

# **CONSTITUTION**

## **ARTICLE I**

### **Name**

This organization shall be named "Twin City Garden Club".

## **ARTICLE II**

### **Object**

The object of this Club shall be to study the culture of flowers, to exchange ideas, and increase interest in gardening, the environment, and conservation.

## **ARTICLE III**

### **Membership**

The membership shall consist of Active, Affiliate, Provisional, and Non-Resident Members.

## **ARTICLE IV**

### **Officers and Method of Electing Officers**

Sec 1. The Officers of this Club shall consist of a President, First Vice President, Second Vice President, Corresponding Secretary, Recording Secretary, Assistant Recording Secretary and Treasurer.

Sec 2. These Officers shall be elected by a majority of the votes cast by the Active members present at the February meeting.

## **ARTICLE V**

### **Meetings**

Sec 1. There shall be at least eight (8) scheduled meetings of the members during the year.

Sec 2. Other meetings may be called by the President to meet the needs of the Club.

## **ARTICLE VI**

### **Amendments**

This Constitution may be amended at any business meeting by a majority vote of those present and voting, provided notice of intention to amend has been given one (1) month before.

# **BY-LAWS**

**Revised 1999**

## **ARTICLE I**

### **Membership**

Sec 1. (a) The Active members of the Club should have some practical knowledge to represent the Club creditably. Actives are responsible for holding office, providing meetings and programs, and for carrying out all the policies of the Club.

(b) Affiliate members are members who choose to become Affiliate after 20 consecutive years of active service or at the discretion of the Executive Committee. They are excused from active participation in the Club program but may be asked to act as hostesses at meetings and assist with flower shows and other activities. They are most welcome at all meetings. The Garden of America specifies that they are not eligible to vote except on local business, but they may attend annual and zone meetings in a non-voting capacity.

(c) The Provisional members of this Club shall not exceed ten (10) members. They shall become Active members after being Provisional for two (2) years, or at the discretion of the Executive Committee. They are not eligible to serve as Officers of the Club. They are not eligible to present or endorse new members. They shall be responsible, as a group, for one meeting during the year. They must attend regular meetings and participate in all Club activities, i.e. flower shows, money raising projects, etc. They may vote on local Club matters. They are not eligible for membership in the Garden Club of America.

(d) The Membership Committee shall contact any Active or Provisional member who has not attended a meeting or participated in any Club activity for a period of one (1) year.

Sec 2. (a) The Membership Committee shall be composed of a Chairman appointed by the President and four (4) members from the membership. It shall be composed of one (1) Affiliate member, two (2) Active members, and one (1) Provisional member and shall be presented by the Nominating Committee at the March meeting.

(b) The Membership Committee shall screen any reinstatement from Active to Affiliate or Affiliate to Active. The Executive Committee shall then vote on the change.

(c) An Active member can request Non-Resident status if she moves out of town and wishes to maintain her Twin City Garden Club Membership. The member should request a change in status in writing and be approved by a majority vote of the Executive Committee. Non-Resident members are responsible for payment of annual dues. Non-Resident members are welcome at all club meetings and events. Non-Resident members may not propose or second names for membership, serve on the Membership or Nominating Committees, or hold office.

- Sec 3. A candidate presented for membership must be endorsed by two (2) Active or Affiliate members. Proposal letters for prospective members shall be submitted to the Membership Committee no later than February 15. After due consideration by the Membership Committee, the Committee will present a slate of candidates whose names will be read at the February meeting. The candidates will be voted on at the March meeting. New members will be elected by a majority vote of Provisional, Active, and Affiliate members present at the March meeting.
- Sec 4. Active and Provisional members are required to participate in all money raising activities.
- Sec 5. Sabbatical: An Active member, for reasons presented in writing to and approved by a majority vote of the Executive Committee, can request a Sabbatical for a period of one (1) year. Members on Sabbatical shall pay dues, but shall be exempt from the duties and responsibilities of Active membership. At the end of the one (1) year, or sooner, the member on Sabbatical shall apply in writing to the Executive Committee for an extension or for re-instatement to Active status. The member's place in the Active membership list shall be retained.
- Sec 6. Honorary Members: Honorary members can be invited to join Twin City Garden Club from time to time by the Membership Committee, and approved by a majority vote of the Membership. Honorary members are welcome at all club meetings and events. Honorary members do not pay dues and are not voting members. They may not propose or second names for membership, serve on the Membership or Nominating Committees, or hold office.
- Sec 7. The Twin City Garden Club will maintain the Active membership at 60 members.

