

KANAWHA DISTRICT – WEST VIRGINIA GARDEN CLUB, INC.

BYLAWS

ARTICLE I - Name

The name of this organization shall be the Kanawha District.

ARTICLE II – Purpose, Objectives and Policies

The purpose of this district organization is to provide a link between the state West Virginia Garden Club, Inc. and the district club membership by stimulating interests in gardening, civic beautification, conservation of our natural resources and protection of native flora and fauna through promoting and interpreting state and national projects.

The fiscal year is July 1 to June 30.

ARTICLE III – Membership

The membership shall consist of all existing federated garden clubs and any newly organized federated garden clubs in Kanawha County.

ARTICLE IV – Dues

Each garden club in the Kanawha District shall pay dues of fifteen dollars (\$15) per year, collected by the District Treasurer, on or before July 1 of that year.

ARTICLE V – Officers and Elections

Section 1. Officers and Term of Office

1. Elected officers of the Kanawha District shall be: District Director, Assistant District Director, Secretary and Treasurer.
2. These officers shall be elected for a term of two (2) years, with elections being held at the fall district meeting preceding the State Convention when new state officers are elected.
3. Elected officers may not serve consecutively in the same office but are eligible for election to a different office.
4. A District Director may succeed themselves only under certain circumstances approved by the State Executive Committee.
5. In the event an officer has not or is unable to fulfill their duties, the Executive Committee has the authority to replace them.

Section 2. Nomination and Election of Officers

1. A nominating committee shall be appointed by the District Director at their first fall district meeting.
2. The slate of nominees will be presented and voted on by the district members at the following year's fall district meeting. Nominations from the floor are in order.

Section 3. Installation of Officers

1. The incoming District Director will be ratified by the State Executive Committee at the following state annual meeting and assume office at the same time as the State Officers.
2. A vacancy occurring in the office of District Director shall be filled by appointment by the State President. Vacancies occurring in other district offices shall be filled by appointment by the District Director.

Section 4. Duties and Qualifications

District Director

1. Shall have served as federated garden club President.
2. Shall have attended one State meeting. This may be the one at which they are installed.
3. Shall organize and preside over the annual fall District Meeting and co-ordinate with the State President on responsibilities for the State Convention.
4. Shall represent the District at State functions and events.
5. Shall appoint a Parliamentarian and committee chairmen as needed.

Assistant District Director

Shall serve in place of the District Director in their absence.

Secretary

1. Shall take minutes of all meetings and send a copy to the District Director, keeping a permanent file of approved and signed minutes.

Treasurer

1. Establish a two-signature district bank account with the District Director
2. Collect all district dues by July 1 and deposit promptly all funds, keeping accurate up-to-date records of all transactions.
3. Pay all authorized bills within thirty (30) days of receipt.
4. Prepare a detailed financial report for the district meeting.

ARTICLE VI – Executive Committee – Board of Directors

The elected officers: District Director, Assistant, Secretary and Treasurer, shall constitute the Executive Committee. The Executive Committee shall prepare a budget to be presented at the fall district meeting. The Parliamentarian is a nonvoting member of the Executive Committee.

The Board of Directors shall consist of the Executive Committee and committee chairmen appointed by the Director.

ARTICLE VII – Meetings and Quorums

1. The annual fall District Meeting will be held on a date selected by the District Director and the State WVGC President.

2. Special meetings may be called by the District Director or at the request of five clubs.
3. A quorum shall be a majority of District Garden club members present. Voting may be by show of hands.

ARTICLE VIII – Amendments to the Bylaws and Authority

The Bylaws may be amended at the annual fall District meeting or a specially called meeting with adequate previous notice.

The West Virginia Garden Club Handbook, as amended, shall be the authority for garden club procedures and policies.

Robert's Rules of Order, Revised, shall be the parliamentary authority for all matters of procedure not specifically addressed in these bylaws.

Revised
10/23