

## **BELLEFONTE GARDEN CLUB BY-LAWS**

The name of this organization shall be the Bellefonte Garden Club, (Club). The Club operates under the auspices of Historic Bellefonte, Inc., (HBI) a 501(c)3 non-profit corporation.

### **Mission Statement**

The mission of the Club is to promote gardening in our community, educate our members in gardening, and use plants and landscaping to beautify our town.

### **Members**

The qualifications for membership shall be an interest in gardening and the beautification of the community. There is no residency requirement.

### **Executive Committee**

The officers of the Club shall be president, vice president, secretary, and treasurer. The affairs of the Club shall be managed by the Executive Committee, which shall consist of the officers of the Club. Three members of the Executive Committee constitute a quorum.

### **Elections**

1. Officers shall be elected by a vote of the membership for a term of two years, with no more than two consecutive terms in the same office. A majority of all votes cast is necessary to validate an election.
2. Nominations for officers shall be made by the Nominating Committee in October. A slate of officers shall be presented in October and nominations from the floor can also be accepted.
3. Election of officers will be held in November. The new officers' terms begin January 1.

### **Officers and Duties**

1. The president shall preside at all meetings, including those of the Executive Committee, and shall be an *ex-officio* member of all committees except the Nominating Committee.
2. The vice president shall assume all duties of the president in the absence or disability of the president. The vice president is also responsible for developing programs for the tours/events as chair of the Program Committee.
3. The secretary shall keep the minutes of the Executive Committee meetings and any other duties pertaining to the office.
4. The treasurer shall submit an end-of-year financial report. The treasurer is also responsible for the collection of dues and all other Club money.

### **Meetings**

1. All meetings may be in person, virtual or hybrid.
2. The annual meeting shall be held in November and include elections of officers.
3. The program chair will schedule programs and events.
4. Meetings of the Executive Committee may be called by the president to meet the needs of the Club. The Executive Committee should meet at least quarterly. All members of the Club are welcome to attend the Executive Committee meetings as non-voting members. Members may request minutes of the Executive Committee meetings.

## **Dues**

1. The dues of the Club are payable annually, no later than March 1. Only dues paying members' names will be listed in the Garden Club booklet.
2. The treasurer shall be responsible for reminding members who have not paid their dues by February 1.

## **Finances**

1. An annual audit of all financial records will be submitted by March 31.
2. Two signatures, the treasurer's and president's, are required on all checks. One HBI representative will also be a designated signatory for Club bank accounts.
3. Members of the Executive Committee may spend up to \$100.00 without prior authorization. Expenditures above \$100.00 must be approved by the Executive Committee in advance. Requests for reimbursement must be accompanied by a receipt for the purchase.
4. An annual financial report along with any other information requested will be prepared and submitted to HBI.

## **Amendments and Revisions**

The Club's by-laws will be reviewed at least every two years. To amend the by-laws, the amendment must be presented, in writing, at the October meeting. A two thirds majority of all votes received at the November annual meeting will be required to approve the amendment. Revisions of grammar and usage can be made by the Bylaws Committee without a vote of the Club.

## **Publications and advertisements**

All publications and advertisements of the Club will contain the logo and tag line of HBI.

## **Dissolution**

If the Club dissolves, all funds not distributed prior to dissolving will revert to HBI with the understanding that HBI will pay any subsequent requests for reimbursement or outstanding bills from those funds.

Date Approved: April 11, 2012

Date revised and approved: February 23, 2019

Date reviewed and approved: September 22, 2020, effective January 1, 2021

Date revised and approved: July 19, 2022, effective January 1, 2023

Date revised and approved: November 13, 2024, effective January 1, 2025