

KENNEBEC VALLEY GARDEN CLUB BYLAWS

ARTICLE I – NAME

This organization is named Kennebec Valley Garden Club, hereafter KVGC.

ARTICLE II – PURPOSES

The purposes of this club shall be to stimulate interest in gardening and to cooperate with other educational agencies furthering the interest in horticulture, conservation and allied subjects under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III – OFFICERS

The elected officers of this club shall be President, Vice-President, Secretary, and Treasurer to be elected biennially by ballot at the Annual Meeting and hold office until their successors are elected. All vacancies among officers shall be filled for the unexpired term by vote of the Executive Committee. Appointed officers shall be Historian, Auditor and Parliamentarian.

ARTICLE IV – DUTIES OF OFFICERS

Section 1. The officers shall perform the duties prescribed by these bylaws, the bylaws of the Garden Club Federation of Maine and the parliamentary authority adopted by this club.

- a. The President and Vice President, or their appointed alternates, shall be delegates to the Garden Club Federation of Maine State Convention.

Section 2. Officers elected at the Annual Meeting shall take office at the end of said meeting. Out-going officers shall, within two weeks, deliver to their successor in office all records and other matters belonging to the office.

Section 3. The **President** shall:

- a. preside at the meetings of the Executive Board, Board of Directors and regular meetings of the club;
- b. be the official spokesperson for the club;
- c. appoint a Historian and a Parliamentarian for the two-year term;
- d. appoint an Auditor in April;
- e. appoint the chair for such committees as necessary for the operation of the club;
- f. appoint a chair for any major fund raising activity and Blaine House functions;
- g. be a member ex-officio of all committees except the Nominating Committee;
- h. represent the club in community activities which the club has approved;
- i. perform such other duties as the Garden Club Federation of Maine may require;
- j. apply for GCFM Club of Distinction Award, deadline April 1st.
- k. as past president, become an advisor to the incoming president for a minimum of one year.

Section 4. The **Vice President** shall:

- a. assist the President in all of the work of the club;
- b. assume the duties of that office in the absence of the President;
- c. prepare and distribute the Spring and Fall Newsletters;
- d. be a member of the Kennebec District Board of Directors and attend all meetings thereof;
- e. be a member of the Kennebec District Nominating Committee.

Section 5. The **Secretary** shall:

- a. record the minutes and distribute to the members the proceedings of all meetings of the KVGC;

- b. send a copy of the minutes of meetings to the President within two weeks of the meeting; be custodian of the minutes and official records pertaining to the office;
- c. using the Club Reporting Form in the GCFM Handbook, report the new slate of officers to the GCFM President, District Director and GCFM Corresponding Secretary in an election year;
- d. conduct any correspondence as directed by the President.

Section 6. The Treasurer shall:

- a. compile and read Treasurer's current statement at each club meeting;
- b. compile and read a yearly report at the club's Annual Meeting;
- c. collect dues;
- d. receive all funds and deposit in the appropriate accounts;
- e. pay all bills properly submitted within thirty days;
- f. pay non-budgeted expenses or a budget overrun in excess of \$100.00 only upon the approval of the Executive Board;
- g. pay non-budgeted expenses or a budget overrun in excess of \$200.00 only on approval by the membership;
- h. pay all bills for the year before the end of the fiscal year (June 1st-May 31st);
- i. be a member of the Finance Committee;
- j. send to the GCFM Treasurer the state assessment per member as soon after mid-June as possible, no later than August 1st;
- k. send dues statements to unpaid members on June 16th;
- l. send a list of members to the KVGC Yearbook Chair on July 1st;
- m. annually file the e-postcard (990-N) which must be filed electronically by October 15 of each year, and should preferably be done before the end of September of each year;
- n. send to the President a copy of the acceptance by the IRS of the e-postcard (990-N) filing;
- o. send to the GCFM Treasurer the state assessment for each new member after receiving the first year's dues;
- p. have the books audited no later than the August meeting;
- q. have all non-budgeted bills approved by the Finance Chair or President;
- r. order *The National Gardener* for each new member upon receiving the first year's dues.

