**BY-LAWS**

**FIVE HILLS GARDEN CLUB**

**Organized March 24, 1954, Vienna, Virginia**

**Revised February 2009**

ARTICLE I – NAME

Section 1 The name of this club shall be Five Hills Garden Club.

ARTICLE II – OBJECTIVES

Section 1 To learn and implement improved gardening techniques.

Section 2 To learn and practice the principles of conservation. To cooperate with other organizations in conservation projects and to promote such projects.

Section 3 To cooperate in civic improvement projects in the community and to initiate civic projects when they are needed.

Section 4 To improve the appearance of our home grounds and neighborhoods.

Section 5 To develop greater skill and interest in the art of flower arrangement, landscape design, and horticultural practices.

Section 6 To sponsor and encourage interest and participation in flower shows.

Section 7 To assist in the organization of new garden clubs.

ARTICLE III – MEMBERSHIP

Section 1 Active Membership

A. Membership shall be of two types, Class A and Class B, and limited to a total of fifty-nine active members; of that number, no more than twelve shall be Class B members.

B. Membership shall be open to residents of Vienna and nearby communities.

C. Prospective members shall attend three scheduled Club meetings before applying for membership and shall be sponsored by an active member.

D. The Membership Chairman shall accept applications for membership. A list of prospective members shall be maintained, and applicants shall be admitted in order as vacancies occur.

E. Duties of all active members (Class A and Class B) shall include:

1. Participating actively in gardening and Club activities.

2. Serving as a hostess and providing refreshments at a Club meeting at least once each year, as requested by the Hospitality Committee.

3. Entering at least one arrangement and/or horticulture specimen in Five Hills Garden Club flower shows.

F. Club policy concerning meeting attendance:

1. Class A members are required to attend regularly scheduled general meetings during the year. Members who miss five of those meetings shall be dropped automatically from the roll and must reapply for membership in the usual manner. Absences are excused when members participate in garden club related activities; when they cannot take part in lengthy day-trip meetings; or when they experience severe or prolonged illness.

2. Class B members are not bound by Section 1, paragraph F-1 above.

G. Class A members may apply in writing to the Executive Board for Class B status, which is granted at the discretion of that Board. After 3 years, Class B membership reverts to Class A; reapplication is permitted.

Section 2 Associate Membership

A. An active member may apply for associate membership if she moves from the area or experiences prolonged illness.

B. Associate membership may be granted at the discretion of the Executive Board.

C. An associate member shall receive a copy of the Club yearbook and monthly newsletters. Associate members shall not have voting privileges.

ARTICLE IV – DUES

Section 1 Dues shall be forty dollars ($40.00) per year (or half that after December 1) for Class A active members and fifty dollars ($50.00) per year for Class B active members and twenty dollars ($20.00) per year for Associate members. Dues shall be paid to the Membership Chairman by the March meeting and no later than April 1.

ARTICLE V – OFFICERS AND THEIR DUTIES

Section 1 The Club shall elect from its membership a President, a Vice-President, a Recording Secretary, a Treasurer, and a Corresponding Secretary; each of whom shall perform the duties of her respective office.

Section 2 The President’s duties shall be:

A. To preside at all meetings of the club and of the Executive Board.

B. To call all special meetings of the Club and of the Executive Board.

C. To act as ex-officio member of all committees except the Nominating Committee.

D. To appoint all committee chairmen.

Section 3 The Vice President shall assume the duties of the President during the President’s absence. She or her designate shall attend all Federation and District III meetings and report back to the membership.

Section 4 The duties of the Recording Secretary shall be:

A. To keep typewritten minutes of all Club meetings, Executive Board meetings and all special meetings; and to provide copies to the President prior to the next Executive Board meeting.

B. To arrange for a substitute in her absence.

C. To compile, as a permanent record of each year, the minutes of all meetings, the monthly newsletters, the annual committee reports, and a copy of the Club yearbook.

