

# **Virginia Beach Garden Club Bylaws**

## **(Revised 2018)**

### **ARTICLE I**

#### **Name**

The name of this organization shall be The Virginia Beach Garden Club.

### **ARTICLE II**

#### **Object**

The object of this Club is to encourage the knowledge and love of gardening among amateurs, to aid in the protection of native plants and birds, to encourage conservation of our natural resources, to promote civic planting and to help in the preservation and restoration of historic gardens.

### **ARTICLE III**

#### **Membership**

- A. The number of Active members shall not exceed sixty-five.
- B. The number of Associate and Non-Resident members shall be determined by the Board of Directors.
- C. Eligibility for Active Membership – Persons eligible for Active membership shall be those who have been residents of Virginia Beach for not less than one year before their names are proposed. They shall have an interest in horticulture, conservation, and the projects of The Garden Club of Virginia and The Garden Club of America.
- D. Eligibility for Associate Membership – Associate members shall be those members who have been active in the Club for at least fifteen years. However, if a member reaches the age of

seventy and has been Active for at least ten years, she may apply for Associate status. Application for a change in status must be received in writing by the Corresponding Secretary no later than February 28th and will be effective immediately when approved by the Board.

E. Eligibility for Non-Resident Members – Non-Resident members shall be those Active or Associate members who have moved their primary residence from Virginia Beach. Transfers shall be made at the discretion of the Board of Directors.

F. Eligibility for Courtesy Membership – Courtesy membership is limited to five. Invitation to Courtesy membership may be extended at the discretion of the Board of Directors to a member of The Garden Club of America who has resided in Virginia Beach for at least one year, and not more than two years, wishes to retain her Garden Club of America affiliation, and has been a member in good standing as certified by an official letter from her club.

G. Honorary Membership – Honorary members were members or non-members whom The Virginia Beach Garden Club wished to honor. They shall have been nominated by the Board of Directors and elected at the business meeting prior to the end of fiscal year 2006.

## **ARTICLE IV**

### **Duties of Membership**

A. Active Members – Active members should attend regular meetings of the Club and shall represent the Club at other meetings. They shall participate in flower shows, Historic Garden Week, the Fall Flower Festival, and all Club activities.

They shall entertain the Club in turn.

B. Associate Members – Associate members may attend all meetings of the Club. They shall entertain the Club in turn, shall have no vote, shall hold no elective office, shall not propose nor second candidates for membership, and shall not represent the Club at any Garden Club of Virginia meeting. Service on committees and participation in Club activities shall be optional.

C. Non-Resident Members – Non-Resident members shall pay dues to The Virginia Beach Garden Club, The Garden Club of Virginia, and The Garden Club of America, and shall financially support Historic Garden Week and the Fall Flower Festival. Service on committees and participation in the club activities shall be optional. Non-Resident members shall have no vote.

D. Courtesy Membership – Courtesy members shall pay dues to The Virginia Beach Garden Club and The Garden Club of America, support all club activities, serve on committees, and entertain the Club in turn. Courtesy members shall have no vote.

## **ARTICLE V**

### **Officers**

The elective officers shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, a Treasurer and an Assistant Treasurer. The appointed officers shall be the Parliamentarian and the Advisor. Neither the Parliamentarian nor the Advisor shall have a vote in her capacity as a board member.

**ARTICLE VI**  
**Election of Officers**

- A. All officers shall be elected for a term of two years.
- B. The Assistant Treasurer shall succeed to the office of Treasurer.
- C. Elections shall be held at the business meeting in April in the even calendar years. A majority vote of those present shall be necessary for election. The newly elected officers and the Board of Directors shall take office at the annual May meeting.
- D. No officer nor member of the Board of Directors shall hold the same office for more than one term, but is eligible for re-election after an interim of at least one year.
- E. No member of the Club shall serve on the Board of Directors for more than six years in succession with the exception of the immediate past president who may serve seven years.
- F. In the event a vacancy occurs in any constitutional office, the Board of Directors shall appoint a member to fill the unexpired term of office.

