

# Constitution & By-Laws

## ARTICLE I – NAME OF THE CLUB

The name of the Club shall be: The Meadows Home and Garden Club (Amended 10/1982)

## ARTICLE II – OBJECTIVE

The objective of the Club shall be to educate and inform members of new and improved trends in homemaking and gardening, to encourage community involvement and neighborhood beautification, and to encourage conservation of our natural resources. (Amended 10/1982)

## ARTICLE III – MEMBERSHIP

**Section 1.** Members must be interested in the Club's work, its projects and be willing to share in the work of the Club.

### **Section 2. Residency Requirements**

At least 90% of the membership shall consist of Meadows Place residents.  
(Amended 09/1972; 09/1974; 09/1999; 04/2015)

### **Section 3. Dues**

Dues shall be \$25.00 for an individual membership and \$35.00 for a family membership. Dues are payable at the September meeting and are delinquent after the October meeting. Dues collected are to be divided equally between the general and scholarship funds. New members joining later in the year will pay a pro-rated fee. (Amended 1995; 2002; 2012; 04/2015)

### **Section 4. Active Membership**

Active membership entails regular attendance at scheduled meetings and participation in Club activities. (Added 04/2015)

### **Section 5. Hosting Duties**

A member is required to take a turn in entertaining the Club in a suitable place, sharing the hosting duties, and participating in all Club activities. Members shall pay all assessments approved by the Club.

### **Section 6. Club Affiliations**

The membership shall vote annually on affiliation with a national, state or local organization of garden clubs. (Amended 09/1972; 09/1973; 09/1974)

## ARTICLE IV – OFFICERS AND ELECTIONS

### **Section 1. Officers**

The officers of this Club shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, Treasurer and President's Aide. (Amended 09/1974; 10/2014)

### **Section 2. Eligibility for Office**

Any active member shall be eligible to serve as officer or chairperson. The President must be a resident of Meadows Place when elected. (Amended 09/1974; 10/2014)

### **Section 3. Nominating Committee**

Nominations for office shall be made by a Nominating Committee consisting of at least two members and two members of the Executive Board. This committee is chosen by the Club at its March meeting. When the slate is presented at the April meeting, nominations may be made from the floor. (Amended 09/1974; 09/1978; 09/1980; 10/1982)

### **Section 4. Election Process**

All officers shall be elected annually, at the business meeting in April. If there is more than one nominee for an office, the vote shall be by ballot. Officers shall be installed at the Installation Ceremony in May. (Amended 09/1974; 09/1978; 09/1980; 10/1982)

### **Section 5. The Executive Board**

The Executive Board shall be composed of the elected officers and the President's Aide. Five members shall constitute a quorum. Board meetings shall be called by the President as needed. (Amended 10/1974; 10/1972)

The Executive Board shall take care of business occurring between regular meetings. It shall formulate plans and policies for the welfare of the Club. The Executive Board may allocate up to \$150.00 for expenditures without membership approval as long as, with a quorum present, a majority of Board members are in agreement. (Amended 10/2014)

All members of the Executive Board are required to attend the Executive and regular meetings of the Club. In case of absence, a report must be sent to the meetings.

### **Section 6. Vacancies**

Should a vacancy occur in an office, the President shall call a meeting of the Executive Board. The Board will fill the vacancy. A majority vote shall elect.

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1. The President**

The President shall preside at all meetings, appoint committee chairpersons, appoint all committees not otherwise provided for and perform other duties pertaining to the office. The President shall be the ex-officio member of all committees except for the Nominating Committee. (Amended 10/1999)

### **Section 2. The First Vice-President**

The First Vice President shall perform the duties of the President when the President is absent or unable to serve. The First Vice-President shall be the Program Chairperson and handle all related correspondence. (Amended 09/1974; 10/1995; 10/1999; 10/2014)

### **Section 3. The Second Vice-President**

The Second Vice- President shall serve as the Chairperson of the Yearbook Committee. The Second Vice-President shall perform the duties of the President in the absence of the President and First Vice-President. (Amended 09/1974; 10/1995; 10/1999; 10/2014; 04/2015; 01/2018)

### **Section 4. The Third Vice-President**

The Third Vice-President shall serve as Chairperson of the Ways and Means Committee. The Third Vice-President shall perform the duties of the President in the absence of the President and the aforementioned officers. (Amended 12/1971; 09/1974; 10/1982; 10/1999; 10/2014; 04/2015)

