

Bylaws of the Glenview Gardeners

Article 1 – Name

The name of this organization is the Glenview Gardeners, hereinafter referred to as the Club.

Article 2 – Mission Statement

The purpose of the Club is to bring together in friendship men and women who enjoy gardening. The Club desires to advance the knowledge of horticulture, promote gardening, and support community service through gardening projects.

Article 3 – Membership

Any resident of Glenview or of the surrounding suburbs is eligible for membership upon timely payment of dues.

Article 4 – Officers of the Club

Section 1. General Responsibilities. The Officers have full and complete authority to transact all business for and on behalf of the Club and to manage the activities of the Club.

Section 2. Nominating Committee. Biennially, in September, a nominating committee of at least 3 members shall be appointed by the President to nominate the Officers of the Club. This committee shall report its nominations at the October meeting and they shall be published in the November issue of the Club newsletter. Nominations may also be made from the floor. Elections shall be held by a voice vote at the November meeting.

Section 3. Officers of the Club. The Officers of the Club are the President, the Newsletter Editor, the Treasurer, the Vice President of Programming, the Publicity Chair, the Vice President for Hospitality, and the Community Services Coordinator.

Section 4. Term of Office. The Officers shall serve a term of 2 years beginning on January 1st. An Officer may serve more than one term if desired and approved by the membership.

Article 5 - Vacancies

If the President shall be unable to complete his/her term, any of the Officers shall serve the unexpired portion of the term upon majority approval of the Board. All other vacant positions shall be filled by presidential appointment.

Article 6 - Duties of the Officers

The President shall preside at all Club and Board meetings whose duties include creating an agenda for each meeting; call board meetings as needed; write a monthly newsletter article; appoint a bylaws committee, a Garden Walk committee and a nominations committee; communicate garden-related information and program announcements to the membership; represent the Club with other area garden clubs and community groups; assist other board

members as needed; and archive historical Club information (agendas, photo albums, meetings information, posters, etc.)

The Newsletter Editor shall write, edit, and produce the monthly newsletter; and shall maintain or delegate the maintenance of the Club's website.

The Treasurer shall oversee finances of the Club; balance the Club's checkbook monthly; accept the dues of each member and all other funds of the Club; deposit funds into the bank account; pay all bills and keep proper and accurate records of receipts and disbursements; maintain the membership list; provide a financial report to the board; and publish a year-end report of the financials to the membership after the close of the year (December 31) in the newsletter.

The Vice President of Programming shall arrange for and contract with speakers for monthly programs; greet people at meetings; help speaker set-up; send thank you notes to the speakers afterward; prepare a calendar of events for the President, Publicity Chair and Newsletter Editor; present to the Treasurer a copy of all contracts and requirements for payment; and secure the meeting locations.

The Vice President of Hospitality shall arrange for a host to provide refreshments for monthly meetings; provide host reminders before meeting; greet members and guests upon arrival at meetings; provide name tags for all members and guests and collect name tags at end of the meeting; welcome guests and new members with written Club information and introduce new members to the general membership; assist host at meetings as needed; keep attendance at meetings; and coordinate new members' gifts.

The Publicity Chair shall compose and provide informational press releases concerning the Club's monthly activities and events to area media outlets; compile a yearly scrapbook of publicity releases and published articles; and maintain historical archive of publicity.

In addition, the duties of Committee Chairs are as follows:

The Garden Walk Chair shall solicit open gardens from members; coordinate event including designating and instructing hosts to provide refreshments for each open garden, Plant Sale set-up, identification tags, transportation, pricing of plants, and table set-up; assist at Garden Walk Plant Sale and deliver receipts from the sale to the Treasurer; dispose of left-over plants from the sale; and report to the Club membership the results of the annual Garden Walk and Plant Sale.

Community Services Coordinator shall schedule volunteers to maintain the Kennicott garden; shall communicate information between The Grove and the Club; and shall purchase and/or select plants from the members' plant exchange for planting at the Kennicott garden.

All Officers and Chairs shall actively recruit new members.

Article 7 - Meetings

Section 1. Of the Club. Regular meetings and/or field trips of the Club shall be held monthly. Club business shall be transacted at the regular meetings. Special events will replace the monthly regular Club meetings at the Holiday Party and the Members' Plant Exchange. The Officers shall meet at least once annually and then as necessary to conduct the business of the Club.

Section 2. Rules of Order. In the absence of any provision in the Bylaws to the contrary, all meetings of the Club and of the Officers shall be governed by the parliamentary rules and usages contained in the current edition of *Robert's Rules of Order, Newly Revised*.

Article 8 - Finances

Section 1. Raising of Funds. Funds for conducting the affairs of the Club will be raised by such annual dues as are imposed on members, by bequests or other gifts, and in any other manner approved by the Club or by the Officers.

Section 2. Fiscal Year. The fiscal year of the Club is from January 1st through December 31st.

Section 3. Annual Dues. The annual dues for any one year are due and payable by January 1st. The annual dues shall be determined by the Officers. Members who dues are not paid by the March meeting shall be deleted from membership.

Article 9 - Records Retention Policy

Administrative files of agendas and correspondence should be weeded yearly, retaining only those items having legal, historical or administrative value. The following items and retention periods must be adhered to at a minimum.

- a) All financial records should be retained permanently.
- b) By-laws should be retained 7 years.
- c) Bank statements should be retained 7 years.
- d) Newsletters should be retained permanently.
- e) Receipts for expenditures should be retained 2 years.

All financial records are to be kept by the current Treasurer. Copies of the by-laws are to be kept by the current President.

Article 10 - By-Laws

As needed, a committee shall be appointed by the President to review and amend the by-laws which shall be published in the newsletter and approved by the membership.

January 10, 2012
May 11, 2010
January 10, 2008
March 8, 2007
November 11, 2004
May 21, 1996