

APPALACHIAN DISTRICT

BY-LAWS ARTICLE I NAME

The name of this organization shall be the Appalachian District, of the West Virginia Garden Club, Inc.

ARTICLE II OBJECTIVES

1. To coordinate the activities of National Garden Clubs, Inc., The West Virginia Garden Club, Inc. and the clubs and councils of the Appalachian District.
2. To coordinate the interests of the separate garden clubs in the district and to promote the organization of new clubs.

ARTICLE III MEMBERSHIP

Membership in the Appalachian District shall be open to the clubs and councils in Braxton, Fayette, Nicholas, Raleigh, and Webster Counties.

ARTICLE IV DUES

The annual dues shall be \$10.00 per club, payable July 1. Clubs whose dues are not paid by January 1 shall be considered delinquent and so notified.

ARTICLE V OFFICERS

The officers of the District shall consist of a director, assistant director, secretary, treasurer, or secretary/treasurer. The assistant director, secretary and treasurer or secretary/treasurer shall be appointed by the director. The term of office shall be two years. (Eligibility for director according to requirements in West Virginia Garden Club Handbook current edition).

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ARTICLE VI
ELECTIONS

1. A nominating committee of three members, representing different areas of the district, shall be appointed by the director at the first annual meeting of the term of office to nominate the district director.
2. The report of this committee shall be given, and the election will take place at the second annual district meeting.
3. The director should be chosen from the different areas of the district in rotation. (Qualifications for nominating committee found in WVGC Handbook).
4. The director shall be installed at the state meeting following the election. The term of office begins concurrently with the newly elected national president.

ARTICLE VII
EXECUTIVE COMMITTEE

The executive committee shall consist of the officers and the immediate past director.

ARTICLE VIII
STANDING COMMITTEES

The duties of the director are as defined in the current edition of the West Virginia Garden Club Handbook.

ARTICLE IX
DUTIES OF OFFICERS

Assistant Director

1. Assist the director and in the absence of the director, shall perform all the duties of the office.
2. Serve as a member of the Finance Committee.

Secretary

1. Keep minutes of meetings. Place copy in director's notebook.
2. Write letters as requested by Director.
3. Keep district records.

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Treasurer

1. Receive and deposit in bank all district dues and funds.
2. Keep accurate and up-to-date records of all transactions.
3. Write checks at the direction of the Director.
4. Send reminders by deadline when dues are unpaid.
5. Keep Director informed on status of dues paid by all clubs.
6. Prepare a detailed financial report for the Director at close of each fiscal year and give report at district meeting.
7. Serve as member of the Finance Committee.

ARTICLE X MEETINGS

The Director shall arrange a time and place for the annual fall meeting after consultation with the State President and the hostess clubs or council. Meetings will be hosted in rotation as follows:

Raleigh County Garden Council Current Year – 2015
Fayette County Garden Council – 2016
Nicholas, Webster, and Braxton - 2017

And continue in that rotation. Counties may join together with the approval of the Director to host the Annual District Meeting.

ARTICLE XI AWARDS

District awards shall be presented at the annual fall meeting. Deadline for applications shall be determined by the Awards Chairman.

ARTICLE XII FISCAL YEAR

The fiscal year shall be from July 1 through June 30.

ARTICLE XIII FINANCE COMMITTEE

1. The Finance Committee shall consist of the Director, the Assistant Director, the Treasurer, and the immediate Past Director.

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2. The District will maintain a restricted fund of three thousand dollars (\$3,000.00) in its treasury for use as a convention fund when Appalachian District hosts the annual meeting of the West Virginia Garden Clubs, Inc.
3. The Appalachian District account shall be restricted as follows:
 - A. The Assistant District Director will be given the amount not to exceed \$300 (three hundred dollars) per annum to help to defray expenses. Monies will be paid upon submission of receipts.
 - B. Expenses of the Director will be paid for the annual meeting of the WVGC, Inc. Not to exceed \$500 (five hundred dollars) payable upon submission of receipts.
 - C. Other expenses may be paid with the approval of the committee.
4. The financial procedures shall be reviewed at the beginning of each term of office by the Finance Committee.

ARTICLE XIV AMENDMENTS

These by-laws may be amended at the annual meeting by a two-third vote of those present.

ARTICLE XV DISSOLUTION CLAUSE

In the event that the Appalachian District should dissolve, all monies in its treasury shall be awarded to the West Virginia Garden Club, Inc. treasury.

Mary Sue Lane, Chairperson
Connie Wood
Rhonda Kinder

Adopted – October 10, 2015