**DISTRICT V BYLAWS**

**LOUISIANA GARDEN CLUB FEDERATION, INC.**

**ARTICLE I – NAME**

The name of this organization shall be District V, Louisiana Garden Club Federation, Inc. (hereinafter sometimes referred to as the District.)

**ARTICLE II – OBJECTS AND PURPOSES**

The objects and purposes of District V are:

1. To exist as a non-profit unit of the Louisiana Garden Club Federation, Inc. (hereinafter referred to as the Federation) and the National Garden Clubs, Inc. All actions of this body must be in compliance with standards, rules and accepted procedures of the Federation.

2. To fulfil all obligations of the Federation as outlined in the Federation’s Constitution and Bylaws.

3. To coordinate the interests of the federated garden clubs within District V of the Federation and to promote organization and federation of new clubs.

4. To coordinate horticultural and/or conservation projects and to promote education of all aspects of garden club activities.

**ARTICLE III – MEMBERS**

1. The membership shall consist of the individual members of the federated garden clubs within District V.

2. The voting membership shall be the Club Presidents or their designated representatives of the member clubs, the current State Officers and Chairmen of the Federation residing in District V, past State Presidents residing in the District and the past District Directors of District V residing in District V. Clubs whose membership exceeds fifty (50) members shall have two (2) votes.

**ARTICLE IV – DUES**

1. The annual dues shall be One Dollar ($1.00) for each **active** member of a District V club as of March 31, due and payable to the District Treasurer beginning April 1 and delinquent after June 1.

2. Clubs that have not paid dues for their members by the delinquent date shall be dropped from membership thirty (30) days after receiving notice in writing from the District Treasurer.

3. Clubs may be reinstated upon payment of the amount due when dropped along with a payment of current dues.

4. Clubs that have resigned may be enrolled as a new club upon payment of current dues.

**ARTICLE V – FINANCES**

1. The fiscal year shall be from June 1 of the current year through May 31 of the following year.

2. The District Director shall have full use of the funds advanced to her by the State Treasurer for expenditures directly related to service to garden clubs and to the office of District Director.

3. The District shall pay the registration package for the District Director (or her representative) for the State Convention and Summer Board Meeting for each of the two years of her term beginning with the Summer Board Meeting following the Director’s installation. The Director shall be responsible for lodging and travel expenses.

4. The District shall pay the registration package for the State Officer (excluding the office of LGCF President) from District V on the LGCF Executive Council for the State Convention and Summer Board for each of the two years of her term beginning with the Summer Board Meeting following the State Officer’s installation. The Officer shall be responsible for lodging and travel expenses.

5. The Finance Committee (see Article IX) shall have the authority to approve all expenditures from the District Treasury. The District Director may authorize the District Treasurer (in writing and with valid receipts or invoices) to disburse payments of $100 or less.

6. The Finance Committee and the District Treasurer shall prepare the annual budget for submission to the Executive Committee prior to the Fall District Meeting.

7. The District shall issue a check to the State Treasurer in January to fund the state awards sponsored by the District. A check may be issued in January of even numbered years to fund the awards for the two year period of the current administration.

8. The District shall pay for a State Life Membership for the outgoing District Director to be presented at the State Convention in the last year of the Director’s term and announced at the following Fall District Meeting. This shall be done in January of the odd years.

9. A gift for the Federation President shall be presented at each of her two official visits to the Fall District Meeting.

10. A memorial gift shall be made to the State Memorial Fund in the event of the death of a Federation President, District V Director, State Officer residing in the District, past District V Director or a past State President from District V.

11. District funds shall be conserved for the State Convention for which District V will serve as host and for those District projects regarded as worthy and of particular benefit to garden club objectives (with the approval of the voting membership.)

12. The District shall reimburse the District Treasurer for documented costs incurred each year for postage, printing of the budget and financial reports and telephone/fax expenses.

**ARTICLE VI – ELECTIONS AND APPOINTMENTS**

1. The elected officers shall be a District Director, a District Director-Elect, a District V Member to the State Nominating Committee and an Alternate Member to the State Nominating Committee.

2. The election of the District Director-Elect, the Member and the Alternate Member to the State Nominating Committee shall be held at the Fall District Meeting in the odd numbered years at which time nominations may be made from the floor.

