

Bylaws Of District VII, L.G.C.F., Inc.

ARTICLE I—NAME

The name of this organization is District VII, Louisiana Garden Club Federation, Inc.

ARTICLE II—PURPOSES

1. To exist as a non-profit integral unit of the Louisiana Garden Club Federation, Inc., hereinafter referred to as Federation. All actions of this body must be in compliance with standards, rules and accepted procedures of the Federation.
2. To fulfill all obligations to the Federation as outlined in its Constitution and Bylaws.
3. To coordinate the interest of the separate federated garden clubs within District VII of the Federation and to promote organization and federation of new clubs.

ARTICLE III—MEMBERSHIP

1. The membership shall consist of the individual members of the federated garden clubs within District VII.
2. The voting membership shall be the presidents or their designated representatives of the member clubs, the current state officers and chairmen of the Federation living in District VII, past state presidents living in the District, and the past District Directors of District VII.

ARTICLE IV—DUES

1. The annual dues shall be one dollar (\$1.00) for each member of a District VII club as of March 1 and payable to the District Treasurer by April 1 and delinquent after June 1.
2. Clubs that have not paid dues for their members by 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 payment of current dues. Clubs that have resigned may be enrolled as new clubs upon payment of current dues.

ARTICLE V—ELECTED AND APPOINTED OFFICIALS

1. The elected officers shall be a District Director and a District Director-Elect. Also to be elected are the District member of the State Nominating Committee and an alternate to this member.
2. Appointed officers to be named by the District Director are a secretary, a treasurer, and a parliamentarian. Also to be appointed by the Director are three members of the District Nominating Committee. These appointments should be made immediately after the installation of the District Director in the odd-numbered years.
3. The District Nominating Committee will report at the fall meeting of the District in the odd-numbered years with election immediately following.

ARTICLE VI—QUALIFICATIONS OF OFFICIALS

1. A nominee for District Director-Elect shall have served a least one (1) year as a federated garden club president or two years on the Executive Board of the Louisiana Garden Club Federation.
2. 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 must be members of a Federated club in District VII.

ARTICLE VII—DUTIES OF OFFICIALS

1. The District Director shall assist clubs to promote the Federation objectives. She shall organize and federate new clubs; she 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, and at an annual summer meeting at a date that she (District Director) shall set following the annual meeting of the Federation. She is a member of the Federation Executive Council and of the Federation Executive Board and should attend all meetings of the two bodies. In her absence, she should be represented by the District Director-Elect who will have the same voting privileges.
2. The member of the State Nominating Committee shall attend all meetings of that committee. These are called meetings by the Chairman of the State Nominating

Committee. If the District member cannot attend, she will be represented by the elected Alternate Member, who will have voting privileges.

3. The Secretary shall keep a record of the proceedings of the District and shall give copies of these minutes to the District Director and the District Director-Elect. She shall attend to the correspondence of the District if called upon to do so by the District Director.
4. The Treasurer is responsible for collection of dues and shall disburse funds only as authorized by the adopted budget, by the Executive Committee, or by written authority of the District Director.
5. The Parliamentarian shall advise the District Director and other officials and members on parliamentary procedures. She shall incorporate all amendments to this document in a permanent form.

ARTICLE VIII—COMMITTEES

1. Executive Committee consisting of the District Director, District Director-Elect, Secretary, Treasurer, Parliamentarian, Chairman of Budget and Finance Committee, and the immediate Past-President of the Federation living in the District, shall have supervision of affairs of the District between the two regular meetings (fall and summer).
2. Budget and Finance Committee shall be activated immediately following the State Convention in the odd-numbered years. Appointed members named by the District Director are the Chairman and Vice-Chairman who shall have been District VII Directors and who are still living in the District, and a State Officer living in the District. Ex-officio members are the District Director, District Director-Elect, and District Treasurer. This committee shall prepare a budget to be presented to the voting members of the District at the first annual meeting in the odd-numbered years, at which time a budget shall be adopted for the two coming years.
3. A State Convention Committee shall be activated two years prior to the year in which District VII will host the State Convention. Appointed members by the District Director shall be the Convention Chairman, Co-Chairman, and Registration Chairman. Ex-officio members shall be the District Director, District Director-Elect, the most immediate past state president of the Federation living in the District, and the Chairman of the District Budget and Finance Committee.

ARTICLE IX—FINANCES

1. The District Director shall have full use of the funds advanced to her by the State Treasurer for use as office expense.
2. The District Director's package plan for the State Convention and Summer Board Meeting shall be paid by the District for each year of her two-year term beginning with the Summer Board Meeting following installation. Should the Director be unable to attend a convention or summer board meeting and be represented by the Director-Elect, the package plan of the Director-Elect may be paid by the District.
3. District VII shall pay the registration package for the State Officer (excluding the LGCF President) who serves 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.
4. Gifts: Funds for the following gifts shall be spent by the District Director, \$100.00 for a LGCF State Life Membership for the outgoing District Director to be presented at the following Fall District VII Meeting. In the event that the outgoing Director has a Life Membership, the money may be applied to a National Life Membership or used to purchase a piece of engraved silver not to exceed \$100.00. Two gifts for the Federation President to be presented at her two official visits to the District (not to exceed \$50.00 for the two gifts). A memorial gift to the Endowment Fund in event of death of Federation President, District Director, State Officer residing in the District, or a past state president from District VII.
5. Other immediate unlisted expenses shall be authorized at request of the District Director to the Budget and Finance Committee.
6. All other funds should be conserved for use in hosting the State Convention when it is held in District VII, or for such other District projects regarded as unusually worthy and of particular benefit to garden club objectives, provided a favorable vote by the voting membership present at a called or scheduled District Meeting is obtained.

ARTICLE X—MEETINGS

1. The date of the annual fall District Meeting is set by the President of the Federation. Location of this meeting is announced one year in advance with an invitation from the prospective hostess club. Clubs should plan to entertain the District on a rotating basis. The hostess club is responsible for all expenses pertaining to the meeting and may include printed programs, table decorations, door prizes, corsages for State President and District Director, and favors, though none of these things are mandatory. The

hostess club shall be responsible for payment of the meal for State President and guest speaker(s). The price of the meal may be “packed” to include such listed items, but should not be so great as to discourage attendance. The program should include time for a speech by the State President and reports from State Chairmen in attendance. A special speaker and/or entertainment are at the discretion of the District Director and hostess club. A paid speaker must be paid from funds generated in the day’s meal charge, or be underwritten by the hostess club.

2. The summer meeting is a business and informational meeting and may include a Dutch-treat meal. It is called by the District Director who is responsible for arranging for it at a location most handy for all participants. The Director may ask a hostess club to participate in the arrangements and even provide light refreshments as the members arrive. It is NOT necessary to include a meal function.
3. Extra business meetings may be called at any time by the District Director or, in her absence, by the District Director-Elect. Any other called meetings may be activated by any five voting members of the District.
4. The qualified voters present for any regular district meeting (summer or fall) shall constitute a quorum. Eleven qualified voters shall constitute a quorum for any called meeting.

ARTICLE XI—PARLIAMENTARY AUTHORITY

1. The rules of parliamentary practice comprised in Robert’s Rules of Order, Revised Edition, shall govern the proceedings of this District, subject to the special rules which have been adopted.
2. 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 week prior to the meeting.

Adopted 10/31/1989

Revised 11/07/1990

Revised 10/24/1995

Revised 10/19/1999

Revised 06/01/2005

Revised 10/18/2007