

# ARTICLES OF ORGANIZATION, GOVERNANCE & MANAGEMENT

## ARTICLE I: NAME

The name of this organization shall be the South Down Home & Garden Club.

## ARTICLE II: MISSION

The mission of the South Down Home & Garden Club shall be to encourage members to enhance the beauty of South Down by learning how to better their environment both inside and outside of their home.

## ARTICLE III: MEMBERSHIP

Membership in this club shall be open to all men and women of South Down, Long Bay and nearby areas who are interested in its mission. The membership shall be unlimited.

## ARTICLE IV: DUES

Annual dues shall be payable by the 1<sup>st</sup> of **May** for the ensuing year, or when a member joins the club. ***Members will be sent an electronic reminder in early spring that dues are payable by May 1 and may be mailed to the Treasurer. Only paid members may vote at the June annual meeting.***

The amount of dues shall be determined by a vote of the **paid** membership at the annual meeting.

## ARTICLE V: MEETINGS

The club shall meet monthly, April through December, at the South Down Beach House, unless otherwise determined by the membership.

The June meeting shall be the annual business meeting ***and approval of the annual budget***, and the bi-annual election of officers.

Special meetings may be called by a co-chair or by written request signed by five active members.

Business may be determined by a vote of over 50% of members in attendance at a meeting.

## ARTICLE VI: OFFICERS

The officers shall be two (2) persons acting as Co-Chairs, a Treasurer, and a Secretary. The officers shall be elected at the annual meeting by a majority vote to serve a term of two years beginning at the conclusion of that meeting.

In case of a vacancy during the club year, the membership shall elect an active member to fill such vacancy.

### DUTIES OF THE OFFICERS

The Co-Chairs shall prepare an agenda for each monthly meeting and one or both shall preside at each meeting.

The Treasurer shall receive all club moneys and pay out funds as required. An accurate record of all financial transactions shall be kept by the Treasurer and submitted to the membership at each meeting. The Treasurer shall maintain a current electronic membership list.

The Secretary shall keep minutes of each meeting as a permanent record of club business.

#### **ARTICLE VII: NOMINATING COMMITTEE**

A nominating committee of at least two club members shall be appointed by the membership at the May meeting to nominate persons to serve as officers for the coming year, and to present their names biannually to the membership at the annual meeting.

#### **ARTICLE VIII: STANDING COMMITTEES**

The **HOSPITALITY COMMITTEE** shall arrange for refreshments at each meeting. All members of the club will assist on hospitality.

The **MEMBERSHIP/WELCOME COMMITTEE** shall actively recruit new members to the club, welcome and introduce them to the membership at a meeting. It shall also provide data to the Treasurer to maintain a current *electronic* membership list.

The **PROGRAM COMMITTEE** shall plan and arrange the programs for the year. Plans will be announced at the April meeting.

The **PUBLICITY COMMITTEE** will assure that photographs are taken at all appropriate times in order to provide excellent representation of club activities and arrange for updates to the South Down web site and news articles for the SD Shorelines and local media.

The **BEAUTIFICATION ADVISORY COMMITTEE** shall be in charge of decorating the front entrance and other gardens in South Down for the fall season and any other decorating that the club deems as necessary. They may also assist villages and individuals in improving their entrances or gardens.

The **SUNSHINE COMMITTEE** shall send cards to ill or bereaved members of the club and/or family, according to policy. See Sunshine Committee Policy.

#### **ARTICLE IX: SPECIAL COMMITTEES**

Special committees may be established by vote of the membership to work on special projects. Duties of these committees will be determined at the time the committee is established. Ad hoc committees shall present a final report at the conclusion of their specific project.

#### **ARTICLE X: FISCAL YEAR**

The Fiscal Year shall run from January 1<sup>st</sup> to December 31<sup>st</sup>. The budget for all committees will be voted on at the June annual business meeting and will be developed based on paid membership dues as of May 15.

#### **ARTICLE XI: AMENDMENTS**

Any proposed amendment to the Articles of Organization, Governance & Management must be included in the agenda of a regular meeting and be approved by two-thirds of the members attending.

