

PLGC BYLAWS

Revised April 7, 2022

ARTICLE I – NAME

The name of this organization is PLANTATION LAKES GARDEN CLUB, hereinafter referred to as PLGC.

ARTICLE II – OBJECTIVE

The objective of this organization is:

- a. To support the interests of our members through activities in our club and community that promote home gardening, community beautification, floral design, horticulture and conservation.
- b. To affiliate with and promote the objectives of Delaware Federation of Garden Clubs, Inc. (DFGC), Central Atlantic Region of State Garden Clubs, Inc. (CAR-SGC) and National Garden Clubs, Inc. (NGC).
- c. To operate as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – FINANCE

- a. The fiscal year begins on May 1 and ends on April 30.
- b. Membership dues are the primary source of funding for PLGC operating costs.
- c. Membership dues are paid by active members upon joining PLGC and annually in April.
- d. Membership dues are not refundable.
- e. Fundraising activities are the primary source of funding for PLGC projects.

ARTICLE IV – MEMBERSHIP

- a. Membership in PLGC is open to anyone who is interested in our objectives, without regard to age, race, color, religion, sex, handicap, familial status, or national origin.
- b. ACTIVE members support and promote the club objective by attending general meetings, participating in club activities and fundraisers, serving on a standing or special committee and paying annual dues.
- c. The board of directors may grant EMERITUS status to an active member after ten consecutive years of membership. An Emeritus member may attend general meetings and participate in club activities but does not pay dues, serve on the board of directors or vote on a motion or in an election.
- d. The board of directors may grant HONORARY status to a non-member individual or organization for significant contributions to the PLGC objective. An Honorary member may attend general meetings and participate in club activities but does not pay dues, serve on the board of directors or vote on a motion or in an election.

ARTICLE V – LEADERSHIP

Section 1: Executive Board and Board of Directors

- a. A president, first vice-president, second vice-president, secretary, treasurer, and recording secretary are elected by PLGC members to serve on the executive board. A parliamentarian is appointed to the executive board by the president.
- b. The PRESIDENT, as chief executive officer, presides at all PLGC meetings, represents the club at meetings of other organizations, appoints all committee chairs and an “acting” executive officer to fill a position on the executive board that becomes vacant. The president serves as an ex-officio member of all PLGC committees except the nominating committee.
- c. The FIRST VICE-PRESIDENT assumes responsibilities of the president during the absence or resignation of the president and serves as chair of the programs committee.

- d. The SECOND VICE-PRESIDENT assumes responsibilities of the president and/or first vice-president during the absence or resignation of the president and/or first vice-president and serves as chair of the membership committee.
- e. The TREASURER handles all financial matters pertaining to the club, files all required IRS and Delaware tax returns, maintains a permanent record of tax returns and serves as chair of the finance committee.
- f. The RECORDING SECRETARY records minutes at PLGC meetings, provides a copy of the minutes to members for their review, maintains a permanent record of minutes and any written reports from officers and committee chairs and serves as PLGC historian.
- g. The CORRESPONDING SECRETARY handles all incoming, outgoing and internal correspondence on behalf of the club.
- h. The PARLIAMENTARIAN is appointed by the president to serve as an advisor to the executive board and board of directors regarding parliamentary procedure, PLGC bylaws and standing rules and serves as chair of the bylaws committee. This is a non-voting position on the executive board.
- i. The BOARD OF DIRECTORS includes all members of the executive board and the chairperson of each standing and special committee.

Section 2: Election of Executive Officers

- a. The nominating committee identifies a nominee for each elected executive office and confirms the nominee's interest and qualifications for the position.
- b. The nominating committee presents a slate of officers to PLGC members at the general meeting in February of odd-numbered years. The president may call for nominations from the floor before closing nominations.
- c. Election of executive officers takes place by secret ballot at the next general meeting or by voice vote if only one person is nominated. Election of executive officers requires a two-thirds majority of members who are present.

ARTICLE VI — COMMITTEES

- a. Standing committees conduct essential business of the club. These include programs (1st vice-president), membership (2nd vice president), finance (treasurer), historian (recording secretary), bylaws (parliamentarian), nominating and ways & means.
- b. The board of directors creates special committees to oversee a PLGC activity that is beyond the scope of any standing committee and dissolves special committees when the activity is completed or discontinued.
- c. The president appoints all committee chairs, except those that are collateral responsibilities of executive officers.

ARTICLE VII — MEETINGS

- a. One general meeting, consisting of a business meeting and program, takes place monthly except July and August. The passage of any vote at a general meeting requires a majority vote of those present, except that a vote for election of executive officers or amendment of bylaws requires a 2/3 majority.
- b. A meeting of the board of directors (all members of the executive board and the chairperson of each standing and special committee) takes place monthly during the week prior to any general meeting. The passage of any vote at a meeting of the board of directors requires a majority vote of those present.
- c. A meeting of the executive board takes place annually during July or August to prepare for the upcoming September—June garden club year.
- d. A special meeting of the membership, board of directors or executive board may be called by the PLGC president or a majority of the executive board at any time for any reason with five days advance notice. The passage of any vote at a special meeting requires a majority vote of those present.
- e. Any PLGC meeting may be held virtually with at least five days advance notice.
- f. The passage of any vote by email requires the same majority that is required for an in-person vote.

ARTICLE VIII — PARLIAMENTARY AUTHORITY

Roberts Rules of Order, newly revised, govern the club proceedings to which they are applicable when they are not inconsistent with PLGC bylaws or standing rules.

ARTICLE IX — AMENDMENTS

- a. An amendment to the PLGC bylaws may be proposed in writing to the chair of the bylaws committee by any member at any time. The proposed amendment and a recommendation from the bylaws committee is then presented to the board of directors for consideration at their next scheduled meeting.
- b. Upon a motion and passage by a two-thirds majority of board members who are present, a proposed amendment is recommended by the board of directors to PLGC members at the next scheduled general meeting.
- c. PLGC members vote on any amendment recommended by the board of directors at the next scheduled general meeting.
- d. Amendments to the bylaws that are approved by a two-thirds majority of PLGC members who are present go into effect upon passage of the motion.

ARTICLE X — DISSOLUTION

In the event of dissolution of PLGC, all assets shall be liquidated and any funds remaining in the treasury will be transferred to the scholarship fund of Delaware Federation of Garden Clubs, Inc.