

WHISPERING OAKS GARDEN CLUB BY-LAWS

ARTICLE I — NAME

The name of this organization shall be Whispering Oaks Garden Club.

ARTICLE II — PURPOSE

The purpose of this organization is to encourage sociability among its members and to promote knowledge and interest in gardening, along with community beautification projects.

ARTICLE III— MEMBERSHIP

Section 1.

- A. A regular or active member is any person who is interested in the purpose of this organization and who lives or has formerly lived in the Whispering Oaks area.
- B. An associate member is one who lives in a neighboring subdivision that does not sponsor a federated garden club and who is interested in the purpose of Whispering Oaks Garden Club. The associate member will enjoy all benefits and responsibilities, pay dues as a member.
- C. A prospective member or associate member must give her name, address and telephone number to the 2nd Vice President, Membership Chairman.
- D. Any Garden Club regular meeting, workshop, or activity is open to guests.

Section 2. Dues

- A. Annual dues shall be payable to the Treasurer at the May meeting, the amount to be determined by the Board of Directors. The fiscal year shall begin June 1 and end May 31.
- B. Any member or associate member joining during the year shall pay full dues.
- C. A member or associate member is considered as such until she resigns or allows her membership to laps.

ARTICLE IV — OFFICERS

Section 1.

Officers of the Club shall consist of a President, 1st Vice President, 2nd Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Assistant Treasurer and Parliamentarian.

Section 2. Duties

- A. The president shall preside at all meetings of the Club and the Executive Board, and shall be ex-officio member of all communities, except the Nominating Committee.

- B. In the absence of the President, the first Vice President shall perform the duties of the President, and shall serve as Chairman of the Program Committee.
- C. The 2nd Vice President shall serve as Chairman of the Membership Committee.
- D. The Corresponding Secretary shall read and write all letters pertaining to Club affairs.
- E. The Recording Secretary shall keep the minutes of all meetings of the Club and shall have custody of all committee reports at the end of the year.
- F. The Treasurer shall receive all Club money, pay all bills as directed by the Club, and give a monthly report at each meeting.
- G. The Assistant Treasurer shall handle funds from specially designated projects, and in the absence of the Treasurer will perform duties of the Treasurer.
- H. The Parliamentarian shall advise in parliamentary procedure and shall be Chairman of all committees appointed to revise the by-laws.

ARTICLE V — MEETINGS

- A. The Club shall meet on the third Thursday of each month, with the exception of the months of June, July, and August.
- B. The May meeting shall be for the election and installation of new officers and shall be for receiving reports from officers and committee chairmen.
- C. Those members present shall constitute a quorum.

ARTICLE VI — EXECUTIVE BOARD

The Executive Board shall consist of Officers and Chairmen of all standing committees, and the Past President, provided said is an active member.

ARTICLE VII STANDING COMMITTEES

Section 1.

The Standing Committees shall be:

- 1. Hospitality – appointed
- 2. Yard of the Month – appointed
- 3. Historian – appointed
- 4. Garden Center Representative – appointed
- 5. Telephone – appointed
- 6. Yearbook – appointed
- 7. Special Events – appointed
- 8. Workshops – appointed
- 9. Inspirational – appointed

The above Committees shall all be appointed by the President.

Section 2.

Special committees may be appointed by the President and perform such duties as defined by their creation. All such special committees are subject to removal by the Board. Upon appointment of Special Committees, the members, purpose, and duties and reasonable termination shall be recorded in the minutes of the Board.

ARTICLE VIII — ELECTIONS

- A. At the regular meeting in January (Nov.), the President shall appoint a Chairman of the Nominating Committee.
- B. The nominating Committee shall present a slate of officers to the membership at the March meeting. Additional nominations may be made from the floor. No officers shall be elected to the same office for more than two consecutive years.
- C. Voting will be by voice unless there is more than one candidate for the same office.
- D. In case of a vacancy in an office, nominations to fill the vacancy shall be made by the Executive Board and may be made final by them. (May be by telephone or mail).

ARTICLE IX — PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order, Revised” shall be the authority for all parliamentary procedures not covered by these bylaws.

ARTICLE X — AMENDMENTS

These by-laws may be amended at any regular or special meeting of the Club by a majority of those present and voting, provided that a months notice in writing, by phone, or a regular meeting has been given the members.

Any money more than \$50.00 to be spent must be approved by all members.

ARTICLE XI — STANDING RULES

- A. Regular meetings shall start promptly at 9:30 A. M. unless otherwise published.
- B. Executive Board meetings shall be called at the discretion of the President.
- C. We shall accept our responsibilities to the San Antonio Garden Center as stated in their by-laws.

ARTICLE VIII — ELECTIONS

- A. An addition to this section. Two additional members shall be elected from the membership to serve on the committee.