

WEST LINN GARDEN CLUB
BYLAWS
CLACKMAS DISTRICT
OREGON STATE FEDERATION OF GARDEN CLUBS
REVISED 2023

ARTICLE I – NAME

The name of this club shall be the WEST LINN GARDEN CLUB herein referred to as WLGC. It is a non-profit organization 501(c)3 and was founded in 1916. WLGC joined the Oregon State Federation of Garden Clubs, Inc. in 1936. WLGC is a member of the Clackamas District, the Pacific Region and the National Garden Clubs, Inc.

ARTICLE II – MISSION

The mission of the WLGC shall be to stimulate and educate interest in gardening; to aid in the conservation of our air, water, soil, wildlife, and plants; to promote civic beauty and assist other community groups in these activities.

ARTICLE III – MEMBERSHIP AND DUES

3.1 Any person interested in gardening is welcome to join the WLGC. A member is responsible for showing an active interest in gardening and/or floral design as well as participating in club projects. The club year runs from July 1 through June 30.

3.2 Annual dues shall be paid on or before July 1. Notification of dues will be made to members in a timely manner. Dues will be considered delinquent after September 30.

3.3 The annual dues shall be determined by the Board of Directors with changes approved by a vote of the membership.

ARTICLE IV – OFFICERS

4.1 The Board of Directors shall consist of the elected officers: President, Vice President, Secretary, Treasurer, one Member at Large, the immediate past President and appointed chairs of Board sponsored activities. All members of the Board of Directors shall have voting privileges.

4.2 The President shall preside at all meetings, attend District meetings, and appoint activity committee chairs. The President will direct all business and projects of the club and participate in activities. The President will keep a record of all club documents and records. All club documents and records shall be available to club members for review upon request.

4.3 The Vice President shall assist the President as requested with projects and business and shall preside at meetings in the absence of the President.

4.4 The Secretary shall make a written record of all club meetings as well as distribute the minutes in a timely manner. All club minutes shall be available to club members for review on the private section of the website, in the newsletter and upon request.

4.5 The Treasurer shall be responsible for all club funds: receive all dues, pay all bills, keep record of all receipts and disbursements, and deposit all monies into the West Linn Garden Club bank account. The Treasurer will also complete all requirements to maintain the club's tax-exempt status. The Treasurer shall provide a financial summary report at each Board meeting. All club financial reports shall be available to club members for review on the private section of the website, in the newsletter and upon request.

4.6 The immediate Past President shall coordinate the process to recruit potential new officers and shall assist the President as requested.

4.7 The elected Member at Large shall assist the President as requested.

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ARTICLE V – ELECTION OF OFFICERS

5.1 Officers shall be elected in May (at which time nominations can be made from the floor), installed in June, and take office July 1. An officer shall be elected by ballot when there is more than one nominee for the office.

5.2 Officers shall serve a term of two years. No officer shall serve more than two consecutive terms in an office.

ARTICLE VI – MEETINGS

6.1 The Board of Directors shall meet as necessary to manage club business but at least quarterly. A majority of the Board of Directors are required to be present for a vote.

6.2 General meetings of the club shall be held on the first Monday evening of each month except holidays. Members shall be notified of any changes.

6.3 A quorum for voting at a regular meeting shall be 51% of the paid membership in attendance.

6.4 The conduct of the meetings, on all points not covered by these Bylaws, shall be governed by *Roberts's Rules of Order, Newly Revised*.

ARTICLE VII – BYLAWS OF THE WEST LINN GARDEN CLUB

Bylaws shall become effective upon their adoption by the voting members of the WLGC. The document will then be signed and dated by the President. The President will keep a record of Bylaws. The club Bylaws shall be available to club members for review on the private section of the website, in the newsletter and upon request.

ARTICLE VIII – AMENDMENTS

8.1 Bylaws may be reviewed and revised at any time but at least every 5 years.

8.2 Proposed changes to the Bylaws may be made by the Board of Directors. A majority of the Board must be present to approve revisions.

8.3 Members must be notified of changes one month in advance of a scheduled vote and potential adoption of changes recommended by the Board of Directors. A majority (51%) of the paid membership must participate in a vote for proposed revisions to the Bylaws.

8.4 After approval by a majority of the members, the revised Bylaws will be adopted.

ARTICLE IX – STANDING RULES

The Board of Directors shall develop Standing Rules which will guide the execution of the club business. The club Standing Rules shall be available to club members for review on the private section of the website, in the newsletter and upon request.

President's signature

Date:
