

Constitution

(She is used generically in reference to Male and/or Female)

Article I - Name

The name of this organization shall be called the **Diggers and Weeders Garden Club of Lake Charles.**

Article II - Object

The object of this organization shall be to promote a greater interest in gardening, conservation, beautification, and flower arranging.

Article III - Membership

The membership of this club shall be of three types: Active, Associate and Honorary.

A. Active membership shall be limited to 29 members. A list of applicants for membership shall be kept from which vacancies shall be filled in chronological order. To apply for membership, a person must have attended two (2) consecutive meetings, been instructed in the garden club work by the club instructor and be willing to lend her encouragement and assistance to the development of this club. Members must vote by secret ballot on each worthy applicant applying for membership.

B. Associate membership shall be limited to five (5) members. Associate members shall be exempt from active duties, shall have no vote and must serve as hostess when called on. The applicant must have been an active member of this club for at least two (2) years.

C. A member in good standing may be elected to honorary membership by a two-thirds majority vote of the members present. Honorary members shall be exempt from all duties and have no voice or vote in the business of the club.

D. If an active member misses three (3) consecutive meetings without a valid excuse, (death in the family, sick ness, out of town), she shall be dropped from the roll.

E. Dues shall be payable in March. Active membership dues shall be \$20.00 per year and associate membership dues \$15.00.

F. All members whose dues are not paid by the close of the May meeting shall automatically be dropped from the club.

G. A quorum of one-half (1/2) of the registered membership being present at a regular meeting and a majority vote of said quorum shall constitute an election.

H. Vacancies in office may be filled by ballot of members, with exception of office of the President, which is automatically filled by the Vice-President.

I. A nominating committee of three (3) shall be elected by the club at the January meeting and shall give their report in February.

J. An officer shall not hold the same office more than two (2) consecutive years

Article IV - Meetings

Section 1 The annual meeting shall be held in February, at which time annual reports of all officers and chairpersons of committees shall be read, followed by a vote on a nominating committee. The nominating committee shall give its reports at the March Meeting. New officers shall be installed in April at the beginning of the fiscal year.

Section 2 Regular meetings shall be held the second Monday of each month at 1:00 p.m. at the LSU AgCenter, Gulf Hwy.

Section 3 Board meetings shall be held at least once a year in the month of April at the appointed time.

Section 4 A special meeting may be called when an emergency arises by the President with the approval of the Vice-President and the Secretary. Members must be notified of the reason for calling the meeting and only that particular subject for which the meeting was called shall be discussed.

Section 5 The fiscal year begins April 1st and ends March 31st.

Article V - Amendments

Every proposed amendment, alteration, or addition to this constitution, by-laws, and rules of order here unto annexed, must be handed to the President in writing at the time of presentation, who shall present same to new members of the Club, and at the next regular meeting, it may be adopted by a two-thirds (2/3) vote of those present Article VI - Order of Business. A motion to change the order of business or to postpone the performance of regular duties, shall require a vote of two-thirds (2/3) of those present for its adoption. The club shall abide by Roberts Rules of Order.

Bylaws

Article I - Finances

Section 1 The annual dues will be \$20.00 per year and payable in March.

Section 2 Any members not having paid dues by the May meeting shall be considered delinquent, so notified, and if dues are not paid by May 31st, her name shall be dropped from the rolls.

Section 3 The full amount of annual dues shall be collected from a new member at any time during the year that her application is accepted by the President.

Section 4 The club shall pay the registration package for the Club President for the State Convention and Summer Board for each of the two years of her term starting with the fiscal year beginning April 1st of the installation year. The officer shall be responsible for lodging and travel expenses.

(Sections 5, 6, and 7 added April 2015)

Section 5 The club shall pay for a thank you gift, whose price shall not exceed \$25, for invited program speakers.

Section 6 The club shall pay for supplies, with valid receipts or bills for Club History/Scrapbook, not to exceed \$50 per year.

Section 7 The club shall pay for a gift for the outgoing club President not to exceed \$40 for the 2-year term. In the event the office of the President is held only 1 year, a gift not to exceed \$20 will be presented.

Article II - Duties of Officers

Section 1 An officer shall hold the same office for two consecutive years. The duties of the officers shall be in accordance with their title.

Section 2 **PRESIDENT:** to preside at all meetings; represent the group at all times, uphold and maintain the policies of the Club, promote better gardening for home and community; to maintain harmony; to cooperate cheerfully; to inspire each member toward better gardening, to archive records and projects at McNeese library for the preservation of the club's history, with an option to keep in her possession any material less than 4 years old.

Section 3 **VICE-PRESIDENT:** To stand by the President; to aid and cooperate at all times; to be ready to preside in emergencies as President. In the event of a resignation, she is obligated to take upon herself the responsibilities of the President. She is also required to be the Chairperson of the Yearbook Committee.

Section 4 RECORDING SECRETARY: Assumes responsibility of keeping an accurate record of whatever transpires at either regular or board meetings, keeping a separate book for each. She is to serve as Publicity Chairperson.

