

Constitution & By-Laws

October 2019

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

Section 4. The Third Vice-President

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

Section 5. The Fourth Vice-President

The Fourth Vice-President shall perform the duties of the President in the absence of the President and the aforementioned officers. . The Fourth Vice-President shall serve as the Chairperson of the Membership Committee. (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. (as per article VII, Section 5, Advisory Board meetings may be called by the President or by a majority of the Advisory Board members.)

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; 10/08/19)

Illness of member (sick at home)	Card
Illness of former member (hospitalized)	Card
Illness in member's family	Card
Baby in member's extended family (grandchild, etc)	Card

In the following circumstances, the Advisory Board shall determine an appropriate gift/plant/flower at a reasonable cost:

Member has baby
Hospitalization/outpatient surgery for current member
Death of former member
Death in member's immediate family
Death of current member

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 corrected 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.

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 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.