### **Section 5. The Fourth Vice-President**

The Fourth Vice-President shall serve as the Chairperson of the Membership Committee. The Fourth Vice-President shall perform the duties of the President in the absence of the President and the aforementioned officers.. (Amended 12/1971; 09/1974; 10/1982; 10/1999; 10/2014; 04/2015)

**Section 6. The Secretary**

The Secretary shall keep the attendance record, record the Club proceedings, e-mail the minutes to the members prior to the meetings, and conduct the correspondence of the Club.  
(Amended 12/1971; 10/2014; 11/2014)

**Section 7. The Treasurer**

The Treasurer shall collect all dues, be the custodian of the funds of the Club, distribute them on order of the Club, file receipts for all disbursements, and keep a balanced account of all receipts and expenditures.

The Treasurer shall notify members when dues are past due.

The Treasurer shall reimburse members for Board-approved expenditures when presented with receipts for such purchases.

The Treasurer will make available all financial records for review by any active, dues-paid member.  
(Amended 12/1971; 10/1999; 04/2015)

**Section 8. The President's Aide**

The President's Aide shall be prepared to express an opinion in question when called on by the President and to read such articles in the Constitution and By-Laws, and Robert's Rules of Order, as are necessary to the question. (Amended 09/1974)

**ARTICLE VI – MEETINGS**

**Section 1.** The regular meetings of the Club shall be held the second Tuesday of the month at 7:00 p.m. September through May. (Amended 04/2009)

**Section 2.** Special meetings may be called by the President.

**Section 3.** A majority of active members present shall constitute a quorum.

**ARTICLE VII – STANDING RULES** (added 10/1974)

**Section 1.** During regular meetings, no smoking shall be permitted from the call to order through the adjournment.

**Section 2.** The Membership Committee shall follow the guidelines listed below regarding illness, hospitalization, or death in the extended Club family: (Amended 09/1974; 09/1980; 10/1982; 10/1987; 10/2014)

Illness of member (sick at home)	Card
Illness of former member (hospitalized)	Card
Illness in member's family	Card
Baby in member's family (grandchild, etc)	Card
Member has baby	Gift, plant or flowers \$25.00 limit
Hospitalization/outpatient surgery for current member	Plant/flowers \$50.00 limit
Death of former member	Plant/flowers \$50.00 limit
Death in member's immediate family	Plant/flowers \$50.00 limit
Death of current member	Plant/flowers \$50.00 limit

**Section 3. Continuing Projects**

Continuing projects to be maintained by the Club include the following: (1) Civic beautification and development; (2) Yard-of-the-Month contest, with judging procedures, (2) Scholarship fund-raising projects. (Amended 09/74; 10/1975)

#### **Section 4. Special Projects**

Any member may suggest a special project to the Advisory Board. This Board shall determine if the project is feasible and reflective of the objectives of the Club. If so, the project will be brought up for membership approval at the next general meeting. If approved by the membership, the President shall appoint a chairperson to spearhead the project. (Amended 01/2015)

#### **Section 5. Advisory Board**

The Advisory Board (comprised of the Executive Board and the Standing Committee Chairpersons) shall meet as needed to decide policy and recommend actions to the members. Advisory Board meetings may be called by the President or by a majority of the Advisory Board members. (Typo 1990; amended 10/2014; 10/11/2016)

#### **Section 6. Speaker Donations**

The Club will provide the Program Chairperson \$25.00 gift cards to be given to speakers from non-profit organizations. (Added 10/1994; Amended 04/2012; 01/2018)

### **ARTICLE VIII – STANDING COMMITTEES**

(Amended 12/1971; Typo 2007; amended 01/2015)

**Section 1.** The Standing Committees include: Civic Development, Horticulture, Membership, Program, Publicity, Scholarship, Social, Ways and Means, Website, and Yearbook.  
(amended 01/2018)

**Section 2.** The Chairperson for each Standing Committee shall be appointed annually by the President as needed.

**Section 3.** Recommendations for initiating or terminating a Standing Committee shall be made by the Advisory Board and presented to the membership for a vote.

**Section 4.** The Chairperson for each committee shall seek volunteers from the membership to assist with the work of the committee.