Section 5 CORRESPONDING SECRETARY: To notify all members of regular board or called meetings; to keep a list of complete membership up to date and available at all times and to answer all correspondence promptly and properly.

Section 6 TREASURER: to be custodian of all funds; to collect dues, issue receipts; therefore, pay all bills as approved by the President and Executive Board; to render a monthly report.

Section 7 EXECUTIVE BOARD: Comprised of all elected officers and all committee chairpersons.

Article III - Executive Board

Section 1 The Executive Board shall have general control of the Club.

Article IV - Committees

Section 1 The STANDING COMMITTEE shall be appointed by the President with the approval of the other elected officers.

Section 2 The STANDING COMMITTEE shall be: FLOWER ARRANGEMENT, PROJECT, MEMBERSHIP INSTRUCTOR, PARLIAMENTARIAN, GARDEN THERAPY, CHAPLAIN, LIBRARIAN, WAYS AND MEANS, HISTORIAN, HORTICULTURE, MEMBERSHIP, CONSERVATION, PUBLICITY, HOSPITALITY, PROGRAMS, LITTER PREVENTION, AWARDS

Duties of Appointed Chairperson

Section 1 The **Program Chairperson** plans all programs and provides speakers for entire fiscal year; obtains hostesses for each meeting; introduces speakers and buys a gift for the guest speaker. (Not to exceed \$25.00)

Section 2 The **Parliamentarian** shall see that all rules of parliamentary procedures are followed and shall be ready to lend her aid at all times; to give ruling when necessary or to render a final decision.

Section 3 The **Historian** shall complete and compile a scrap book that will serve as a history of the Club and shall conform to the rules of the State.

Section 4 The **Librarian** is responsible for books of the Club and should keep an accurate record of each book checked out.

Section 5 The **Flower Arrangement** Chairperson shall have charge of making entries in all flower shows in the name of the Club. She shall have exhibits of flower arrangements whenever the occasion demands it. She shall be ready to instruct members in the art of flower arranging.

Section 6 The **Horticulture** Chairperson plans the horticulture notes for the year and helps the member who is to present them find materials. She should report all material that comes addressed to her from either the State or National Chairperson.

Section 7 The **Conservation** Chairperson shall have in her possession a list of the State conservation material. She shall have knowledge of conservation and shall give one conservation speech each year.

Section 8 The **Hospitality** Chairperson plans all social activities of the Club and sends remembrances in case of sickness or death, and for special occasions. The Chairperson and

committee shall do all telephone work, as approved by the President. She will purchase for the outgoing President a gift not to exceed \$15.00, which will be presented to her at the completion of her office.

Section 9 The **Garden Therapy** Chairperson promotes the use of flowers and active gardening to help the sick in body and mind to help themselves.

Section 10 The **Litterbug** Chairperson cooperates with the State and National chairperson in carrying out this project. She lends encouragement and assistance to all cleanup programs approved by the Club.

Section 11 The **Chaplain** shall open all meetings with prayer and lead the club in repeating the Club prayer at the adjournment of the Club meeting.

Section 12 The **Ways and Means** Chairperson presents plans for financing the Club. All members should help in carrying out these plans.

Section 13 The **Project** Chairperson directs the projects for the year and sees that each project is completed in the time allotted for them.

Section 14 The **Membership** Chairperson receives names of candidates for membership, introduces them at the meetings, and keeps a record of their attendance.

Section 15 The **Publicity** Chairperson shall handle all publicity for the Club. She should send in advance notices of meetings. She should keep a record of all radio and television time for an annual report.

Section 16 The **Membership Instructor** shall instruct all candidates for membership in the work of the Club.

Section 17 The Telephone Committee shall do all the telephone work as approved by the President.

Section 18 The **Workshop Chairperson** shall be responsible for setting up workshops.

Article V - Meetings

Section 1 The Club shall meet once a month with the exception of the months of June, July and August. Meetings may take the form of garden pilgrimages, etc., at the discretion of the members.

Section 2 The Executive Board shall meet once a year in April or for called meetings when necessity.

Article VI - Suspension of Bylaws

A bylaw or rule or order may be suspended in case of emergency, but only under extenuating circumstances, by a two-thirds (2/3) vote of the members present, and only for a single meeting.

Revisions

SEPT 2009

**** \$20 dues will include the annual yearbook/ handbook. Dues before Sept 2009 included the LGCF newsletter, (it is now available online only)**

NOV 2009

**** Deceased Members:** For those that are **PAYING MEMBERS** at the time of their death, a charitable donation of \$10 will be made in their name to The Louisiana Garden Club Federation's BOOK OF REMEMBRANCE. It should be specified that the donation is to benefit the LGCF

headquarters home, or scholarship, or a current LGCF project that is happening at the time of said persons death. (Left to the discretion of the Club President).

**** Get well, hospital, and Non-member gifts** will consist of a CARD sent from the Garden Club.

APRIL 2012

****Duties of Appointed Chairperson, Section 1, last sentence was changed from (Not to exceed \$10.00) to (Not the exceed \$25.00).**
