

Ukiah Garden Club, Inc.

By-laws

Article I

Name

The name of this organization shall be “Ukiah Garden Club, Incorporated”. Articles of incorporation filed with the Secretary of the State of California, November 16, 1966. Organized pursuant to the General Non-Profit Corporation Law of the State of California.

Article II

Affiliations

Ukiah Garden Club, Incorporated, may be a member of Mendo-Lake District of California Garden Clubs, Inc., and National Council of State Garden clubs, Inc.

Article III

Objects

The object of this Club shall be:

1. To create, promote and further interest in amateur gardening, in plant and bird life and appreciation of the natural beauties of the State of California.
2. To encourage civic beautification and roadside development.
3. To assist in projects for the conservation of our natural resources.
4. To cooperate with other agencies in furthering the interests of horticulture and landscape design.

Article IV

Membership

Section 1. Membership in this organization shall be open to persons interested in horticulture, home gardening and/or floral arranging.

Section 2. Active membership shall be by application only, with a total membership of one hundred and fifty (150) persons. Membership in the Club shall be Active, Honorary, Associate, and Sustaining memberships.

Section 3. An application for membership shall be accompanied by annual dues.

Section 4. The membership application form shall indicate the yearly requirements of an active member, namely:

- A. Service on hostess committee.
- B. Participation in a fund raising project.

Section 5. Honorary membership may be conferred upon one who has rendered distinguished service to the Club without regard to residence, upon recommendation of the executive board. Honorary members pay no dues, have all the rights and privileges except the right to vote and hold office.

Section 6. Associate membership: A person who has been a member of the Club for ten (10) years and is no longer able to be active may make application for an associate membership.

Section 7. Sustaining members pay a higher contributing membership, have all the rights and privileges except serving as an officer and are not required to serve on either the hostess committee or fund raising project.

Section 8. A violation of the rules, regulations or by-laws of the club shall be grounds for suspension of membership, at the discretion of the club.

Section 9. Reinstatements: any member leaving town for an indefinite stay or cannot be active for legitimate reasons can be reinstated upon their application at the first opportunity, providing that she/he left in good standing.

Article V

Officers and Duties

Section 1.

The officers of this Club shall consist of President, 1st Vice President, 2nd Vice President, 3rd Vice President (Junior Past President), Recording Secretary, Financial Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and two (2) Members at Large.

Section 2.

Duties of the Officers:

- A. President: The President shall preside at all meetings of the Club and Executive Board. They shall appoint the Standing Committees and Special Committees, subject to the ratification of the Executive Board, and shall be an ex-officio member of all committees except the Nominating Committee. The President shall arrange for the installation of new officers.
- B. The Vice Presidents: In their own order, shall perform the duties of President in the absence of, or at the request of the President. Each Vice President shall serve as chairman of a standing committee. 1st Vice President shall be chairman of programs and speakers, 2nd Vice President shall be chairman of membership, 3rd Vice President (Junior Past President) shall act in an advisory capacity to the President and shall coordinate completion of the Annual Year Book.
- C. The Recording Secretary shall record the minutes of all meetings, including Executive Board Meetings, and shall keep the By-laws and Standing Rules up to date. They shall furnish a copy of any additions or amendments to the By-laws and Standing Rules to each Board Member after approval, and shall sign with the President all official papers and vouchers when ordered to do so by the Club.
- D. The Financial Secretary shall receive all moneys collected in the name of the Ukiah Garden Club, Inc., and transfer all funds promptly to the Treasurer, taking a receipt therefore; notify all members when dues are delinquent, and maintain a correct list of membership.
- E. The Corresponding Secretary shall conduct the correspondence of the Club on direction of the President and shall read all in-coming correspondence.
- F. The Treasurer shall receive all monies from the Financial Secretary, giving a receipt therefore; shall deposit the same in the name of the club with a bank or banks authorized by the club in the general or special account designated. Upon receipt of warrants, signed by the Financial Secretary, the Treasurer shall issue checks in payment of bills. She shall present a financial report at each meeting. An auditor appointed by the President shall audit the accounts of the Financial Secretary and

Treasurer at the close of the fiscal year. The audit shall be given at the September Board meeting.

