

# THE LANDINGS GARDEN CLUB BY-LAWS

## ARTICLE I NAME

This organization shall be known as The Landings Garden Club, hereinafter called the Club.

## ARTICLE II OBJECTIVES

- Section 1. To function as a non-profit, educational organization interested in all phases of gardening and related subjects.
- Section 2. To aid in the protection of forests, marshes, native plants, wild flowers and birds and to support appropriate legislative action.
- Section 3. To maintain membership in and coordinate club interests with those of the Garden Club of Georgia, Inc., the National Garden Clubs, Inc. and like organizations which shall be determined by the membership.

## ARTICLE III MEMBERSHIP

The membership shall consist of 3 classes.

- Section 1. **ACTIVE**  
An Active member shall maintain a residence at The Landings or shall have moved from The Landings to The Marshes on Skidaway Island. An Active member shall be expected to attend General meetings and shall have all the privileges of the Club, may vote, hold office and participate in Club activities.
- Section 2. **INACTIVE**  
To become Inactive, a member must have been an Active member for four years and notify the Membership Chair. An Inactive member is relieved of all responsibilities of an Active member, including the right to vote.
- Section 3. **HONORARY**  
Honorary membership may be conferred as a mark of esteem upon anyone deemed eligible by the Club, following a recommendation by the Board of Directors, hereinafter BOD. A Club member so honored shall be exempt from dues, may serve on the BOD in an

advisory capacity, serve on committees and shall enjoy all privileges of the Club. A person so honored who is not a member of the Club shall be exempt from dues, may serve as an advisor and shall enjoy all privileges of the Club except those of voting and holding office.

**ARTICLE IV** DUES

- Section 1. The fiscal year shall be May 1 through April 30.
- Section 2. Annual dues for an Active member shall be \$40.00 and shall be payable in February. The annual dues for a new Active member who joins in October, November or December shall be \$20 and payable at the time of application.
- Section 3. Annual dues for an Inactive member shall be \$45.00 and shall be payable in February.

**ARTICLE V** MEETINGS

- Section 1. There shall be seven monthly membership meetings a year.
- Section 2. There shall be seven monthly BOD meetings a year.
- Section 3. Special meetings of the Executive Committee may be called by the President. The quorum for a meeting shall be three.
- Section 4. The Annual Meeting shall be held in April. Only members whose dues are current shall be entitled to vote at this meeting. At the Annual Meeting, two-thirds of those present shall be controlling.

**ARTICLE VI** OFFICERS AND DUTIES

- Section 1. The Officers shall be President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer.

- Section 2. Duties of Officers:

A. President

The president shall perform all duties consistent with the office; shall preside at all regular meetings of the Club, the BOD and the Executive Committee. She shall appoint the chairs of all committees except those of the Nominating

and Charitable Gifts committees; shall be authorized to sign checks in the absence of the Treasurer, and may appoint an Assistant Treasurer; shall ensure the books of the Treasurer are examined at least annually; shall forward a summary of the Club's activities for the year for the next President and for the Club's records.

B. Vice-President

The Vice-President shall perform the duties of the President if absent and shall succeed to that office in the event of a vacancy; shall serve as President-elect and share all the duties of the President when called upon.

C. Recording Secretary

The Recording Secretary shall keep minutes of all meetings including those of the BOD and Executive Committee; shall provide copies of same to the President and shall have charge of all papers pertaining to the office.

D. Corresponding Secretary

The Corresponding Secretary shall conduct all correspondence of the Club and keep the BOD and membership informed as necessary; shall fill in for the Recording Secretary if absent; shall send cards or flowers to ill members or to members' families when appropriate; and Chair the Nominating Committee.

E. Treasurer

The Treasurer shall receive all monies of the Club and shall deposit said monies in an approved bank; shall keep an accurate record of all receipts and expenditures; shall make such disbursements as authorized by the budget or the BOD; shall present a statement at each meeting of the Club and the BOD and a year-end statement that will be examined annually; shall notify a member whose dues are in arrears and notify the Membership Chair; shall prepare a budget which shall be submitted to the BOD and the membership for approval at the last yearly general meeting; shall Chair the Charitable Gifts Committee.

Section 3. Executive Committee

The Executive Committee shall consist of the elected Officers and the immediate past president and shall act for the Club when necessary between meetings. Three of these members shall constitute a quorum. All business transacted by the Committee shall be reported to the BOD at its next meeting.

**ARTICLE VII**

**ELECTION AND INSTALLATION OF OFFICERS**

Section 1. Nominating Committee

- A. The Corresponding Secretary shall serve as Chair of the Committee.
- B. The President shall appoint four additional members with two from the BOD and two from the general membership. At least one of the members shall have served on the Committee the preceding year.
- C. The Committee shall prepare a single slate to be presented at the February membership meeting and published in the club newsletter. There may be nominations from the floor at the election of Officers at the March meeting. All candidates must indicate a willingness to serve if elected.

