



GUIDELINES FOR CLUB PRESIDENTS

The Garden Club of New Jersey, Inc.

Member of
National Garden Clubs, Inc. (NGC)
Central Atlantic Region (CAR)

Third Edition 2021

Congratulations!

You have been elected president by your garden club. Your term may be one or two years. **Where And How Do You Begin?** Hopefully this guideline will answer many of your questions.

- Advance Planning is crucial for a successful administration.
- Become familiar with your club's bylaws and note any revisions that may be needed. Proceed according to your bylaws.
- Schedule a meeting with your officers and board prior to your installation to plan projects, programs, speakers, workshops, etc. for the next two years. As President, select/create a project that is of interest to you. Follow through on projects your club has already started.
- Review Garden Club of New Jersey (GCNJ) www.gardenclubofnewjersey.org, Central Atlantic Region (CAR) of State Garden Clubs www.car-sgc.org, and National Garden Clubs (NGC) www.gardenclub.org themes. Their themes may inspire you and your club in planning.
- To avoid conflict of dates for your calendar year, ask the local school office(s) for their calendar for the upcoming school year. Refer to the state website for the state board calendar. Refer to a regular calendar for all religious/federal holidays. Now your club can set their calendar year.
- Review and/or prepare a proposed budget with your club's treasurer. Determine how much to spend on programs, projects, administrative expenses, etc. It is encouraged that the club's fiscal year coincide with the GCNJ's fiscal year which is May 1st to April 30th. It is suggested that your club's budget include registration fees for the president (and perhaps the vice president) to attend the GCNJ Annual Meeting.
- Appoint various committee chairmen. Refer to the GCNJ website for job descriptions in the Policy Manual located at MEMBERS LOGIN. This page is password protected as well as other documents linked to this page. The same password grants you access to this area. If you do not know the password, contact your district director.
- Encourage each club chairman to contact the state board chairman for their committee for any further assistance necessary. Find directory on GCNJ website under MEMBERS LOGIN > Section I: Executive Board by Position.
- Work with your club's yearbook chairman to compile the yearbook. Guidelines to prepare a yearbook are available on GCNJ website under FORMS > Awards > GCNJ Yearbook Scoring Sheet. This will provide you with detailed information about what to include in your club's Yearbook. When the yearbook is printed, mail five (5) copies to GCNJ awards chairman. The due date is September 30.

- All correspondence sent to you, or your club officers should be answered in a timely manner.
- Consider renting a permanent post office box to ensure continuity in receiving club mail.
- If you cannot attend functions, make every attempt to send a representative.
- Anyone in a leadership position can expect to receive positive and negative feedback from members of their organization. Differing opinions can be helpful, but hurtful criticism of the president, officers or club members should **not** be tolerated. If an issue or problem arises, it should be handled at the board meetings and dealt with in a professional manner. The resolution of the problem should take place during discussion with respect for differing opinions under Roberts Rules of Order.
- Since speakers are scheduled in advance of the program date, have your program chairman confirm (date, time and place) a month in advance. Determine any equipment needed by the speaker or your club. Be sure your treasurer has a copy of the contract and the fee for payment of the speakers. In case of a last-minute cancellation, a back-up plan is advisable.
- Club records including minutes, treasurer's reports and membership rosters should be kept in order. Copies of past yearbooks should be kept as well. All records should be in the hands of the club president at the end of his/her term, to be passed on to the incoming president.

RESOURCES

The following are excellent resources for information:

- The GCNJ website www.gardenclubofnewjersey.org provides comprehensive information pertaining to the organization. It is recommended that you become familiar with the state website as it is your most valuable resource.
- **The GCNJ Directory: Sections I and II** contain the names, addresses and phone numbers of the state officers, district directors, board chairmen, GCNJ headquarters committee and advisory council. **Section III** contains a list of all garden club with their presidents and contact information by district. **Section IV** contains the nationally accredited flower show judges. **Section V** contains all the youth leader's information. The directories are found on the GCNJ website under MEMBERS LOGIN (password protected). Your district director will provide you with the password.
- **The News Leaf** is quarterly publication of the GCNJ sent electronically and available on the GCNJ website. It contains information about our local garden clubs, educational articles and CAR/NGC information. Your club can advertise your events in the Coming Events column. Deadlines for submissions are January 1, April 1, July 1 and October 1.

- **The National Gardener (TNG)** is a quarterly publication of NGC. Find the latest issue on GCNJ website under PUBLICATIONS. Encourage your club to read 'The National Gardener.'
- Deadlines for **GCNJ, CAR** and **NGC AWARDS** and **SCHOLARSHIPS** are available on the individual websites, which are linked to each other.

MEMBER SERVICES

- **NGC** offers 'Our Store' on the NGC website www.gardenclub.org. All items for sale are available online and may be purchased by adding to your cart. Orders may also be placed by phone at 314-776-7574. Assistance is available if you have questions, and the site is credit card friendly. 'Our Store' has products available for your flower shows, books for required reading for all **NGC** supported schools and literature for your reading enjoyment. Take advantage of all the publications to plan programs, develop Yearbooks, present installations and run your club, district and state meetings. There is also a variety of gardening and personal gift items. The Vision of Beauty Calendar and beautiful certificates to honor special club members are among garden club members' favorites.

Be sure to note the **NGC** jewelry selection. The beautifully crafted pins make wonderful gifts for your members who have achieved completion of schools or for a retiring president of your garden club. (Please note that New Jersey has its own retiring president's pin.

