

CONSTITUTION AND BY-LAWS Marietta Daisies Garden Club Marietta, Georgia

CONSTITUTION Article I: Name

The name of this organization, founded by the Marietta Magnolia Garden Club in the year 2015, under this Constitution and these By-Laws shall be:

MARIETTA DAISIES GARDEN CLUB. Article II: Object

The purpose of this club shall be to inspire an interest in gardening and the beautification of our surroundings while promoting education of horticulture and encouraging conservation in the community.

Article III: Officers

The officers of the club shall be President(s), Vice President, Secretary, Treasurer, Communications Director, Programs Director and Projects Director.

Section 1: Eligibility

Any person appointed or elected to an office in the club should be a current member.

Section 2: Method and Time of Election

A. Selection of a new slate of officers shall be made by the Nominating Committee in a closed session prior to the January general meeting. The Board slate will be presented at the January meeting and voted on at the February meeting.

B. Installation of new Officers shall take place in the month of April.

Section 3: Term of Office

A. Each Officer shall be elected to serve for a period of one (1) year.

B. The new Officers shall take office after the last meeting of the year.

Article IV: Executive Board Of Directors

The affairs of this club shall be managed by an Executive Board consisting of the Officers of the club.

Section 1: A.

B. C. D.

E.

Duties

The Executive Board shall authorize appointments of other committees and determine the duties of such committees. The Chairman of each committee shall be appointed by the President. A Parliamentarian may be appointed by the Executive Board

Executive Board Members are expected to attend all Executive Board Meetings and if unable to attend the Officer/Director must inform a member of the Executive Board and submit a board report in advance. They may attend by conference call in the case of extenuating circumstances only. If an Executive Board Member misses three(3) Board meetings without notification of the extenuating circumstances, that individual will no longer remain on the Executive Board of Directors and the President may appoint a replacement.

F. Discretionary matters discussed in the Executive Board and Board of Directors meetings shall be kept confidential and not discussed with those who are not members of the respective committee.

Article V: Committees

Section 1: Board of Directors

A. There shall be the following Standing Committees on the Board of Directors: Sunshine/Chaplain, Scrapbook/Historian, Photography, Environmental/Horticulture, Hospitality, Fundraising, Nominating, Recognition/Awards, Website, and Yearbook. Special Committees will include Marietta Middle School, Birney Memorial Rose Garden, Brumby Hall and Gardens, Marietta Schools Foundation, Scarecrows on the Square, Merry Mingle, Winnwood Garden Club, and others as appropriate. The Executive Board may appoint other Committees as deemed necessary.

B. Each Standing Committee Chair will:

1. Attend all meetings. If unable to attend a meeting, the Committee Chair must inform a member of the Executive Board and submit a Committee Report in advance.
2. Help with report information and award submission.

C. If a member of the Board of Directors misses three (3) General Membership

Meetings without notification of the extenuating circumstances, the President may appoint a replacement.

Section 2: Nominating Committee

A. B.

C.

The Nominating Committee shall be appointed by the Executive Board of Directors.

The Nominating Committee shall present a Slate of Officers for approval to the Executive Board of Directors by the January Executive Board of Directors meeting.

The Slate of Officers will be presented to the General Membership in January.

Article VI: Amendments

Section 1: Quorum

One-third (1/3) of the registered active membership of this club shall constitute a quorum.

Section 2: Procedure

- The Constitution and By-Laws may be amended at any regular or properly called meeting by the affirmative vote of two-thirds (2/3) of the quorum. If a quorum is not present, then a vote may be secured via email.

- Notice of intention to amend must be given at the preceding meeting or in writing thirty (30) days prior to said meeting.



22

Article VII: Parliamentary Authority

Section 1: Robert's Rules

Robert's Rules of Order Newly Revised shall be used to govern the proceedings in all cases to which they are applicable and in which they are inconsistent with these by-laws and standing rules.

BY-LAWS Article I: Membership

Section 1: Classes of Membership

A. ActiveMembers

1. The members are responsible for carrying on the activities of the club and are entitled to all rights and privileges of membership including the right to vote and hold office.
2. Active Members will attend at least four (4) meetings per year and fulfill their hospitality requirements by assisting with at least one meeting. In addition, they will serve as an

active participant on a committee, participate in a fundraiser, and participate in one project.

3. It will be the Executive Board's responsibility to contact members not fulfilling membership requirements with the option of moving their membership to inactive or resigning.

