

Navarre Garden Club Bylaws

ARTICLE I - NAME

The club shall be known as the Navarre Garden Club (hereafter referred to as the Club).

ARTICLE II - OBJECTIVE

To encourage interest in all phases of home gardening and floral design and to promote better horticultural practices, civic beauty and the conservation of natural resources. To affiliate with the Florida Federation of Garden Clubs (FFGC) and the National Garden Clubs, Inc.

ARTICLE III - MEMBERSHIP

Membership shall be open to any adult regardless of race, color, creed or gender.

ARTICLE IV - DUES

Section 1.

Dues shall be \$15.00 for an individual or \$25.00 for husband and wife per year. Life member dues shall be \$6.00 per year. Dues are non-refundable.

Section 2.

Only members whose dues are paid for the current year will be entitled to vote and hold office.

Section 3.

Dues shall be payable in March for the next fiscal year.

Section 4.

Members who are delinquent in payment of dues and who have been duly notified in writing will be automatically removed from the membership roll following the May meeting.

ARTICLE V - DUTIES OF OFFICERS

Section 1.

The officers shall be President, Vice President, Secretary and Treasurer. They shall be elected at the annual meeting for a one-year term.

Section 2.

The President shall:

- (a) Preside at all meetings of the Club.
- (b) Appoint the standing committee chairmen.
- (c) Be an ex-officio member of all committees except the Nominating Committee.
- (d) Bring to the attention of the Club all pertinent information from the District, State and National Associations.
- (e) Write a welcome letter to new Club members.
- (f) Perform other duties as outlined in these Bylaws.

Section 3.

The Vice President shall:

- (a) Preside at all meetings in the absence of the President. If the office of the President becomes vacant, the Vice President shall become President. A new Vice President will be appointed by the Executive Board to fill the unexpired term.
- (b) Serve as Program and Workshop Chairman.
- (c) Perform other duties as outlined in these Bylaws.
- (d) Assume the Presidential duties in the absence of the President.

Section 4.

The Secretary shall:

- (a) Be recording and corresponding secretary and keep minutes of all meetings.
- (b) Be custodian of all records and papers pertaining to her office.
- (c) Maintain an up-to-date membership roster.

Section 5.

The Treasurer shall:

- (a) Be custodian of all funds and disburse money upon proper authorization.
- (b) Deposit all funds in the name of the Club in the bank of the membership's choice.
- (c) Ensure all disbursements are in the approved budget and/or approved by the membership.
- (d) Ensure all checks are signed by Treasurer or President.
- (e) Present a report of receipts and disbursements at each monthly meeting of the Club.
- (f) Make financial records available for an in-house audit in April.
- (g) Be an ex-officio member of the Ways and Means Committee.
- (h) Provide members with a receipt for cash received.
- (i) File any governmental forms that may be needed during the year.
- (j) Prepare reports for the Florida Federation of Garden Clubs, including a membership list.

Section 6.

Each outgoing officer must deliver to his/her successor all books, records and papers pertaining to that office at or before installation of new officers.



Continued

ARTICLE VI - EXECUTIVE BOARD

Section 1.

This Board transacts the general business of the Club, considers all questions of policy, and presents recommendations to the Club for action.

Section 2.

The Executive Board will consist of the elected officers.

ARTICLE VII - STANDING COMMITTEES

Section 1.

There shall be nineteen (19) standing committees: Awards, Birds & Butterflies, Civic Development, Conservation/Recycling, Historian, Horticulture, Librarian, Membership, Newsletter, Parliamentarian, Publicity, Scholarship, Social, Sunshine, Telephone/E-mail, Ways & Means, Web Master, Yearbook and Youth.

Section 2.

Non-standing committees shall be formed as necessary for promoting the objectives of the Club.

ARTICLE VIII - MEETINGS

Section 1.

The Club will meet on the first Tuesday of each month for at least nine (9) months of the year. The annual meeting shall be held in April for the purpose of annual reports and election of officers.

Section 2.

The fiscal year of the Club begins on the first day of June and ends on the last day of May each year.

ARTICLE IX - ELECTION

Section 1.

By February of each year, a Nominating Committee of three members shall be chosen. All committee members shall be elected by the membership, with the committee to elect its own chairman.

Section 2.

At the March meeting, a slate of candidates for President, Vice President, Secretary and Treasurer will be presented to the membership. Further nominations shall be taken from the floor.

Section 3.

The election will be held in April. If there is more than one candidate for the same office, the vote shall be by ballot, with election by majority vote. A voice vote shall be taken where there is only one candidate for each office.

Section 4.

The installation of officers will take place at the May meeting.

ARTICLE X - QUORUM

A quorum shall be one-fourth of the paid membership of the Club.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order Newly Revised shall be the authority and govern the Club in business procedures on all points not covered by these Bylaws.

ARTICLE XII - AMENDMENTS

Section 1.

These Bylaws may be amended at any regular meeting of the Club by two-thirds vote of the members present, provided the proposed amendments have been submitted in writing to the membership thirty (30) days prior to the regular meeting.

Section 2.

The amended Bylaws will be available at the next regular Club meeting.

*Original Bylaws 1975
Amended October 10, 2000
Revised January 7, 2003
Revised September 7, 2004
Amended October 5, 2004*

