

## **SUNNYVALE GARDEN CLUB BYLAWS**

### **ARTICLE I – Name:**

The name of this club shall be the Sunnyvale Garden Club.

### **ARTICLE II – Objectives:**

- Section 1.** To operate on a non-profit basis, exclusively for Garden Club activities and for benevolent, charitable, scientific and educational purposes, conducive to the well being of the community and useful to the public.
- Section 2.** To coordinate and further the interest and activities of Texas Garden Clubs, Inc., in conjunction with similar organizations.
- Section 3.** To aid in the protection and conservation of natural resources, to protect civic beauty and encourage the improvement of roadsides and parks.
- Section 4.** To advance the fine art of gardening, landscape design, the study of horticulture and floral design.
- Section 5.** To promote youth communication and education through club sponsorship of poster, speech, essay contests and other activities.
- Section 6.** To further horticultural education, conservation and landscape design through gift scholarships.
- Section 7.** To cooperate with other organizations in the furtherance of the foregoing objectives and in such other activities as may be determined by the Executive Board.

### **ARTICLE III – Membership and Dues:**

- Section 1.** Membership shall be two types: Active and Lifetime.
- Section 2.** Prospective members who visit a regular meeting are eligible for Active membership at the next regular meeting upon payment of dues. An Active member shall be one who pays dues, participates in any or all club activities, and has voting privileges.
- Section 3.** Active membership dues shall be twenty dollars (\$20.00) per year, payable at the April meeting to assure name and information in the yearbook for the following year.
- Section 4.** Lifetime membership may be given (by the majority vote of the Executive Board) to one whom the club wishes to honor in recognition of service, and who meets the criteria outlined below. The club will pay any local, state and/or national dues applicable for a Lifetime membership. A Lifetime member may participate in any or all club activities and has voting privileges on the local level.

1. For consideration as a Lifetime member of the club, the individual nominated must: (1) have been a member of the Sunnyvale Garden Club and/or another garden club affiliated with the National Council of State Garden Clubs for a minimum of 10 years; 2) have served as an officer of the Sunnyvale Garden Club for at least two terms; and 3) have participated in at least five accredited flower shows. Any vote for Lifetime membership will be taken by ballot of the Executive Board.
2. If a proposal is made that a club Lifetime member be considered for nomination as a Lifetime member on the state or national level, a special committee will be appointed by the President to determine the criteria and costs associated with said membership. Any vote on this issue is to be taken by ballot by the Executive Board.

#### **ARTICLE IV – Corporate Sponsors:**

A Corporate Sponsor shall be an organization or company who donates a minimum of \$50.00 to support the philanthropic endeavors of the club. The Fourth Vice-President shall contact corporations and businesses in the community to seek their support of the club.

#### **ARTICLE V – Amendment**

These bylaws may be amended at any regular meeting by a two-thirds vote, provided such amendment has been presented in writing at the previous meeting.

#### **ARTICLE VI – Officers and Duties:**

**Section 1.** The Officers of this club shall be: President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, and Historian/Librarian. These officers shall constitute the “Executive Committee.” Each officer shall perform all such duties pertaining to said office as prescribed in the Bylaws and Standing Rules.

**Section 2A.** The President shall be the Chief Executive Officer and shall have general supervision of all the affairs of the club and discharge all such duties as usually pertain to the office. The president shall be an ex-officio member of all committees except the Nominating Committee.

**Section 2B. President’s Duties:**

1. The President’s primary duty is to preside at the club’s regular, Executive Committee and Executive Board meetings. She should be well versed in parliamentary law and thoroughly familiar with the Bylaws and Rules adopted by the club. She should have a list of all standing and special committees and their members readily available at each meeting.
2. She should prepare for the meeting by consulting with the Parliamentarian and other officers/committee chairmen to determine business matters to be discussed.

3. She should present a written agenda to the Secretary and Parliamentarian before the meeting begins.
4. The President is to remain impartial, not making any motions and refraining from debate unless she wishes to vacate the chair to the next ranking officer who has not debated on the issue. She may only vote to break a tie.
5. The President will decide on a theme for her term of office, which is to align with the themes established on the national, state and district levels. She will write a "President's Page" article for the yearbook.
6. It is the President's responsibility to prepare an annual report of the Executive Board for presentation at the May meeting. A draft of the report should be submitted to and approved by a majority of Executive Board members before the meeting. The original report should be signed by the President and Secretary for attachment to the minutes.
7. The President will be able to sign checks written on behalf of the club (in the absence of the Treasurer for longer than two weeks) and disburse monies within the confines of the approved budget.
8. As an ex-officio member of all committees except the Nominating Committee, the President is to be notified of all committee meetings and has the right to attend any and/or all such meetings. If she attends, she has all rights as the other committee members.
9. The President must be familiar with proper protocol and advise club members of same when required. As the club's chief spokesperson, she should act in a manner worthy of her position.
10. She will obtain two copies of any updated materials from Texas Garden Clubs, Inc. which affects the club and its rating (Awards, Flower Shows, Scrapbooks, etc.). One set of these handbooks is to be distributed to each officer and/or committee chairman whose responsibilities are impacted by a particular manual (Awards, Flower Shows, Scrapbooks, etc.). The other set is to be placed in a master binder, maintained and/or updated as needed, and passed on to the succeeding president.

