

**BY-LAWS**  
**THE LAKESIDE GARDEN GUILD**  
**(Revised April 17, 2025)**

**Article I - NAME**

The name of this organization shall be: The Lakeside Garden Guild.

**Article II – PURPOSES**

The primary purposes of The Lakeside Garden Guild shall be the growing and showing of fresh plant material, learning about and practicing floral design, and organizing and supporting an annual community project.

**Article III - FISCAL YEAR**

Both the business year and the fiscal year for the organization shall be February 1 through January 31.

**Article IV - MEETINGS**

Sec. 1. The Lakeside Garden Guild shall hold regular monthly membership meetings, on the third Thursday of each month unless otherwise ordered. At these business meetings, the hostess and hospitality chairperson shall assume responsibility for adequate seating, beverages, glasses, cups, plates, flatware and napkins. The co-hostesses shall provide and serve food and provide a featured floral arrangement.

Sec. 2. Meetings of the Board of Directors shall be held monthly at the discretion of the president.

Sec. 3. An annual holiday party or luncheon shall take the place of the December meeting. This celebration is closed to visitors. Other regular monthly meetings shall be open to guests and proposed members unless it is determined by the Board of Directors that a meeting should be closed to visitors for a specific reason.

Sec. 4. There shall be an annual flower event. The chairperson of the flower event shall be appointed by the president. The plans for this event will be submitted to the general membership for approval at a general meeting. It may be accepted or rejected by a simple majority vote of those present.

**Article V – MEMBERSHIP**

Sec. 1. The number of members shall be limited to forty (40) active, dues paying members.

Sec. 2. Attendance at meetings is expected and required by all members whenever possible. If any member shall fail to attend the regular monthly meetings, said member may be dropped from the membership roll at the discretion of the Board. In such cases, dues shall not be refunded.

Sec. 3. All members must exhibit in the flower events. Any member not fulfilling her obligation to exhibit in the annual show may be dropped from the membership roll at the discretion of the Board.

## **Article VI - NEW MEMBERS**

Sec. 1. An active member of at least one year standing may sponsor one new member each twelve (12) months. A proposed new member shall be advised of the membership responsibilities by her sponsor and given an application to be completed and returned to her sponsor. It is the sponsor's responsibility to forward the completed application to the membership chairperson. A proposed new member must attend two (2) meetings before the Board of Directors shall vote on her application – the first meeting attended as a guest, and one additional meeting as a proposed member. A proposed new member will be notified by her sponsor or a member of the Board of Directors of their decision regarding her admission as a member.

Sec. 2. Any objection to a proposed new member must be submitted to the membership chairperson in writing, who will then present this objection to the Board of Directors.

Sec. 3. A vote by the Board of Directors by secret ballot with a two-thirds (2/3) vote for approval is required for admission of a new member.

Sec. 4. In addition to explaining all duties and obligations of membership to a proposed member, a sponsor is required to act as a mentor for any new member whom she has sponsored.

Sec. 5. A former member, by written request, may be reinstated at the discretion of the Board of Directors.

## **Article VII - THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS**

Sec. 1. The Executive Committee shall consist of the elected officers and the Past President. Elected officers are: President, Vice-President, Recording Secretary, Corresponding Secretary and Treasurer who each have one (1) vote except for the president who votes only in case of a tie. The immediate past president is a non-voting member of the Executive Committee.

Sec. 2. The Board of Directors shall consist of the Executive Committee plus standing committee chairpersons. Standing committee chairpersons are selected by the president immediately following the annual election and require a two-thirds (2/3) vote of the Executive Committee for ratification. Each standing committee chairperson shall have one (1) vote. Committee co-chairpersons may be appointed to assist standing committee chairpersons and may attend Board meetings to represent a committee when the chairperson is unable to do so. However, only the committee chairpersons shall serve as voting members of the Board of Directors.

Sec. 3. The standing committees shall be Programs, Membership, Floral Design Show, Publicity, Hospitality, Community Project, Sunshine, and Webmaster.

Sec. 4. The Executive Committee has the authority to act for and on behalf of the Board of Directors between board meetings, if immediate actions are deemed necessary. These actions shall be subject to the approval of the Board of Directors at their next meeting following the emergency actions.

Sec. 5. One-half (1/2) of the membership of the Board of Directors shall constitute a quorum for the purpose of conducting business.

Sec. 6. The Executive Committee shall have the right to request regular members to assist the Board of Directors as deemed necessary.

## **Article VIII - ELECTIONS**

Sec. 1. A nominating committee chairperson must be appointed by the president no later than the August membership meeting. The chairperson and the president shall jointly select two (2) persons to serve as additional members of the nominating committee. This committee is responsible for developing a slate of proposed officers for the following year.

