

## **CONSTITUTION**

### **ARTICLE I – NAME**

#### **HOWEY-IN-THE-HILLS GARDEN AND CIVIC CLUB**

Organized October 17, 1951, as  
Howey-in-the-Hills Garden Club.

(Constitution and By-laws revised 1987  
Second revision January 15, 2004  
Third revision April 2, 2012  
Fourth revision April 7, 2014  
Fifth revision April 6, 2015  
Sixth revision April 4, 2016,  
Seventh revision November 6, 2017)

### **ARTICLE II – OBJECTIVES**

To foster civic unity, public cooperation and welfare of our local community through club philanthropy. To stimulate knowledge and love of gardening through education and information concerning native plants and wildlife.

### **ARTICLE III – MEMBERSHIP**

Membership shall be opened to persons living in Howey-in-the-Hills, or in adjoining communities.

## **BYLAWS**

### **ARTICLE I – MEMBERSHIP**

**Section 1.** Membership Fee shall be \$25.00 annually.

**Section 2.** New members admitted in March or after shall pay \$15.00 for the balance of the year.

**Section 3.** Members delinquent after the November meeting shall be notified. If member is still delinquent after December 31, they shall be dropped from the membership.

### **ARTICLE II – DUTIES OF OFFICERS**

**Section 1.** The President shall preside at all club meetings and Board meetings. The President shall appoint the nominating committee chairperson. The President shall be empowered to sign checks in the absence of the Treasurer.

**Section 2.** The Vice Presidents, in order of their standing, shall perform all duties of the President in her/his absence or at her/his request. The first Vice President shall act as Program Chair. The second Vice President shall be Chair of Communications.

**Section 3.** The Recording Secretary shall record and report the minutes of every regular and every Board meeting and once these minutes have been approved, the Recording Secretary shall store them in the club shared online repository.

**Section 4.** The Corresponding Secretary shall take care of all correspondence connected with the club. The Corresponding Secretary shall send thank you letters for speakers and for donations received. The Corresponding Secretary shall send personal cards to the membership when the need arises.

**Section 5.** The Treasurer shall have charge of all monies of the club. The Treasurer shall give a report at each board meeting and at each monthly meeting. The Treasurer shall deposit such funds in the name of Howey-in-the-Hills Garden and Civic Club in such bank as the Board may direct. Only one signature shall be necessary on a check. She/he shall pay out funds in accordance with the budget approved by the club or by orders of the Board. The Treasurer is responsible for filing the club taxes, state of Florida Annual Report, 501©3 and Florida Solicitation of Contribution renewal documentation.

**Section 6.** Each Chair of a standing or special committee shall make a full report at the end of the season of the accomplishments and activities of their committee.

### **ARTICLE III-MEETINGS**

**Section 1.** Regular meetings shall be held the first Monday of each month from October through May, except in January.

**Section 2.** Board meetings shall be held the last Monday of each month, or at the discretion of the President, from September through April, except in December.

**Section 3.** The annual meeting shall be held in April to designate officers for the next season.

### **ARTICLE IV – COMMITTEES**

**Section 1.** Standing committees of the club shall be:

- |                         |                       |
|-------------------------|-----------------------|
| 1. Budget               | 6. Hospitality        |
| 2. Communications       | 7. Membership         |
| 3. Community Service    | 8. Program            |
| 4. Gardens & Landscapes | 9. Fundraising Events |
| 5. Historical           | 10. Yard of the Month |

**Section 2.** The Chair shall head each committee. The Chair of each committee may select at least two other members to serve on the committee.

**Section 3.** The Election Process

- (a) A nomination committee of three shall be selected at the February meeting. The committee shall prepare a nominating ballot. The president shall appoint the Chair. The Nominating Committee Chair shall appoint two members to serve with her/him. Election of officers shall be held as needed.
- (b) Nominations may be made from the floor.
- (c) When there is but one candidate for an office, the election may be made by acclaim.
- (d) Installation shall be held as needed or in the month of April. The new officers shall assume their duties at the conclusion of the May meeting.