Section 2. An Active member in good standing is eligible to hold office.

Section 3. Election of Officers shall take place at the March meeting. The term of office shall be for one year and begin after the installation of officers.

Section 4. Vacancies

A vacancy in the office of President shall be filled by the Vice-President. The President, with the approval of the Executive Committee, shall appoint a member to fill any other vacancy.

**ARTICLE VIII**

**BOARD OF DIRECTORS (BOD)**

Section 1. All elected Officers; the immediate past President and the chairs of the Standing Committees shall constitute the BOD.

Section 2. Board members are expected to attend all BOD meetings and are responsible for being informed on all BOD actions. Officers and Committee Chairs shall keep a detailed list of their duties,

responsibilities and recommendations for the future. Each Chair shall forward this list and copy of the Committee's annual report to the succeeding Chair. The Officers, Standing Committee Chairs and Special Committee Chairs shall submit written annual reports to the President in April.

Section 3. A quorum shall consist of one-third of the members of the BOD.

Section 4. Neither Officer, member of the BOD nor any member of the Club shall undertake any project, publicity or correspondence in the name of the Club without the consent of the President and the Executive Committee unless specified in Article IX.

Section 5. A vacancy on the BOD shall be filled by the President.

## **ARTICLE IX            STANDING COMMITTEES**

The President shall appoint the Chairs of all Standing Committees except the Charitable Gifts and Nominating Committees. Each Chair shall form a committee selected from the membership. The duties of the Standing Committees shall be as follows:

A. AWARDS - To be conversant with the Club's programs as well as the Awards program at the District, State, Deep South and National levels; shall inform the BOD of awards for which the Club qualifies; shall assist any Committee member with procedures for applying for an award; shall act as liaison with the District/State Awards Chair.

B. BIRDS AND CONSERVATION – To be responsible for informing the Club of pertinent information and programs regarding the conservation of plants, wildlife, birds and environmental concerns.

C. CHARITABLE GIFTS – To be responsible for making recommendations for annual charitable fund giving and reporting to the BOD and to the membership not later than April. The Treasurer shall serve as Committee Chair.

D. CIVIC BEAUTIFICATION – To be responsible for projects which improve, preserve or beautify the community.

Sub-Committees: THE VILLAGE LIBRARY PROJECT – To be responsible for maintaining the garden beds at the Village Library. ADPOT-A-HIGHWAY PROJECT, ARBOR DAY CELEBRATION AND DECEMBER GATES DECORATION.

E. COMMUNITY SERVICE – To be responsible for community service projects, e.g. gifts to Georgia Regional Hospital.

F. DESIGN – To be responsible for scheduling the arrangers of the table centerpieces for membership meetings and for the annual luncheon; for all design projects as requested by the BOD.

G. HORTICULTURE – To assist members in obtaining identification and correct botanical names of plant material; to encourage members to bring horticultural specimens to meetings to share with other members; to present a brief topic at monthly membership meetings.

H. HOSPITALITY – To arrange for hostesses for all meetings and coordinate the food and clean-up operations; to be responsible for the Hostess schedule in the Yearbook; to make arrangements for the Club's annual luncheon.

I. MEMBERSHIP – To keep attendance at all general membership meetings; to maintain a current list of names, addresses and phone numbers of all members; to provide a copy of such lists to the President, Yearbook Chair and Treasurer; to actively communicate with prospective members; to accept applications for membership; and introduce new members to the general membership.

J. NEWSLETTER – To be responsible for publishing the Petal Pusher.

K. PARLIAMENTARIAN – To be present at the meetings of the BOD, Executive Committee and membership; to advise the President on all matters pertaining to parliamentary procedure and the interpretation of the Club's By-laws and Standing Rules.

L. PROGRAM – To be responsible for the planning and implementation of programs for the year; to forward a program schedule to the Yearbook Chair for publication in the Yearbook.

M. PUBLICITY – To handle all Club publicity releases.

N. WAYS & MEANS – To coordinate all fund raising projects that have been approved by the BOD.

O. YEARBOOK – To be responsible for compiling, printing and distributing the Yearbook.

**ARTICLE X**                    **SPECIAL APPOINTMENTS**

The President shall make special appointments as necessary. The current special appointments are WEB SITE MANAGER, NATIVE PLANT TRAIL REPRESENTATIVE, SAVANNAH AREA COUNCIL OF GARDEN CLUBS REPRESENTATIVE, STATE GARDEN CLUB LIAISON and LEGISLATIVE LIAISON.

**ARTICLE XI**                    **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the Club in all cases to which they are applicable and in which they are not inconsistent with these By-laws.

**ARTICLE XII**                    **AMENDMENTS**

These By-laws may be amended by a two-third vote of the members present at a membership meeting, provided such amendment has been presented to and approved by the BOD and read to the members at a previous meeting, or the members have been duly notified of the amendment changes in writing prior to the meeting.

Revised February, 2016