

SUN LAKES GARDEN CLUB BYLAWS

(Revised and approved on July 16, 2019)

ARTICLE I – NAME AND CLUB COMMUNICATION

The club name is **Sun Lakes Garden Club**

The club Website is **SunLakesGardenClub.org**

The club group email is **SunLakesGardenClub@GoogleGroups.com**

Members may use the Club Roster posted on the club web site to contact members but no “Spamming” or business soliciting is allowed.

ARTICLE II - PURPOSE

Our purpose is to promote a fun and educational club where members can learn all facets of horticulture, through field trips, expert speakers and learning from each other while building friendships.

This is a not-for-profit and non-philanthropic organization, but excess funds may be donated to a charity if approved by the board.

ARTICLE III - MEMBERSHIP & DUES

Section 1. Only dues-paying members may hold office and attend meetings of the Sun Lakes Garden Club. Guests may attend one meeting and/or field trip.

Section 2. Annual membership will be from January 1 to December 31 of any given calendar year. Annual dues must be paid by the March meeting of the current year or membership will be cancelled. The annual dues are \$20.00 per individual member or \$30.00 for 2 members living in the same household. Members joining from October through December of the current year will pay \$20.00 per member or \$30 per household for the rest of the current year and the following year.

ARTICLE IV - OFFICERS

The elected officers of the club are President, Vice-President, Secretary, and Treasurer. Additional voting members of the Board, appointed by the President, are the positions of Webmaster, Field Trip Coordinator and Speaker Coordinator.

Section 1. The officers will agree to hold office for one year. The term of office for all officers will begin on January 1st. The club is based upon the calendar year.

Section. 2. The President will preside at the meetings and will perform duties that pertain to the office. The President will appoint any special committee or position deemed necessary during the year.

Section 3. The Vice-President, in the absence of the President, will perform the duties of the President.

Section 4. The Secretary will keep minutes of the Board meetings and give a “summary” report to the members at the monthly meetings.

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Section 5. The Treasurer will collect dues from members paying by cash or check and monitor web site payments. The Treasurer will make disbursements for the club. The Treasurer will keep a record of all receipts and disbursements and give a report at each Board and monthly meeting. The Treasurer will prepare a suggested budget for each calendar year for Board approval. There shall be at least one additional Officer having "signature authority" on the club bank account.

All financial decisions must have prior approval of the Board if they are over \$100.

ARTICLE V - NOMINATIONS & ELECTIONS

Section 1. The President will appoint a Nominating Committee of three members, excluding the current four officers, in October of each year. The member named first will be the Chairperson. The appointed nominating committee will propose a slate of nominees for the offices of President, Vice-President, Secretary and Treasurer, and three at-large board members. He or she must consent to serve before his or her name is presented. Additional nominations may be made from the floor at this meeting.

Section 2. The 7 nominees will be presented to the members for election at the December meeting. The election will be by voice vote for each office, unless there is more than one candidate proposed. In that case, a written ballot will be taken. If there is only one nominee for each office, by general consent, the written ballot may be dispensed with and the vote for the entire ticket may be by voice vote.

Section 3. The President will appoint a member to fill any vacancies of officers, Board members or committee chairpersons during the year.

ARTICLE VI -MAJORITY VOTE

Board meeting voting majority: The minimum number needed to pass a vote on the 7-person Board is 4 people. If there are less than 4 voting members in attendance, a board member may be contacted by phone for their vote.

General meeting voting majority: A 60% majority is required of the attending members to pass a vote at the general meeting.

ARTICLE VII -ADOPTION OF BYLAWS AND AMENDMENTS

Section 1. The bylaws may be amended and adopted by a vote of a majority vote of 4 of the 7 voting members at a Board meeting and shall be posted on the club Website.

ARTICLE VIII -MEETINGS

Section 1. The regular meeting of the club will be held on the third Tuesday of each month at 9:30AM, unless changed by the Board.

Section 2. The Board Meetings will be held at a regularly scheduled date each month if deemed necessary by the President. Attendees shall be the four officers, the 3 voting Board members, past officers and any other non-voting members that wish to attend.