

BYLAWS

ARTICLE I NAME

This organization shall be known as the PORT ANGELES GARDEN CLUB.

ARTICLE II OBJECT

The object of this organization shall be to create interest in the fine art of gardening, the study of horticulture and the art of floral design; to preserve the beauty of the world around us; and to organize exhibitions that will enlighten our community.

ARTICLE III MEMBERSHIP

Any person interested in the objectives for which the club is formed is eligible for membership.

ARTICLE IV MEETINGS

The Port Angeles Garden Club shall convene meetings at a time and place designated and voted on by the Executive Board and presented to the membership. Meetings may be held electronically, such as by internet or conference call. A quorum consisting of twenty-five (25) percent of the club membership is required for formal action to be taken at any meeting. A quorum may include votes by proxy when a member in good standing has authorized another member to vote in their absence and submitted a valid signed Proxy to the secretary.

The Board of Directors and all interested club members will meet monthly prior to the general meeting to conduct official business of the club except July and August. The general meeting of the club will be held to promote the goals of Article II including the study of horticulture, the art of floral design, fellowship and the educational interests of the membership. (12/21/2020) (12/13/2021) (5/8/2023)

ARTICLE V OFFICERS

Elected officers of the club will constitute the Executive Board: President, Vice President, Membership Officer, Program Officer, Recording Secretary and Treasurer. When deemed necessary, the President, Vice President, Membership and Program Officer positions may be held by two members designated as co-officers.

All officers and appointed committee chairs, including the immediate past President, shall constitute the Board of Directors. A transition meeting with the past board and with the incoming board will be held following the end of the June fiscal year.

In the event the President and/or co-President must vacate the office before completion of the term, the Vice President(s) become President. In the event that one of the other elected officers must vacate the office, the Executive Board will elect a replacement to complete the Officer's term. The Executive Board shall have the power to fill vacancies in its body. Such appointees are to serve out the unexpired terms. (3/2017) (5/8/2023)

DUTIES OF OFFICERS

The President shall preside at all meetings of the club, appoint Standing Committee Chairs, call meetings of the Board of Directors and appoint a Parliamentarian. The President must have been a member of the club for (3) three years before being installed as President and must have served previously on the Board of Directors.

The Vice President shall conduct the business of the organization in the absence of the President. Should the office of the President become vacant, the Vice President shall complete the term of President. Requirements for this office are the same as for President. The Vice President shall oversee all fund-raising activities and work with the President and Program committee to plan programs which promote the objectives as stated in Article II.

The Membership Officer will oversee membership, meeting attendance, collect yearly dues, maintain membership records and work with the Treasurer and the Yearbook Chair providing current count, pictures and personal information .(3/18/2019) (12/21/2020)

The Recording Secretary shall keep accurate minutes of all business meetings of the Board of Directors and the General Membership meetings. The Recording Secretary shall also attend to the correspondence of the club unless otherwise directed.

The Treasurer shall keep an account of all money received and expended and shall pay all bills as reflected in the approved budget. Detailed reporting will be presented to the Board of Directors each month with a summary to the membership. The Treasurer shall also serve as an advisor to the Budget committee and prepare the records for audit within 30 (thirty) days following the June meeting.

The Program Officer will plan all programs/speakers in coordination with the WSFGC requirements and the President. Field trips and or crafts will be executed through this office. The position may be divided between more than one member. (3/18/2019)

ARTICLE VI NOMINATIONS AND ELECTIONS

A Nomination Committee shall consist of (5) five members appointed by the President during the summer recess and listed in the committee section of the year book in odd number years consistent with WSFGC election cycle. One member will be a past President. This committee shall present a slate of officers at the regular meeting in April, election to follow immediately. Nominations may be made from the floor with the consent of the nominee. If additional nominees are forthcoming, the elections must be by written ballot. (3/2017) (3/18/2019)

The newly elected officers shall be installed on the regular meeting date in June. (3/2017)

ARTICLE VII DUES

Dues for the next fiscal year are to be paid prior to the current fiscal year May Meeting. (2/15/2016)

Dues of members joining PAGC after December 31 will be one half of the current fiscal year's dues. (3/21/2016)

ARTICLE VIII STANDING COMMITTEES

Standing Committees are:

Arbor Day	Horticulture
Auditor	Hospitality/Hostesses
Awards	Inspiration
Birds	Librarian
Budget	Parliamentarian
Bylaws	Parade

Civic Beautification	Plant Sales
Community Donations	Program-workshops, field trips and speakers
Flower Arranging	Publicity
Flower Show	Recognition
Garden Therapy	Scholarships
Green Thumb Award	Sunshine
Historian/Historical Preservation	WEB/Newsletter
Honor Club	Wreath Sale
	Yearbook
	Youth Education

Chairmen shall be appointed by the President and have voting power at board meetings with one vote per committee.

