

**Revised By-Laws and Standing Rules 2012**  
**May 8, 2012**  
**Amended December 11, 2012**  
**Amended September 10, 2013**

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**Article I Name and Object**

Section 1 This organization shall be known as the Laurel Garden Club.

Section 2 **The purpose of this club shall be to stimulate the knowledge and love of gardening; to aid in the conservation of native trees, plants, and birds and to encourage civic planting; and the art of flower arranging. The Laurel Garden Club is organized exclusively for charitable contributions and educational purposes.**

**Article II Membership and Dues**

Section 1 Qualification, Duties and Privileges

- a. Qualifications for membership shall be an active interest in gardening and participation in regular club activities.
- b. To vote and hold office
- c. To pay membership dues annually
- d. To exhibit at shows

Section 2 Conduct of Club

- a. The Laurel Garden Club shall not permit in their conduct of club affairs, any restriction or limitation whatsoever based upon race, creed, color, gender, national origin or employment status.

**Article III Duties of Officers**

Section 1 The officers of this Club shall be President, Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

- a. The **President** shall preside at all meetings of the club, and of the Executive Board and shall enforce standing rules of the club and appoint standing and special committees.
- b. The **Vice President** shall assist the President and in his/her absence performs the duties of the President. The Vice President will act as Program Chairman and provide the Club with a suitable program for each meeting such as lectures, speakers, topics by members or any other feature satisfactory to formulate a program of the Clubs meetings.
- c. The **2nd Vice President** shall attend all meetings and to be prepared, in the absence of the 1st Vice President and the President to assume the duties of the President. She also should assume full responsibility of all committees connected with the flower show.
- d. The **Recording Secretary** shall keep all accounts and proceedings of the club and Executive Board.
- e. The **Corresponding Secretary** shall have charge of all correspondence, keeping a record of same, and shall send out necessary notices.

- f. The **Treasurer** shall receive and hold all monies belonging to the club, shall pay all authorized bills, shall keep an accurate record of all receipts and disbursements they shall render monthly reports to the club and have books open for inspection at all times. All funds shall be deposited in the bank in the name of the Laurel Garden Club and the Treasurer and the President shall have power of withdrawal.

#### Article IV Executive Board

Section 1 The executive Board shall consist of the clubs officers. The board shall perform all routine business of the club, shall recommend courses of action, submit a report on its activities to the club at the following meetings and shall approve all bills to be paid. Two thirds of its attending members shall constitute a quorum. All vacancies among officers shall be filled for the unexpired time by a vote of the Board of Directors.

#### Article V Committees

Section 1 The following committees shall be appointed by the President.

Horticulture	Civic Projects
Ways and Means	Membership
Sunshine	Flower Show
Budget	Auditing

- a. The **Horticulture** committee shall give the club reports on plants or gardening techniques.
- b. The **Ways and Means** committee shall recommend ways and means to increase the clubs revenue
- c. The **Sunshine** committee shall send cards to members in need
- d. The **Budget** Committee consisting of the new officers and the previous year's Treasurer are to prepare and submit to the club for approval a budget for the fiscal year
- e. The **Civic Project** committee shall present to the board of directors projects that would pertain to community involvement
- f. The **Membership** committee shall accept the annual dues of members and transmit them to the treasurer and the corresponding secretary. They will keep an accurate list of all members, their addresses, phone numbers and email addresses
- g. The **Flower Show** committee shall be in charge of organizing and staging any show held by the club
- h. The **Auditing** committee consisting of three members shall audit the records of the Treasurer at the end of the fiscal year and make a report to the club.

#### Article VI Meetings

Section 1 The monthly meeting shall be held on the second Tuesday of the month. Other meetings shall be called by the President to meet the needs of the club. The Executive Board is empowered to change meeting dates for a good or sufficient cause.

**Article VII Elections**

Section 1 The October meeting shall be the annual meeting for the election of Officers. All officers and committees shall hold office for the term of one (1) year from January 1st to December 31st or until a successor is elected.

Section 2 A nominating committee consisting of 3 persons shall be appointed at the September meeting and shall present to the club a slate of candidates at the October meeting and a vote by all active members shall be cast. Two thirds vote is required to elect an officer.

**Article VIII Amendments**

Section 1 This Constitution may be amended at any regular meeting by a 2/3 majority of the membership provided each member has been notified of the proposed changes.

**Article IX Dissolution**

Section 1 In the event of dissolution, all of the remaining assets and property of the Organization shall, after payment of necessary expenses, be distributed to such Organizations as shall qualify under Section 501c3 of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent Federal Tax Law or to the Federal Government for public purpose, subject to the approval of a Court of competent jurisdiction within the State of Ohio.

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**STANDING RULES**

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These standing rules may be changed by a 2/3 vote of the club at any meeting:

Each member shall participate actively in club projects.

The Treasurer shall have the authority to pay all necessary bills during the summer months.

The November meeting shall be the annual Anniversary meeting at which time a report of the years activities will be discussed.

Whenever possible a Past President should serve as the installing officer.

A book in memory of a deceased member will be donated to the CCPL (Brooklyn).

Membership shall be on a twelve month basis beginning January 1st and ending December 31st.

1st Amendment  
December 11, 2012

2nd Amendment  
September 10, 2013

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President

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President

\_\_\_\_\_  
Vice President

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Vice President