- G. The Parliamentarian shall be appointed by the President and shall advise the presiding officer on points of parliamentary law and procedure when necessary; and shall maintain a record of all amendments of the Bylaws, identifying each by subject and date.
- H. Members At Large shall be members of the Executive Board and have full power to vote the same as other officers.

Article VI

Executive Board

Section 1.

The Executive Board shall be composed of all officers of the Club and the Amenities and Protocol Chairman. Past Presidents may be asked to serve as Board members when needed to ensure a quorum at board meetings. Six (6) members shall constitute a quorum of the board.

Section 2.

The Executive Board shall have authority over the affairs of the Club during the interim between meetings, except that of modifying any action taken by the Club. It shall fill all vacancies in office occurring between elections, including that of President. It shall meet the first Wednesday of each month, unless otherwise stated, and on call of the President when deemed necessary, and shall present a report to the Club's regular meeting.

Article VII

Meetings

Section 1.

Regular meetings shall be held at the Garden House the second Wednesday of the month, beginning in September and continuing through May, unless otherwise designated by the President. The number of evening meetings will be left to the discretion of the Executive Board, with meeting place to be at the Garden House unless otherwise designated by the President. The club year shall be from July 1st through June 30th.

Section 2.

One fifth (1/5) of the membership at a regular or special meeting shall constitute a quorum. A special meeting of the Club may be called by the President or by five (5) members, providing the entire membership has been notified in writing of the date and place of such a meeting, the object of the meeting to be stated, and no other business is to be transacted. The minutes of the meeting are to be read and approved at the next regular meeting.

Article VIII

Dues and Finances

Dues for each member shall be \$35.00 per year. Dues for couples shall be \$45.00 per year. Associate dues are \$35.00. Sustaining member dues are \$75.00. Honorary members pay no dues. Youth under 18 shall pay no dues. Dues shall be paid in advance for the period July 1st to June 30th and shall be deemed delinquent if not paid on or before the first meeting in November. All members delinquent in dues as of December 1st shall be notified by mail. Members who have not paid their dues by February 1st shall be dropped from membership.

Article IX

Committees

Section 1.

Standing Committees may include Amenities and Protocol, Awards, Birds, California Native Flora, Civic Beautification and Roadside Development, Conservation, Finance and Budget, Flower Show, Garden Therapy, Historian, Horticulture, Junior Gardening, Membership, Memorial Gardens and Memorial Planting, Programs and Speakers, Publicity, Scholarship and Yearbook.

Section 2.

Duties of Committee Chairs:

- A. Amenities and Protocol: The Amenities and Protocol Chairman shall act as official hostess for the club and be responsible for all guests except the speakers for the day, at all meetings and create a better understanding between officers and members.
- B. Awards: The Award Chairman shall promote interest in club participation in State and National Awards.
- C. Birds: This committee shall promote interest in bird watching, listing names of birds in various localities and establishment of bird sanctuaries.
- D. California Native Flora: This committee shall create interest in preserving our native flora in its natural state and acquaint the Club of native flora, which are on the conservation list.
- E. Civic Beautification and Roadside Development: This committee shall be responsible for studying ways of beautifying the community and presenting projects to the Club. Following approval, the committee shall be responsible for carrying out the Club's responsibility in the completion of the project.
- F. Conservation: This committee shall make the club aware of the problems of the preservation of natural resources by keeping in touch with any legislative movements pertaining to the subject.
- G. Finance and Budget: This committee shall prepare an annual budget for the Club and assist in developing a sound financial policy.
- H. Flower Show: This committee shall promote attendance at or participation in Standard Flower Shows as standards of horticulture and flower arranging always improves with competition. The exchange of ideas obtained in Flower Shows stimulates interest in the Club and its objectives.
- I. Garden Therapy: This committee shall promote horticulture for the benefit of the handicapped, nursing homes, or similar organizations.
- J. Historian: The historian shall keep a record in the form of an Achievement book of the Club's projects and accomplishments during the year. Publicity clippings shall also be sent to the District Historian.
- K. Horticulture: This committee shall promote interest and continued advancement in Horticulture.
- L. Junior Gardening: The Junior Gardening committee shall promote all phases of Garden Club work at the Junior level to instill in the youth of today an understanding of nature's laws and appreciation for the beauty of the land.
- M. Membership: This chairman shall devise ways and means of increasing membership of the Club; the objective being to secure representative, active, and

