

**BY-LAWS
IDYLLWILD GARDEN CLUB
Idyllwild, California 92549**

ARTICLE 1 NAME

The name of this organization shall be the IDYLLWILD GARDEN CLUB.

ARTICLE II OBJECTIVE

The objective of the IDYLLWILD GARDEN CLUB shall be the beautification of Idyllwild, advancement of gardening, to support the protection and conservation of native plant species, education and research of plant materials, upkeep of any IDYLLWILD GARDEN CLUB gardens, and the optional participation in community cultural pursuits.

ARTICLE III MEMBERS

SECTION 1.

The IDYLLWILD GARDEN CLUB is open to men and women who subscribe to its objectives.

SECTION 2.

Members must pay dues annually and renew their membership before the end of the calendar year.

SECTION 3.

An Honorary Life Member (HLM) shall pay no dues and shall have been a member for five (5) years and shall have reached their 80th birthday.

ARTICLE IV MEETINGS

SECTION 1.

All general meetings shall be held on the first Wednesday of each month, beginning with the first Wednesday in April and closing with the first Wednesday in November. Additional meetings for the months of January through March may be scheduled at the request of the Governing Board and subsequently ratified by the full membership. Twenty-five percent of membership shall constitute a quorum. A holiday party is normally held the first Wednesday of December, but does not function as a meeting.

SECTION 2.

All meetings shall be conducted according to "Robert's Rules of Order", except where they are not consistent with the by-laws.

ARTICLE V DUES

SECTION 1.

Dues shall be \$20 per Individual or \$30 per Couple/family, per year, or such an amount specified from time to time by the Governing Board and ratified by the full membership, payable on or before the first of March in order for members' names to be included in the year book. In all cases, paid dues first are received by the treasurer, payment deposited and recorded, then notification with members name and new or member's revised informational data are sent to both the membership and yearbook chairpersons. Hardcopies of the full membership application for new members are given to the membership chairperson. Dues paid in October or after will count for the following year's dues.

SECTION 2.

An Honorary Life Member (HLM) shall pay no dues and shall have been a member for five (5) years and shall have reached their 80th birthday.

ARTICLE VI OFFICERS

SECTION 1.

The Elected Officers shall be the President, First Vice-President, Second Vice-President, Treasurer and Secretary. 1st and 2nd VP will assume the responsibilities of one of the six (6) Chairperson's jobs listed in section 2.

SECTION 2.

The newly Elected Officers shall meet as soon as practical but no more than 30 days after the election to appoint the Chairpersons of the Fundraising, Communications, Beautification, Programs and Education, Parliamentary, and Community Garden Liasson (ICG), and other appointments as deemed appropriate by the board, who shall then become members of the Governing Board.

SECTION 3.

The term of office for Officers shall be one year. A term shall commence at the January meeting with a transition period from installation (November) until January 1st, with the outgoing board member training and advising the incoming board member.

SECTION 4.

Elected Officers may serve a maximum of two consecutive terms in the same position. An Elected Officer who assumes office after March 1st shall be eligible to serve two full consecutive terms in that office. An Elected Officer who has served the maximum consecutive terms is eligible to be elected to another elected office at any time and to the elected position he or she previously held after having vacated that position for at least one year.

An Appointed Officer shall not be subject to term limits.

ARTICLE VII GOVERNING BOARD

SECTION 1.

The Governing Board shall consist of the Elected Officers and the Chairpersons enumerated in ARTICLE VI SECTION 2.

SECTION 2.

The Governing Board shall have the power to act between general meetings and during the inactive period of the IDYLLWILD GARDEN CLUB. It shall transact all business and be responsible for the same within the limits of the by-laws.

SECTION 3.

Meetings of the Governing Board shall be held on the third Wednesday of each month, when necessary, during the fiscal year. The date may be changed at the discretion of the President. Five (5) members shall constitute a quorum. Three (3) votes constitute a simple majority.

SECTION 4.

There shall be a joint Governing Board meeting of the incoming and out-going board and Committee Chairpersons to be called by the President within thirty (30) days of elections at which time the Procedures Manual and Guidelines shall be presented to the incoming officers.

SECTION 5.

At the discretion of the President, the Board may make a decision via telephone or email poll. Results of said poll shall be given in writing to each member of the Board within 10 days of the said poll.

SECTION 6.

Expenditures (other than normal budgeted operating expenses) under \$100.00 must be approved by a minimum of three (3) of the elected officers. Expenditures, (other than normal budgeted operating expenses) of \$100.00 or more must be approved by a simple majority of the members of the Governing Board. Expenditures of \$250.00 or more shall require approval by the majority of the Governing Board and require the signature of four (4) of the five Elected Officers.

SECTION 7.

An audit of Treasurer's books shall be required at the end of each fiscal year. This may be an internal audit unless there is a concern, or authorized request, for a full audit by a third party.

ARTICLE VIII DUTIES OF OFFICERS

SECTION 1.

The President shall preside at the meetings of the Garden Club and the Governing Board.

SECTION 2.

The First Vice-President shall fulfill all duties of the President in his/her absence and shall assume other duties as directed by the President, and shall take on one of the chair positions listed in Article VI Section 2. The First Vice-President may appoint committee chairpersons to assist in carrying out the First Vice-President's responsibilities.

SECTION 3.

The Second Vice-President shall take on one of the chair positions listed in Article VI Section 2. The Second Vice-President may appoint committee chairpersons to assist in carrying out the Second Vice-President's responsibilities.

SECTION 4.