Sec. 2. The slate of officers must be presented to the general membership at the October meeting. Additional nominations may be made from the floor, if prior consent of the nominee has been given to the nominating committee. The slate, including any additional nominees, will be voted on at the November membership meeting.

Sec. 3. Members of the nominating committee shall not be precluded from accepting a nomination.

Sec. 4. Elected officers shall assume their positions February 1.

## **Article IX - DUTIES OF OFFICERS**

Only the primary duties of the officers are listed below. Additional duties and responsibilities of officers and committee chairpersons are included in The Lakeside Garden Guild document “Leadership Duties and Responsibilities”.

The President shall:

Sec. 1. Appoint all standing committee chairpersons subject to the approval of the Executive Committee.

Sec. 2. Preside over all meetings and may create or dissolve any special committee as needed. It shall be her duty to convene and to supervise all affairs of The Lakeside Garden Guild.

Sec. 3. Serve as the official representative and spokesperson for The Lakeside Garden Guild in all public relations activities. Serve as the official representative of the organization for all written and electronic correspondence.

Sec. 4. In the event of a vacancy on the Executive Committee, appoint a member to complete the unexpired term, subject to the approval of the Executive Committee.

The Vice-President shall:

Sec. 1. In the absence of the president, assume all duties of the president.

Sec. 2. Fulfill the term of the president, if the president is unable to complete her term.

Sec. 3. Organize any special projects and excursions during the year.

The Recording Secretary shall:

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Sec. 1. Keep minutes of all meetings – general membership, the Executive Committee and the Board of Directors. The minutes shall be approved by the president prior to distribution to the members.

Sec. 2. Keep the membership register and roll. Call roll at each meeting and record those members present or absent. Notify the Board of Directors of any member who regularly misses meetings.

Sec. 3. Maintain a permanent record of membership, including dates of admission and resignation, sponsors and meeting attendance. Maintain a permanent record of the minutes of all meetings.

The Corresponding Secretary shall:

Sec. 1. Maintain an up-to-date membership roster including names, addresses, phone numbers and email addresses. Notify the webmaster of all changes.

Sec. 2. Email meeting notices and minutes to members, once approved by the president. Send additional email correspondence to members as requested by the president.

Sec. 3. Track responses from members for planned attendance at meetings and communicate this information to the president, hospitality committee chairperson, meeting hostess and other leaders as appropriate.

The Treasurer shall:

Sec. 1. Receive and make timely deposits of monies. Keep accurate records of all monies belonging to The Lakeside Garden Guild, paying invoices and expenses only on the authorization of the Executive Committee.

Sec. 2. Make a monthly record of all finances and maintain a permanent annual record of finances of the organization, recording all income and expenses in an annual report.

Sec. 3. Keep current records and ensure that all members have paid their dues on time.

Sec. 4. Notify the Board of Directors for appropriate action of all members who are delinquent in paying dues.

The Past President shall:

Sec. 1. Be a non-voting member of the Board of Directors and of the Executive Committee, seeing that all meetings are conducted in accordance with these by-laws and Robert's Rules of Order.

Sec. 2. Act as a resource and Past President to the Executive Committee.

## **Article X - DUES**

Sec. 1. The amount of the dues will be determined annually by the Board of Directors.

Sec. 2. Dues are payable at the February business meeting and will be delinquent two (2) months after the due date. Members who are delinquent after the April business meeting may be dropped from the membership at the discretion of the board.

Sec. 3. New members admitted anytime during the fiscal year shall be expected to pay full dues for that year.

### **Article XI - EXPENDITURES**

Sec. 1. Any major expenditure of funds must be approved by the Executive Committee at the time of the proposed expenditure. The Board of Directors may allocate a certain peso sum to be used as petty cash. The Board of Directors must approve the budget proposed by the Floral Design Chairperson and the Community Project Chairperson.

Sec. 2. There must be two (2) authorized signatures on the bank account: the treasurer and one other Board member designated by the Executive Committee.

### **Article XII - AMENDMENTS**

Sec. 1. Any changes in the by-laws must be accepted by the Board of Directors and then voted on and approved by the general membership.

Sec. 2. Amendments to the by-laws must be made by submitting the proposed amendments to the membership at any meeting to be voted on at the subsequent regular meeting. Amendments may be accepted or rejected by a majority vote of those present.

### **Article XIII - AUTHORITY**

In the absence of any ruling in the above by-laws, Robert's Rules of Order, Revised Edition, shall prevail.