

LYNNDALE GARDEN CLUB
GREENVILLE, NORTH CAROLINA

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be Lynndale Garden Club, herein-after called the Club.

ARTICLE II. OBJECT

The object of this club shall be to encourage interest in gardening and fellowship in the Lynndale community; to aid in the protection of native trees, plants, birds, wild flowers, and wildlife; to cooperate with other organizations that further the interests of horticulture.

ARTICLE III. OFFICERS

Section 1. Number and Title

The officers of the club shall be President, Vice President, Secretary, Treasurer, and Historian.

Section 2. Election and Term

All officers of the Club shall be elected annually on the fourth Tuesday in February and installed in May. All terms of office shall be for one year beginning after the May luncheon. A member may not hold more than one office at a time, nor may she serve more than 2 years consecutively in the same office.

Section 3. Nominating Committee

A nominating committee of three shall be elected by the Club at the September meeting to serve until the September meeting of the year following.

Section 4. Executive Board

The officers and committee chairmen of the Club shall constitute the Executive Board.

ARTICLE IV. MEETINGS

The regular meetings of the Club shall be held on the fourth Tuesday of each month beginning at 9:30 a.m., with the exception of the December and May meetings. The date and time for the December and May meetings will be determined by the Social Chairman.

ARTICLE V. AMENDMENTS

The Constitution and Bylaws may be amended at any regular meeting of the Club provided the proposed changes have been submitted at a previous meeting.

BYLAWS

ARTICLE I. OFFICERS AND DUTIES

Section 1. President

The President shall preside at all meetings of the Club and of the Executive Board, appoint committee chairmen and committees, serve as ex-officio member on all committees with the exception of the Nominating Committee, and shall perform any duties relating to that office.

Section 2. Vice President

The Vice President shall perform all duties of the President in the absence of the President. She shall compile the yearbook and distribute it at the September meeting. She shall make membership applications available for new and inactive members and return completed applications to the Secretary. She shall maintain the list of prospective new members and handle correspondence and orientation pertaining to new members.

Section 3. Secretary

The Secretary shall maintain a record of all meetings of the Club and the Executive Board, maintain an alphabetical list of all members of the Club and their attendance and perform such duties as the President and the Executive Board may prescribe.

Section 4. Treasurer

The Treasurer shall have custody of all the funds of the Club, shall receive and deposit immediately upon receipt such funds in the name of the Club in such banking institution as the Executive Board shall direct, disburse such funds as ordered by the Executive Board or the Club and notify all members of their dues.

Section 5. Historian

The Historian shall keep a scrapbook in which all records of the current year shall be kept.

Section 6. Reports

All officers and chairmen of committees shall present written annual reports to the President at the final meeting of the Club year.

ARTICLE II. COMMITTEES AND DUTIES

Section 1. Children's Activities

This committee shall be responsible for Lynndale children's activities.

Section 2. Telephone Committee

The Telephone Committee shall contact members in case of call meetings or special events.

Section 3. Courtesy Committee

The Courtesy Committee shall take a plant to all new Lynndale residents. It shall be responsible for sending a small plant to a member with serious or extended illness and to a member in case of illness in the immediate family (husband or child). In case of death of a member's husband or child, the committee shall visit the home with a gift or flowers. The expenditure shall be limited to \$20.00.

Section 4. Finance Committee

A committee to be composed of the Treasurer and two members appointed by the President shall present an annual budget to the Executive Board at their April meeting. The approved budget shall be submitted to the membership at the April business meeting for the Club's approval.

Section 5. Grounds and Horticulture

This committee shall be responsible for the maintenance of the entrances, which includes weeding, mulching, and replacing of shrubbery when necessary. This committee shall be responsible for monthly horticulture tips and for plant exchanges at the May luncheon.

Section 6. Social Committee

The Social Committee is responsible for the Christmas party, May luncheon, and any additional social events. The committee shall also be responsible for purchasing a gift for the outgoing President.

Section 7. Newsletter Committee

This committee shall compile and send the newsletter each month, as well as additional bulletins when directed by the Executive Board.

Section 8. Program Committee

The Program Committee shall arrange for all programs except for the April business meeting, and have them ready for publication in the yearbook. The committee is responsible for obtaining hostesses and co-hostesses for each of the general meetings.

Section 9. Chaplain's Committee

The Chaplain's Committee shall be responsible for a devotional for each regular meeting of the Club and for the May luncheon.

