

Frisco Garden Club

CONSTITUTION & BYLAWS

Last Revision Date: (June 4, 2021 adopted by Membership)

Article I – Name: The name of this organization will be **Frisco Garden Club**.

Article II – Mission Statement: The purpose of this Club will be to promote an interest in gardens, their design and management, to cooperate in the protection of wild birds, wildflowers and native plants and to encourage civic plantings.

Article III – Motto: The Frisco Garden Club motto is:

“A flower in every garden, joy in every heart”

Article IV – Membership and Dues

Section 1: Membership in the Frisco Garden Club is open to any person who is in accord with the purpose of the Club and will become a member upon payment of dues.

Section 2: There will be two classes of membership:

Regular: with dues of \$25.00 per year. Regular Members have voting privileges.

Honorary: voted on by the Club membership and pay no dues. This honor is bestowed on a person due to their special relationship with the Club. This honor may be given to a Club member or non-club member. Honorary members have no voting privileges.

Section 3: The Annual Dues are payable at the April & May meetings for the next Garden Club Year (***September—May***). New member dues shall be prorated as follows:

- September to December: full dues of \$25 required to join
- January to March: half annual dues of \$12.50 required to join
- April to May: only need to pay for the following year to join

Article V – Officers and Their Election

Section 1: The Elected Officers of the Frisco Garden Club Executive Board will be a President, Vice President, Recording Secretary, Treasurer, and Parliamentarian (the immediate past President). *Officers will be elected for a two year term and eligible for a second two year term. Not to exceed four consecutive years.*

Section 2: The Nominating Committee, comprised of three members, will be appointed by the President at the November regular meeting and so noted in the minutes. It will be the duty of the Nominating Committee to nominate candidates for all elected officers, with nominated members approval, and submit the report at the February regular meeting. The new slate of officers will be elected by voice vote. If there are nominations from the floor, providing more than one nominee for an office, a ballot will be

used.

Section 3: Officers will be elected at the March meeting, be installed at the May meeting, and assume their duties upon installation.

Article VI – Regular Meetings

Section 1: The regular meetings of the Frisco Garden Club will be the third Tuesday of each month, unless otherwise notified, except during the months of June, July and August. Meeting time is 10:00 am. Meetings are open to the public with prior notification and proper reservations.

Section 2: One third of regular membership will constitute a quorum at a regular meeting.

Article VII – Duties of Officers

Section 1: The President will preside at all regular meetings of the Garden Club. The President will be ex-officio member of all committees except the Nominating Committee and will appoint the chairperson of all committees and standing committees. The President will fill all vacancies with the approval of the Executive Board.

Section 2: The Vice President will be in charge of programs for the year and will present a program schedule for the yearbook. In the absence of the President, the Vice President will serve in that capacity.

Section 3: The Recording Secretary will be responsible for recording the minutes of all meetings, reading all correspondence, and conducting all correspondence as directed by the President.

Section 4: The Treasurer will be responsible for receipts and expenditures of all funds and will keep an accurate record of all financial affairs/electronic banking of the Garden Club. If the Club chooses (by a majority rule vote), the Secretary and Treasurer offices may be combined.

Section 5: The Parliamentarian will be prepared to advise on all points of parliamentary procedure when called upon by the chair and/or membership. The Parliamentarian will serve as a member of the Revision Committee and will incorporate into the bylaws and standing rules all changes voted on by the Club.

Article VIII – The Executive Board*

Section 1: The Executive Board will be the President, Vice President, Recording Secretary, Treasurer, and Parliamentarian. This Executive Board will transact general business as required; consider all questions of policy, and present recommendations to the Club for action.

Section 2: A simple majority of the Executive Board will constitute a quorum.

Article IX – General Board/ Committee Chairpersons*

Section 1: The General Board will be comprised of the Reservation Secretary, Historian, Membership

Coordinator, Member Advisor, and Member At Large. The General Board is a body that provides non-binding, strategic advice to the Executive Board.

- a) The Reservation Secretary will (via email and/or phone calls) remind members of the next Club meeting, advising members of the cost of the meeting luncheon, and requesting members to make their reservations by a certain date and time. After receiving the requested reservations, this secretary will advise the meeting/luncheon Club delegate of the number of reservations required.
- b) The Historian will compile the history of the Frisco Garden Club in written form and, at the end of the Club year, add a copy of the report to the Club year's minutes.
- c) Membership Coordinator will be the Membership Committee Chairperson or a designee from the Membership Committee.
- d) Member Advisor - A Club Member in good standing with at least five years experience in the Frisco Garden Club and having served on a prior board or as committee chair. The Member Advisor will attend Board meetings and give input. The President appoints this position from volunteers that meet the criteria.
- e) Member at Large - A Club Member in good standing who wishes to serve with fresh perspective, preferably with less than five years Frisco Garden Club experience. The Member-at-Large will attend Board meetings and suggest ideas for the club. This member is a volunteer, appointed at the suggestion of the Executive Board.

Section 2: General Board Officers will be volunteers, appointed by the described elected board member(s) and slated at the May meeting. There are no term limits for these officers. These officers serve at the pleasure of the President.

Section 3: Committee Chairpersons must notify the President of any scheduled committee meetings. Submit project description/ plan/ budget before August 1, of each year. There are no term limits for Committee Chairs. The Chairpersons are volunteers that serve at the pleasure of the President.

***ALL BOARD MEMBERS AND COMMITTEE CHAIRS ARE RECOMMENDED TO KEEP A NOTEBOOK OF DUTIES TO BE PASSED TO THEIR REPLACEMENT.**

Article X – Electronic Communication

Section 1: The Club will consider as acceptable and viable electronic (via Internet) communications (regular postal mail to Club members without Internet) to keep Club members apprised and informed of Club activities and information.

- a) Electronic correspondences should be limited, and with the express permission of the President.
- b) Club members are restricted from initializing mass emails and /or using membership rolls for/as business mailing lists.

Section 2: Electronic voting will be emailed to all current regular voting members with email addresses. This electronic correspondence will contain instructions and the deadline by which to respond. Regular Members without email will be contacted for vote by telephone. Votes will be tabulated at the posted deadline (at least 30 days from initial posting) the voted issue will pass with two-thirds of the regular membership at the end of deadline date.

Article XI – Finance

Section 1: The Fiscal year of the Frisco Garden Club will be from June 1 through May 31.

Section 2: FINANCIAL REPORTING – All financial reporting will follow Generally Accepted Accounting Principles

Section 3: FINANCIAL AUDITING – A financial audit shall be performed:

- a) at the end of each Fiscal year
- b) when any authorized check signer is added or deleted on any bank account
- c) at any time deemed necessary by the Executive and General Board members
- d) the President shall appoint, subject to the approval of the executive board, an audit committee consisting of not less than three members, who are not authorized signers on the bank account. Members of the audit committee shall not be the incoming president or treasurer or be related by blood or marriage, should not consist of any of the previous year’s audit committee members, and should not reside in the same household as any authorized signers on FGC accounts.

Section 4: Non-Profit Status

- a) The Frisco Garden Club is organized exclusively for charitable, education and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- b) Earnings: No part of the net earnings or the Frisco Garden Club shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Club 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 Article II and Article XI Section 4 a. No substantial part of the activities of the Club shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Club shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this Club.

Article XII - Amendments

These bylaws may be amended at any regular meeting of the Garden Club by a 2/3 vote of the regular membership provided notice of such proposed amendment was given at a previous meeting (at least 30 days in advance).

[NOTE: Roberts Rules of Order will govern the Club in applicable causes.]