### **ARTICLE IX – DUTIES OF COMMITTEES**

**Section 1.** The **Civic Development Committee** shall be responsible for coordinating Yard of the Month judging and reporting results to the Publicity Chairperson and to the Website Committee Chairperson. The chairperson will send letters to the award recipients, congratulating them and inviting them to join the Club (Added 09/1971; amended 10/1995; 03/2015)

**Section 2.** The **Horticulture Committee** shall familiarize the members with general gardening ideas. (amended 09/1971; 09/1974; 03/2015)

**Section 3.** The **Membership Committee** shall solicit new members and introduce prospective members to the Club. It shall greet members at Club functions and present them with their membership badges. It shall maintain a sign-in register for members and guests at Club functions. The Committee will provide cards and/or flowers to members in keeping with the guidelines listed in Article VII. Standing Rules. (Amended 09/1974; 11/2014; 03/2015)

**Section 4.** The **Program Committee** shall provide suitable programs for the meetings and arrange them suitably for the Yearbook Committee. The Program Committee will be responsible for installation of officers and all arrangements pertaining to said installation.

(Amended 1977; 10/199; 04/1996; 03/2015)

**Section 5.** The **Publicity Committee** shall have charge of all publicity regarding the Club and its activities. It shall maintain a regular article in the City's "Newsletter," publishing Yard of the Month award winners and notifying residents of upcoming Club activities and events.

(1990-2000 Yearbook text change; amended 03/2015)

**Section 6.** The **Scholarship Committee** makes scholarship applications available to Meadows Place residents, reviews all applications submitted, selects award recipients based on established criteria, determines award amounts, and informs the Treasurer for the disbursement of funds to the respective colleges/universities. (Added 05/1992; Amended 01/2015)

**Section 7.** The **Social Committee** shall be responsible for arranging all social activities.

(Added 05/1992; amended 04/2006)

**Section 8.** The **Ways and Means Committee** shall present fund-raising ideas to the membership for voting and carry out fund-raising projects. (amended 03/2015)

**Section 9.** The **Website Committee** shall be responsible for maintaining the Club's website.

(amended 01/2018)

**Section 10.** The **Yearbook Committee** shall be responsible for compiling the Club's Yearbook and getting it published and distributed to members. (Amended 04/1971; 10/2014; 03/2015; 01/2018)

## **ARTICLE X – AMENDMENTS**

**Section 1.** This Constitution and By Laws may be amended by two-thirds vote of the members, provided the amendment has been sent (e-mail or postal) to all members prior to the previous regular meeting. (Amended 11/2014)

**Section 2.** The date of any amendment to the Constitution and By-Laws will be noted after the section being amended. The Constitution and By-Laws will contain an Appendix describing the changes. (Amended 11/2014)

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Revised, shall be the adopted as the authority on all questions of parliamentary procedures not covered in the Constitution and By-Laws.

## **ARTICLE XII - ORDER OF BUSINESS**

(Amended 10/1996; 01/2015)

The order of business for the meeting of the Club shall be:

- Call to Order
- Reading and approval of minutes
- Statement of the Treasurer
- Reports of officers, committees, etc.
- Unfinished business
- New business – Announcements, etc.
- Programs
- Adjournment

When the General Meeting contains a program to which the general public has been invited, the program will follow the Call to Order. The business meeting will then follow the program presentation after a refreshment break.

# **APPENDIX I - INFORMAL GUIDELINES**

(Added to the 1997-1998 Yearbook)

## **INCOMING AND OUTGOING ADVISORY BOARD DINNER**

The Outgoing Advisory Board is host to the Incoming Advisory Board (Executive Board and Standing Committee Chairpersons) and will furnish the meal. The Club shall supply all paper goods and other supplies for the event.

A small gift for the Outgoing President is presented by the Outgoing Board, of a cost not to exceed \$15.00.

The Outgoing President may elect to purchase a gift for the members of her Outgoing board in appreciation for the assistance and jobs well done.

Each Outgoing board member shall turn over all files and information to the newly elected officer or chairperson, along with any helpful notes or suggestions to assist in the transition.

## **OFFICER INSTALLATION AND DINNER**

The Program Chairperson shall select an appropriate location for the Installation Dinner, select a menu, and receive a written estimate and/or agreement from the management of the selected location.

The Treasurer shall collect all monies due from Club members for dinner reservation, if needed. The Treasurer will issue a check to cover the cost of the meal and services provided for the event.

