

**Article I
NAME**

This organization shall be known as the Garden Club of Sun City

**Article II
OBJECTIVES**

The objectives of this club shall be:

1. To become acquainted with the techniques of flower and vegetable gardening in Arizona.
2. To enjoy the activities of gardening and the camaraderie of other gardeners.
3. To encourage members to acquaint themselves with the issues relative to Sun City and to vote their conscience in all elections.

**Article III
JUDICIAL AUTHORITY**

In all cases the Recreation Centers of Sun City, Inc. (RCSC), Chartered Club Board Policy 12 shall prevail in the event of any conflict.

**Article IV
PARLIAMENTARY AUTHORITY**

The club meetings shall be governed by “Roberts Rules of Order Newly Revised” and in compliance with Chartered Club Board Policy 12.

**Article V
BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of:

- A. Elected officers
- B. Immediate past president (serves only in an advisory capacity)
- C. Standing and Special committee chairpersons

Section 2. The Board of Directors shall have full authority to transact all business of this club between general meetings, but shall not take any action contrary to any general policy which has been adopted.

Section 3. Each Board member attending will have one (1) vote. A majority of members attending the meeting will constitute a quorum.

Section 4. The Board of Directors shall meet once a month from August through May.

Section 5. The Board of Directors shall fill any vacancies on the Board by majority vote.

Section 6. Handling of funds: spending capital limits

- A. The Board of Directors may approve any specific expenditure up to but not to exceed \$1,000. Any specific expenditure over \$1,000 must be approved by the membership.

Section 7. The Board members cannot be paid for services for holding an office.

Section 8. The Board makes the final recommendation, as required, on inappropriate behavior or member conduct issues.

Article VI EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee composed of elected officers and immediate past president.

Section 2. The Executive Committee shall, by majority vote of its members have full authority to act for and on behalf of the Board of Directors whenever the business of the club demands prompt attention between meetings of the Board.

Section 3. In the event of a vacancy in any office not provided for elsewhere in these bylaws, the Executive Committee shall appoint a member to serve the unexpired term.

Section 4. The President shall act as chair of Executive Committee meetings which can be called by any two (2) members or the chair. All members must be notified of such meeting in writing.

Article VII OFFICERS/DUTIES

Officers Shall Be Elected As Follows: President, First Vice President, Second Vice President, Secretary and Treasurer. They shall serve for a term of one (1) year, but may serve 3 one-year terms beginning January 1 through December 31

Section 1. The President shall:

- A. Preside at all meetings of the club; Executive and Board of Directors and General Membership meetings.
- B. Appoint all non-elected committee chairpersons subject to the club's Board of Directors.
- C. Be an ex officio member of all committees except the Nominating Committee.
- D. Recommend member(s) or outside certified firm to audit the Treasurer's books annually.

- E. Request at least three (3) volunteers for a Nominating Committee at the March meeting
- F. Keep a list of all committees and record it with the Secretary.
- G. Have a copy of Roberts Rules of Order Newly Revised and a copy of RCSC Board Policy 12 available at all meetings for reference.
- H. Give a report to the membership at each meeting.

Section 2. First Vice President shall:

- A. Perform all duties of the President when absent or during a vacancy in that office.
- B. Send notices of meetings to the press and handle the general publicity of the club's activities. All news articles shall be approved by the RCSC Clubs Office.
- C. Recruit a Web Master to maintain the club web page.
- D. Prepare all programs for the year, including any classes or field trips that may be arranged.
- E. Give a report to the membership at each meeting.

Section 3. Second Vice President (Director of Membership) shall:

- A. Compile an accurate membership list with the correct names, addresses, telephone numbers and e-mail addresses.
- B. Collect membership dues and give member a receipt and then transfer money to the Treasurer.
- C. Make name badges for all members with emergency contact information on the back.
- D. Be responsible for identifying attendees as members, guests or visitors per RCSC Board Policy 12.
- E. Submit a current Membership Roster to RCSC twice a year on March 1 and Oct. 1 per RCSC Board Policy 12.
- F. Make a report to the membership monthly.

Section 4. The Secretary shall:

- A. Record minutes of all Board and General Membership meetings
- B. Handle all correspondence and be custodian of all papers, documents and records of the club.
- C. Minutes are to be retained for a period of three years.
- D. Read minutes at all Board and General Membership meetings.

Section 5. The Treasurer shall:

- A. Keep an accurate record of the club funds according to generally accepted business practices.
- B. Pay all bills and write checks for donations allotted by the club.
- C. Maintain financial records for a minimum of three years and tax records for a minimum of seven years.
- D. Sign checks

1. The following officers may sign checks in addition to the Treasurer:
President and Secretary.
2. Checks in excess of \$1000 may be signed by the Treasurer or President provided the expense has been approved by the general membership.
- E. File the annual tax return with the IRS and the state of Arizona.
- F. Be an ex-officio member of the Budget and Finance Committee
- G. Issue a Garden Club debit card to the President and Office Manager to pay expenses within budgeted limits.
- H. Report at each Board and General Membership meeting.

Article VIII STANDING AND APPOINTED COMMITTEES

Section 1. Rules & Regulations (Bylaws) Committee

- A. Shall consist of the Chair and 2 volunteers
- B. The Rules & Regulations will be reviewed every three (3) years.
- C. The review shall assure they are in compliance with RCSC's articles, bylaws and Board Policies and report any discrepancy to the Board and membership.
- D. Submit any recommendations to the Board and Membership for a vote.