The Treasurer shall receive all monies, keep an accurate record of same, pay all approved bills, and give the Treasurer's report at one meeting each month. The bank signature card shall bear the names of the President, First Vice-President and Treasurer. The budget year shall run from January 1 through December 31. The Treasurer is responsible for filing any tax documents required as stated in the Garden Club's Board Member Guidelines. The Treasurer shall prepare the books for audit each December.

SECTION 5.

The Secretary shall keep an accurate record and minutes of the business of the regular and Governing Board meetings. A copy of the minutes shall be given to the President within one week following the meeting. Minutes shall be distributed via email or on paper to Governing Board and/or general membership. The Secretary shall be responsible for all correspondence of the Garden Club as requested by the President or the Governing Board.

SECTION 6.

The Fundraising Chair shall report to the President to identify fundraising events and present these events to the Governing Board for approval. The Chair shall recruit a chairperson and/or volunteers for fundraising events approved by the Board. The Chair shall report the status of fundraising events to the Governing Board and when appropriate to the Club.

SECTION 7.

The Beautification Chair shall be responsible for activities such as the IAHS Garden, Nature Center gardens, planting and landscaping projects and other community activities as may be approved by the Governing Board. The Beautification Chair may appoint committee chairpersons to assist in carrying out these responsibilities.

SECTION 8.

The Program and Education Chair shall report to the President and shall be responsible for arranging programs and education events for Club members. These programs and events shall occur on meeting dates established for this purpose by the Governing Board in consultation with the Chair. A synopsis of what the speakers will be presenting should be sent to the yearbook chair, communications and web master no later than March 1st.

SECTION 9.

The Communication Chair is responsible for all email notifications, the Website, Facebook, Yearbook, Newsletter, Publicity and other related activities as approved by the Governing Board. The Communication Chair may appoint committee chairpersons to assist in carrying out these responsibilities.

SECTION 10.

The Parliamentarian shall attend meetings, and make sure rules and by-laws are being followed. Should be well versed in the club's by-laws and make necessary corrections to them. Acts as a lead each year for the Nominating Committee.

SECTION 11.

The Community Garden Liasson (ICG) shall give a monthly report on all activities at the garden. This person will work with the treasurer on budgeting, payments and deposits for the garden.

ARTICLE IX APPOINTMENTS (Standing Committees)

SECTION 1.

Standing Committees may be created by the Governing Board as required to promote the objectives and interest of the club.

SECTION 2.

Unless otherwise provided for in Article VIII, the Chairpersons of such Standing Committees shall be appointed by the President and may include Hospitality, Membership, Jr. Garden Club, Sunshine, 4th of July Parade, Sales Table, Opportunity Drawing, Newsletter, Christmas Party, Photographer, Website, Facebook, Flag Salute, Inspiration, Yearbook and Cover, and Greeters.

SECTION 3.

The President may appoint ad hoc committees as needed. Such committees shall serve on a temporary basis to perform specific tasks not otherwise assigned to members of the Governing Board and Standing Committees.

SECTION 4.

The President, with the approval of the Board, shall have the responsibility of asking for the resignation of any Board member who has not performed the duties of the office as specified in the by-laws.

ARTICLE X VACANCIES

Any vacancies in the list of officers occurring during the year shall be filled by the Governing Board. Such appointments shall be reported to the general membership.

ARTICLE XI NOMINATIONS AND ELECTIONS

SECTION 1.

Nominations for officers shall be made by a nomination committee of five (5) members, selected in the following manner:

- (A) Two (2) to be appointed by the President at the June board meeting, with the approval of the Governing Board, the first name acting as Chairperson;
- (B) Three (3) to be elected at the general meeting in July from nominations made from the floor.

SECTION 2.

Presentation of the slate of Elected Officers shall be made at the General Meeting in September and voted on at the meeting in October by voice vote, opportunity also given for nominations from the floor.

SECTION 3.

Installation shall take place at the General Meeting in November.

ARTICLE XII AMENDMENTS

SECTION 1.

All proposed amendments to the by-laws require prior notice and must be presented in writing and submitted first to the board and then at the General Meeting. They will then be voted on at the next General Meeting. The exception to this shall be during the period January-March, wherein prior notice and presentation in writing (via email or newsletter) to the general membership may be done, and a vote at the April general meeting performed to accept changes, with changes being made online to the by-laws which will be accessible on the website (or in print if requested).

SECTION 2.

Standing rules may be adopted or suspended by a majority vote at any general meeting, or be amended or rescinded by a two-thirds vote of all members present and voting, a quorum being present.

ARTICLE XIII STANDING RULES

1. All officers and standing committee chairpersons shall write up two (2) copies of a brief summary of their activities for the past year. One copy will be given to the President, one copy to the incoming officer or chairperson at the Joint Board meeting.

2. After attending three (3) meetings, a guest will be required to become a member.

3. All fundraising events must be pre-approved by the Governing Board.

4. Two (2) persons may serve as co-officers when desirable, at the discretion of the Governing Board.

ARTICLE XIV AMENDMENT TO THE BY-LAWS
Requirements to be exempt as an Organization
Described in section 501(c)(3) of the Internal Revenue Code

SECTION 1. Said organization is organized exclusively for charitable, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under 501©(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SECTION 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

SECTION 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

SECTION 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

SECTION 5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, we the undersigned, have executed the revised Idyllwild Garden Club By-Laws upon this, the

____ day of _____, 20____.
Date Month

By _____
(Please print your name)

Signature

Title

By _____
(Please print your name)

Signature

Title

By _____
(Please print your name)

Signature

Title

For: Idyllwild Garden Club
P.O. Box 681
Idyllwild, California 92549