## **ARTICLE XII: DISSOLUTION**

Dissolution will take place upon a two-thirds vote of the membership. A motion for dissolution must be presented in writing at any regular meeting. A vote of dissolution may then take place at the next regular monthly meeting.

It shall be the duty of the Co-Chairs to utilize all available club assets to meet the financial obligations of this club prior to the vote for dissolution.

Upon dissolution, the remaining assets shall be distributed to charitable causes decided at the meeting.

## **ARTICLE XIII: CONFLICT OF INTEREST**

Any possible conflict of interest on the part of any member or employee of the club shall be disclosed in writing to the membership and made a matter of record through an annual procedure and also when the interest involves a specific issue before the membership. Where the transaction exceeds five hundred dollars (\$500) but is less than five thousand dollars (\$5000) in a fiscal year, a two-thirds vote of the disinterested members is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member will be advised of their policy upon entering the duties of his or her office.

No part of the net earnings of this club shall inure to the benefit of, or be distributed to its members, officers, or employees, except that the co-chairs shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this club.

## **ARTICLE XIV: PARLIAMENTARY AUTHORITY**

*Roberts' Rules of Order, Newly Revised* shall be the accepted parliamentary authority.

Accepted by the Membership: October 9, 2003

Revised: August 12, 2004

Revised: October 13, 2005

Revised: June 14, 2012

Revised: July 12, 2012

Revised September 19, 2013

Revised June 9, 2016

# **POLICIES & PROCEDURES**

## **CLUB MEETINGS WHICH REQUIRE AN EXPENSE TO PARTICIPATE**

On occasion the Program Committee will suggest a program which requires an expense from members to participate. The expense may be to cover the cost of materials for a hands-on project, such as making a flower arrangement or wreath.

The Program chairman will provide the membership with a listing of programs for the year at the April meeting. Before a meeting in which an expense will be incurred, an e-mail will be sent to each member notifying them of the program and the expense involved. It is each member's responsibility to assure they have contacted the program chairman to sign up for the project.

A member may choose to attend the meeting featuring this project, pay the required fee and participate fully in the activity – or a member may elect to attend the meeting, pay no fee, and not participate in the project activity portion of the meeting.

Usually a guaranteed number of participants must be given to the demonstrator of such a project prior to the meeting date, in order to assure that enough materials are provided for all the members. Once a member has signed up for the program they are responsible for the cost of their participation. Should a member find they are unable to attend the program, it is that member's responsibility to contact the program chairman. Failure to do so will result in the member being responsible for the costs as if the member attended the meeting. In such a case, the member will be entitled to receive the materials which would have been theirs at the meeting. The Garden Club will cover the cost of any absent member who, after signing up for the program, did not send notification they would be unable to attend and will bill the absent member(s) following the meeting.

**Revised June 9, 2016**

## **SUNSHINE COMMITTEE POLICY**

Those who will receive our cards should be members of the South Down Home & Garden Club or their immediate families, i.e. spouses and children. Other family members might also be considered, as well as a member of the South Down community who has given support important to the club

Cards will be sent to those who are ill. More than one card may be sent if the illness lingers.

Donations may be sent in honor of a deceased club member or immediate family member, and the amount will be determined by the Executive Committee according to the status of the member at that time.

The membership will also be notified so members may also send cards.

*Please note:* These expressions of caring cannot be carried out if the Sunshine Committee is not notified of the illness or death of club members, family members, or others in our community.

**Revised May 8, 2008**

**Revised June 14, 2012**

**Revised September 19, 2013**

**Revised September 10, 2015**

**Revised June 9, 2016**

## **COMMUNICATION AND DISTRIBUTION LIST**

The Officers of the South Down Home & Garden Club will maintain a current electronic directory of their membership via an Excel spreadsheet or similar product, including names, addresses, telephone numbers, and email addresses. Each month the distribution list will be updated with new members, and on a yearly basis with inactive non-paid members for a period of two years, unless otherwise notified.

The sole purpose of this list is to communicate meeting and agenda information and other Home & Garden Club related business and internal communications with the members. It is not to be used to solicit or advertise for other organizations or businesses.

**Added as new policy September 10, 2015**

**Revised June 9, 2016**