**Section 3A.** The First Vice-President shall assist the President in all her duties and preside in her absence. The First Vice-President shall fill the unexpired term of President if a vacancy occurs in that office.

**Section 3B. First Vice-President's Duties:**

1. The First Vice-President shall be familiar with all the duties of the President. She will preside in the President's absence and shall fill the unexpired term of President if a vacancy occurs.
2. She will serve as Chairman of the Program and Pilgrimage Committee. She will also plan an alternate program for presentation to the club in the event a speaker cancels.
3. The First Vice-President will present a gift to the outgoing President at the May meeting.
4. The First Vice-President will be able to sign checks paid on behalf of the club and disburse monies within the confines of the approved budget in the absence of the President for longer than two weeks.

**Section 4A. The Second Vice-President shall preside in the absence of the President and First Vice-President.**

**Section 4B. Second Vice-President's Duties**

1. The Second Vice-President should be familiar with the Bylaws, Special Rules of Order, Parliamentary Procedure and Standing Rules adopted by the club.
2. She will serve as Chairman of the Yearbook Committee.

**Section 5A. The Third Vice-President shall preside in the absence of the President, First Vice-President and Second Vice-President.**

**Section 5B. Third Vice-President's Duties:**

1. The Third Vice-President should be familiar with the Bylaws, Special Rules of Order, Parliamentary Procedure and Standing Rules adopted by the club.
2. She will serve as Chairman of the Awards Committee.

**Section 6A. The Fourth Vice-President shall preside in the absence of the President, First, Second and Third Vice-Presidents. She shall coordinate money-making projects for the Club.**

**Section 6B. Fourth Vice-President's Duties:**

1. The Fourth Vice-President should be familiar with the Bylaws, Special Rules of Order, Parliamentary Procedure and Standing Rules adopted by the club.
2. She will serve as Chairman of the Ways and Means Committee and will be a member of the Budget and Finance Committee, Disbursement of Funds Committee and Philanthropic Committee.
3. She shall research the fundraising efforts of other garden clubs/organizations and recommend and coordinate viable money making projects for the club, for example, the annual Christmas Tour of Homes.

**Section 7A. The Secretary shall record and keep the minutes of the meetings. She shall receive from the Membership Committee chairman a correct/current list of all club members to be recorded and updated in club records.**

**Section 7B. Secretary's Duties:**

1. The Secretary sits to the left of the President and brings paper and pencils for written ballots, if necessary
2. She maintains a current list of all members and their pertinent information (addresses, phone numbers, etc.)
3. The Secretary will provide a sign-in sheet for members to record their attendance at each meeting.
4. The Secretary will furnish copies of the Bylaws and Standing Rules to prospective members, if so requested.
5. The Secretary records the minutes of the regular, Executive Committee and Executive Board meetings. These minutes become a legal document after

approval. She should provide a copy of the minutes to the President as soon as possible after the meeting.

6. Contents of the minutes should include:
  - A. The kind of meeting (regular, special, Executive Board, etc.).
  - B. Name of the organization.
  - C. Date, time and place of meeting.
  - D. State if the President and Secretary were in attendance or, in their absence, the names of the persons who substituted for them.
  - E. Record if the minutes of the previous meeting were approved as read (or otherwise distributed) or as corrected.
  - F. All action taken during the meeting (main motions, points of order, giving the wording and how it was disposed of, whether temporarily or otherwise, the name of the mover and all notices of motions).
  - G. A separate paragraph for each subject matter.
  - H. Announcements.
  - I. Time of adjournment.
  - J. Officer and committee reports attached.
7. Minutes of Executive Board and Executive Committee meetings are not read during regular meetings, and vice versa.
8. Minutes should be signed by the Secretary.
9. Minutes may be corrected by a majority vote for the previous meeting and by a two-thirds (2/3) vote for prior meetings. The Secretary notes any corrections to the minutes in the margin, initialing and dating said correction(s).
10. Motions should be recorded exactly as adopted, with the name of the maker of the motion included in the minutes. If there is a ballot vote, the number of votes on each side is to be listed in the minutes.
11. The Secretary keeps a binder of the minutes. She is to keep a master copy of the club's Bylaws, Special Rules of Order, Standing Rules. She should bring the current record book(s) to each meeting.
12. The Secretary will read any correspondence addressed to the club since the last meeting.
13. The Secretary will prepare any correspondence for the club, as requested by the President.