3. In the event a candidate for District Director-Elect has not been selected for election at the Fall District Meeting, the election shall be conducted by majority vote of the Presidents of the District V Garden Clubs immediately upon selection of a qualified candidate.

4. Appointed officers to be named by the District Director are a Secretary, a Treasurer and a Parliamentarian. The Director also appoints the three members of the District Nominating Committee.

 a. These appointments shall be made immediately after the installation of the District

 Director and shall be presented for the approval of the voting membership attending the

 first Presidents Meeting of the new administration.

 b. These appointments will be for the two years of the District Director’s term of office.

 c. The District Director may appoint other officers and/or chairmen as necessary to carry on

 the business of the District. These appointments are to be approved by the voting

 membership at the first Presidents Meeting or by the Executive Council after that date.

 d. In the event an appointed officer or chairman is unable to complete her term, the Director

 with the approval of the District Executive Council, shall appoint another person to

 complete the term. **Under no circumstances will the District Director assume the**

 **responsibilities of the vacated position.**

**ARTICLE VII – QUALIFICATION OF OFFICIALS**

1. A nominee for District Director-Elect shall have served at least one year as a federated garden club president or two years on the Executive board of the Louisiana Garden Club Federation.

2. The member and alternate member of the State Nominating Committee shall have served for a minimum of one year as president of a federated club or have served two years on the Executive Board of the Federation.

3. Appointed officials of the District shall have been members of a federated club in District V for at least four years and shall have served as an officer in a federated garden club in District V.

**ARTICLE VIII – DUTIES OF OFFICERS**

1. **The District Director:**

a. Shall assist clubs to promote the LGCF objectives.

 b. Shall organize and federate new clubs.

 c. Shall call and preside at an annual meeting of the membership in the fall of each year on a

 date set by the State President of the Federation.

 d. Shall call and preside at an annual Presidents Meetings at a date set by the District Director

 following the annual convention of the Federation.

 e. Shall attend all meetings of the Federation Executive Council and of the Federation

 Executive Board as a voting member. In the event the District Director cannot attend a

 Meeting, the District Director-Elect will be the official representative and will have the

 same voting privileges.

**2. The State Nominating Committee Member:**

 a. Shall attend all meetings of the committee as called by the Chairman of the State

 Nominating Committee.

 b. If the Member cannot attend, the District will be represented by the elected Alternate

 Member to the State Nominating Committee who shall have voting privileges.

**3. The District Secretary:**

 a. Shall keep an up-to-date record of the proceedings of all District meetings.

 b. Shall give copies of the minutes to the District Director and the District Director-Elect in a

 timely manner within a time period of thirty days.

 c. Shall attend to the correspondence of the District if requested to do so by the District Director.

**4. The District Treasurer:**

a. Is responsible for collection of District dues.

 b. Shall disburse funds only as authorized by the Executive Committee, the Finance

 Committee or by written authority of the District Director.

 1) Only items for which valid receipts or invoices have been presented shall be

 reimbursed.

 2) The District Director shall give written authorization for items $100 and less

 (with valid receipts/invoices.)

 c. Shall pay the registration package for the District Director (or her representative) for the

 State Convention and Summer Board Meeting for each of the two years of her term

 beginning with the Summer Board Meeting following the Director’s installation.

 d. Shall pay the registration package for the State Officer (excluding the office of LGCF

 President) from District V on the LGCF Executive Council for the State Convention and

 Summer Board Meeting following the State Officer’s installation.

 e. Shall issue a check each January to the LGCF Treasurer to fund the state awards sponsored

 by District V.

 f. Shall pay for a State Life Membership for the outgoing District V Director to be presented at

 the State Convention in the last year of the Director’s term.

 g. Shall submit a financial report at the Presidents Meeting and at the Fall District Meeting

 each year.

 h. Shall send a written financial report at the end of each quarter, to the District Director, the

 Director-Elect, the District Secretary and the members of the Finance Committee on

 January 1, April 1, July 1, October 1.

 i. Shall deliver to her successor within one month after the termination of her term of office

 all money, vouchers, books and papers of District V in her custody.

 j. Shall serve no more than two terms (four years) consecutively.