The Program Chairperson and Committee are responsible for any table decorations or items needed for the installation service. The decorations and/or floral centerpiece should reflect the newly chosen President's theme and/or flower choice. The Centerpiece can be given to the new President after Installation.

The new incoming President shall select a person of her choice to preside over the Installation of Officers of the Executive Board.

The Club shall purchase the outgoing President a gift of appreciation, cost not to exceed \$30.00.

The President's gavel shall be passed on to the new president with appropriate ribbons and decorations.

## APPENDIX II - AMENDMENTS DESCRIBED

(This appendix was added 11/2014)

### ARTICLE I – NAME

-10/1982: Club name changed from “The Meadows Garden Club” to “The Meadows Home and Garden Club.” Note: the Certificate of Incorporation from the Texas Secretary of State speaks of “Meadows Home & Garden Club” without the use of the article “The.” Our charter number is 01406879.

### ARTICLE II – OBJECTIVE

-10/1982: changed from “to stimulate the love of gardening, encourage home and community beautification, to improve horticulture, to study flower arranging, and to encourage conservation of natural resources” to the current description.

### ARTICLE III – MEMBERSHIP

**Section 1.** Originally, “members must be interested in garden club work.” Wording was changed slightly in the 1990 Anniversary edition.

**Section 2.** Originally, “The membership shall consist of active members who reside in the Meadows Addition. The membership will be open to anyone in the Meadows area.”

-1972-1973 edition of the Yearbook: this was changed to “The membership shall consist of active members who reside in The Meadows.”

-1974-1975 edition of the Yearbook changed this to state that 90% of the membership had to reside in Meadows and not more than 10% could be from other areas.

-1999-2000 edition of the Yearbook included the new name of the city, Meadows Place.

-04/2015: the redundant phrase, “not more than 10% from other areas” was dropped.

### Section 3. Dues

-Originally, dues for active members was \$6.00. Anyone joining after Jan. 1 paid \$3.00

-1995 Anniversary edition: change to \$12.00 and indicated that the dues would be divided equally between the general fund and the scholarship fund. It also added the sentence about dues “payable in September and delinquent after the October meeting.”

-2002-2003 edition shows the change to \$15.00.

-2012-2013 edition changed the dues to \$25.00 for a member and \$35.00 for a family.

-04/2015: The text was re-worded with no change to the amount of the dues. A provision was added to charge new members a pro-rated fee when they joined later in the year.

-Originally this section included a statement that a member who missed three consecutive meetings without valid reasons would be dropped from the active membership list.

-09/1973: changed to “four consecutive meetings” and omitted “valid reason” phrase

-09/1974: The attendance requirement was dropped even though the phrase “active membership” was retained.

### Section 4. Active membership

This section was originally about “Notifications” which spoke of the “Telephone Committee’s responsibility of informing members, which had nothing to do with “Membership” per se. The Telephone Committee was deleted in 03/2015 with the responsibility of notifying members of club functions falling to the President and/or Committee Chairpersons.)

-04/2015: this section now defined “active” membership.



## **Section 5: Affiliation**

-Originally the Club “shall be in membership with the Houston Federation of Garden Clubs and Texas Garden Clubs, Inc. The following year an additional phrase was added: “as voted upon for approval annually by the members of the Club.

-09/1974: the section was changed to the current wording allowing members to vote annually on affiliation with any national, state or local garden club organizations.

-03/2015: became Section 5 with the elimination of “Notifications, which had been Section 4.

## **ARTICLE IV – OFFICERS AND ELECTIONS**

### **Section 1: Officers**

-09/1974: Originally there was the office of the Parliamentarian; the President’s Aide replaced the Parliamentarian position.

### **Section 2. Eligibility for Office**

-09/1974: originally Section 2 said that the past President would serve as the Parliamentarian; the current text replaced that.

### **Section 3. Nominating Committee**

-09/1974: change from “two regular members” to “at least two members; change of text describing these members as “chosen,” not “elected.”

-09/1978: change timing from December and January to January and February.

-09/1980: change timing to February and March.

-10/1982: current timing in place: committee chosen in March; slate presented in April

### **Section 4. Election of Officers**

-09/1978: timing of elections changed in keeping with the changes in Section 3.

-10/1995: originally officers were eligible to serve not more than two consecutive years in the same office.; an exception was made allowing the Treasurer to serve five years.

-10/1999: all term limits were dropped

### **Section 5. The Executive Board**

-09/1974: “President’s Aide” instead of “Parliamentarian” on the Executive Board.

-10/1972: quorum changed from 4 to 5.

-10/2014: Board’s ability to “spend \$150.00 without membership vote” moved here from “Informal Guidelines.”

## **ARTICLE V – DUTIES OF OFFICERS**

### **Section 1. President**

- 10/1999: gender references removed.

### **Section 2. First Vice President**

-09/1974: the phrase “shall be an aid to the President” was removed; added “she shall be an ex-officio member of the Horticulture Committee;”

-10/1995: “She shall arrange for meeting place and hostesses” removed being an “ex-officio member of the Horticulture Committee” removed.

-10/1999: gender references removed.

### **Section 3. Second Vice-President**

- 09/1974: added “shall be an ex-officio member of the committees under the Librarian and the Publicity and Historian Chairman.”
- 10/1995 the “ex officio” clause removed.
- 10/1999: gender references removed.
- 04/2015: order of text changed to list the responsibility as chairperson first.
- 01/2018: responsibility for the Website was dropped with the creation of the Website Committee

### **Section 4. Third Vice-President**

- 12/1971: office was created, as Chairman of the Projects Committee and ex-officio member of the Ways and Means Committee.
- 09/1974: the Chairmanship of the Decorations Committee was added to the 3<sup>rd</sup> Vice-President’s responsibilities. She was also made an ex officio member of the Civic Development Committee.
- 10/1982: she was made simply the Chairman of the Ways and Means Committee.
- 10/1999: gender references removed.
- 04/2015: order of text changed to list the responsibility as chairperson first. Also, instead of listing all the officers who needed to be absent before performing the duties of the President,, the text refers to “aforementioned officers.”

### **Section 5. Fourth Vice-President**

- 12/1971: the office of Fourth Vice-President office was created as Chairman of the Membership Committee with the responsibility of soliciting new members and presenting prospective members to the Club.
- 09/1974: also served as ex officio member of the Telephone Committee.
- 10/1995: the “ex officio” clause was deleted.
- 10/1999: gender references removed.
- 04/2015: order of text changed to list the responsibility as chairperson first. Also, instead of listing all the officers who needed to be absent before performing the duties of the President, the text refers to “aforementioned officers.”

### **Section 6. Secretary**

- 12/1971: became Section 6 with the addition of two Vice-Presidents.
- 10/2014: “Remembrance Chairman” was removed from the Secretary’s responsibilities. The Membership Committee was given this responsibility.
- 11/2014: “calling the roll” was dropped from the Order of Business for meetings in 10/1996 but was not removed from this list of the Secretary’s responsibilities. It was removed at this time. Also the text was changed from “read the Minutes” to “e-mail the Minutes to the members prior to the meetings.”

### **Section 7. Treasurer**

- 12/1971: became Section 7 with the addition of two Vice-Presidents
- 10/1999: gender references removed
- 04/2015: the phrase “present a budget for the coming year” was dropped. Added were two sections formerly in the Informal Guidelines regarding reimbursing members and making financial records available to active members.

### **Section 8. President’s Aide**

- 09/1974: Originally the office was “Parliamentarian.”

## **ARTICLE VI – MEETINGS**

-10/2009: start time changed from 7:30 PM to 7:00 PM.

## **ARTICLE VII – STANDING RULES**

-04/1971: “Standing Rules” added as Article VII with five Sections.

### **Section 2. Remembrances**

-09/1974: wording changed: from “shall not generally send birthday greetings or get-well messages or condolences except in cases of serious illness or death in members’ immediate family” to “shall send get-well...family.”

-09/1980: “with a limit of \$4.00” added to end of the sentence.

-10/1982: New sentence: “A remembrance not to exceed \$4.00 shall be sent in the event of illness or death of a member.

-10/1987: This last sentence was changed: “A remembrance of flowers shall be sent in the event of illness or death of a member” without mention of a dollar amount.

-10/1994: Chart listing eight events and the remembrance to be sent replaced above texts, as in current text.

-10/2014: the responsibility for the “remembrance” function was changed from the Secretary to the Membership Committee.

### **Section 3. Continuing Projects**

-04/1971: “Yard of the Month Contest” first established as a Club project.

