



*By-Laws of the  
Council of Garden Clubs of Virginia Beach, Inc.*

*Revised April 12, 2006*

*Amended November 14, 2007*

**ARTICLE I – NAME**

The name of this organization shall be The Council of Garden Clubs of Virginia Beach, Inc., hereinafter known as Council. No recommendation adopted by this Council shall in any way bind its constituent members but shall be advisory in character.

**ARTICLE II – OBJECT**

The objectives of the Council shall be to coordinate the interests of the garden clubs of Virginia Beach and to bring them into close relations of mutual helpfulness by association, conferences and correspondence: to aid in the protection and conservation of our national beautification, to study the fine arts of gardening in all its aspects; to encourage the study of horticulture and to serve as a liaison for the local clubs and cooperate with other organizations doing similar work.

**ARTICLE III – MEMBERSHIP**

**Section 1. Definition**

- a. Active membership shall consist of garden clubs in the City of Virginia Beach.
- b. Associate membership shall consist of garden clubs of Virginia Beach who choose to be associated but not as active members.
- c. Honorary membership shall be all past presidents of Council.

**Section 2. Qualifications**

Applications for membership shall be presented to the Council's First Vice President who, in turn, shall present this application to the Board of Directors of Council for their approval. Registration and reinstatement requests shall be submitted to the First Vice President who shall pass this information to the Board of Directors. Clubs accepted shall be notified in writing by the First Vice President and then be presented at the next general meeting of the Council. Membership dues, a list of the club's officers and a copy of the club's by-laws shall accompany each application submitted.

**Section 3. Dues**

- a. Dues are payable in October and no later than December 1. Dues paid after December 1 shall include an additional fee of \$5.00 for each month or part of a month that they are late.
- b. Active clubs shall pay \$1.00 per member per year.
- c. Associate club shall pay \$50.00 per year.

**Section 4. Rights**

Active members shall consist of garden clubs in the City of Virginia Beach and shall be represented at regular meetings of the Council by the Club President and her appointees

1. The Club President or her appointees must attend at least three (3) regular meetings per Club Year to maintain the Club's "active" status in the Council.

2. Two of the representatives will have voting privileges.
3. Other Club members are invited to attend the Council meetings and are urged to participate in Special meetings, programs and activities.
4. Every active club is encouraged to contribute refreshments for one of the general meetings or special programs each year. This shall be on a rotating schedule.

## **ARTICLE IV – OFFICERS**

Officers shall perform the duties prescribed in these by-laws and by the parliamentary authority adopted by the Council.

### **Section 1. Officers**

The Officers shall be:

- President
- First Vice President
- Second Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Directors as defined in Article VI

### **Section 2. Eligibility**

- a. All Officers shall be members of an active club of Council.
- b. No member shall serve more than one elective office at one time.

### **Section 3. Duties of Officers**

- a. The President shall preside at all meetings of Council, Executive Committee and Board of Directors; may appoint a Parliamentarian; and shall appoint the chairman of all committees except the Nominating Committee. In April the President shall appoint a committee of three (3) to serve as auditors, who shall report at the September Council meeting. The President may appoint an Advisory Committee when deemed necessary. The President shall be ex-officio a member of all committees except the Nominating Committee.
- b. The First Vice President shall, in the absence of the President, perform the duties of that office, and should the office of the President become vacant the First Vice President shall assume the office of President. The First Vice President shall serve as Membership and Club Extension Chairman for the Council.
- c. The Second Vice President shall, in the absence of the President and the First Vice President, perform the duties of that office. The Second Vice President shall also serve as Program Chairman.
- d. The Recording Secretary shall keep the minutes of the Council, the Board of Directors and the Executive Committee. The Recording Secretary shall send a copy of the minutes to the President as promptly as possible.
- e. The Corresponding Secretary shall send notice of meetings and shall conduct the general correspondence of Council, when requested by the President. The Corresponding Secretary shall perform other duties as directed by the President or the Board of Directors.
- f. The Treasurer shall handle all monies of the Council, and shall pay all bills according to the approved budget. The Treasurer shall give a detailed report at all Board and regular meetings, or when requested to do so. The Treasurer shall submit all records to the Audit Committee in July.

### **Section 4. Nomination of Officers**

- a. Nominating Committee. A Nominating Committee of five (5) members shall be elected at the January Council meeting in election years to present a slate of officers at the following March meeting.
- b. Nominations may also be made from the floor at the
- c. April meeting. Any person so nominated must have expressed in writing, willingness to serve if elected.

**Section 5. Election of Officers**

- a. Election of officers, other than Directors, shall be held every two (2) years at the April meeting of odd numbered years.
- b. If there is more than one nominee for an office a ballot vote shall be cast for that office.

**Section 6. Term of Office**

- a. The term of each officer shall be two (2) years or until the successor is elected.
- b. No officer, except Directors, may succeed in the same office.
- c. Officers shall assume duties at the close of the Installation and Awards Luncheon.