## **ARTICLE II**

### **Nomination, Election, and Term of Officers**

- Sec 1. (a) The Nominating Committee shall be composed of a Chairman appointed by the President and four (4) members elected by the membership in the fall. It shall be composed of one (1) Affiliate member, two (2) Active members, and one (1) Provisional member.
- (b) The Nominating Committee shall present the names of the Officers to the Club in January, and shall present a slate for the election of conference delegates prior to each conference.
- (c) The President and First Vice President shall be given first consideration as conference delegates. The Club shall pay transportation, registration, and hotel expenses of the elected delegates. No member shall be a delegate for more than four (4) consecutive years to the Garden Club of America annual and zone meetings except at the discretion of the Executive Committee.

- Sec 2. The annual election of Officers shall be held at the February meeting each year. No Officers shall be eligible for the same office for more than one (1) term except at the discretion of the Executive Committee.
- Sec 3. The Officers shall be divided into two (2) groups, one group elected each year for a term of two (2) years.

### **ARTICLE III**

#### **Duties of Officers**

- Sec 1. The President shall preside over all meetings, including those of the Executive Committee. She shall appoint all Committee Chairmen except those of the Finance Committee and the Ways and Means Committee. These are automatically the Treasurer and Second Vice President respectively.
- Sec 2. The First Vice President shall preside at meetings during the absence of the President, and may act as Chairman of the Awards, Medals, and Founders Fund. She shall assist the President in any way called upon.
- Sec 3. The Second Vice President shall be Chairman of the Ways and Means Committee. She shall be responsible for mentoring and organizing the duties of the Provisional Class.
- Sec 4. The Recording Secretary shall keep, in permanent form, the minutes of the Club's meetings and the Executive Committee's meetings.
- Sec 5. The Assistant Recording Secretary/Corresponding Secretary shall act in place of the Recording Secretary in her absence and shall send out notices of meetings. She shall keep an alphabetical roll of the members. She shall notify the Membership Chairman if a Provisional or an Active member has been absent or not participating for a period of one (1) year. She shall conduct all Club correspondence.
- Sec 6. The Treasurer shall send out dues notices, receive all monies of the Club, pay all bills, and disburse funds as directed by the Executive Committee. She shall compile a financial report to present at the Annual Business Meeting. She shall serve as Chairman of the Finance Committee. She shall pay dues to the following:
- (a) Garden Club of America for all Actives and Affiliates
  - (b) Garden Club of North Carolina for all members residing in North Carolina
  - (c) Garden Club Council of Winston-Salem Forsyth County for all members in North Carolina

**ARTICLE IV**  
**Duties of the Executive Committee**

- Sec 1. The Officers of the Club shall constitute an Executive Committee. The President and Recording Secretary shall be respectively Chairman and Secretary.
- Sec 2. The Executive Committee shall have general supervision over the affairs of the Club. It shall refer all recommendations to the Club for its decisions, except those of minor importance which require immediate action. Such action shall be reported to the Club at the first subsequent meeting.

**ARTICLE V**  
**Finance**

- Sec 1. The Treasurer shall service as Chairman of the Finance Committee.
- Sec 2. Dues notices will be mailed in March of each year and due upon receipt.

**ARTICLE VI**  
**Meetings**

- Sec 1. Regular meetings shall be held whenever possible on the fourth (4<sup>th</sup>) Tuesday of the month.
- Sec 2. Other meetings may be called by the President to meet the needs of the Club.
- Sec 3. An honorarium or fee may be paid to speakers of the Club.

**ARTICLE VII**  
**Resignations and Absences**

- Sec 1. Resignations must be in writing and should be sent to the Corresponding Secretary.
- Sec 2. All Active and Provisional members must pay a fine for unexcused absences. Fines are payable to the Treasurer. An unexcused, fineable absence is one where the member did not notify the Assistant Recording Secretary that she could not attend the meeting either prior to the meeting or for a period of two (2) weeks after the meeting.

**ARTICLE VIII**  
**Representation of Garden Club Council**

Twin City Garden Club will have a representative of the Garden Club Council.

**ARTICLE IX**  
**Quorum**

A majority of those present and voting shall constitute of quorum.

**ARTICLE X**  
**Amendments**

A majority present may amend these By Laws at any Business Meeting, provided notice of intention to amend has been given one (1) month before.