### **ARTICLE V – QUORUM**

**Section 1.** A majority of the members present shall constitute a quorum for general meetings.

**Section 2.** A majority shall constitute a quorum for the Board.

### **ARTICLE VI – BOARD**

**Section 1.** The Board, which shall consist of Directors, the other elected officers and only the committee Chairs/Co-Chairs, shall be empowered to make decisions that arise between regular meetings. Directors will be listed separately in the Florida annual report and will be those members required to make necessary changes to the banking account.

**Section 2.** Any action taken by the Board shall be ratified at the next club meeting.

**Section 3.** Vacancies occurring during terms of office shall be filled by vote by ballot or a quorum of the Board, except the office of President, which shall be filled by the Vice Presidents in order of their office.

**Section 4.** The Board shall review special project suggestions. Projects selected shall be presented to the membership for approval.

### **ARTICLE VII – DUTIES OF COMMITTEES**

**Budget Committee** – Shall prepare an estimate of monies to be expended during the current year. The committee shall include the current Treasurer, the first Vice President, the Auditor and the Community Service committee chair.

**Communications** – Shall be under the leadership of the second Vice President, who shall prepare the Directory and whose committee will coordinate, monitor and record activities related to the newsletter, website, social media sites, newspaper notices and public relations. Communications is responsible maintaining the club shared repositories which include membership database, photograph archive and club files.

**Community Service** – Shall investigate and recommend to the Board, charities and needy civic organizations in Lake County, to which the club may donate money. It sees to the distribution of the approved funds through the year.

**Gardens & Landscapes** – Shall facilitate learning and broaden knowledge about Florida gardening. There will be field trips to local nurseries and other places of interest.

**Historical** – Shall maintain scrapbook and ongoing significant records. Historical is responsible for taking photos or assigning a photographer for each club event. The photographer will be responsible for ensuring that the photos are archived in the club shared repository.

**Hospitality** – Shall be in charge of organizing attendance for monthly luncheon meetings and reporting number of attendees to the Mission Inn. Shall coordinate the monthly table decorations for meetings and collect lunch monies the day of a meeting.

**Membership** – Shall be responsible for obtaining new member information and updating past membership information. Shall collect all membership fees, keeping accurate records of dues paid and notify members of noncompliance of such by the end of December each year. Shall forward information on any current and new members to the Board on a monthly basis to ensure that the online membership database is updated

**Program** – Shall arrange all programs and be under the leadership of the first Vice President.

**Fundraising** – Shall plan and execute money-raising projects to add to the revenue of the club. A Chair shall be named for each planned event.

**Yard of the Month** – Garden Club Award - Shall select the garden, which shows care, beauty or some outstanding feature. The same recipient shall not be selected more often than every three years.

#### **ARTICLE VIII – FUNDS**

**Section 1.** Expenditures of monies shall be in accordance with the budget.

**Section 2.** Proposed expenditures in amounts greater than \$100 and not in the budget shall be referred to the Board and voted upon at the next regular meeting of the club.

**Section 3.** The Board shall approve requests for advertising of or soliciting of funds for other than club projects being presented to the membership.

#### **ARTICLE IX – AMENDMENTS**

**Section 1.** By-laws may be amended by a majority vote by the members present and voting, provided the proposed amendments have been provided to the membership one month prior to the meeting and posted on the club's website.

**Section 2.** Standing Rules may be amended, suspended, or repealed by a majority of the members present and voting.

#### **ARTICLE X – PARLIAMENTARY AUTHORITY**

**Section 1.** Roberts Rules of Order shall in its deliberation, govern this club.

#### **STANDING RULES**

**Number 1.** Motions brought before the membership shall be decided by standing vote.

**Number 2.** Officers are elected for a two (2) year term.

**Number 3.** Members with luncheon reservations must cancel by Thursday by 12 noon preceding the meeting or pay for the luncheon.

**Number 4.** Copies of the budget shall be furnished to members before the vote for approval.

**Number 5.** Any member who has resigned in good standing may be reinstated.

**Number 6.** An auditing committee consisting of the treasurer and designated auditor shall audit the books after the May meeting and return them by August 15th.

**Number 7.** A monetary gift shall be given to the President in the amount of \$500 per year upon completion of her/his term. This gift shall be used in accordance to the objectives of the club. The gift shall be used in Lake County.