**ARTICLE VII**  
**Duties of Officers**

- A. The President shall oversee all committees and shall be an ex-officio member of all committees except the Admissions Committee and the Nominating Committee. She shall preside at all meetings of the Club and of the Board of Directors. She shall, by consultation with the elected officers, appoint a Parliamentarian, an Advisor, committee chairmen, and special committees as necessary. The President and a voting delegate shall attend the

business meetings of The Garden Club of Virginia and The Garden Club of America. These delegates shall be approved by the Board of Directors two months before such meetings, if possible.

B. The Vice President, in the absence of the President, shall preside at all meetings and represent the Club. She shall be responsible for Club programs.

C. The Recording Secretary shall keep the records of all meetings.

D. The Corresponding Secretary shall conduct the necessary correspondence of the Club and receive changes in membership status.

E. The Treasurer shall receive and disburse all monies. She shall be Chairman of the Finance Committee and give a monthly report.

F. The Assistant Treasurer shall assist the Treasurer. She shall be treasurer for Historic Garden Week and the Fall Flower Festival.

G. The Parliamentarian shall advise the president on matters of parliamentary procedure. She shall serve on the Board of Directors without a vote.

H. The Advisor shall advise the Board of Directors. To be eligible for this position she must be a member who has been actively involved in the Club for at least ten years and who has served on the Board of Directors. She shall serve on the Board without a vote.

## **ARTICLE VIII**

### **Board of Directors**

A. The Board of Directors shall consist of the officers, the Chairman of Conservation, the Chairman of Horticulture and the Chairman of Historic Garden Week. The immediate past president shall be a member of the Board of Directors for one year.

B. The Board of Directors shall conduct the general business of the Club.

C. The Board of Directors shall present to the membership all proposed major fund raisers and projects.

## **ARTICLE IX**

### **Admissions**

A. The Admissions Committee shall consist of five members: four elected members who have been Active for at least two years and the previous year's chairman. A single slate, totaling four, shall be presented by the Nominating Committee in the fall of each year. A Chairman of the Admissions Committee shall be chosen by the President from those elected. No member of the Admissions Committee shall be eligible to serve two consecutive terms with the exception of the previous year's chairman, who shall serve on the committee for one year as an advisor. She shall have no vote. Committee members may not propose nor second a candidate for membership.

B. Members who have been Active for at least two years have the privilege of proposing one candidate and seconding one candidate. Each candidate shall be proposed by one member and seconded by another and her name shall be presented in writing to the Admissions Committee no later than March 15. The Admissions Committee shall investigate the eligibility of the proposed candidate in conformity with the questionnaire for active membership. The committee shall evaluate all candidates and bring before the April business meeting only the names of candidates they consider qualified. The committee shall not present to the Club more candidates than

there are vacancies. A proposed candidate, if not accepted, may be proposed again, but not by the same members.

C. All voting on election to membership shall be by secret ballot, both in the Admissions Committee and at the business meeting in April. The President shall appoint three tellers prior to the day of the business meeting.

D. A majority vote of those members present shall be necessary to elect a new member, provided that no one shall be elected to membership who does not receive at least 30 votes.

E. Resignations and applications for changes of membership status shall be received in writing by the Corresponding Secretary no later than February 28th. Members resigning after February 28 will be liable for the following year's dues. The changes will be effective immediately.

## **ARTICLE X**

### **Nominating**

A. The Nominating Committee shall consist of four members: the previous year's chairman and three members appointed by the Board. The Nominating Committee shall be selected no later than the October meeting at the beginning of even calendar years. A chairman of the Nominating Committee shall be chosen by the President from those appointed. No member of the Nominating Committee shall be eligible to serve two consecutive terms with the exception of the previous year's chairman, who shall serve on the committee as an advisor. She shall have no vote.