Section 7. The Historian shall:

- a. keep copies of all club yearbooks;
- b. keep a scrapbook of all club activities.

Section 8. The Parliamentarian shall:

- a. be a member of the Bylaws Committee;
- b. serve as the President's advisor and consultant on procedural matters following the club's bylaws and the parliamentary authority adopted by these bylaws;
- c. keep a file of current Club Bylaws.

Section 9. The Auditor shall:

- a. examine all the books of the Treasurer after the close of the fiscal year;
- b. prepare a written report to be read by the Secretary and adopted by the membership at the August Meeting.

ARTICLE V – EXECUTIVE COMMITTEE

The Executive Committee shall:

- a. consist of the elected officers of the club;
- b. transact business between meetings of the Board of Directors and in emergencies;
- c. report electronically all business transacted to the membership;
- d. meet at the call of the President with due notice;
- e. appoint a member to fill the unexpired term of any office which becomes vacant;
- f. require three members for a quorum.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors shall:

- a. consist of the officers of the club and its committee chairs;
- b. manage the affairs of the club;
- c. meet at least twice a year: before the Annual Meeting, mid-winter and at the call of the President;
- d. require nine members for a quorum.
- e. report electronically all business transacted to the membership

ARTICLE VII – MEETINGS

Section 1. Meetings shall be on the first Tuesday of each month from April to November, inclusive, at 1:00 p.m., unless otherwise stated.

Section 2. The regular meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving written reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called at any time by the Executive Committee with due notice.

Section 4. There shall be at least seven meetings per year as required by National Garden Clubs, Inc. (NGC) guidelines.

Section 5. At regular meetings, 25% of the current active membership shall constitute a quorum.

ARTICLE VIII – MEMBERSHIP

Section 1. Any person regardless of race, color, creed or sex who resides in Kennebec County and is interested in the purpose of the club is eligible for membership providing they agree to the requirements of an active member as quoted in the club's bylaws Article VIII Membership, Section 5.

Section 2. The Membership Chair shall receive the completed application form of each potential member and the signed agreement to the requirements of active membership. The first year's dues which shall be forwarded to the club treasurer shall accompany the application form.

Section 3. Upon receipt of an application and dues, the committee shall send the new member a letter of welcome, yearbook and bylaws. The new member will receive a year's subscription to *The National Gardener* magazine.

The URL address to the NGC website is <http://gardenclub.org/> and the sign-on to the Login Member area is Username "Member" and Password is "pumpkin".

For the GCFM website the URL is <http://www.maine garden clubs.org/> Member Login is Login ID "Member" and Password is "pinecone".

KVGC Website's URL is <http://kennebecvalleygardenclub.org/>.

To access meeting minutes, newsletters, documents and the current member list, go to the Members Only tab at the top of the website menu bar and click on any one item on the drop down list and sign on with the user name "kvgc2016" and password "pinecone".

Section 4. A sponsor shall be named for each new member. The sponsor shall contact the new member, make introductions to the membership, explain the workings of the club and keep the new member actively involved.

Section 5. Membership shall consist of Active, Associate, Life, and Honorary members.

An Active Member:

- a. contributes to the club activities;
- b. may hold office;
- c. must serve as a committee chair or member;
- d. serves on the hostess committee;

- e. supports activities of the club;
- f. may become an Associate Member after at least five years membership, upon written request and an affirmative vote of the Board of Directors.

An Associate Member: (Limited to ten)

- a. will be welcome to attend any meeting or function of the Club;
- b. has no vote in the policy of the club;
- c. needs not take part in its work except as a volunteer;
- d. may request reinstatement to active status by submitting a written request to the Secretary.

A Life Member:

- a. shall have held membership in KVGC at least ten years
- b. shall have given outstanding service to the club;
- c. honor shall be conferred by the Board of Directors.

An Honorary Member:

shall be extended as a matter of courtesy to the spouse of the Governor of Maine.

Section 6. Membership may not be used in connection with any commercial or other promotional purpose.