ARTICLE IX ORDERS OF BUSINESS

The order of business includes: (not necessarily in this order)

- Call to order
- Flag salute
- Inspiration
- Treasurer's report
- Secretary's report
- Correspondence
- Unfinished business
- New business
- Committee reports
- Education
- Announcements
- Program
- Adjournment

ARTICLE X AMENDMENTS

Bylaw changes shall be presented by the committee to the board prior to being presented to the membership. The bylaws may be amended at a regular business meeting by a two-thirds (2/3) vote of those members present, provided the proposed amendment(s) has (have) been submitted in writing and read at the previous regular meeting or submitted to the membership via email or mail at least two weeks in advance of the regular meeting. A quorum must be present. (12/21/2020)

ARTICLE XI PARLIAMENTARY AUTHORITY

Robert's Rules of Order (most recently revised edition) shall govern the organization in its business procedure on all points not covered by the BYLAWS.

ARTICLE XII DISTRIBUTION OF FUNDS UPON DISSOLUTION

In the event of dissolution of the Port Angeles Garden Club, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the club over to an organization dedicated to charitable and/or educational purposes and which has been recognized as a 501(c)(3) organization by the Internal Revenue Service.

STANDING RULES

1. The Club is entitled to be represented at the District Meeting by the President or her alternate. Each Club is entitled to one vote only.
2. One voting delegate, the Incoming President or alternate shall represent the club at the State Convention. The Port Angeles Garden Club will pay the registration fees, convention meals, hotel cost, and round-trip mileage concurrent with WSFGC reimbursement, plus any ferry/bridge fares. The delegate shall make a report to the membership.
3. Committee member(s) must have approval of the chair before spending committee funds, and the member(s) will submit the bill(s) to their chair. The chair will submit a voucher to the Treasurer for payment.
- 3.a Committee chairs start their term on July 1 and are asked in most cases to ask others to serve on their committee. Also, in order to help the new Chairman understand the scope of their responsibilities, a Committee Description has been written and filed under "Members Only" on the Website. The Committee Chair is to review the responsibilities and if parts are no longer applicable or the new committee chooses to change what has been done in the past they are requested to edit the description and forward to the President for approval. Also a year-end report is to be forwarded to the President in June. (3/18/2019)
4. When a member has passed away, any expression of sympathy or memoriam will be left to the discretion of the President and Sunshine Chairman within the approved budget. (3/18/2019)
5. Emeritus: Any member of Port Angeles Garden Club who has been a member in good standing in any club affiliated with the National Federation of Garden Clubs, for a minimum of ten (10) years, will be honored as a member emeritus upon reaching the age of 85 years, any time from June 1st to June 1st of the following year. The member emeritus shall no longer be required to pay dues but shall receive all benefits of membership.
6. WSFGC Life Membership: A Recognition Committee shall be composed of three (3) Life Members of Port Angeles Garden Club, appointed by the President, and shall serve for the purpose of selecting a nominee for WSFGC Life Membership. The club will honor the member with a Life Membership and pin at the June meeting.
Criteria for selection of a nominee:
 - a. The nominee must be an active member of Port Angeles Garden Club a minimum of five (5) years.
 - b. The nominee must participate in Olympic Peninsula District events.
 - c. The nominee shall contribute to the goals and objectives of Port Angeles Garden Club, the Washington State Federation of Garden Clubs, and the National Federation of Garden Clubs.
 - d. The nominee shall have served as a committee chair and/or held an office, be a dependable leader, volunteer service, attend 75% of club events, be supportive and proud to be a member of Port Angeles Garden Club. (4/19/21)
7. An Honorary Member of the Port Angeles Garden Club may be chosen when it is deemed appropriate to recognize an individual for his/her contributions to the Club.
8. Penny Pines Award: The Recognition Committee may choose to honor club member(s) who has (have) given

exemplary service to Port Angeles Garden Club with the Penny Pines Award.

Criteria for the selection of nominee:

- a. The nominee must be an active, dependable member of Port Angeles Garden Club/Olympic Peninsula District for a minimum of four (4) years
 - b. The nominee has vigorously supported PAGC by serving on at least three PAGC and/or District committees.
 - c. A member may receive this Award only once. (4/19/21)
9. PAGC HONOR/RECOGNITION BOOK The "PAGC HONOR/RECOGNITION BOOK" has been created to bestow our highest honor to a PAGC member whose volunteer efforts have made outstanding contributions to the club and community. Qualifications for this award are: membership for more than 5 years and contributions to the club with their continued support, loyalty and time given. This award may be given annually and chosen by the Recognition Committee. The chosen awardee will be given a lapel pin, and have their photo, list of contributions, and biography included in our Recognition/Honor Book that is displayed at all gatherings. (4/19/2021)

Complete revision 5/18/2015, Amendments: 2/15/2016, 3/21/2016, 3/2017, 3/18/2019, 12/21/2020, 4/19/2021, 5/8/2023