

Openwood Plantation Garden Club Constitution

Article I: Name

The name of this organization shall be the Openwood Plantation Garden Club.

Article II: Purpose of the Organization

1. To aid in the development of home gardens;
2. To aid in the beautification of Openwood Plantation and surrounding areas;
3. To stimulate interest in the beautification of our city, county and state; and
4. To encourage protection of wildflowers, birds and all natural beauty as a whole.

Article III: Officers

Section 1. The elected officers of this club shall be President, First Vice-President, Second Vice President, Third Vice-President, Secretary and Treasurer. These members shall comprise the Executive Board.

Section 2. The officers shall serve for a term of two years.

Section 3. Nominations for all offices shall be made by a Nominating Committee appointed by the President in January of the 2nd year of the Executive Board's term of office. A slate of proposed new Officers will be presented at the March meeting. Nominations can also be made from the floor.

Section 4. The election of new officers is held at the April meeting, installed in May to assume duties on June 1st. (ballot elections deleted). Outgoing officers will hostess the installation program.

Section 5. No officer may serve longer than two consecutive terms in the same office; however, they may be elected to another office.

Article IV: Officer Duties

Section 1. The President shall preside at all meetings of the club and all meetings of the executive board. The President shall see that all rules of the club are enforced; is an ex-officio member of all committees except the Nominating Committee; shall appoint all standing committee chairpersons; and have the privilege of signing all warrants with the Treasurer. The President will compile all information for the Garden Clubs of Mississippi, Inc. annual report and submit it by May 1.

Section 2. The First Vice President shall perform the duties of the President in the President's absence and if a vacancy in the Office of the President should occur, the first Vice President shall assume the President's duties until the next election. The First VP shall compile the club yearbook and deliver a copy to each paid member. First VP shall purchase a thank-you gift for the out-going President to be presented at the Installation of the successor.

Section 3. The Second Vice President shall arrange for club programs including inviting speakers; coordinating special arrangements needed by speakers and purchasing and presenting a thank-you gift to each speaker.

Section 4. The Third Vice President shall be in charge of all money-making projects. This includes accurate record keeping for projects and turning over money to the treasurer upon completion of each project.

Section 5. The Secretary shall maintain a permanent record of all meetings of the club and Executive Board, and handle all correspondence for the club. Together with the Treasurer, will keep an up-to-date record of the membership names, addresses, telephone numbers and email addresses. (Deleted: taking roll call at meetings)

Section 6. The Treasurer will collect and keep an accurate record of all club monies, giving a monthly report of expenses, collections and balance on hand. The treasurer shall dispense funds according to directions from the Executive Board, sign all warrants and prepare a club budget in conjunction with input from the President.

Article V: Executive Board

The Executive Board shall consist of the elected officers of the Club and meet once a month prior to each regular meeting. It shall make sure the club constitution is followed; shall fill all vacancies of the Board except the President's, which shall be filled by the first Vice President and discuss new projects prior to presentation to the club for a vote. Each member shall turn over to their successor all records pertaining to their office by June 1 after their respective duties conclude.

Article VI: Membership

Membership in the Club shall be open to residents of Openwood Plantation and surrounding areas.

Article VII: Dues

Dues shall be \$15 per year payable on or before the May meeting. All dues shall be paid before a name can be added to the membership list. For new members added at or after the January meeting, their dues will be \$7.50.

Article VIII: Standing Committees Appointed by the President

Awards: Will apply for state awards from the Garden Clubs of MS, Inc. on behalf of the club.

Civics: Will co-ordinate selection of Yard of the Month and Christmas Decorating Contest to include moving the Yard of the Month sign to monthly winner's yard and sign maintenance. The committee will judge and notify Christmas Contest winners, supply names & addresses to the publicity chairman and President.

Conservation: Will encourage members to be mindful of our natural resources and offer ways to conserve them.

Devotional: Will offer a brief inspirational story/ thought at each monthly meeting.

Garden Therapy: Will co-ordinate a club project benefiting the elderly, ill or disadvantaged.

Membership: All members are encouraged to invite perspective new members.

Newsletter: Will coordinate a monthly e-newsletter to membership with meeting dates, locations and other pertinent club information to be included. This replaces the telephone committee.

Parliamentarian: Shall see that correct procedures are carried out at club meetings. *Robert's Rules of Order* is to be used for guidance.

Progressive Dinner: Will be in charge of all details related to the Progressive Dinner.

Publicity: Will be in charge of all Club publicity.

Santa's Visit: Will be in charge of all aspects of the project to include choosing the date, securing a Santa and co-ordinate the event with Culkin Fire Department and the Warren County Sherriff's Department.

Sunshine: Will send a card to a member or their immediate family in the case of serious illness, a new baby or death. In addition, a memorial gift determined by the Executive Committee shall be made in cases in which an active member, spouse or family member living in a member household passes away. Funds to carry out these activities shall come from the Club treasurer and a record kept of all monies spent.

Other Committees may be appointed as deemed necessary by the Executive Board.

Article IX: Meetings

Meetings of the club shall be held on the third Tuesday at 7:00 p.m. at a designated member's (hostess) home. No meeting will be scheduled in June, July or August. Light and simple refreshments will be provided by co-hostesses.

Article X: Amendments

Section 1: Amendments to the Constitution and By-Laws may be made by two-thirds majority of members present, provided the proposed amendment has been presented at the previous meeting.

Section 2: A quorum to transact business shall be a majority of members present.

Article XI: Parliamentary Procedures

Robert's Rule of Parliamentary Law Shall be the recognized authority.