continuing club membership. Membership shall be by application accompanied by annual dues and the chairman shall furnish prospective members with proper application blank after first calling on them to acquaint them with the requirements and obligations. The application shall then be presented to the Executive Board.

- N. Memorial Gardens and Memorial Planting: This committee shall promote the establishment of gardens or planting to commemorate and preserve the memory of a person or event.
- O. Programs and Speakers: The 1st Vice President is the Program Chairman and shall take care of all correspondence pertaining to obtaining program and the speakers of the day; to host and introduce the speaker and purchase any gift when required. The Club is to pay for the gift and expense of the speaker.
- P. Publicity: The Publicity Chairman shall attend to all publicity for the Club's meetings, projects, and affairs.
- Q. Scholarship: This committee shall present the names of eligible students interested in Conservation, Floriculture, Horticulture and Landscape Design, to be considered for a scholarship by the Club.
- R. Yearbook: This committee shall be appointed by the Junior Past President to assist that officer in the preparation and compiling of the materials for an annual Club Yearbook.

Section 3.

Special Committees:

Special Committees may include Affiliate Clubs, Auditor, Building and Repair, Drawing, Facebook, Fall Plant Sale, Garden, Garden Tour, Holiday Workshop, Hostess, House, Inspiration, Nominating, Spring Plant Sale, Summer Excursions, Sunshine, Telephone, Website, and such other committees deemed necessary to carry out the Club's activities.

Article X

Nominations and Elections

Section 1.

The Nominating Committee of three (3), appointed by the President, shall nominate prospective officers, after first securing the consent of the proposed officer, and shall present their recommendation to the Club. Nominations may be made from the floor providing the consent of the candidate has been obtained.

Section 2.

The Nominating Committee shall be appointed at the first meeting in March and shall present their recommendation to the membership the first meeting in April. The election of officers, when more than one candidate has been nominated for the office, shall be by ballot. Where there is but one candidate for an office, the ballot may be dispensed with an election held by voice vote. A majority vote shall elect. The officers shall assume offices on the first of July.

Section 3.

Officers shall be elected for two years or until their successors are elected. No officer shall hold the same office more than two (2) consecutive terms with the exception of the Parliamentarian, Treasurer and Financial Secretary.

Article XI

Delegates

The number of delegates the Club is entitled to send as representation at the annual meeting of California Garden Clubs, Inc. is determined by CGCI based upon the total membership of our Club. Currently that number is four: the President and three delegates/alternates. The delegates/alternates shall be elected by the membership and shall also represent the Club at meetings of the Mendo-Lake District.

Article XII

Board of Directors

The Executive board shall appoint twelve (12) members of the Club to act as Directors of the real property owned by the Club and to act in all matters pertaining to title, legal matters, and to make such suggestions to the Executive Board as may be necessary regarding repairs, alteration and upkeep of the property. Each Director shall act in such capacity until the position becomes vacant by death, resignation, or permanent removal from the area. The Directors shall be selected from the past Officers in active membership.

Article XIII

Amendments

These By-laws may be amended, or revised, at any meeting of the club by two-thirds vote of the membership present, provided notice of proposed changes be given by reading said proposed changes at a previous meeting of the Club.

Article XIV

Authority

“Roberts Rules of Order” Revised shall govern procedure unless otherwise provided for in these By-laws.

Amended: April 2004

Amended: October 2008

Amended: March 2017