

Ohio Valley District By-Laws

ARTICLE I - NAME

The name of this organization shall be Ohio Valley District.

ARTICLE II - PURPOSE

The purpose of the Ohio Valley District shall be to act as a liaison between the West Virginia Garden Club (WVGCI) and the Garden Clubs; to stimulate interest in gardening, landscape design, flower arranging, civic and home planting; to preserve and conserve our national resources; to encourage and assist the development of clubs in this district.

ARTICLE III – MEMBERSHIP

Membership in the Ohio Valley District shall be all garden clubs that are members of West Virginia Garden Club and located in the following counties: Brooke, Calhoun, Doddridge, Gilmer, Hancock, Jackson, Marshall, Ohio, Pleasants, Ritchie, Roane, Tyler, Wetzel, Wirt, and Wood Counties of West Virginia.

Voting members shall be the Officers of Ohio Valley District, All State Board Members residing in Ohio Valley District and Club Presidents or their representative.

ARTICLE IV – DUES

The annual dues shall be \$80 per club and will be paid to the District Treasurer by July 1 of each year.

ARTICLE V – OFFICERS

Officers of Ohio Valley District shall be District Director, Assistant Director, Secretary, Treasurer, and Parliamentarian. The District Director and Assistant Director will be elected by the membership and the District Director will appoint the Secretary, Treasurer and Parliamentarian.

The Executive Committee shall consist of the Officers and the immediate Past District Director.

ARTICLE VI – DUTIES OF OFFICERS

1. The District Director shall preside at all meetings of the Ohio Valley District. The District Director shall appoint the Assistant Director, Secretary, Treasurer, Parliamentarian, and any Committee Chairman. Serve as a member of the WVGCI Board of Directors. Visit clubs upon invitation. Promotes the national and state objectives. Maintain the District Director's notebook and pass District Directors notebook to predecessor. Assist clubs in every possible way. Arrange with the State President a Fall District Meeting with all clubs. Arrange a Spring Workshop. Attend Board Meetings and State Convention. Report district/club activities at State Convention. The District Director shall serve on the State Convention Committee or appoint a member to serve on the State Committee. When the District Director attends the State Convention, the Treasurer will reimburse the District Director for expenses up to \$300.

2. The Assistant Director shall help the District Director and preside for the Director when the District Director can not fulfill their duties. When the Assistant District Director attends the State Convention, the Treasurer will reimburse the Assistant District Director for expenses up to \$150.
3. The Secretary shall record and keep the minutes of the Spring Workshop, Fall District Meeting and any District Executive Meetings. The Secretary is to maintain copies of the minutes and turn over to her predecessor.
4. The Treasurer shall receive all dues and disburse all funds of the Ohio Valley District. The Treasurer will establish a two-signature account with the District Director, either of which may make deposits or withdrawals. The Treasurer will keep accurate and up-to-date records of all transactions. The Treasurer with the approval of District Director pays the districts bills. The Treasurer will send to the State Treasurer a copy of the year end financial statement after the Fall District meeting. The Treasurer will get/maintain a Federal Employer Identification Number for the District. At the end of each administration an internal Auditing Committee, appointed by the District Director, shall examine the Treasurer's records.
5. The Parliamentarian shall upon request render opinions of parliamentary law and interpretation of the bylaw. The Parliamentarian shall maintain and update the bylaws with any changes.

ARTICLE VII - ELECTIONS

1. At the Fall District meeting in odd numbered years the District Director will appoint a Nominating Committee. No District Director should serve more than 2 consecutive terms (total 4 years).
2. The Nominating Committee shall report at the Fall District meeting in even numbered years. Nominations may also come from the floor.
3. Election shall be by voice vote unless a nomination was received from the floor, in which case the vote shall be by ballot.
4. The District Director will be ratified by the State Executive Committee and shall be installed at the next West Virginia State Garden Club Convention and will take office at that time.
5. In the event an officer has not fulfilled her duties, the District Executive Committee has the authority to replace that officer.

ARTICLE VIII-COMMITTEES

The District Director shall appoint standing committees. The standing committees of the District will be Audit Committee and Nomination Committee.

1. The District Director will appoint an Audit Committee in even number years at the Fall Board meeting. The Audit Committee will examine the Treasurer's records and report at the Fall District meeting in odd number years, the approved report will be forwarded to the State Treasurer.

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.
2. The Fall District Meeting shall follow the State Fall Board Meeting. The State President and District Director shall set the date and time for the meeting.

3. The Spring Workshop, the Fall District Meeting and any other meeting may be held as electronic meetings based on the decision of the District Director. In-person meetings will not support electronic participation. Should the Spring Workshop be held as an electronic meeting, the District Director will mail the packets to the Club Presidents and be reimbursed by the Treasurer.
4. The District will be assigned a rotating convention responsibility. The District Director or their assigned representative shall attend meetings as called by the Convention Chairman.
5. The District Director may call a special meeting if the need arises.

ARTICLE X-NON-PROFIT AND DISSOLUTION

This club is a nonprofit organization, personal financial gain is not permitted. In the event of dissolution, assets shall be transferred to West Virginia State Garden Club.

ARTICLE XI-AMENDMENTS

These bylaws may be amended by a majority vote of members in attendance provided that a copy of the proposed amendment has been distributed 15 days prior to the vote.

ARTICLE XII-PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority for this club.

Signed _____ Co-District Director

Signed _____ Co-District Director

Signed _____ Secretary

Signed _____ Treasurer

Signed _____ Parliamentarian

Adopted: May 13, 2022