B. InactiveMembers

1. A member requesting Inactive status must inform the Vice President and Treasurer, in writing, prior to the January membership meeting.
2. An Inactive Member may attend any club event.

23

3. Inactive members are not able to vote or hold office.

Section 2: New Members

A. Proposal

1. A Prospective Member needs to attend one (1) meeting before being considered for membership.
2. The names of Prospective Members shall be submitted in writing by an Active Member to the Vice President.
3. A waitlist of Prospective Members should be kept in the order they have been received. When a vacancy occurs, the Vice President shall present the Prospective Member(s) for a confirmation vote.

4. If a Prospective Member is approved, the Vice President will then issue a written invitation to join the club within seven (7) days.

5. An Active Member opposing a prospective member shall submit a written reason to the Vice President who will review with the Executive Board of Directors and communicate decision to the Active Member.

6. Newly elected members shall have thirty days to pay dues. New membership shall become effective upon receipt of the member's dues.

Section 3: Size of Membership

- Active membership shall not exceed forty-five (45) members.
- Exception may be made in the following instances:
 1. A member who has been on the Inactive roll and whose vacancy has been filled may be reinstated at any time, even though the

24

number of active members shall thereby be

caused to exceed forty-five (45) members. 2. In the event the above should occur, no new members shall be proposed and voted upon

until the number of active members falls below forty-five (45) members.

Section 4: Monthly Meetings

- There shall be at least seven(7) meetings a year on the third Monday morning of each month. Possible date changes may occur, but members will be notified in a timely manner.
- There shall be a party in the month deemed appropriate.

Section 5: Termination of Membership

A. All resignations must be in writing to the Vice President who will inform the Executive Board of Directors.

Article II-Finances

A. Dues of the Club

1. The dues shall be \$55.00 per year for Active Members and \$70.00 per year for inactive members.
2. The dues for the upcoming year shall be due at the January membership meeting and considered late after fourteen (14) days at which time a late fee of \$15.00 will be charged.
3. Assessments may be added for optional programs, field trips and events.

The officers of this club shall be a President or Co- Presidents, Vice President, Secretary, Treasurer, Communications Director, Programs Director, and Projects Director. The President has the option to include the past President as a non-voting member of the Executive Board.

Section 1: President(s)

A. The President shall preside at all meetings of the club and of the Executive Board.

B. She shall act as representative to the Marietta Council of Garden Clubs. This job may also be shared by other officers or members.

Section 2: Vice President

- The Vice President shall assume all duties in the absence of the President(s).
- She will maintain the Membership Roster for the club and write a welcome note to new members.
- She shall be responsible for name tags.
- She shall maintain Council, District and State membership requirements working with the Treasurer and others as appropriate.
- She shall assume the role of President the following year.

- She shall make an initial call to members not attending required meetings by January. If a second call is required, it will be made in April.

26

Section 3: Secretary

- She shall record minutes of all club meetings.
- She shall verify that a quorum is present.
- She shall maintain all official documents for the organization to include but not limited to Bylaws, Minutes, current Membership Roster and yearly President's Report.

Section 4: Communications Director

- She shall be responsible for all electronic communication, newsletters, website, social media, and public relations.
- She will send a reminder electronically to all members prior to all general membership meetings and one (1) week before scheduled events.
- She and the Yearbook Chairman shall be responsible for having the Yearbook completed and ready for the first

General Membership meeting.

Section 5: Treasurer

- She shall handle all finances of the club as directed by the President(s).
- She shall keep an accurate book of accounts which shall be open for inspection and provide a monthly financial report either written or verbal.
- She shall send notices to members, active or inactive, regarding nonpayment of dues.
- She shall be responsible for ensuring club dues are paid on time to the Marietta Council of Garden Clubs and the Garden Club of Georgia.

27

Section 6: Programs Director

- She and her committee shall plan programs for our General Membership meetings for the calendar year August to May. The Executive Board along with the Program Director and Committee will determine the months that will include guest speakers.

- She shall have all programs ready for Executive Board approval by June 30th.
- She shall submit a list and brief description of the coming year's programs to the Communications Director for publication in the Yearbook by June 30th.

Section 7: Community Projects Director

- She shall ensure the integrity of established community relationships.
- She shall oversee Committee Chairs associated with each project.
- She shall ensure the Project list and description is to the Communications Director for publication in the Yearbook by June 30th.

Amended: May 2018; July 2020, May 2022