B. The Nominating Committee shall present a slate of four members for the Admissions Committee in the fall of each year.

C. The Nominating Committee shall present a single slate of officers to be elected in the even calendar years. The slate shall be presented to the membership at the February meeting.

D. Independent nominations for officers, with the consent of the nominee, may be made in writing. Each independent nomination shall be signed by seven active members and shall be received by the Nominating Committee Chairman prior to the March meeting. In the event of independent nominations, the membership shall be notified at the March meeting of the complete slate of officers involved.

## **ARTICLE XI**

### **Committees**

#### A. Standing Committees

There shall be the following standing committees:

Admissions	Historic Garden Week
By-Laws	Horticulture
Community Projects	Long Range Planning
Conservation	Nominating
Finance	

#### B. Ad Hoc Committee

The President, with the approval of the Board of Directors, may establish an ad hoc committee to study a specific need.

## **ARTICLE XII**

### **Meetings**

A. Regular meetings of the Club are to be held on the third Wednesday of each month except June, July and August, unless otherwise ordered by the Board of Directors.

B. Meetings of the Board of Directors shall be held at the discretion of the President or upon the written request of three members of the Board.

C. There shall be a business meeting held in April for the election of officers, election of new members, and any other such business as may come before the Club.

D. The annual meeting shall be held in May for the purpose of receiving the Annual Report of the President and for the installation of new officers. The administrative year shall begin with the installation of new officers.

E. Quorum – A quorum shall be a majority of the enrolled Active members at a regular meeting of the club and a majority of the Board of Directors at a Board of Directors meeting.

F. At all meetings, every member entitled to vote may vote in person, but not by proxy.

### **ARTICLE XIII**

#### **Finance**

A. The fiscal year shall be from May 1 to April 30.

B. It is the responsibility of the Finance Committee to prepare the Club's budget early in the new calendar year. This will be presented to the members at the March meeting and voted on at the April business meeting.

C. The Finance Committee shall be chaired by the Treasurer and shall be composed of the immediate past President, the immediate past Treasurer, the President, the Vice President, the Assistant Treasurer, the Chairman of Community projects and the Chairman of the Virginia Beach Garden Club Fund. (See Standing Rules for Annual Dues, etc.)

## **ARTICLE XIV**

### **Dues and Fees**

- A. New members shall pay an initiation fee set by the Board of Directors. (See Standing Rules)
- B. Dues for all members shall be voted on by the membership, upon the recommendation of the Finance Committee and approval of the Board of Directors.
- C. Dues are due by February 28.
- D. Each Active and Associate member shall be financially responsible for her share of entertaining the Club.
- E. Registration fees for delegates to meetings of The Garden Club of Virginia and The Garden Club of America shall be paid by the Club.
- F. All Active, Associate and Non-Resident members shall pay dues to The Virginia Beach Garden Club, The Garden Club of Virginia, and The Garden Club of America.
- G. Courtesy members shall pay dues to The Virginia Beach Garden Club and The Garden Club of America. (See Standing Rules).

## **ARTICLE XV**

### **Attendance at Meetings**

An Active member absent from three meetings during one administrative year shall be asked by the Board of Directors to provide sufficient reasons for her absence. If the same member is absent from three more meetings in the following administrative year, her membership may be terminated by the action of the Board of Directors.

## **ARTICLE XVI**

### **Amendments**

A. Amendments to these Bylaws may be proposed by any Active members or by the Board of Directors. A motion for such an amendment made by an Active member shall be offered and seconded in writing to the Board of Directors and shall be presented to the membership at the next regular meeting of the members of this Club, together with the recommendation of the Board of Directors for or against its adoption.

B. Amendments to these Bylaws shall be adopted only upon the affirmative vote of two-thirds of the Active members present and voting at a regular meeting of this Club, provided notice of the proposed amendment shall have been given at the preceding regular meeting.

## **ARTICLE XVII**

### **Authority**

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these Bylaws.