Section 10. Other Committees

At the discretion of the President, other committees may be appointed.

ARTICLE III. EXECUTIVE BOARD

Section 1. Membership

The Executive Board shall be composed of the officers of the Club, committee chairmen, and the immediate past president, provided she is still an active member of the Club.

Section 2. Powers

The Executive Board shall be responsible for the general management of the Club activities. In times of crisis in a club member's immediate family, other than death, the Executive Board shall have the power to take appropriate action.

Section 3. Meetings

Regular meetings of the Executive Board shall be held prior to the monthly meetings of the Club. Special meetings may be called by the President or any two members of the Board.

Section 4. Quorum and Voting

A simple majority of the voting members of the Executive Board shall constitute a quorum. A majority vote of the members present shall be required for any decision or action by the Board.

ARTICLE IV. ACTIVE MEMBERSHIP

Section 1. Qualifications

Any resident of Lynndale who wishes to participate actively in the objectives of the Club and is willing to pay annual dues qualifies for membership. If a member of the Lynndale Garden Club changes her residence to an area within the territorial limits of Greenville, she may retain her active membership in the Club.

The Club may extend associate membership to interested individuals living in adjoining neighborhoods to Lynndale. Associate members have all of the rights and privileges as members of the Lynndale Garden Club. The number of associate memberships may be limited at the discretion of the Club.

Section 2. Requirements

An active member

- (1) Pays dues
- (2) Follows club attendance policies
- (3) Serves on Grounds and Horticulture Committee to maintain entrances unless health or injury prohibits such activity. In the event of the latter, such member serves on two other committees unless she is an officer or committee chairman.
- (4) Serves on at least one committee in addition to Grounds and Horticulture to maintain entrances unless she is an officer or committee chairman.

Section 3. Dues

- (1) The annual dues of the Club shall be \$11.00 plus \$4.00 annual dues for The Garden Club of North Carolina, Inc., payable on or before March 1. Dues will be considered delinquent after this date and membership will be terminated.
- (2) Dues of new members joining the Club in January and February shall be \$11.00 plus \$4.00 annual dues for The Garden Club of North Carolina, Inc.

Dues for new members joining the Club from March through November shall be \$11.00, payable with the membership application.

(Constitution and By-Laws ammended and approved by the membership November 22, 1994)

Section 5. Resignations

All resignations should be submitted in writing to the President.

ARTICLE V. INACTIVE MEMBERSHIP

Section 1. Requirements

A member who has been active for at least two years may apply to the Vice President for inactive membership status. This membership has no voting privileges.

Section 2. Attendance

An inactive member may attend club meetings provided she calls the hostess twenty-four hours prior to the meeting. She is also eligible to attend social functions.

Section 3. Dues

The annual dues of the Club shall be \$10.00 plus \$⁴4.00 annual dues for The Garden Club of North Carolina, Incorporated, payable on or before March 1. Dues will be considered delinquent after this date and membership will be terminated.

Section 4. Resignations

All resignations should be submitted in writing to the President.

ARTICLE VI. ELECTIONS

Section 1. Nominating and Voting

The Nominating Committee shall present the names of nominees for office in January. Further nominations may be made from the floor at the February meeting, providing the consent of the nominee has been previously obtained. Each active member shall have one vote and voting shall be by written ballot. If there are no nominations from the floor and there is only one nominee for each office, the vote may be taken viva voce or by acclamation.

Section 2. Vacancies

In the event of a vacancy in an office, the Executive Board shall appoint a member to serve an interim term until a special election can be held.

ARTICLE VII. MISCELLANEOUS

Section 1. Disbursements

No disbursements of Club funds may be made by an officer or committee except as budgeted unless authorized by a two-thirds vote of the Executive Board. Disbursement of funds for other unbudgeted purposed must be authorized by a two-thirds vote of the Club members voting at a regular meeting.

Section 2. Guests

Guests at meetings shall be limited to residents of Lynndale or club members' house guests. A guest may visit any two regularly scheduled meetings of the Club, except the business meeting.

Section 3. Business Meeting

Annually, one monthly meeting will be designated for the purpose of Club business. A program may or may not be presented at that meeting.

Section 4. Rules of Order

The rules contained in Robert's Rules of Order shall govern the Lynndale Garden Club in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the society.

(Constitution and By-Laws ammended and approved by the membership
November 22, 1994)