-09/1974: “Garden Therapy at Eldridge Hospital” (which had been added in 04/1971) was dropped.

-10/1995: “Scholarship fund raising projects” added as third continuing project.

### **Section 4. Special Projects**

-01/2015: Originally: “Special projects undertaken by the Club shall be suggested by an appointed Projects chairman and shall be voted upon by the Advisory board and Club members for approval.” Current text replaced this giving all members the opportunity to suggest special projects..

### **Section 5. Advisory Board**

-1990: as a result of a typographical error in the 1990 and 1995 anniversary editions of the Yearbook and the '96-'97 edition, the text became “chairman” instead of “chairmen.” The Advisory Board, as originally defined, includes the Executive Board and the Chairpersons of the Standing Committees.

-10/2014: The Advisory Board (comprised of the Executive Board and the Standing Committee Chairpersons) shall meet once a month to decide policy and recommend action to the members. (Typo 1990; amended 10/2014)

-10/11/2016: amended making Advisory Board meetings to be called by the President or majority of the Board “as needed” instead of “monthly.”

### **Section 6. Speaker fees**

-10/1994: this section was added stating “The program chairman shall be allotted no more than \$50.00 per month for speakers. The money is to be spent at the chairman’s discretion.”

-04/2012: amended to current text: “First approved by the board, the program Chairperson shall be allotted no more than a \$50.00 donation, for speakers of a non-profit organization.

-01/2018: amended to current text: The Club will provide the Program Chairperson \$25.00 gift cards to be given to speakers from non-profit organizations.

## **ARTICLE VIII – STANDING COMMITTEES**

-04/1971: was Article VII; became Article VIII with insertion of Article VII –Standing Rules

-Originally the Standing Committees were listed as: Membership, Telephone, Publicity/Historian, Horticulture, and Federation Representative.

-12/1971: text changed to: The Standing Committees shall be appointed by the president as necessary. Recommendations for Standing Committees shall be made by the Advisory Board.

-a typographical error in the 2007-2008 Yearbook made this the “Standing Committee” (singular). This error has been repeated ever since.

-01/2015: Four sections were created at this time, amending the texts as well as listing the current Committees. Originally there was only: “Section 1. The Standing Committee shall be appointed annually by the President as necessary. Recommendations for Standing Committees shall be made by the Advisory Board.”

-01/2018: Website and Yearbook originally were combined when the website had been created by Anne Dybala, who had chaired the Yearbook Committee. Now the committee was split into two committees.

## **ARTICLE IX – DUTIES OF COMMITTEES**

-03/2015 The Committees were placed in alphabetical order as listed in Article VIII, Section 1: Standing Committees and three committees were deleted

### **Section 1. Civic Development Committee**

-09/1974: This committee was added with the “responsibility for community projects involving civic development, beautification and education.”

-the 25<sup>th</sup> Anniversary edition (1970--1995) introduced this committee’s responsibility for coordinating Yard of the Month judging, with the text still in current use.

-03/2015: this committee was Section 9 but became Section 1 with the committees placed in alphabetical order. The text was amended to include notification of the Website/Yearbook chairperson. The Chairperson of this committee had been sending congratulatory letters to Yard of the Month winners and this was added to the official duties.

### **Section 2. Horticulture Committee**

-originally this was Section 7 and was listed as “Horticulture Chairman.” The chairperson’s duties were to familiarize the members with various plant materials and arrange for members to exchange excess plants.

### **Section 3. Membership Committee**

-09/1974: wording changed from “present prospective members” to “introduce prospective members...”

-11/2014: Original text (“The Membership Committee shall solicit members and shall introduce prospective members to the Club.”) was expanded to include current practice. Also this committee became responsible for the “remembrance” function instead of the secretary.

-03/2015: Was Section 1 originally but became Section 3 with the placing of committees in alphabetical order.

### **Section 4. Program Committee**

-1997-1998 Yearbook added “shall arrange for hostesses for the regular Club meetings

-10/1999: changed the responsibility to “arrange for providing refreshments for the regular Club meetings.”

-04/2006: dropped the responsibility to “arrange for providing refreshments...” but added “the Committee will be responsible for installation of officers and arrangements pertaining to said installation.”

-03/2015: was Section 7 but became Section 4 with the placing of committees in alphabetical order.

### **Section 5. Publicity Committee**

-09/1974: duties of “the Historian” added here: “The Publicity Chairman as Historian...”

