

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)

ARTICLE II – OBJECTIVES

To stimulate knowledge and love of gardening; to aid in the protection of plants and birds; to encourage civic unity and public cooperation and welfare.

ARTICLE III – MEMBERSHIP

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

BY-LAWS

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 Executive Board meetings. She shall appoint Chairs of standing committees. She shall be a member ex-officio of all committees, except the nominating committee. She shall be empowered to sign checks in the absence of the Treasurer. The past President shall be the Parliamentarian. In the event that she cannot fulfill her duty the current president shall appoint a parliamentarian, whose role is purely an advisory and consultative one, who shall be responsible for accepted procedures in connection with all meetings.

Section 2. The Vice Presidents, in order of their standing, shall perform all duties of the President in her absence or at her request. The first Vice President shall act as Program Chair. The second Vice President shall be Chair of Publicity, and be responsible for the Directory.

Section 3. The Recording Secretary shall record and report the minutes of every regular and every Executive Board meeting. She shall read all correspondence connected with the club, which requires action. She shall maintain files during her term of office.

Section 4. The Corresponding Secretary shall take care of all correspondence connected with the club.

Section 5. The Treasurer shall have charge of all monies of the club. She shall give a report at each board meeting and at each monthly meeting. She shall deposit such funds in the name of Howey-in-the-Hills Garden and Civic Club in such bank as the Executive Board may direct. Only one signature shall be necessary on a check. She shall pay out funds in accordance with the budget approved by the club or by orders of the Executive Board.

Section 6. Each Chair of a standing or special committee shall make a full report, in writing, at the completion of her assignment.

Section 7. No officer or standing committee Chair shall succeed herself after having served in the same capacity for two years, unless voted and approved by the general membership.

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. Executive 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.

ARTICLE IV – COMMITTEES

Section 1. Standing committees of the club shall be:

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| 1. Budget | 6. Membership |
| 2. Community Service | 7. Program |
| 3. Gardens & Landscapes | 8. Publicity |
| 4. Historical | 9. Ways and Means |
| 5. Hospitality | 10. Yard of the Month |

Section 2. The President shall head each committee. The Chair may select at least two other members to serve with her.

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 Chair shall appoint two members to serve with her. Election of officers shall be held every other year at the April meeting.
- (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 every other year in May. 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 Executive Board.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board, which shall consist of the elected officers and only the committee Chairs, shall be empowered to make decisions that arise between regular meetings.

Section 2. Any action taken by the Executive 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 Executive Board, except the office of President, which shall be filled by the Vice Presidents in order of their office.

Section 4. The Executive 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 club Auditor and current Treasurer.

Community Service – Shall investigate and recommend to the Board, charities and needy civic organizations in Howey-in-the-Hills and 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.

Hospitality – Shall be in charge of organizing attendance for monthly luncheon meetings and reporting number of attendees to the Mission Inn.

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.

Program – Shall arrange all programs and be under the leadership of the first Vice President, who shall take charge of the program meetings.

Publicity – Shall be under the leadership of the second Vice President, who shall prepare the Directory, and give public notice of planned activities.

Ways & Means – Shall plan money-raising projects to add to the revenue of the club.

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 fifty dollars and not in the budget shall be referred to the Executive Board and voted upon at the next regular meeting of the club.

Section 3. The Executive 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 read to the membership one month prior to the meeting and posted on the club 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.