

Elk Grove Garden Club

Bylaws

Amended Jan. 12, 2017

Article I NAME – This non-profit organization shall be known as the Elk Grove Garden Club.

Article II OBJECTIVES – To educate and stimulate interest in gardening, conservation, home and community beautification.

Article III MEETINGS

Sect. 1 – Unless otherwise specified, the regular meetings of the club shall be held at 10:30 am followed by lunch, on the second Thursday of each month, September through June, in a suitable hall.

Sect. 2 – Each member shall help provide lunch twice during the year.

Sect. 3 – The Reservation committee shall contact members and report number attending to luncheon hostess prior to each meeting.

Sect. 4 – Members shall have the privilege of inviting guests and shall notify the Reservation committee when doing so. Guests are welcome to attend up to two meetings prior to joining the club.

Sect. 5 – A list of suggested programs may be presented at the June meeting by any member. The program for the year shall be established by the Executive Board and announced at the September meeting.

Sect. 6 - The dates when members will provide lunch shall be established at the September meeting.

Article IV MEMBERSHIP

Sect. 1 – Membership is subject to participation and payment of dues.

Sect. 2 – Honorary membership may be conferred upon any person by unanimous vote of those present at any regular meeting when a quorum is present.

Sect. 3 – Membership will be capped at 58 members due to meeting space constraints and logistical issues of meetings and luncheons.

Sect. 4 – A wait list shall be established for people interested in membership. When membership drops below the cap, people on the wait list will be invited to join, in order. The wait list itself will be capped at 10 people, and will be purged and re-established each year in August.

Article V DUES AND FUNDS

Sect. 1 – The receipts shall ordinarily be from annual dues, and will be payable on or before the June meeting.

Sect. 2 – Any change in the amount of the annual dues is subject to a vote of the membership.

Sect. 3 – Other receipts will be from special projects whenever the club votes that fund raising programs are desirable.

Article VI OFFICERS AND ELECTIONS

Sect. 1 – The officers of this club shall consist of President, Vice-President, Secretary and Treasurer.

Sect. 2 – Officers are elected for a one-year term and may serve consecutive terms. The President will typically serve for two consecutive terms in order to provide continuity to the club.

Sect. 3 – A Nominating committee shall be appointed by the President in March of each year. The committee shall submit the slate of officers at the April meeting. An election of officers shall be held at the May meeting. The new officers shall be installed and assume their duties at the end of the June meeting.

Article VII DUTIES OF OFFICERS

Sect. 1. The President shall preside at meetings, shall appoint committees and assistants, and shall be an ex-officio member of the committees.

Sect. 2 – The Vice-President shall assist the President and assume the responsibilities of the President in the absence of the President.

Sect. 3 – The Secretary shall take minutes, call the roll, and handle correspondence.

Sect. 4 – The Treasurer shall receive and disburse club funds, keep an itemized account of all receipts and expenditures, and do the e-filing of state and federal tax forms. At least two officers shall be on the signature card at the bank.

Sect. 5 – The above officers shall comprise the Executive Board and in addition to above duties shall be responsible for programs.

Article VIII COMMITTEES AND ASSISTANTS

Sect. 1 – The President, with approval of the Executive Board, shall establish standing committees as needed to provide functions of a continuous or recurring nature. Standing committees may include a Reservation committee, an Audit committee, a Nominating committee, and any other committees approved by the Executive Board. Once established,

standing committees are deemed permanent until abolished by the Executive Board. The President may appoint ad hoc committees as required.

Sect. 2 – The President shall appoint a committee of two to audit the treasurer’s books at the close of each fiscal year.

Sect. 3 - The President, with approval of the Executive Board, shall establish individual assistant positions as needed to facilitate the smooth operation of the club. Assistants may include Historian, Newsletter Editor, Yearbook, Sunshine, and any other assistant positions approved by the Executive Board. Once established, assistant positions are deemed permanent until abolished by the Executive Board.

Sect. 4 – The responsibilities of the current standing and ad hoc committees and a list of the current assistant positions shall be published annually in the Yearbook.

Article IX QUORUM –One-half of the active membership shall constitute a quorum.

Article X RULES OF ORDER – Meetings shall be conducted according to Roberts Rules of Order.

ARTICLE XI – AMENDMENT OF BYLAWS

Sect. 1 – The Bylaws of this club shall be amended by a majority vote of members in attendance at any meeting when a quorum is present.

Sect. 2 – The President shall notify the entire membership of any proposed amendments to the Bylaws at least thirty (30) days prior to consideration for adoption. No amendments shall be adopted without such prior notification.

Article XII DISSOLUTION CLAUSE

Sect. 1 – Elk Grove Garden Club is organized for charitable, educational and scientific purposes.

Sect. 2 – No earnings of the organization shall be distributed to members except for services rendered and for reimbursement of approved expenses.

Sect. 3 – Upon the dissolution of the organization assets shall be distributed to one or more federally recognized nonprofit entities as designated by club members at the time of the dissolution (as described in State and IRS non-profit regulations).