

Livermore-Amador Valley Garden Club **Bylaws**

*(Adopted 5/9/89; amended 5/92, 4/94, 5/98, 10/03, 5/07,
5/14/09, 2/11/10, 9/12/13 and 4/12/18, 3/14/19)*

LAVGC non-profit number: A 501 c(3), EIN 94-2938677, Group exemption #3698

Article I - Name

The name of this organization shall be the LIVERMORE-AMADOR VALLEY GARDEN CLUB (Club), a non-profit educational service organization. The Livermore-Amador Valley Garden Club (LAVGC) shall be affiliated with Diablo Foothills District, California Garden Clubs Inc. and National Gardens Clubs Inc.

Article II - Objectives

The objectives of the Club are to encourage interest in all phases of home gardening and to support better horticultural practices, civic beauty and the conservation of natural resources.

Article III - Membership

Qualifications: Membership is open to any person with an interest in gardening and related subjects. Membership is obtained by submitting a completed membership application and paying dues. All members are encouraged to attend as many of the Club's regularly scheduled meetings as possible, serve on committees and give full cooperation toward the success of projects undertaken by the Club.

Article IV - Dues

Section 1. Dues shall be set by recommendation of the Executive Board, reviewed by the Board, published in the Club

Newsletter and acted upon at the Club meeting following publication. Dues shall include state dues, district dues and local dues.

Section 2. Dues for members shall correspond to the fiscal year beginning July 1. Dues are payable May 1 and shall be delinquent if not paid by July 31.

Section 3. Dues for persons coming into the Club after January 31 shall be one-half regular dues.

Section 4. Persons wishing to join LAVGC at the time of the Plant Sale or after the Plant Sale, have the option of full payment of dues for the following fiscal year with dues for the remainder of the current year provided complimentary.

Article V - Officers

Section 1. The elected officers of this organization shall be one or more presidents, one or more vice presidents, recording secretary, corresponding secretary and treasurer.

Section 2. The elected officers shall constitute the Executive Board.

Section 3. All officers and committee chairs shall constitute the Board. The Board transacts the general business of the Club, considers all questions of policy and presents recommendations or action items to the Club for consideration at regular Club meetings.

Section 4. Nominations and elections:

- a. A Nominating Committee of three or more members shall be appointed at the March meeting. They shall designate one of themselves to act as committee chair. Members of the Nominating Committee are eligible for office.
- b. Officers may be rotated but do not necessarily progress through the offices to the Presidency.
- c. Nominees shall be announced at the April meeting.
- d. Should an elected office be vacant, the President(s) may

appoint a member to the vacancy. The appointment shall be subject to the approval of either the Executive Board or the Board.

Section 5. Election of officers shall be held at the regular Club meeting in May. Uncontested elections shall be by show of hands or acclamation. Contested elections shall be by show of hands or ballot. Installation shall be at the June Club meeting. Officers shall assume their planning duties immediately upon election and their formal leadership duties after their installation.

Section 6. The President(s) shall preside at all meetings of the Club and shall appoint the committee chairs. The President(s) shall be ex-officio member(s) of all committees except the Nominating Committee. The President(s) shall be responsible for all records and papers pertaining to the Club.

Section 7. The Vice President, Meetings and Organization, shall conduct the business of the Club during the absence of the President(s). If the office of President becomes vacant the Vice President, Meetings and Organization shall become President.

Section 8. The Recording Secretary shall keep records of the meetings and votes of the membership.

Section 9. The Corresponding Secretary shall perform such secretarial duties as requested by the President(s).

Section 10. The Treasurer shall keep an account of all monies received and expended.

Article VI - Meetings

Section 1. There shall be one regular Club meeting a month for at least nine months of the year.

Section 2. The President(s) or designee shall schedule at least two Board meetings a fiscal year.

Section 3. The President(s) or designee shall notify Board members of a Board meeting at least seven days prior to the meeting.

Article VII - Quorum/Action

Section 1. A quorum of a Club meeting shall be the number of members in attendance. Club action shall be completed only at a Club meeting.

Section 2. A quorum of the Board shall be 11 members. Board action shall be completed only at a Board meeting.

Section 3. A quorum for the Executive Board shall be four members. Executive Board action shall be completed at an Executive Board meeting, by telephone or e-mail.

Article VIII - Committees

The President(s) shall appoint as many committees as necessary to carry on the objectives of the Club.

Article IX - Fiscal and Finance

Section 1. The fiscal year is from July 1 to June 30.

Section 2. The Board shall prepare a proposed budget to be published in the Club Newsletter prior to the September Club meeting. The proposed budget shall be submitted and acted upon at the September Club meeting.

Section 3. Requests for reimbursement of authorized purchases shall be requested on a completed Payment Request Form or reasonable substitute accompanied by receipts and submitted to the Treasurer for payment.

Section 4.

- a. Any proposed expenditure of \$100 to \$250 of either unbudgeted funds or overspending of budgeted funds shall be submitted to the Executive Board for approval.
- b. Any proposed expenditures in excess of \$250 of either unbudgeted funds or overspending of budgeted funds shall be reviewed by the Executive Board to determine if it meets the Club objectives as listed in Article II. The proposed expenditure shall be published in the Club Newsletter and acted upon at the Club meeting following publication.

Section 5. The President(s) shall appoint a committee of three or more Club members to review the fiscal records following the end of the fiscal year but no later than December of every odd-numbered fiscal year and at every change of Treasurer.

Section 6. The Club shall carry insurance as directed by the Board.

Section 7. The Club shall plan fundraising activities that meet the objectives listed in Article II. While the Club might work with other groups to meet these objectives, it will not act as a fundraising agent for individuals or other organizations.

Article X - Authority

Robert's Rules of Order Revised shall be the Parliamentary Authority of this Club on all matters not provided for in these Bylaws.

Article XI - Amendments

Any proposed amendments to these Bylaws shall be reviewed by the Board. The amendments recommended by the Board shall be published in the Newsletter and read and acted upon at the Club meeting following publication.

Article XII - Standing Rules

Section 1. A proposed Standing Rule shall be reviewed by the Board, published in the Newsletter and read and acted upon at the Club meeting following publication.

Section 2. A standing rule may be suspended, modified or rescinded by a majority vote of the Club at any Club meeting following adoption.