**5. The District Parliamentarian:**

a. Shall advise the District Director and other officers and members on parliamentary

 procedures.

 b. Shall incorporate all amendments to the Bylaws in a permanent form.

 **ARTICLE IX – COMMITTEES**

1. **The Executive Committee** consisting of the District Director, District Director-Elect, Secretary, Treasurer, Parliamentarian and the Past Presidents of the Federation residing in the District, shall have supervision of affairs of the District between the regular meetings of the district (Fall District Meeting and District Presidents Meeting.)

2. **The Finance Committee** consisting of one former District Director, one former District Treasurer, and one current Garden Club President with the District Director and Director-Elect as ex-officio members shall have supervision of all district finances. The District Director shall appoint the three members of the Committee designating one of them to serve as chairman.

 a. This committee will oversee the budget, supervise all expenditures of the District and serve

 as the in-house audit committee.

 b. An audit will be conducted at the end of each administration and presented to the

 membership at the Fall District Meeting in odd years.

3. **The District Nominating Committee** shall consist of three members appointed by the Director and approved by the voting membership at the first District Presidents Meeting of each new administration.

 a. It is the responsibility of this committee to nominate a qualified candidate for each of the

 following positions: (1) District Director-Elect, (2) District V Member of the State

 Nominating Committee, (3) District V Alternate Member of the State Nominating

 Committee.

 b. The committee will present these candidates for election at the first Fall District Meeting

 of each new administration (odd years.)

4. **A State Convention Committee** shall be activated two years prior to the year in which District V will host the State Convention. The District Director shall appoint the Convention Chairman.

Ex-officio members shall be the District Director, Director-Elect, and the past State Presidents of the Federation residing in the District.

5. **A District V Project(s) Committee** shall be appointed by the District as needed. Ex-officio members shall be the District Director, Director-Elect, and the past State Presidents of the Federation residing in the District.

**ARTICLE X – MEETINGS**

1. Presidents of member clubs in District V shall be notified of the date and location of the Fall District Meeting (which is scheduled by the President of the Federation) no later than the Presidents Meeting in May or June prior to the District Meeting.

 a. The District Director and the appointed committee shall be responsible for all

 arrangements for this meeting.

 b. Each garden club is responsible for providing one item for a raffle or door prize.

 c. The price of registration shall include all expenses for the Fall Meeting, but shall not be so

 great as to discourage attendance.

 d. Expenses incurred over and above amounts collected by registration shall be paid from

 district funds only on approval of the Finance Committee and with valid receipts/invoices.

 e. The District shall be responsible for payment of the meal and registration for the State

 President and guest speaker(s).

 f. The program at the Fall District Meeting should include time for an address by the State

 President and reports from State Chairmen in attendance.

2. The Presidents Meeting in May or June shall be a business and informational meeting.

 a. The meeting shall be called by the District Director who shall be responsible for arranging

 location, meal and agenda.

 b. The price of registration shall include the expenses for securing the location and meal.

3. Any monies collected over and above expenses for Fall District Meetings and District Presidents Meeting shall be deposited in the District Treasury.

4. Special meetings of the Executive Committee or the Finance Committee may be called by the Director. Meetings may be called by the Chairman of the Committee upon the written request of two of the committee members.

5. The qualified voters present for any regular District Meeting (Presidents Meeting or Fall District Meeting) shall constitute a quorum. A majority of qualified voters shall constitute a quorum for any called meeting.

**ARTICLE XI – PARLIAMENTARY AUTHORITY**

The rules of parliamentary procedure compiled in Robert’s Rules of Order, Revised Edition, shall govern the proceedings of District V, subject to the special rules which have been adopted.

**ARTICLE XII – AMENDMENTS**

These Bylaws may be amended at any annual meeting by a two-thirds vote of the voting members present, if the proposed amendments have been submitted in writing to all voting members at least one (1) month prior to the meeting either in the District Director’s Newsletter or by letter/email.

*Revised 2004*

District V Bylaws Committee: Beth Erwin, Marilyn Decker, Johnnie Ruth Sturgeon, Eleanor Talley

Mary Sue Colvin, Chairman