D. To transfer all records in her possession to her successor immediately upon the expiration of her term of office.

Section 5 The duties of the Treasurer shall be:

A. To record all money received and all expenditures made in each budget category.

B. To make a full report at each meeting and a complete written summary at the end of the Club year.

C. To serve as chairman of the Budget Committee

D. To transfer all Club property in her possession to her successor immediately upon expiration of her term of office.

Section 6 The duties of the Corresponding Secretary shall be:

A. To maintain all Club correspondence.

B. To send necessary notices to members announcing Executive Board meetings and special meetings.

C. To serve as Sunshine Chairman.

ARTICLE VI STANDING COMMITTEES AND DUTIES

Section 1 The Standing Committees shall be:

Awards Hospitality

Civic Membership

Conservation Newsletter

Flower Show Program

Garden Therapy Publicity

Horticulture Ways and Means

Section 2 Each committee shall consist of a chairman, appointed by the President, and any members of the Club selected by the committee chairman. Each committee chairman shall be responsible for an annual report, due at the April Executive Board meeting.

Section 3 The Awards Committee Chairman shall:

A. Inform the Club of any awards for which it may be eligible.

B. Study the requirements of state and national awards.

C. Assist committee chairmen to meet awards requirements and to make proper application for awards.

D. Keep a permanent record of awards received by Five Hills Garden Club.

Section 4 The Civic Committee Chairman shall:

A. Be responsible for any civic project promoted by the Club.

B. Keep the membership advised of worthwhile civic projects in which the Club may participate or organizations with which it may cooperate.

Section 5 The Conservation Committee Chairman shall:

A. Advise the Club of the general principles of conservation.

B. Inform the Club of any town, county, state, or national conservation project in which the membership may participate.

Section 6 The Flower Show Committee Chairman shall:

A. Be responsible for forming a committee to plan and present Club flower shows.

B. Inform members of flower shows held by other groups.

C. Keep a record of flower-show awards and present the Five Hills Sweepstakes Award at the May meeting.

D. Present a written report following a Club flower show, which will include:

1. A brief description of the show

2. Names of judges.

3. A tally of entries in all divisions.

4. A financial statement.

E. Be responsible for the disposition, maintenance, and storage of all Club properties; and be responsible for the Official Flower Show Handbook.

F. Keep a complete written inventory of all materials (and their condition) belonging to the Club.

G. Lend Club properties only at the discretion of the Executive Board.

Section 7 The Garden Therapy Chairman shall be responsible for garden therapy projects promoted by the Club and advise membership of worthwhile therapy projects in which the Club may participate.

Section 8 The Horticulture Committee Chairman shall:

A. Keep the Club informed of new trends in horticulture.

B. Maintain a library of gardening catalogs, horticulture periodicals, and Landscape Design Critics’ Council course books.

C. Be responsible for the exchange of plant materials among Club members.

Section 9 The Hospitality Committee Chairman shall:

A. Assign hostesses who shall provide and serve refreshments at the social hour and clean up at the close of the meeting.

B. Be responsible for planning the biennial Club luncheon.

C. Be responsible for the Club’s hospitality properties and supplies.

Section 10 The Membership Committee Chairman shall:

A. Collect dues; and issue membership cards, copies of by-laws, and yearbooks

B. Keep a current record of all members’ names and addresses, noting when dues have been paid.

C. Notify the Federation of members’ names and addresses the time dues are submitted.

D. Keep attendance records; and maintain guest book and name tags.

E. Contact members who have missed four (4) meetings.

F. Take applications for membership to be acted upon according to filing dates.

Section 11 The Newsletter Chairman shall:

A. Publish a monthly newsletter for Club members

B. Mail newsletters to all members and to the District III Director.

Section 12 The Program Chairman shall:

A. Include the Civic, Conservation, Flower Show, and Horticulture Committee Chairmen among the members of the Program Committee.