-1999-2000 Yearbook typographical error: New Sentence: “The Historian shall....” dropping the “Publicity Chairman as Historian” phrase. That Yearbook listed as one of the Committee Chairpersons “Publicity/Historian.” Subsequent Yearbooks dropped “/Historian” in their list of Committee Chairpersons while retaining the text describing the historian’s responsibilities under the duties of the Publicity Committee.

-03/2015: was Section 4 originally but became Section 5 with the placing of committees in alphabetical order. The text related to the “Historian” was deleted since we have not had a historian for some time. The history of the Club will be captured in the Yearbooks and the Website archives.

### **Section 6. Scholarship Committee**

-05/1992: this committee was added with the text still in current use.

-01/2015: Originally: “The Scholarship Committee shall be responsible for raising scholarship funds and disbursement of the scholarship funds as determined by the Club’s Scholarship funds guidelines.”

-03/2015: was Section 13 but became Section 6 with the placing of committees in alphabetical order.

### **Section 7. Social Committee**

-First appearing in the '92-'93 yearbook as Section 11 and stating: “The Social Chairman and Social Committee shall arrange for hostesses. The committee shall be responsible for arranging all social activities for members and guests. The committee will be responsible for installation of officers and all arrangements pertaining to said installation.”

-the 25<sup>th</sup> Anniversary Yearbook (1970—1995) dropped the hostess-arranging responsibility and dropped the “for members and guests” phrase that followed “...all social activities.”

-04/2006: responsibility for installation of officers was removed and placed with the Program Committee.

-03/2015: was Section 10 but became Section 7 with the placing of committees in alphabetical order.

### **Section 8. Ways and Means Committee**

-09/1971: this committee was added with the text still in current use.

-03/2015: was Section 5 but became Section 8 with the placing of committees in alphabetical order.

### **Section 9. Website**

-01/2018: this committee was split off from the previous “Website/Yearbook” committee.

### **Section 10. Yearbook Committee**

-04/1971: simplified to text in current use. It used to say “entering it (the Yearbook) in the Yearbook contest if the Club decides to enter said contest. Books to be delivered to Club members at the September meeting.”

-10/2014: “Website” added with the creation of the MeadowsHomeGardenClub.org website. The Yearbook and all its components became available online in 2013. Printed versions of the Yearbook were made available for members.

-03/2015” was Section 8 but became Section 9 with the placing of committees in alphabetical order.

-01/2018: “Website/Yearbook had been Section 9. Section 10 created when Yearbook responsibilities were separated from Website responsibilities

## **Deleted Committees**

### **Beautification Committee**

-10/1982: this Committee was added

-05/1992: became “the Club’s liaison with the City of Meadows Place Beautification Committee, recommending beautification projects to the Advisory Board. Initially this committee was responsible for “collecting complaints from Club or community members about yards that need to be worked on and will send letters to the offending householders. The letter will point out that neat yards enhance property values.”

-03/2015: was Section 12 but was deleted since the City no longer had a Beautification Committee.

### **Project Committee**

-09/1971: this committee was added with the text still in current use.

-03/2015: was Section 3 originally. This committee was deleted in keeping with the amendment of Article VII, Section 4 which deleted the Project Chairperson role by giving all members the opportunity to suggest projects to the Advisory Board.

**Telephone Committee:** was Section 2 with the duty of notifying members of the meetings and relaying other messages to the members as directed by the President.

-03/2015: committee was deleted since communications are generated primarily by the President and/or Committee Chairpersons by e-mail or phone when an e-mail is not available or when urgency is required.

**Tours Committee:** was responsible for arranging tours for the membership.

-10/1992: added

-03/2015: deleted

## **ARTICLE X – AMENDMENTS**

Original text: “This constitution and By Laws may be amended by two-thirds vote of the members, provided amendment has been read to the membership at the previous regular meeting.”

-11/2014: the original text was replaced and became “Section One” to reflect the use of mail (e-mail or postal) to notify members of proposed amendments. Section 2 was added so that a record of all amendments could be a part of the C & B-L document.

## **ARICLE XI – PARLIAMENTARY AUTHORITY**

### **ARTICLE XII – ORDER OF BUSINESS**

-10/1996: “Roll call” was dropped from the list.

-01/2015: Clarifying paragraph added, changing the order when the general public has been invited to attend a program presentation.