**Section 7. Vacancies in Office**

Vacancies in office, other than that of the President, shall be filled for the unexpired term of the vacancy by the Executive Committee

**ARTICLE V – COUNCIL MEETINGS**

**Section 1 – Council Meetings**

Unless otherwise ordered by the Executive Committee, regular meetings shall be held on the second Wednesday of September, November, January, March and April.

**Section 2 – Annual Meeting**

The April meeting shall be called the Annual Meeting. At this meeting the annual reports of Officers and Directors shall be given and the elections shall be held in the odd numbered years.

**Section 3 – Annual Awards Luncheon**

The date of the Annual Awards Luncheon shall be set by the Luncheon Chairman. The preferred date shall be the first Wednesday in June; if not available, the last Wednesday in May. Awards shall be presented, and the Historian's Report shall be given and made a part of the permanent records.

**Section 4. Special Meetings**

Special meetings may be called by the President or within two weeks upon receiving a written request, signed by three club members.

**Section 5. Quorum**

The quorum of Council meetings shall be twenty (20) members.

**ARTICLE VI – BOARD OF DIRECTORS**

**Section 1. Composition**

The Board of Directors shall be composed of the elected officers and Chairmen of all Standing Committees.

**Section 2. Duties**

The Boards of Directors shall conduct business of Council between regular meetings and shall take any action requiring immediate attention. The quorum shall be six (6) members.

**Section 3. Meetings**

Meetings shall be held at the call of the President or upon written request of at least three (3) Board members.

**ARTICLE VII – EXECUTIVE COMMITTEE**

**Section 1. Meetings**

The Executive Committee, composed of the elected officers, shall meet upon call of the President. The quorum shall be four (4) members.

**Section 2. Duties of the Executive Committee**

The duties of the Executive Committee shall be specified in these by-laws.

**Section 3. Registered Agent**

The Executive Committee shall select a responsible citizen of Virginia Beach to serve as a registered agent for Council.

**Section 4. Executive Committee Reports to the Board of Directors**

The Executive Committee shall report all actions taken to the Board of Directors at the following meeting of the Board.

**ARTICLE VIII – COMMITTEES**

**Section 1 – Standing Committees**

- a. The Standing Committees shall include:
  1. ABC (Formerly HANDS)
  2. Arbor Month/Tree Distribution
  3. Awards
  4. Awards of Merit
  5. Conservation/Ecology/Litter
  6. Flower Show
  7. Francis Land House
  8. Fundraising
  9. Garden Therapy
  10. Historic Preservation
  11. Hospitality
  12. Judges
  13. Library
  14. Luncheon
  15. Newsletter
  16. Photographer
  17. Publicity
  18. Registration
  19. Scholarship
  20. Scrapbook
  21. Speaker’s List
  22. Telephone
  23. Tours

- 24. Webmaster
  - 25. Wreathmaking Workshop
  - 26. Yearbook
  - 27. Others as deemed necessary by the Executive Committee.
- b. Each Standing Committee Chairman shall submit a written report to the President and Recording Secretary and shall keep a copy of these reports in the Committee file.

**Section 2. Special Committees**

Special committees may be appointed by the President to accomplish the objectives of Council.

**Section 3. Budget Committee**

The Budget Committee, composed of the President, immediate past President and Treasurer shall prepare and present for adoption, at the September Board of Director’s Meeting, a budget for the following year. The adoption of this budget by Council shall be the authorization for the expenditure of funds listed therein. Expenditures not included in this adopted budget must be approved by the Board of Directors and ratified at the next regular meeting of the Council. Special event projects require operational budget approval by the Board of Directors and ratification at the next regular meeting.

**ARTICLE IX – DISSOLUTION**

In the event of the dissolution of this organization, assets shall be transferred to a non-profit organization and none of the funds shall inure to the benefit of any individual member.

**ARTICLE X – PARLIAMENTARY AUTHORITY**

The current edition of *Robert’s Rules of Order, Newly Revised* shall govern the organization in all cases to which they are applicable and which they are not inconsistent with these by-laws and any special rules the organization may adopt.

**ARTICLE XI – AMENDING BY-LAWS**

These by-laws may be amended by a two-thirds vote of members present, provided the proposed amendments have been mailed to the Board of Directors and each member club at least one month prior to the date of the meeting.

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*Standing Rules For The  
Council Of Garden Clubs of Virginia Beach, Inc.*



1. At meetings of The Council of Gardens of Virginia Beach, Inc. a member may register and serve as the representative of ONLY ONE Garden Club.
2. Garden Clubs invited to join The Council of Garden Clubs of Virginia Beach, Inc., should have their membership predominantly in Virginia Beach.
3. Funds for Awards shall be submitted to the Treasurer prior to August 15<sup>th</sup>; otherwise the Award shall be eliminated.