

BYLAWS

THE FOUR SEASONS GARDEN CLUB

ARTICLE I

NAME and MAILING ADDRESS

The name of the Club shall be the **Four Seasons Garden Club**.
The mailing address shall be **P.O. Box 1202, Newport, VT 05855**

ARTICLE II

MISSION

The mission 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

MEMBERSHIP

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. Members are also expected to serve as a facilitator or hostess or make a flower arrangement.

Section 3. Supporting Membership shall be defined as those who are interested in club activities but are unable to participate as active members. Participation in club projects is welcome. Dues shall be more than for active membership.

Section 4. Senior Membership. Members reaching 80 years of age and/or twenty-five years of active club membership may choose to become senior members. They participate and serve as they choose but are not subject to requirements of active membership. Dues will be the same as for Active Membership.

- All Active, Supporting and Senior Members shall support annual fundraising Plant Sale by donating either ten plants or \$20.

Section 5. Honorary Life Membership may be conferred by the Executive Board on those who have been faithful members over a period of time and are currently unable to participate. No dues required.

Section 6. Honorary Membership. Persons of distinction in the fields of horticulture, garden design, flower arrangement or allied subjects, or those who have given outstanding service to the community or Four Seasons Garden Club may have Honorary Membership conferred upon them by the Executive Board. No dues required.

Section 7. Members who have completed 25 years in the club shall be honored with a Federated Garden Clubs of Vermont Life Membership. If she/he is already a Life Member, a donation will be made to the Scholarship Fund in her/his honor.

Section 8. Candidates for membership: The prospective member will be invited to attend one meeting as a guest of the club. Should she/he choose to join, she/he 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 chair. Upon Executive Board recognition, the Membership chair will send a welcoming letter to the new member.

ARTICLE IV

DUES

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 shall be collected at the April meeting. Any member joining after January 1st will not be assessed dues until April.

ARTICLE V

MEETINGS

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. Decisions shall be made by simple majority vote, except when amending the bylaws.

Section 3. The Annual Meeting shall be held in July to install officers and hear read annual written reports of the Officers and Committee Chairs.

Written reports shall be given to the Secretary to file with the meeting minutes.

The Treasurer's records must be audited before the meeting.

Section 4. The rules contained in the current edition of Robert's 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 and any special rules of order the Club may adopt.

ARTICLE VI

OFFICERS, EXECUTIVE BOARD AND STANDING COMMITTEES

The Trustees shall be the President, the Treasurer and the Recording Secretary of the Club, which complies with the laws of the State of Vermont.

Section 1. The officers shall be: President, First Vice President, Second Vice President, Secretary and Treasurer. These officers shall be elected at the May meeting. The President, First Vice President and Second Vice President shall serve for one year beginning the following July. The First and Second Vice President will be elected each year for rotation into the presidency. The Offices of Secretary and Treasurer shall be elected for a term of two years beginning the following July and may be shared by two people each.

Section 2. The business of the Club shall be conducted at the regular monthly meetings of the

membership, except for those decisions given exclusively to the Executive Board.

Section 3. The Executive Board shall consist of the officers of the Club, the chairs of the standing committees or their alternates, and the immediate past president. A quorum for transaction of business will be one-fifth of the members of the Executive Board.

Section 4. The Executive Board shall meet prior to the March meeting to plan the program for the coming year, and at other times as needed as determined by the Officers.

Section 5. The Officers may choose to hold an Executive Board e-mail /electronic discussion and vote if they deem it appropriate for decisions authorized by the bylaws. The Secretary shall keep copies of all the e-mail votes with the minutes, and the result of the vote must be sent to all Board members. The quorum for an e-mail vote is three-fourths of the Executive Board. Decisions shall be made by simple majority vote. The Board decisions shall be announced to the membership at the next monthly meeting.

Section 6. The Executive Board may recommend actions to the general membership, to be voted on by the membership at the monthly meeting.

Section 7. The duties of the officers shall be as follows:

PRESIDENT: The President shall preside at all meetings of the Club and of the Executive Board and shall perform such duties as regularly pertain to the office. She/he shall:

- * be a member ex-officio of all committees.
- * serve as a representative to the Federated Garden Clubs of Vermont and attend State Board meetings.
- * work on the Program Committee with the First Vice-President in the preparation of the Club's program.
- * set monthly agendas.
- * e-mail timely notices to members.
- * notify the Second Vice President when to call members on the Telephone Chain.
- * check on all program arrangements no less than two weeks before each scheduled meeting.

FIRST VICE PRESIDENT: The First Vice President serves in the absence of the President.

She/he is responsible for the organization of the Club's program for the year. After one year in office the First Vice President shall assume the duties of President, serving for one year.

SECOND VICE PRESIDENT: The Second Vice President serves in the absence of the First Vice President. She/he will design the Communication Chain for inclusion in the Club's yearbook and will activate it as instructed by the President. After one year in office, the Second Vice President shall assume the duties of the First Vice President, serving in that position for one 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 shall check the Post Office mailbox twice a month. She/he arranges for audit of the Treasurer's records prior to the Annual Meeting. If the club is designated a 501(c)3 non-profit organization, a 990N form must be filed annually at the appropriate time.

Section 8. Such standing committees as are necessary to carry on an effective program shall be recommended by the Executive Board and approved by the membership. The Chairs of all standing committees shall be appointed by the President.

Section 9. The President shall appoint special committees authorized by the Executive Board.

Section 10. If an officer vacancy occurs, the President shall recommend the appointment of a new officer for approval by the Executive Board.

Section 11. In January, the President 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. Nominations may also be made from the floor for open positions if the prior consent of the nominee has been secured.

ARTICLE VII BYLAWS

These Bylaws may be amended or revised by a two-thirds vote of the members present at any regular meeting following electronic notification of the proposed changes, or following discussion at a previous meeting.

These Bylaws are as revised, April 12, 2016.