B. Plan and arrange all programs, including the biennial installation of officers. Contact and introduce speakers, be the speaker’s hostess at meetings, and send a letter of appreciation.

C. Insure that any needed equipment or staging is available for the program.

Section 13 The Publicity Committee Chairman shall:

A. Send notices of all Club activities to the area newspapers.

B. Take pictures of Club activities; maintain a current scrapbook of Club activities and press notices; and be responsible for archival scrapbooks.

Section 14 The Ways and Means Committee shall be responsible for money-raising activities throughout the year.

ARTICLE VII – SPECIAL COMMITTEES AND THEIR DUTIES

Section 1 The Budget Committee shall prepare an estimated budget for the Club year and submit it to the Executive Board at its September meeting. The committee shall then present the budget to the membership for final approval at the regular September meeting. Chaired by the Treasurer, the Budget Committee shall include the President, the Vice-President, the Program Committee Chairman, and the Ways and Means Committee Chairman.

Section 2 In alternate years, the Nominating Committee shall consist of three members:

A. The chairman, an Executive Board member, shall be appointed by the President at the beginning of the Club year.

B. One member shall be elected by, and from, the Executive Board in January.

C. One member shall be elected by the club January (not a member of the Executive Board).

The Nominating Committee shall present the slate of officers at the March meeting and publish in the April newsletter.

Section 3 The Yearbook Committee shall compile, edit and publish a yearbook; a copy is to be presented to each club member at the September meeting.

ARTICLE VIII – EXECUTIVE BOARD AND DUTIES

Section 1 The Executive Board shall consist of all elected officers of the Club, the chairmen of all standing committees, and the immediate past president. Executive Board meetings shall be called by the President when necessary. One more than half the members of the Executive Board shall constitute a quorum

Section 2 Each chairman shall be required to attend Executive Board meetings and shall provide a year-end committee report to the President.

Section 3 The Executive Board shall have general control over the affairs of the Club and shall:

A. Meet to expedite the business of the monthly meetings.

B. Approve the plans of the standing and special committees.

C. Fill vacancies arising between elections, it being understood that the Vice-President succeeds the President.

ARTICLE IX – MEETINGS

Section 1 Meetings (ten annually) shall be held on the third Tuesday of each month at 10:00 a.m., excluding July and August, unless otherwise scheduled by the Executive Board.

Section 2 In alternate years, officers shall be elected at the April meeting.

Section 3 Annual reports of committee chairman shall be summarized for the membership at the April meeting.

Section 4 In election years, a luncheon meeting with installation of officers shall be held on the first Tuesday in June and the new Board meeting on the second Tuesday in June.

ARTICLE X – QUORUM

Section 1 A quorum shall consist of one more than half the active membership.

ARTICLE XI – ELECTIONS

Section 1 Elections shall be held at the April meeting in alternate years.

Section 2 The following conditions shall be observed:

A. A slate of one candidate for each office shall be presented to the Club by the Nominating Committee, it being understood that any candidate for President shall previously have served at least one year on the Executive Board.

B. Nominations may be made from the floor with the prior consent of the nominee.

C. Election shall be by secret ballot if there are two or more nominees for any office.

D. Ballots shall be counted by the Nominating Committee.

E. A simple majority of votes cast shall elect.

F. Officers may be elected to succeed themselves for not more than two terms of office.

ARTICLE XII – BY-LAW AMENDMENTS AND REVISIONS

Section 1 Changes of the By-Laws shall be made in the following manner:

A. Proposals shall be presented to the members in writing at a regular Club meeting.

B. A vote shall be taken on the proposals at the following scheduled meeting. At this meeting, a quorum must be present. An affirmative vote of three-fourths of the members present shall be necessary for the passage of the amendment or revision.

ARTICLE XIII – PARLIAMENTARY PROCEDURE

Section 1 Robert’s Rules of Order, Revised, shall be the parliamentary authority of the Club when not inconsistent with these By-Laws.