**Section 8A.** The Treasurer shall collect all dues and/or monies, depositing said monies into the club's bank account. She shall write checks up to the amounts approved in the budget, and will sign all checks written on behalf of the club. The Treasurer shall serve as Chairman of the Budget and Finance Committee.

**Section 8B. Treasurer's Duties:**

1. The Treasurer collects all club dues and/or monies, and deposits said monies into the club's bank account.
2. She shall coordinate with the Membership Chairman who shall turn over to the Treasurer all dues collected from members.
3. She shall pay all bills by check up to the amounts approved in the budget. The Treasurer will be able to sign all checks paid on behalf of the club to ensure monies are disbursed properly and within the confines of the approved budget.

4. The Treasurer will make a financial report at each meeting, including a report of all receipts and disbursements since the last club meeting. A signed and dated copy of this report is to be submitted to the President and Secretary for attachment to the minutes.
5. It is the Treasurer's responsibility to keep an accurate record of the club's finances. No monies may be paid for individual line items in excess of the adopted budget without approval of the club. The club's total expenditures cannot exceed the total amount of the approved budget – even if the income actually received is greater than the total amount projected in the approved budget. No checks will be written after May 31 for any expenses incurred prior to that date unless prior arrangements have been made with a committee chairman to delay reimbursement of expenses until the following budget year, and such arrangements have been approved by the Executive Board.
6. If a member makes a donation to the club (either monetarily or a tangible item), the Treasurer will issue a receipt for same and keep a record, by budget category, of all donated monies/items.
7. The Treasurer will also maintain a current inventory of the fixed assets of the club and their purchase price. The inventory will describe the location where the assets are maintained or stored.
8. Toward the end of her term, the Treasurer will secure bank cards, signature cards and/or other forms necessary for the transition of the incoming administration.
9. An annual financial report – along with copies of bank statements, deposit slips, vouchers, receipts, financial statements and a list of current fixed assets – will be submitted by the Treasurer before June 1 to the Audit Committee Chairman. The club checkbook, blank deposit slips and receipt book will be given to the incoming Treasurer before June 1.
10. The Treasurer shall pick up the mail delivered for the club at the Sunnyvale Public Library at least once a month.
11. The Treasurer will serve as Chairman of the Budget and Finance Committee and shall serve as a member of the Ways and Means Committee.

**Section 9A:** The Historian/Librarian shall compile and record in a scrapbook the noteworthy achievements of the administration. She maintains the club library and other records. The Historian/Librarian will serve as Chairman of the Scrapbook Committee.

**Section 9B:** Historian/Librarian's Duties:

1. The Historian/Librarian will serve as Chairman of the Scrapbook Committee.
2. The Historian/Librarian maintains the club library and other records. She will maintain a listing of records and will keep a list of items "checked out" by club members.

**Section 10A:** The Reporter shall have notice and date of meetings and club activities sent to the local media, and shall help collect copies of these items for the Historian/Librarian.

**Section 10B:** Reporter's Duties:

1. The Reporter notifies local media of club meetings and activities, and obtains copies of any publicity (printed article including masthead and date of publication) for the Scrapbook Chairman.
2. She should maintain a list of local newspapers, radio stations, community newsletters and other publications which might publicize club activities. This list should incorporate deadlines, address and phone numbers, and a contact/reporter to which all materials should be sent, along with any special requirements for submitting the information.
3. All committee chairmen and club officers are responsible for notifying the Reporter of any events which might generate publicity for the club (Tour of Homes, Flower Show, Yard of the Season, Arbor Day, etc.). The Reporter will submit the pictures and information to the media. Pictures and information should be shared with the Scrapbook Chairman.
4. At the end of her term, the Reporter will furnish a folder containing a list of her contacts and deadlines to the incoming Reporter.
5. The Reporter shall be a member of the Ways and Means Committee.

**Section 11A.** The Parliamentarian shall serve as an advisor on matters of parliamentary procedure, using the Bylaws, special rules of order, Standing Rules, Policies and Procedures Manual and newly revised Robert's Rules of Order as authority. She shall be responsible for maintaining any changes to the Bylaws, special rules of order, Standing Rules and/or Policies and Procedures Manual.

**Section 11B. Parliamentarian's Duties:**

1. The Parliamentarian sits to the right of the President and has at her disposal a current copy of the Bylaws, Special Rules of Order, Standing Rules, Policies and Procedures Manual and newly revised Robert's Rules of Order.
2. She must be thoroughly acquainted with the aforementioned materials so that she can advise the President and other officers, committees and members on matters of parliamentary procedure.
3. During a meeting the work of the Parliamentarian should be limited to giving advice to the Chair and, when requested, to any other member. It is also the duty of the Parliamentarian to call the attention of the Chair to any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm.
4. The Chair has the duty to make the final ruling and, in doing so, has the right to either follow or disregard the advice of the Parliamentarian.
5. The Parliamentarian must remain impartial and is not allowed to vote except in the case of a ballot vote.
6. The Parliamentarian should assist the President in preparing the Agenda and advise of any special matters of business to be addressed during the meeting.
7. Any changes to the Bylaws, Special Rules of Order or Standing Rules must be initialed and dated by the Parliamentarian in the Secretary's official records.

