

# **SUN LAKES GARDEN CLUB BYLAWS**

**(Revised September 20, 2024)**

## **ARTICLE I – NAME AND CLUB COMMUNICATION**

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

**The club Website is SunLakesGardenClub.org (We also own .com domain)**

**The club group-list email is SunLakesGardenClub@gmail.com**

**The club roster is no longer posted on our Website to protect members from scammers gathering photos for fraudulent ID.**

**The club Zelle account is “SunLakesGardenClub@gmail.com”**

## **ARTICLE II - PURPOSE**

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

**Section 2.** This is a NOT a registered not-for-profit club and a non-philanthropic organization, but excess funds may be donated to a charity or to benefit the community if approved by the board.

## **ARTICLE III - MEMBERSHIP & DUES**

**Section 1.** Only dues-paying members may serve on the board and attend meetings of the Sun Lakes Garden Club. Guests may attend one meeting and/or field trip before paying to join.

**Section 2.** Annual membership will be from January 1 to December 31 of each calendar year. Annual dues must be paid by the March meeting of the current year or membership will be cancelled. The annual dues are \$25.00 per individual member or \$40.00 for 2 members living in the same household. Members joining after July 1st will only pay \$15 for the second half of the year, or \$30 per household.

**ARTICLE IV - BOARD MEMBERS & DUTIES**

The board members include President, Vice-President, Secretary, Treasurer, Webmaster, Field Trip Coordinator (s), Speaker Coordinator, Newsletter & Publicity Editor, Membership Coordinator and Past Board members that are available to participate. The Librarian, Raffle Coordinators and Refreshment Coordinators are also encouraged to attend board meetings. All board meeting attendees are able to vote on any issues that may require a majority.

**Section 1.** The board members will serve on the board with no term limit and may resign from the board when they no longer wish to serve. When replacements are needed, the board will discuss candidates that they feel will work well with the board to determine an appointee. Members should also be invited at the general meetings to volunteer for any upcoming open positions.

**Section. 2.** The President will preside at the meetings and will perform duties that pertain to the office. The Vice President will preside over the meetings in the absence of the President.

**Section 3.** The board will appoint any special committee or position deemed necessary during the year. This may be volunteers for the Annual Club House Open Houses or a committee to do clean-up of the Chapel Center garden etc.

**Section 4.** The Secretary will write the minutes of the Board meetings and email the minutes for review before the following board meeting. The secretary may preside over the board meeting or ask the President to do so.

**Section 5.** The Treasurer will collect dues from members paying by cash, Check or a Zelle banking App and monitor web site payments. The Treasurer will make disbursements for the club expenses. 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 by January or February every year, for review and approval. There shall be at least one additional Officer having “signature authority” on the club bank account. It is currently the position of President but it can be modified by the board.