Section 2. Nominating Committee:

- A. Shall consist of the Chair and 2 Volunteers
- B. Provide a list of eligible candidates for all elected positions.
- C. Oversee club voting procedures.
- D. Verify club voting results and announce the result to members and post the result in the garden club office.

Section 3. Telephone Committee

- A. Shall be appointed by the Second Vice President (Director Of Membership)
- B. Shall call members with no email address to remind them about monthly General Membership Meetings and any special events that may take place.

Section 4. Audit Committee

- A. Shall consist of the Chair and 2 Volunteers
- B. Make an annual review of the club accounting records.
- C. Periodic reviews of accounting records may be made if circumstances dictate a need.
- D. Present a written report of each review to the Board and membership.

Section 5. Budget & Finance Committee

- A. Shall Consist of the Chair and 2 Volunteers.
- B. Shall review the last budget and make recommendations to the Board.
- C. After Board approval the new budget shall be presented to membership for a vote.

Section 6. Rose Committee

- A. Oversee pruning, fertilizing and upkeep of Rose Garden at the Sun Bowl.
- B. Shall be allocated an annual operating budget.
- C. The chair will bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- D. Report at each Board and General Membership meeting.

Section 7. Community Garden Committee

- A. Oversee the care, operation and maintenance of the Community Garden.
- B. Shall be allocated an annual operating budget.
- C. The chair will bring any recommendations exceeding allocated budget limitations to the Board of Directors for discussion and voting.
- D. Collect fees and deposits for garden plots and raised beds. Turn all funds over to the Treasurer.
- E. Report at each Board and General Membership meeting.

Section 8. Office Manager

- A. Oversee all functions of the club office; purchase all supplies and equipment within budgeted limits.
- B. Shall be allocated an annual operating budget.
- C. Obtain RCSC approval for all equipment purchases, disposal and office repairs.
- D. Recruit Office Monitors and oversee Monitors duties.
- E. Ensure at least one (1) Monitor staffs the office when open.
- F. Shall be familiar with and document office procedures.

Section 9. Entertainment Committee

- A. Be responsible for at least three (3) social functions each year in April, October and December and arrange the entertainment at the discretion of the Chair.
- B. Make arrangements for additional social functions at the discretion of the Chair.
- C. Submit a Room Setup form to the RCSC Clubs Office at least two (2) weeks prior to each function.
- D. Make a report to the Board and General Membership.

Article IX
DUES, MEMBERSHIP AND GUESTS

Section 1. Membership shall be extended to:

- A. Any individual who holds a current RCSC membership card.
- B. Any individual whose dues have been paid and are up to date.

Section 2. Dues shall be:

- A. Voted on at each December General Membership Meeting for the next calendar year.
- B. Dues will be considered delinquent if not paid by January 31.
- C. A member may be suspended for delinquent dues.

Section 3. Visitors (non-RCSC Card Holders) may attend functions or classes indefinitely. Guests (Non-member RCSC Card Holders) may attend functions or classes a total of two (2) times after which they will be required to join the club.

- A. The club will purchase and use a Host Punch Card as a convenience to guests and visitors and a Guest Fee will not be collected. The club absorbs the cost for the guest.
- B. If a Host Punch Card is not available the established RCSC fee shall be collected, reported and submitted to the Clubs Office per Board Policy 12.
- C. Visitors and Guests may not displace club members at events or activities.

Article X NOMINATIONS

Section 1. Committee:

- A. The Nominating Committee shall consist of three (3) volunteer members who will be appointed at the March General Membership Meeting.

Section 2. Reporting

- A. The committee shall report its recommendations to the President, no later than November 1.
- B. The President shall report the committee's recommendations to membership at the November General Membership Meeting.
- C. Elections shall take place at the December General Membership Meeting.
- D. Nominations may be made from the floor, without being seconded, prior to the election at the December meeting with the acceptance, in writing, of the nominated member.

Article XI ELECTIONS

Section 1. When held:

- A. The election of officers shall be held at the December General Membership Meeting.
- B. If there is only one (1) candidate for each office, election may be made by acclamation or a show of hands.
- C. If there is more than one (1) candidate for any office, the election shall be made by written ballot.

Section 2. Who can vote:

- A. Any member whose dues are paid.

- B. No guests may be present during any meeting for which an election has been previously scheduled and publicized.

**Article XII
MEETINGS**

- A. General Membership meetings shall be held on the first (1st) Tuesday of each month from September through May at a specified time and place, unless the members are notified of a change.
- B. All meetings, except Executive Committee sessions will be open to all club members.
- C. Executive sessions will be for club Executive Committee members and invited guests only and will be for information purposes only. No club policy or rules and regulation decisions will be made at an executive session.
- D. Disciplinary meetings will be attended by club officers and other invited members or guests only.
- E. All meetings except an executive session are open to all members.
- F. Members are responsible for their guests.

**Article XIII
QUORUM**

To conduct elections, voting and other club business a quorum shall be required. A quorum consists of:

- A. Club membership under 100 members then 20% of the membership is required to be present.
- B. Club membership of 101 to 400 members then 10% of the membership is required to be present.

Date of Membership Approval_____

President's Signature_____

Club Organization Committee_____Date_____