**ARTICLE VII – Meetings:**

**Section 1.** Regular meetings of the club shall normally be held at 10 A.M. on the second Tuesday of each month, September through May inclusive. However, in order to accommodate working members the Board may schedule some night meetings.

- Section 2.** The annual meeting will be held during the May meeting, at which time annual reports will be presented by the officers and committee chairmen, and incoming officers will be installed.
- Section 3.** Special meetings may be called by the President or Executive Board and shall be called upon the written request of 10 members of the club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days' notice shall be given.
- Section 4.** Fifty one percent (51%) of the Active members shall constitute a quorum.

## **ARTICLE VIII – Executive Committee and Executive Board:**

- Section 1.** The Executive Committee shall be composed of the officers of the club, and shall have the power to act for the club in an emergency.
- Section 2.** The Executive Board, composed of the officers of the club and standing committee chairmen, shall have general supervision of the affairs of the club between its meetings, fix the place of meetings, make recommendations to the membership, and shall perform such other duties as specified in the Bylaws and Standing Rules.
- Section 3.** Regular meetings of the Executive Board shall be held during June to August, as scheduled by the President. Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Board.
- Section 4.** Fifty one percent (51%) of the officers of the club shall constitute a quorum of the Executive Committee. Fifty one percent (51%) of the officers of the club and standing committee chairmen shall constitute a quorum of the Executive Board.

## **ARTICLE IX – Elections:**

- Section 1.** At the regular meeting in December, the membership shall elect a Nominating Committee of three members. The committee members should be knowledgeable of each officer's duties so they may instruct and advise the nominee(s) being sought to fill each position. The consent of each nominee must be secured before submitting her name to the club for voting at the January meeting. Nominations must also be asked from the floor at the January meeting before the vote is taken. In the event there is more than one nomination for a position, voting will be by ballot.
- Section 2.** All the officers of the club, except the Parliamentarian who will be appointed by the incoming president, shall be elected at the January meeting and shall be installed at the May meeting.
- Section 3.** All officers shall serve a term of one year beginning June 1. No person may be elected for more than two consecutive terms for the same office.
- Section 4.** In the event of a vacancy occurring during an unexpired term of an elected office, the incumbent Nominating Committee will nominate a replacement to be elected and

installed at the next regular meeting. In the event of the vacancy of an appointed office, the President will appoint a replacement to be installed at the next regular meeting.

## **ARTICLE X – Committees:**

**Section 1.** Standing committee chairmen shall be appointed by the President except for those committee chairmen whose duties fall under their elective offices. A committee chairman must be an Active member. Following the January elections, the incoming President will make an announcement of her appointments for committee chairmen and Parliamentarian. This announcement shall be made to the club no later than the April meeting.

**Section 2.** The standing committees shall be: Audit, Awards, Beautification, Budget and Finance, Communication, Disbursement of Funds, Educational/Youth, Flower Show, Hospitality, Membership, Philanthropic, Plant Exchange, Program and Pilgrimage, Scrapbook, Ways and Means, Website/Newsletter and Yearbook. Each committee shall carry out the duties as prescribed in the bylaws.

**Section 3.** Each committee member shall serve a term of one year beginning June 1 and end upon completion of the committee's tasks. A committee member who misses three consecutive committee meetings shall relinquish her place on the committee.

**Section 4.** Special committees shall be appointed by the President as the club or the Executive Board shall from time to time deem necessary to carry on the work of the club. Special committees shall be appointed for a specific purpose and will automatically cease to exist when its final report is made to the club.

**Section 5.** A committee will meet as needed to carry out its duties. If its chairman fails to call a meeting, any two of its members may call a meeting by notifying the chairman and the club President of the reason said meeting is needed. If deemed necessary, the President will have the authority to call a meeting of that committee.

**Section 6.** Fifty one percent (51%) of its members shall constitute a quorum of each committee.

## **ARTICLE XI – Standing Committees:**

**Section 1.** *Committee Chairmen*

1. Committee chairmen shall attend Executive Board meetings. Each committee chairman shall appoint her own committee members, except for the Audit Committee which is appointed by the President.
2. Each committee chairman is required to present an oral and written report at the Executive Board meeting in June to submit a list of committee members and make recommendations for the committee's activities during the upcoming year.
3. Following the approval of said plans by the Executive Board, each chairman should meet with her committee to begin making plans for the coming year. Committee meetings should be held as needed throughout the year.
4. Each committee chairman will notify the club President of any and all committee meetings.