ARTICLE IX – DUES

Section 1. The dues year is June 1 to May 31. Annual dues shall be as follows:

Active Members ----- twenty [\$20.00] dollars;

Associate Members --- twenty five [\$25.00] dollars;

Life Members and Honorary Members shall not pay dues.

Section 2. Members will receive a dues notice in the Spring Newsletter.

Section 3. Dues for a new member joining on or after November 30th shall be credited for the next calendar year.

Section 4. Any member, whose dues remain unpaid on July 1st, shall be dropped from membership.

ARTICLE X – COMMITTEES

Committees may be formed at the discretion of the President as the need arises, the chair to be appointed by the President. The President shall be a member ex-officio of all committees with the exception of the Nominating Committee. All committees shall prepare a written report and present it to the President at the Annual Meeting.

- a. **Archives/Properties Committee** shall know the location and/or store all properties of the club and keep an inventory.
- b. **Awards Committee** shall:
 1. study the complete list of awards and regulations which would apply to activities during a calendar year (Jan 1 – Dec 31);
 2. stimulate interest in awards and encourage members;
 3. guide club programs with specific requirements for particular awards;
 4. forward all applications with necessary data to GCFM Awards Chair;
 5. retain all current administration Books of Evidence, etc. prepared for club activities and awards received. All other books shall be stored in the KVGC archives.
- c. **Barrows Scholarship Committee** composed of the committee chair and four other members appointed by the President, shall administer the Barrows Scholarship Fund. Scholarships will be awarded to:
 1. encourage and financially aid college students and/or teachers in the study of horticulture, conservation, or allied fields. Candidates will be selected annually from applications submitted to the committee, subject to approval by the Board of Directors;
 2. send elementary students to a local camp that features horticulture, conservation, or allied fields.

- d. **Birds and Wildflowers Committee** shall promote the protection of bird life and wildflowers; observe and study birds, and give reports at regular meetings.
- e. **Blue Star Highways Committee** shall encourage continued interest in the upkeep of the existing markers and plantings.
- f. **Bylaws Committee** shall keep the club bylaws current and in compliance with the NGC and GCFM requirements as well as the current edition of *Roberts Rules Of Order Newly Revised*.
- g. **Civic Activities** shall promote any planned activity which leads to community improvement. With the assistance of the Awards Committee, apply for GCFM Civic Development awards, deadline April 1.
- h. **Communications Committee** shall utilize e-mail or telephone to alert all members regarding meeting dates or important information.
- i. **Conservation Committee** shall promote all activities that lead to environmental improvement and report important conservation developments to the club.
- j. **Finance Committee** and the treasurer shall prepare an annual budget which shall be presented to the membership at the May meeting for consideration at the Annual Meeting in June.
- k. **Garden Therapy Committee** shall share gardening knowledge and skills with those who have special needs; work with staff members at nursing homes to assist in their floral, horticultural, and other therapeutic programs. . It shall share gardening knowledge and skills with those who have special needs; work with staff members at nursing homes to assist in their floral, horticultural, and other therapeutic programs. With the assistance of the Awards Committee, apply for GCFM Garden Therapy awards, deadline April 1.
- l. **Horticulture Committee** shall stimulate interest in all phases of horticulture and write horticulture tips to be printed in the yearbook for each meeting. The club shall have two horticulture workshops each year.
- m. **Hostess Committee** shall obtain refreshment hostesses for each meeting. The chair shall attend the meeting of the Program Committee to coordinate the refreshments and decorations for each meeting.
- n. **Legislative Council Committee** shall attend legislative council meetings that are of interest to GCFM and submit periodic reports to the club.
- o. **Love Fund/Memorial Committee** shall be responsible for the living memorial with approval/assistance of the President and send cards to members who are ill or bereaved.
- p. **Membership Committee** shall be responsible for inviting new members to join the club and the chair shall coordinate with the Treasurer to keep an accurate list of members. See also Article VIII – Membership.
- q. **Nominating Committee** of three shall be elected by the members in even numbered years at the regular meeting in November. The committee shall choose a chair. This committee shall nominate a slate of officers and report at the regular meeting in May. The election and installation of officers shall take place at the Annual Meeting in June.
- r. **Program Committee** shall prepare the programs for the year being aware of the National objectives.
- s. **Publicity Committee** shall write publicity notices on the activities of the club for newspapers and other media and present it in a timely fashion. Photographs and articles of activities shall be printed and sent to the Awards Chair and the Historian for the scrapbook.
- t. **Publicity Press Book Committee** shall prepare a book of evidence to be submitted to the GCFM Awards Chair with appropriate NCG Application Form by January 25th which is to include clippings of: newspaper, magazine, newsletter, notices or flyers for one-time event, or any printed publication. (e.g. your state or regional official publication, The National Gardener, etc.), with the name and date of publication over each article. Clear photocopies are permitted; reduced photocopies of large or lengthy articles are permitted. Downloading of published newspaper articles from the Internet is permitted. Each published item must contain the name of organization and/or individual/s identified as a member of the organization. Underline first use of name of organization and/or member in each article. Articles should include who, what, when, where, etc. where applicable; publicity should relate to organization's or individual's projects and/or activities; promotion of NGC objectives and goals.
- u. **Resolutions Committee** shall prepare and present at the Annual Meeting, a resolution for each deceased member.
- v. **Ways and Means Committee** shall oversee fund raising and propose ideas for approval by the membership for projects to supplement the income of the club.
- w. **Website Committee** shall keep up to date information on the KVGC website and the KVGC area on the GCFM website. Provide the URL and member sign on and password for the following:
NGC <http://gardenclub.org/> Member pumpkin

