

# MILAN GARDEN CLUB BYLAWS

Michigan Garden Clubs, Inc.  
*National Garden Clubs, Inc. (NGC)*  
*National Garden Clubs, Inc. Central Region*

## ARTICLE I - NAME

The name of this club shall be Milan Garden Club.

## ARTICLE II - OBJECTIVES

The objectives of this club shall be to stimulate the love of gardening, encourage home and community beautification, promote better horticultural practices, and encourage all forms of conservation.

## ARTICLE III - MEMBERSHIP AND DUES

### Section 1

Membership shall be open to all men and women interested in club objectives.

### Section 2

Annual dues shall be \$20, payable no later than May 15.

## ARTICLE IV - OFFICER AND STANDING COMMITTEE CHAIRS \*

### Section 1 (amended 2-7-24)

The officers shall be President, Vice President, Secretary and Treasurer.

The office of President and Vice President may be filled by two co-leaders who share the responsibilities of that office. The officers will be known as Co-President, Co-Vice President, respectively. In the following sections and articles, the terms President and Vice President shall imply both co-leaders if the office is shared unless noted by \*\* or \*\*\*.

### Section 2 (amended 2-7-24)

All officers shall be elected for a term of two years. A term limit of two consecutive terms should be observed unless no other member volunteered to be elected.

### Section 3 (amended 2-7-24)

Standing Committee Chairs shall be elected by the membership every two years but do not have specific term limits. Standing committees are Publicity, Membership, and Historian.

### Section 4 (amended 2-7-24)

The President\*\* shall preside at all meetings of the club, shall perform all other duties pertaining to the office, and be a member ex-officio of all committees except the nominating committee.

### Section 5 (amended 2-7-24)

In the absence of the President, the Vice-President\*\*\* shall perform all duties of the President.

### Section 6

The Vice President shall be responsible for coordinating programs with host members.

### Section 7

The Secretary shall keep the minutes of all meetings of the club and shall be custodian of all minutes and/or notices to all members via email or US mail.

### Section 8

The Treasurer shall keep an itemized account of all receipts and disbursements and shall report monthly to the club. She/he shall pay all bills submitted and approved by the club's membership or board. A designated

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officer shall be authorized to sign checks in the absence or disability of the Treasurer. An internal audit shall be performed at the end of the club year (end of May) by three members appointed by the President.

## ARTICLE V - BOARD OF DIRECTORS

### Section 1

All elected officers and standing committee chairs shall constitute the Board of Directors.

### Section 2

The Board transacts the general business of the club, considers questions of policy, is familiar with the club's Bylaws, and presents recommendations to the club for approval.

## ARTICLE VI - COMMITTEES

### Section 1

Committees shall be established, as necessary, to carry on the work of the club.

### Section 2

Committee chairs will be elected/approved by club members.

## ARTICLE VII - MEETINGS

### Section 1

At least seven regular business meetings shall be held each year. A workshop, garden tour, flower show, installation, etc., cannot be counted as a regular meeting unless preceded by or followed by a business meeting.

### Section 2

A majority of members present shall constitute a quorum, providing members have had notification of the meeting.

## ARTICLE VIII - ELECTIONS

### Section 1 (amended 2-7-24)

A nominating committee of three members shall be identified two months before a biannual or required election as follows: a chair shall be appointed by the President, and two members shall be chosen by the chair.

### Section 2

The nominating committee shall present a list of candidates, whose names shall be read at the April meeting. Further nominations from the floor shall be in order, with the consent of the nominee.

### Section 3 (amended 2-7-24)

The election and installation of officers shall be in May, the elected officers will commence their term on June 1<sup>st</sup>.

### Section 4

If there is more than one candidate for the same office, the election shall be by ballot and a majority of those present shall elect. If there is only one candidate for each office, election can be by voice vote.

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## ARTICLE IX - AMENDMENTS

### Section 1

The Bylaws may be amended at any regular meeting of the club by a two-thirds vote of those present. The proposed amendment change must be submitted in advance to all members, in writing via email or US mail, prior to the meeting in which it will be voted on.

## ARTICLE X - POLICIES

### Section 1 – **Speaker Compensation** (amended 2-7-24)

All program speakers will be paid a compensation of up to \$100. Any compensation requested above that amount needs to have prior approval by the board.

### Section 2 - **Bereavement Policy** (adopted 4-11-12)

- o In the event of death of a MGC member or club member's spouse, the club (Secretary) will send the immediate family a sympathy card and the club (Treasurer) will make a charitable donation to the family's choice in the amount of \$50. (amended 2-7-24)
- o If there are insufficient funds in the treasury, with the vote of the membership, a personal collection will be taken.
- o Due to the working relationship with the Milan Area Historical Society, when a MAHS member or member's spouse passes away, a sympathy card may be sent. At the discretion of MGC Officers, an additional gift may be sent as well.
- o In the event of the death of a MGC member's parent, member's parent-in-law, or member's offspring, a sympathy card will be sent to the member.

## ARTICLE XI - DISSOLUTION

### Section 1

In the event of the club's dissolution, any remaining assets will be distributed only to non-profit organizations which are at the time qualified for exemption from Federal Income Tax as an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1954.

\*See also Milan Garden Club's Responsibilities and Procedures Document

\*\*one or both Co Presidents if applicable

\*\*\*one or both Co Vice Presidents if applicable

Approved: March 9, 2016

Amended: February 7, 2024