5. Each committee chairman will be required to present an oral and written report at the following meetings:
  - A. July and August Executive Board meetings. These reports are to provide notice of committee meetings and preparations for the upcoming year.
  - B. September club meeting. This report is to advise club members of plans for the upcoming year and to make recommendations requiring club approval.
  - C. May club meeting. This report should summarize the committee's achievements during the past year. It should also include a synopsis of monies spent during the year and suggested recommendations for next year's budget. Said reports should be provided to the Secretary and ultimately to the Historian/Librarian for permanent retention.
  - D. Other club meetings. These reports will keep club members informed of committee activities and make recommendations as needed for club approval. If there is no business to report, the committee chairman must advise the President beforehand.
6. Committee reports can contain only what has been agreed upon by a majority vote at a regular or properly called committee meeting. The written report is to be presented to the Secretary and attached to the minutes of the meeting.
7. Specific recommendations for action by the club should be grouped at the end of each committee report. A brief oral explanation can be given with the report presentation, with supporting reasons explained at greater length during debate on the issue.
8. Each committee chairman will furnish the President with a copy of outgoing correspondence issued on behalf of the committee. In addition, each chairman will provide the Scrapbook Chairman with scrapbook items and notify the Reporter of any publicity opportunities.
9. Each committee chairman will approve and submit expenditures to the Treasurer for committee activities at the club meeting following the date said expenses were incurred. Donations on behalf of the committee's work should also be submitted to the Treasurer at that time. Committee chairmen should make every effort to keep expenses at a minimum so that club resources can be used to meet club objectives.
10. It is the responsibility of each committee chairman to keep a record of current expenses and notify the Executive Committee if there is a need to request adjustments.
11. Each committee chairman must keep a folder or binder relating to her committee's activities, which is to be given to her successor.

## Section 2. Policies and Procedures for Standing Committees

### A. ***Audit Committee***

1. The Audit Committee shall consist of three members to be appointed by the President.
2. The committee will meet the first week in June to review the annual financial report – along with copies of bank statements, deposit slips, vouchers, receipts, financial statements and a list of current fixed assets – submitted by the previous Treasurer.
3. The purpose of the Audit Committee is to attest that the Treasurer's annual financial report is accurate, verifying that there is a receipt or authorization for each disbursement. Committee members should sign the report, stating that it was audited and found correct or with notations as to any discrepancies.

4. The committee will report to the Executive Board at its June meeting and to the club at its September meeting.
5. Upon completion of the audit, the Treasurer should be given the bank statements, deposit slips, vouchers and receipts. The Treasurer will retain these records for one year before giving them to the Historian/Librarian for filing purposes.

**B. Awards Committee**

1. The Third Vice-President shall be the Chairman of the Awards Committee.
2. The Awards Committee submits items for award purposes to the District as prescribed in the current Awards and specific procedural manuals issued by Texas Garden Clubs, Inc. The Awards Committee also makes recommendations to the Executive Board for club activities and projects aimed at accomplishing national, state or district/council goals and objectives.
3. The committee must be aware of any revisions published in The National Gardener and The Lone Star Gardener, and keep the manuals updated. The committee will review The Communicator, District X Bulletin and The Mesquite News for any information affecting its duties. It is important to realize that all club activities, projects, programs, speakers, pilgrimages, budget allocations, yearbooks, scrapbooks, membership drives, evening symposiums, educational endeavors, flower shows, etc. impact the awards for which the club can apply.
4. The committee must understand the difference between activities and projects. An activity is basically an educational process for club members and not for the benefit of enjoyment of others. Club members take part in activities for their own edification and enjoyment rather than staging, building or creating something for others. A project, on the other hand, is an activity which has a beginning and an end, and is considered a "unit" or "whole" in and of itself. A project is intended to bring enjoyment to the community as well as the club. Projects can include monetary contributions to support goals and objectives at the national, state or district level.
5. The Awards Committee should meet as soon as possible after being appointed to discuss the club's rating (Bronze, Silver, Gold), applications to be made for achieving same, and proposed projects and activities for the upcoming year. They should take into account past applications and awards won by the club.
6. The Committee will make recommendations for upcoming projects and activities, and assist the Yearbook Committee in the proper listing of these items in the yearbook.
7. If the Executive Board elects to change the club's rating, the club must vote on the issue at its September meeting so the proper applications can be made before the deadline date.
8. The committee must be aware of all application deadlines, time periods covered (calendar or fiscal year) and requirements associated with both competitive and non-competitive awards.
9. The Awards Committee will advise each committee chairman or officer of any deadlines or award requirements associated with her specific duties, and any publications which may be of assistance in submitting materials for award purposes.

10. The Awards Committee will also remind the Treasurer of any deadlines relating to monetary project contributions and the payment of district, state and national dues/fees.