GCFM <http://www.mainegardenclubs.org/> Member pinecone

KVGC <http://www.kennebecvalleygardenclub.org/> kvgc2016 pinecone

- x. **Yearbook Committee** shall prepare the yearbook or supplement for the year in accordance with National guidelines. Current yearbooks shall be sent to the GCFM President, Recording Secretary, and Program/Yearbook Chair as well the Kennebec District Director, and the club presidents in the Kennebec District by November 1.
- y. **Youth Activities Committee** shall coordinate work done with young people. With the assistance of the Awards Committee apply for NGC Awards, due January 15 and GCFM Awards due April 1.

ARTICLE XI -- ORDER OF MEETINGS

Meetings shall be conducted as follows, unless otherwise announced:

- Call to Order
- Introduction of new members and guests
- Minutes of previous meeting
- Treasurer's statement
- Reports of standing and special committees
- Unfinished business
- New business
- Program
- Adjournment

ARTICLE XII – AMENDMENTS

These bylaws may be amended by a two-thirds vote of those present at any regular meeting, provided the proposed amendment has been read at the previous regular meeting and/or submitted in writing to the members at least two weeks before the meeting at which time the amendment is to be acted upon.

ARTICLE XIII – DISSOLUTION

In the event of the dissolution of the Kennebec Valley Garden Club, after all bills have been paid, the total assets shall be liquidated and allotted to the Scholarship Fund of the Garden Club Federation of Maine, Inc. No money shall inure to a member or individual as specified in Section 501 [c] [3] of the Internal Revenue Code or corresponding section of any future federal tax code.

Ann P. Thomas, Chair

Revised April 5, 2016

Amended August 2, 2016

Amended May 2, 2017

STANDING RULES

1. The President or his/her delegate and the Vice-President, when acting as the official representatives at State Convention of the Garden Club Federation of Maine shall have their expenses paid according to the amount stated in the Annual Budget
2. Any member may bring a guest to any meeting upon notifying the President.
3. The Barrows Scholarship Fund shall be the recipient of all proceeds from major fund raisers unless otherwise voted by the membership. All other income will go into the general fund with the exception of designated donations.
4. A deceased member will be honored with a living memorial which may be planted at the discretion of the family with regards to location. \$50.00 will be appropriated from the savings account for this purpose.
5. All expenses are to be submitted to the Treasurer accompanied by the receipt and a KVGC Voucher within thirty days of incurring.
6. All money collected in the silver bowl at the Blaine House Coffee/Tea in December shall be deposited in the Barrows Scholarship Fund once the expenses of the Blaine House decorating have been paid.
7. All active members shall participate in or make a donation to the major fundraisers of the club.