

# DOGWOOD GAREN CLUB BY-LAWS

Revised May 1, 2019

## ARTICLE I – NAME

The name of this organization shall be the Dogwood Garden Club of Pollock Pines, hereafter referred to as DGC.

## ARTICLE II – OBJECT AND PURPOSE

The object and purpose of the DGC shall be to support the activities of the Pollock Pines Library; maintain the Library gardens; promote beautification of gardens and public space; and to operate as a charitable, non-profit organization raising money to support local charities, youth groups, schools and service organizations in the Pollock Pines/Camino area.

## ARTICLE III – MEMBERSHIP

All adult residents of El Dorado County (EDC) and current members who were formerly EDC residents shall be eligible for membership. Members shall pay annual dues, attend all possible meetings, and participate in and support all possible DGC projects and activities. Each member shall be entitled to one vote.

## ARTICLE IV – DUES

Dues shall be \$30.00 per year or as voted on and approved by the membership. These dues shall not apply to \*Lifetime Members who shall be exempt from dues and shall retain all the entitlements of a paying member. Annual dues are due and payable in December and become delinquent after Feb 15<sup>th</sup>. Membership shall be rescinded for any member that does not pay their annual dues; the Treasurer shall notify such members and the Secretary for removal from the Membership Roster.

\*Lifetime Membership shall be granted, by vote of the Board, to those members having a record of 15 years of continuous service The Lifetime Membership will be granted on the anniversary of their 15<sup>th</sup> year.

## ARTICLE V – OFFICERS

The elected officers of the DGC shall be: President, Vice President, Secretary, and Treasurer.

## 1. Duties:

**President:** The President shall preside at all regular meetings and may call board meetings as necessary. The President shall appoint all Committee chairpersons and may or may not elect to include these chairs as voting members of the board.

**Vice President:** The Vice President shall assist the President and assume the duties of the President in the absence of the President. The Vice President will coordinate with the Host Member to plan monthly meetings.

**Secretary:** The Secretary shall take minutes and determine attendance at all meetings or shall select a member to do so in his/her absence. The Secretary shall submit meeting minutes to the President and *The Bloomin' News* Publisher. The President shall direct the Secretary as to necessary correspondence. The Secretary will maintain the Membership Roster; member status and badge creation.

**Treasurer:** The Treasurer shall collect all moneys, keep accurate records, pay all approved bills, notify delinquent members, maintain and balance the DGC bank account. The Treasurer will coordinate with the Secretary to determine status of membership dues. The Treasurer shall prepare the annual budget for board approval, submit a monthly Treasury report to the President, and prepare a year-end report.

## 2. Terms of Office:

The terms of office shall be for one year beginning January 1<sup>st</sup> of the year following installation. The number of terms shall not be limited.

## 3. Elections:

The Nominating Committee Chairperson shall select the Nominating Committee of not less than two, and not more than three members no later than the September meeting. The Nominating Committee shall present a proposed slate of officers at the regular October meeting. Nominations from the floor shall be accepted at this time. The election of officers shall be held at the regular November meeting. Installation of new officer shall be held



immediately following the election, effective January 1<sup>st</sup> of the following year.

### ARTICLE VI – MEETINGS

The regular meetings shall be held the first Wednesday of each month, except January. A Board meeting shall be held in January for planning purposes. A second Board meeting shall be held midyear or as deemed necessary.

### ARTICLE VII – COMMITTEES

Standing Committees shall be: Membership, Programs, Publicity History, Telephone, Sunshine, Gardening, Nominating, Fundraising, Crafts, Decorations, Hospitality, and Publishing. The President, with the approval of the Board, may add or delete any standing committee and may redefine standing committee duties.

### ARTICLE VIII – DISSOLUTION

All assets held by the DGC at the time of dissolution shall be donated to the Pollock Pines Library or as specified by the Board and approved by the membership.

### ARTICLE IX – AMENDMENTS

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present, provided the membership has been given prior notice of such meeting.



Barbara O'Sullivan, President (2019)



Janel Edmiston, Vice President (2019)

Approved by the Board (April 18, 2019)

Approved by member quorum (May 1, 2019)