

**THE GARDEN CLUB OF LEISURE VILLAGE WEST CONSTITUTION**

**ARTICLE I                      NAME**

The organization shall be called "THE GARDEN CLUB OF LEISURE VILLAGE WEST".

**ARTICLE II                      OBJECT**

The object of this Club shall be to instruct the residents of the village on horticultural subjects and to educate the members on the use and care of flowers and plants in the home; and to promote improvement in planting, landscaping, conservation and beautification of the area and to cooperate with other programs having the same objectives.

**ARTICLE III                      OFFICERS**

The officers of the Club shall consist of a President, a First Vice-President, a Second Vice-President, a Treasurer, and a Secretary whose term of office shall be one year.

**ARTICLE IV                      GOVERNING BOARD**

There shall be an Executive Committee consisting of the Officers of the Club, the Chairman of standing committees, and the immediate past-President. A quorum shall be two-thirds of the governing body.

**ARTICLE V                      MEMBERSHIP**

There shall be but one class of membership: ACTIVE

**ARTICLE VI                      AMENDMENTS**

The Constitution may be amended by a two-thirds vote of the members present at any regular meeting, provided such amendment has been proposed in writing at one meeting and voted upon at the next meeting.

**ARTICLE VII                      DISSOLUTION PROVISION**

Upon dissolution of the Organization, the Executive Committee shall, after payment of all liabilities, dispose of all the assets of the Organization exclusively for the purposes and in such manner, or to such an organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall, at the time qualify for exemption under Section 501(c) (3) of the Internal Revenue Code of 1954. Not less than 50% of the distribution of assets, in accordance with Leisure Village West rulings, shall be appropriated back to the Leisure Village West Recreation Department.

BY-LAWS

I

MEMBERSHIP

Membership in the Club shall be limited to residents of Leisure Village West. Residents may join the Club at any time upon payment of annual dues. Members are expected to attend all meetings of the Club and take part in Club activities, and to serve on Club committees.

II

NOMINATIONS AND ELECTION OF OFFICERS

- A. The President shall appoint a Nomination Committee of three (3) members ninety (90) days prior to the Annual Meeting. The candidates selected by the Nominating Committee shall have expressed a willingness to serve if elected. Nominations may be made from the floor at the time of the election provided the nominee has expressed a willingness to serve if elected.
- B. Elections shall be held in April of each year. New Officers will take office in May.
- C. If a vacancy occurs among the elected Officers, such a vacancy shall be filled by appointment by the President. Such appointees will serve until the next election.
- D. Each Officer shall hold office until his or her successor has been installed.

III

TERM OF OFFICE

- A. All terms of office shall be for one (1) year.
- B. The President shall serve no more than two (2) consecutive terms at any one time.

IV

DUTIES OF OFFICE

- A. The President shall preside at all meetings of the Club and the Executive Committee; and shall perform such other duties that fall within the purview of that office including liaison duties with the LVW Association and the Recreation Office. The President may delegate these duties to either Vice-President to insure these obligations are met.
- B. In the absence of the President, either the First or Second Vice-President shall perform the duties of that office.
- C. The office of First-Vice-President shall include the duties of Program Chairman, which include the chairmanship of a Program Committee and the responsibility of providing a program for each monthly meeting.
- D. The office of Second-Vice-President shall include those duties which the President shall assign to the office and include certain committee responsibilities.
- E. The Secretary shall keep minutes of all meetings and shall have charge of all papers pertaining to the office. The Secretary shall also perform such duties as would customarily fall within that office.
- F. The duties of the Treasurer shall be to collect and deposit all monies belonging to the Garden Club of Leisure Village West and shall pay all expenses as authorized by the Executive Board. The Treasurer shall render a

statement at each Executive Board meeting and submit a report at each Club meeting. The Treasurer shall prepare an annual budget and submit it for approval by the Executive Board.

G. The President or Treasurer shall be authorized to sign checks on the checking account.

V

ANNUAL AUDIT

The books of the Treasurer shall be audited at the end of each fiscal year by an auditor approved by the Executive Board.

VI

EXECUTIVE COMMITTEE

The Executive Committee shall meet prior to the regular Club meetings at the call of the President or at the request of four (4) members of the Executive Committee. The Executive Committee shall include the officers of the Club and the chairman of Standing Committees. A quorum shall consist of two-thirds of the Executive Committee.

VII

COMMITTEES

A. The Chairmen of the following Standing Committees shall be appointed by the President at such time as he or she feels the need for such a Committee:

Beautification	Hospitality	Publicity
Conservation	Membership	Trips

B. Other Committees may be appointed by the President with the consent of the Executive Committee.

VIII

MEETINGS

- A. Meetings shall be held once a month from September through May (with the exception of December) on a day determined by the Executive Committee.
- B. Additional meetings may be called at the discretion of the Executive Committee.
- C. Meetings may be suspended by a two-thirds vote of the Executive Committee.
- D. Meetings are open to all residents of the village and to the public by invitation.

IX

DUES

Annual dues set by the Executive Committee are payable in September.

X

Roberts Rules of Order Newly Revised shall govern the conduct of business of the Garden Club.

**STANDING RULES**

1. The Annual Meeting shall be held in May.
2. The name of "The Garden Club of Leisure Village West" may not be used for any purpose without written authority from the Executive Committee.
3. The names and addresses of members of the Garden Club of Leisure Village West shall not be used for any purpose other than Garden Club activities.
4. Only Garden Club Executive Committee members or their designees have the authority to use any privileges specifically extended to the Garden Club of Leisure Village West.