**C. *Beautification Committee***

1. The Beautification Committee sponsors a "Yard of the Season" contest in Sunnyvale for the Spring, Summer, Fall and Winter planting seasons. Committee members are to drive through Sunnyvale during each planting season and designate a "Yard of the Season" by placing a sign in the resident's yard. A picture and information regarding the winners should be given to the Reporter for publicity purposes.
2. The committee will provide wildflower seeds at the September meeting for planting throughout the community.
3. It is the Beautification Committee's responsibility to plan a community Arbor Day celebration in conjunction with the club's April meeting (or at another time, as necessary). The committee is to coordinate its efforts with the Awards Committee, Reporter and Scrapbook Committee.
4. From time to time, the Beautification Committee may oversee maintenance of the gardens at public parks and buildings in the Town of Sunnyvale.

**D. *Budget and Finance Committee***

1. The Treasurer shall be the Chairman of the Budget and Finance Committee.
2. The Budget and Finance Committee submits a proposed budget to the Executive Board at its June meeting.
3. Income and expenses for the proposed budget should be based on the previous year's financial records and recommendations of the various committee chairmen. It is suggested that the Ways and Means Chairman be asked to serve on this committee, since her proposals will determine the club's income for the year.
4. Upon approval by the Executive Board, the Budget and Finance Committee will present the budget to the club at its September meeting for approval.
5. The Budget and Finance Committee will meet as needed during the year to discuss any proposed modifications to the approved budget for presentation to the club.

**E. *Communications***

1. The Communications Committee calls, e-mails, or sends notes to all Active members to remind them of an upcoming meeting or activity sponsored by the club.
2. This committee may also be asked to call or e-mail members for other purposes specified by the Executive Board.
3. While e-mail may become the primary source of communication to members, the committee should make every effort to communicate by telephone or mail to those members who do not have e-mail.

**F. *Disbursement of Funds Committee***

1. The Disbursement of Funds Committee shall be appointed when the club received more income during a year than it was authorized to spend. The members of the Disbursement of Funds Committee shall be appointed by the President, and should include the Treasurer, the Fourth Vice President, the

- chairman of the Philanthropic Committee and at least two other club members.
- 2. The Treasurer is authorized to spend only the total amount of the approved budget, regardless of the income received during the year. If the income of the previous year's budget exceeded the amounts anticipated, the Disbursement of Funds Committee will make recommendations to the club for the use of that money.
- 3. Club members should submit, in writing, their ideas on proposed disbursements at the May meeting. The Disbursement of Funds Committee should consider, but not be limited to, said recommendations.
- 4. Excess funds may be distributed as one lump sum, or split for various uses, but any expenditure must conform to the club objectives established in the Bylaws.
- 5. The Disbursement of Funds Committee will present its recommendations to the Executive Board in June. Once approved, the committee will submit its proposals to the club at the September meeting.

**G. *Educational/Youth Committee***

- 1. It is the objective of the Educational/Youth Committee to educate and encourage its members, the community, and youth in the fundamentals and enjoyment of gardening.
- 2. This committee should be familiar with educational and youth education awards/criteria outlined in manuals published by Texas Garden Clubs, Inc.
- 3. The Educational/Youth Committee sponsors and encourages participation in the essay, speech and poster contests established by the National Council of Garden Clubs, Inc.
- 4. This committee will prepare any ads to be placed in the Sunnyvale School annual and submit them for approval by the Executive Committee.

**H. *Flower Show Committee***

- 1. The Flower Show Committee shall be appointed by the President, as needed. The Committee plans and implements a Standard Flower Show in accordance with requirements stipulated in the Flower Show and Awards manuals published by Texas Garden Clubs, Inc.
- 2. Committee members should be thoroughly familiar with all facets of conducting a Flower Show. Subcommittees should be formed to handle specific tasks and insure that all areas are covered.
- 3. The Flower Show Committee should work closely with the Awards, Projects and Scrapbook Committees. They should also discuss their plans and provide publicity information to the Reporter.
- 4. The committee will advise the club of participation opportunities or sponsorship of other flower shows. In the event the club elects to participate in these other activities, the Flower Show Committee will coordinate same.
- 5. Our club should be open to local awards as written in the Flower Show Manual and these awards will be organized by the Flower Show Committee and awarded by the judges.

**I. *Hospitality Committee***

- 1. The goal of the Hospitality Committee is to provide an enjoyable atmosphere for both members and guests during club meetings.

2. The Hospitality Committee will provide name tags at each meeting.
3. A member of this committee will provide an “inspirational thought” at each meeting, usually through the reading of a poem or short devotional-type reading.
4. The Chairman of the Hospitality Committee will work with the Programs Committee Chairman (First Vice-President) to appoint hostesses and a “lead hostess” for each club meeting. Hostesses will ensure that the area in which the meeting is held is clean and presentable. They will also clean up after the meeting.
5. Prior to the meeting, the assigned hostesses should discuss a proposed menu and determine each hostess’s responsibility in providing a meal or refreshments for the meeting.
6. The hostesses for each meeting may determine whether or not door prizes should be awarded at the meeting and how they will be distributed. If the hostesses decide to provide door prizes, then each hostess will not be required to bring more than one present to be given away as a door prize.
7. The Hospitality Committee will coordinate with the Programs Committee regarding a voluntary Christmas gift exchange, if any, at the December meeting.

