willingness to participate in Club activities.

**Section 2.** Active Membership shall be defined as attendance at meetings and workshops, participation in the Club's projects, willingness to serve on committees, and hold office as able. All members shall serve on at least one committee each year, and serve as facilitator or hostess for one meeting. They shall also be encouraged to make a flower arrangement for a meeting.

**Section 3.** Supporting Membership shall be defined as those who are interested in club activities but are unable to participate actively. They shall have the privilege of attending meetings, but not to make motions or to vote. Dues shall be more than for active membership.

**Section 4.** Honorary Membership shall be conferred by the Executive Board on those who have been faithful members over a period of time and are currently unable to participate due to health reasons. No dues required.

**Section 5.** Honorary Life Membership shall be conferred by Executive Board action in recognition of outstanding achievement or service. No dues required.

**Section 6.** Candidates for membership: The prospective member will be invited to attend one meeting as a guest of the club. Should they choose to join, they shall be matched with a member who agrees to be a mentor for the coming year. The mentor will introduce the person to club members, explain club membership responsibilities, and encourage participation. The prospective member shall be given an information packet that includes a current program book, bylaws, and membership form. The completed form with dues shall be given to the membership chairperson. Upon Executive Board recognition, the Membership chairperson will send a welcoming letter to the new member.

#### **ARTICLE IV**

The dues for membership shall be recommended by the Executive Board and presented for approval at the January meeting. Membership year runs from July 1 through June 30. Dues must be paid no later than the second Tuesday in April. New members must pay their dues within one month after notification of their membership. Any member joining after January 1st will not be assessed dues until April.

#### **ARTICLE V**

**Section 1.** Regular meetings shall be held on the second Tuesday of each month of the calendar year, or as determined by the Board.

**Section 2.** The quorum for transaction of business shall consist of one-fifth of the membership.

**Section 3.** The Annual Meeting shall be held in July to hear reports of the Officers and Committee Chairmen.

The Treasurer's report must be audited by an Honorary Auditor before presentation at the meeting.

#### **ARTICLE VI**

#### **OFFICERS AND STANDING COMMITTEES**

**Section 1.** The officers shall be: Co-Presidents, First Vice President, Second Vice President, Secretary and Treasurer. These officers shall be presented by the nominating committee for election at the May meeting. Officers shall be elected for a term of two years beginning the following July with the exception of the 2nd Vice President who will be elected each year for rotation into the presidency.

**Section 2.** The business of the Club shall be conducted by a Board of Directors consisting of the officers of the Club, the chairmen of the standing committees or their alternates, and the immediate past president. A quorum for transaction of business will be those in attendance.

**Section 3.** The duties of the officers shall be as follows:

**CO-PRESIDENTS:** The Co-Presidents shall preside at all meetings of the Club and of the Board of Directors and shall perform such duties as regularly pertain to the office. They shall be members ex-officio of all committees. They shall serve as representatives to the Federated Garden Clubs of Vermont and attend State Board meetings. They will work on the Program Committee with the First Vice-President in the preparation of the Club's program.

**FIRST VICE PRESIDENT:** The First Vice President serves in the absence of the Co-Presidents. She/he is responsible for the organization of the Club's program for the year and overseeing the printing and distribution of the yearbook to all Club members at the Annual Meeting in July. The yearbook will be mailed to all members not present at the annual meeting. After one year in office the First Vice President will become Co-President, serving for two years.

**SECOND VICE PRESIDENT:** The Second Vice President serves in the absence of the Co-Presidents and First Vice President. She/he will be in charge of the Telephone Chain. She/he will design the Telephone Chain for inclusion in the Club's yearbook. The Telephone Chain will be activated monthly. After one year in office the Second Vice President shall assume duties of the First Vice President for the second year.

**SECRETARY:** The Secretary records and reads minutes of Board and general meetings. She/he is responsible for reading and answering all Club correspondence promptly and writing all necessary letters. If unable to attend a meeting, she/he should designate a person to execute these duties.

**TREASURER:** The Treasurer receives all money, pays all bills and reports monthly the financial status of the Club. She/he prepares, together with the Chairman of Ways and Means, the Club's budget for the year. She/he arranges for audit of the annual report prior to the Annual Meeting.

**Section 4.** Such standing committees as are necessary to carry on an effective program shall be decided upon by the Club or Executive Board. The Chairman of all standing committees shall be appointed by the President.

**Section 5.** The Hospitality Committee shall consist of three (3) members. The name of the first Hostess appearing in the yearbook shall be considered the Chairman of the refreshment committee for that month. She/he will organize the refreshments and call the Hospitality Chairman at least one week prior to the meetings.

**Section 6.** The Co-Presidents shall appoint special committees authorized by the Club or by the Executive Board and if a vacancy occurs, they shall recommend the appointment of new officers for approval by the Executive Board.

**Section 7.** In January, the Co-Presidents shall appoint a nominating committee consisting of a member of the Executive Board and two members at large. No one may serve on this committee for more than two consecutive years. At the May election meeting, the nominating committee shall present a slate of officers.

## **ARTICLE VII**

These Bylaws may be amended by a two-thirds vote of the members present at any regular meeting.

These Bylaws are as amended August, 2009.