

**Monongahela-Cheat District  
Monongahela-Cheat District Bylaws**

**ARTICLE I  
NAME**

The name of this organization shall be **Monongahela-Cheat District, West Virginia Garden Club, Inc.**

**ARTICLE II  
PURPOSE**

The purpose of the Monongahela-Cheat District shall be to act as a liaison between the West Virginia Garden Club, the County Garden Councils and Garden Clubs.

**ARTICLE III  
MEMBERSHIP**

Membership in the Monongahela-Cheat District shall be all paying members of the West Virginia Garden Club, Inc. in Monongahela-Cheat District, which is comprised of Harrison, Marion, Monongalia, Preston and Taylor Counties.

**ARTICLE IV  
DUES**

The dues shall be one dollar (\$1.00) per member from each club within the District and will be paid to the District Treasurer by July 1 of each year.

**ARTICLE V  
OFFICERS**

Officers of Monongahela-Cheat District shall be Director, Assistant Director, Secretary, Treasurer and Parliamentarian.

**The Executive Committee shall consist of the District Director, Assistant Director, Secretary, Treasurer, Parliamentarian, the immediate past District Director and County Council Presidents or representatives.**

**ARTICLE VI  
DUTIES OF OFFICERS**

1. The District Director shall preside at all meetings of the Monongahela-Cheat District. The Director shall appoint the Assistant Director, Secretary, Treasurer, Parliamentarian and Committee Chairmen.

2. The Assistant Director shall help the Director and preside for the Director when the Director is absent or cannot fulfill her duties.
3. The Secretary shall record and keep the minutes of the Spring Workshop, the Annual Fall Meeting, and any Executive Committee meetings.  
**The Secretary is to turn over the books to the new Secretary when the new Director is installed.**
4. The Treasurer shall receive all dues and disburse all funds of the Monongahela-Cheat District. Bills shall be paid only upon the endorsement of the Executive Committee.  
The Treasurer shall maintain registration for District meetings and workshops. The Treasurer shall give a detailed report at the Annual Meeting and a summarized report at the Spring Workshop. At the end of each administration, an internal Auditing Committee, appointed by the Director, shall examine the Treasurer's records.
5. The Parliamentarian shall upon request render opinions of parliamentary law and interpretation of the bylaws of the Monongahela-Cheat District. She shall keep a record of any change in the bylaws.

#### ARTICLE VII ELECTION

1. **At the first Annual District Meeting of the two year term, the Director will appoint a Nominating Committee from the Garden Council/County of the next County in rotation, to nominate the next District Director. The Directors will rotate from the three councils/counties, in this order: Harrison, Marion and Monongalia.**  
If a director cannot be found, the next director may come from another Garden Club Council/County. No District Director may serve more than two terms (totaling four years) at a time.
2. The Nominating Committee shall report at the second year Annual District Meeting. Nominations may also be made from the floor.
3. Election shall be by voice vote, unless there is a nomination from the floor, in which case the vote shall be by ballot.
4. The District Director shall be installed at the next West Virginia State Garden Club Convention and will take office at that time.

**ARTICLE VIII  
COMMITTEES**

The Director shall appoint such standing committees as Awards & Evaluations, Ways & Means, Scrap Book, Publicity, and any special committees that are deemed necessary.

**ARTICLE IX  
MEETINGS**

There shall be two meetings per year during the two-year term of the administration: The Spring Workshop and the Annual District Meeting:

1. The Spring Workshop shall follow the State Convention, at which time the Presidents' Packets will be distributed. The date, time, and place of meetings are set by the District Director. There shall be no business conducted at this meeting.
2. The Annual District Meeting shall follow the State Board Meeting. The State President and District Director together will set the date. The time and place shall be chosen by the District Director.
3. In an emergency situation, if the need arises to obtain a vote of club members between District meetings, a ballot may be electronically sent to the Executive Committee and club presidents by email, or if any members do not have email, the ballot will be mailed to those members. Any member who holds more than one office shall have only one vote.

**ARTICLE X  
YEAR**

The administrative year shall be from one State Convention to the next. The fiscal year shall be from July 1 – June 30.

**ARTICLE XI  
AMENDMENTS**

These bylaws may be amended at an Annual District Meeting by a two-thirds vote of the members present provided the proposed amendments have been presented previously in writing to the Executive Committee.

**ARTICLE XII  
PARLIAMENTARY AUTHORITY**

**Robert's Rules of Order, New Revised Edition, shall be the Parliamentary authority of Monongahela-Cheat District.**

**ARTICLE XIII  
ALLOTTED FUNDS**

**Funds shall be allotted for each Administration for the following purposes:**

- 1. The District shall reimburse the Director for her covered expenses, which shall include travel (mileage by government per diem rate,) room, conference meals, and registration fees.**
- 2. The District shall reimburse the District Director for office expenses incurred in her job, i.e. postage, printing, copying and office supplies.**
- 3. All non-allocated expenses over \$100.00 (one hundred dollars) shall have the approval of 5 (five) members of the Executive Committee.**
- 4. Two officers (Treasurer and Director) shall be authorized to sign on the checking accounts, and any other financial accounts, with only one signature required on checking and financial accounts.**

**ARTICLE XIV  
DISSOLUTION/DISBANDS**

**If for any reason the Monongahela-Cheat District is to be dissolved/disbanded, no part of the property of the District or any of the proceeds shall be distributed to or inured to the benefit of any of the members of the District.**

- 1. After payment of all debts, any monies remaining shall be disbursed at the discretion of the Executive Committee to a West Virginia Garden Club related activity, or for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.**
- 2. All the files and records shall be stored with WVGC, Inc.**

**STANDING RULES OF ORDER  
SIGNATURES ON BANK ACCOUNTS**

**At the end of the two year term, (and at the beginning of the new term,)**

**The following shall be provided:**

- I. A copy of the annual district meeting minutes stating the name of the newly elected District Director.**

2. A letter on Monongahela-Cheat District, West Virginia Garden Club, Inc. letterhead dated and signed by the outgoing Director stating the name, mailing address, phone number and email of the new Director and Treasurer of the Monongahela-Cheat District Garden Clubs.
3. The outgoing Director and Treasurer do not have to be present at the banks or financial institutions for change of signatures on the accounts.
4. The incoming Director and Treasurer **must provide photo ID and Social Security number in person when providing signatures and personal information on the checking and financial accounts.**

Bylaws revised August 2020

By Velma Reeves and Rebecca Davis

Voted on September 16, 2020 at Fall District Meeting of Monongahela Cheat District, West Virginia Garden Club, Inc.

**NOTE: Add on and rewording in bold print**