**J. Membership Committee**

1. The purpose of the Membership Committee is to encourage current members as well as other individuals to become and remain Active members of the club.
2. The Membership Committee should work closely with the Treasurer to determine those individuals who have not paid their dues; the committee will contact each individual in an attempt to have her continue her club membership.
3. Committee members should actively recruit new members and recommend ways in which the club can solicit new members within the community.
4. Each individual who invites a guest should introduce and recognize the prospective member at the meeting. In the event someone comes to the meeting on her own accord, a member of the Membership Committee should assume that responsibility. In the event a Corporate Sponsor or representative attends a club meeting, a member of this committee should introduce and recognize his/her attendance at the meeting.
5. Committee members should send a personal note (on behalf of the club) to all visitors who attend meetings.
6. A list of Active and Lifetime members, with address and contact information, should be presented to the Yearbook Chairman and the Secretary on or before the Executive Board meeting in August. If new members are added during the year, the applicable information should be given to the Secretary, Treasurer and Yearbook Chairman.

**K. Philanthropic Committee**

1. The Philanthropic Committee actively attempts to promote goodwill to and among club members.
2. Cards to be sent and any emergencies within the club are to be coordinated by the Philanthropic Committee. The Philanthropic Chairman should be notified

- in the event of an illness, death or tragedy involving a club member or her immediate family.
- 3. A birthday card is to be mailed or e-mailed to each active club member by the Philanthropic Committee.
- 4. In the event of a death within the immediate family of a club member, the Philanthropic Committee will coordinate the preparation of any meals to be provided for the family.
- 5. In the event of illness of a club member, a card may be sent or other action taken at the discretion of the Philanthropic Chairman.
- 6. The committee will collect items and arrange for them to be delivered to Terrell State Hospital following the November meeting.
- 7. The committee will present to the club opportunities to assist needy families within the community (for example, Christmas charitable projects).
- 8. The Philanthropic Committee oversees the creation and distribution of Valentine Baskets to shut-ins and senior citizens following the February meeting.

**L. *Plant Exchange Committee***

- 1. The primary duty of the Plant Exchange Committee is to encourage the members to grow plants and/or flowers, and to share the bounty of their efforts with other members of the club.
- 2. The Plant Exchange Committee will coordinate the club-wide exchange at the April or May meeting.

**M. *Program and Pilgrimage Committee***

- 1. The First Vice-President is the Chairman of the Program and Pilgrimage Committee.
- 2. The Program and Pilgrimage Committee plans and coordinates the programs and locations for regular club meetings as well as off-premise pilgrimages to points of interest.
- 3. The Program and Pilgrimage Committee will plan and implement an evening symposium for June, July and August. Symposiums should cover topics related to gardening and should not exceed three hours in length.
- 4. The Program and Pilgrimage Committee must be aware of the specific types and number of programs required for Awards purposes, and must plan the program schedule accordingly. The committee should also consider the interests of club members and the President's theme for the year; be aware of past programs and the club's enjoyment of same; review the Programs Manual published by Texas Garden Clubs, Inc.; and work within the committee's budget for speaker fees, honorariums, etc.
- 5. A complete schedule of programs, pilgrimages and evening symposiums is to be submitted to the Executive Board on or before its August meeting and to the Yearbook Chairman once approved.
- 6. Speaker fees should be settled in advance, and a written confirmation issued to each speaker as soon as possible after approval. At that time, the speaker should be asked to furnish a short biographical sketch to the committee for publicity and introduction purposes. Each speaker should be contacted again at least a week before the meeting to verify his/her attendance.

7. Committee members should be familiar with proper protocol in order to extend the proper respect and courtesies to speakers and special guests.
8. Committee members should assist the speaker with transporting any materials into the club meeting room, making sure the room is set up to accommodate the presentation, and arranging to have a check at the meeting to cover any speaker fees.
9. A member of the committee will introduce the speaker to the club.
10. If the speaker did not charge a fee to the club for his/her presentation, a member of the committee will present the speaker with a thank you gift on behalf of the club. The committee's budget will determine the amount of monies to be spent on each gift.
11. The Program and Pilgrimage Committee will examine costs and transportation needs for any off-premise trips, and will make the necessary arrangements to schedule the approved pilgrimage(s).
12. The Program and Pilgrimage Committee shall coordinate with the Hospitality Committee to appoint hostesses for each monthly meeting and the to set up a voluntary Christmas gift exchange, if any, at the December meeting. The Program and Pilgrimage Committee Chairman shall provide a list of hostesses to the Yearbook Committee by the end of July.

**N. Scrapbook Committee**

1. The Historian/Librarian shall be the Chairman of the Scrapbook Committee.
2. The Scrapbook Committee keeps a record of the club's activities for historical and awards purposes. The committee should be familiar with the contents and formats of prior scrapbooks, the club's rating (Gold, Silver or Bronze), and the current awards/requirements issued by Texas Garden Clubs, Inc. for the compilation of said scrapbook.
3. Committee members should work closely with the Awards Chairman, Reporter and other members to make sure the scrapbook accurately records the club's programs, projects and activities from the installation of officers up to the following May meeting.
4. The Scrapbook Chairman will arrange for pictures to be taken at all regular and Executive Board meetings, symposiums, activities and other events. Information regarding each picture (who, what, where and when) should be obtained when the picture is taken so it can be recorded in the scrapbook. Pictures and publicity information should be shared with the Reporter.
5. The Scrapbook Committee should obtain copies of any publicity garnered on behalf of the club, including the publication's masthead, date the article was printed, headline and printed story.
6. The Scrapbook Chairman will present the scrapbook for viewing at the annual meeting. At the end of her term, the Scrapbook Chairman should present the scrapbook to the incoming Awards Chairman.
7. The Scrapbook should be given to the Historian/Librarian for permanent storage.

**O. Ways and Means Committee**

1. The Fourth Vice-President shall be the Chairman of the Ways and Means Committee. The Treasurer and Reporter shall be members of the committee.

2. The Ways and Means Committee organizes projects to raise sufficient funds to sustain the club including, but not limited to the annual Tour of Homes, silent auctions, as well as solicitation of corporate sponsors, :
3. Members of the committee should research the fundraising efforts of other garden clubs/local organizations so they can recommend new money-making opportunities for the club.
4. Members of the committee shall oversee the projects adopted by the club and keep the club members advised of the progress and accomplishment of each project.
5. The committee should encourage organizations and businesses in the community to support the club as Corporate sponsors. Corporate Sponsors will be approached only once annually in May. In exchange for a contribution of at least \$50, the corporate sponsor can place an advertisement in the club yearbook. Corporate sponsors who contribute \$100 or more will also receive tickets to the Christmas Tour of Homes (with more tickets awarded for larger contributions, as set by the Committee). Hand delivery of tickets is a valuable public relations tool.

**P. Website/Newsletter Committee**

1. The Website/Newsletter Committee will maintain a [SunnyvaleGardenClub.org](http://SunnyvaleGardenClub.org) website, updated at least once a month to advise club members of gardening and club activities.
2. The Website should include a *Sunnyvine* page that contains a column by the President and shall advise of any Board actions regarding plans for the upcoming year.
3. At least once a month, a copy of the News and *Sunnyvine* page should be printed and mailed to members who do not have Internet access.

**Q. Yearbook Committee**

1. The Second Vice-President shall be the Chairman of the Yearbook Committee.
2. The Yearbook Committee publishes the club yearbook prior to the September meeting. The committee should be familiar with the contents and formats of prior yearbooks, the club's rating (Gold, Silver or Bronze), and the current Awards/Requirements issued by Texas Garden Clubs, Inc. for the compilation of said yearbook.
3. The committee will obtain the names of all current officers on the district, state and national level whose names need to appear in the yearbook.
4. Committee members should work closely with all committee chairmen to make sure the yearbook accurately records the club's programs, projects and activities for the upcoming club year.
5. The Executive Committee will recommend to the Chairman of the Yearbook Committee the member(s) to whom the club yearbook is dedicated
6. Once ready for publication, the yearbook should be "proofed" for errors before printing.
7. The yearbook is to be distributed to club members at the September meeting.
8. The Yearbook Committee should forward copy(ies) of the yearbook to the Awards Chairman.
- 9.

## **ARTICLE XII – Special Committees:**

1. Special committees are appointed for a specific purpose and may extend beyond a particular administration. A committee member will remain on the committee either until the committee's task is completed, the member resigns, or the member fails to attend three consecutive committee meetings.
2. Special committees must present an oral and written report at each club and Executive Board meeting until the committee's work is completed.

## **ARTICLE XIII – Parliamentary Authority:**

The newly revised Robert's Rules of Order shall serve as the parliamentary authority for the club in all cases not covered in the club's Bylaws, special rules of order, Standing Rules and/or Policies and Procedures Manual.

## **ARTICLE XIV – Dissolution:**

In the event of its dissolution, any remaining assets of the Sunnyvale Garden Club shall be distributed to Texas Garden Clubs, Inc. for scholarship purposes unless said organization has also been dissolved. In that event, any remaining assets of the club shall be distributed only to non-profit organization(s) in Sunnyvale which are at that time qualified for exemption from Federal Income Tax as an organization described under the Tax Reform Act of 1969 as a non-profit Private Organization, classified specifically under Form #4563 (9); Section 501 (c ) (3) Internal Revenue Code of 1954, as amended.