- **SCHOOLS** These educational courses are offered by State Garden Club organizations and councils of flower show judges and landscape design consultants. National Garden Clubs develops the 20 curriculums; writes and publishes some of the materials; and trains instructors for flower show schools. The list of upcoming schools nationwide can be found on the NGC website. ANYONE may attend all or any part of these courses by registering with the school registrar and paying the registration fee. By taking the exams, you can become accredited.
 - **FLOWER SHOW SCHOOL** - consists of a series of four courses (see Handbook for Flower Shows). Flower Show School is an excellent tool for gaining valuable information on judging, flower show procedure, horticulture, and floral designing.
 - **SYMPOSIUM** - is a course of advanced study on horticulture, floral design and allied subjects. The purpose is to provide credit needed to advance from Accredited Judge to Life and then to Master, as well as enabling Master Judges to keep in Good Standing.
 - **FLOWER SHOW JUDGE** - is an active, dues-paying member of a NGC, Inc. club or International Affiliate club that has successfully completed the four courses of Flower Show School; received the required exhibition, judging and schedule writing credits; and has passed the Reading Examination.

- LANDSCAPE DESIGN SCHOOL - consists of a series of four courses for those interested in landscape design topics such as: designing outdoor spaces, the home landscape, assist with civic projects. Garden club members completing the series are awarded the designation of NGC LANDSCAPE DESIGN CONSULTANT.
- GARDENING SCHOOL – is a series of four courses to provide educational information to those especially interested in gardening, horticulture and related subjects. Garden club members completing the series of four courses are awarded the designation of NGC GARDENING CONSULTANT.
- ENVIRONMENTAL SCHOOL – is a series of four courses is to teach environmental literacy to cherish, protect and conserve the living earth. Emphasis is placed on land conservation, water conservation and air quality.
- **The Handbook for Flower Shows** is an NGC Handbook of basic information for flower shows, judging and point scoring. This handbook is vital if you are planning a flower show.

HOW TO OBTAIN A RAFFLE PERMIT

The Legalized Games of Chance Control Commission (LGCCC) falls under the NJ Division of Consumer Affairs. Their job is to oversee legalized games in NJ. Every organization interested in conducting games of chance must apply to the Commission for eligibility. If the Commission determines that the applicant qualifies as a bona fide charitable, educational, religious, patriotic, public-spirited organization or senior citizen association or club the LGCCC can grant a registration certificate reflecting its unique identification number. Visit www.njconsumeraffairs.gov/lgccc for to apply or renew a registration certificate.

Once a registration certificate is issued by the state, an organization may apply for a municipal permit to hold games of chance. Each individual game of chance requires a municipal permit. A copy of the state issued registration certificate must accompany each application. The application and fees are submitted to the Municipal Clerk, who gathers local approvals for the event, and submits the application to the LGCCC for approval. This process takes 3-4 weeks. When the LGCCC issues its approval the completed application, with Municipal license number will be returned to the applicant.

When an event/game of chance is completed, the applicant must file a Report of Operations. If the Report of Operations is not filed any future applications will be denied by the LGCCC. Fee schedule based on Value of Prize awarded is \$20 (to both municipality and state/LGCCC) for each \$1,000 in prize value. On Premise Raffle, no fee if under \$400 awarded in prizes.

PROTOCOL AND PARLIAMENTARY PROCEDURE

Parliamentary Law is common sense used in a gracious manner. Courtesy is a basic rule of Parliamentary Law.

- Be at the meeting on time – start the meeting on time – ten minutes grace period allowed for special circumstances such as poor weather conditions and traffic delays.
- It is appropriate and sets the mood to open with a **“Thought for the Day”** and with the Pledge of Allegiance. If a flag is available, it stands to the left of the audience.
- An agenda is vital to running an efficient meeting. A sample (below) is included for your reference.
- Do not use ‘Old Business’ – it is ‘Unfinished Business’ and ‘New Business’.
- The gavel is used to bring the assembly to order. No one but the presiding person uses the gavel.
- You should stand when presiding – be seated while listening to reports.
- When thanking a committee chairman, you thank her for the ‘Report of the Committee’ – not his/her report.
- You refer to yourself as ‘the chair’, ‘your president’, ‘this president’. The prime objective of protocol is to recognize the office, not the person.
- Use proper terminology: such as “The next business in order will be”, or when approving minutes, “Are there any corrections to the minutes?” Your secretary should not use “Respectfully Submitted” – just sign her name Jane Doe, Secretary.
- A meeting is never adjourned until the program is over – this is part of the meeting. When having a program one never “turns the meeting over” to the program chairman. The chair presents the program chairman and he/she in turn will present the speaker. The program chair will thank the speaker after the program and turn to the chair and let him/her know that “this completes the program”. The president always closes the meeting.
- As president you are ex-officio of all committees except the nominating committee. The president should be invited to every meeting – this does not mean that he/she should attend every meeting but should show interest and always be kept informed of what took place at the meeting. An ex-officio member has all the privileges of the other members of a committee but is not counted in determining the number required for a quorum.
- During debate/discussion of a motion the president or presiding officer must remain impartial. The president never makes a motion when presiding. The presiding officer must recognize those members who wish to speak to the motion in an orderly fashion. All members, regardless of their knowledge of Parliamentary Law are to be treated with respect. If the president wishes to speak to the question, he/she hands the gavel

to the vice president and steps down. The president does not cast a vote **except** when the vote is by ballot or when his/her vote will affect the result (such as a tie vote). In smaller groups, such as committee meetings, the presiding officer has all the rights and privileges of other members including the right to make a motion, debate and vote.

- The Emblem of the GCNJ may not be used or copied in any way, by any club, individual or for any purpose other than official application without the approval and authorization by the Executive Board of the GCNJ.
- As a non-profit 501C3 organization, law prohibits GCNJ from any endorsement of a candidate for office, product, lecture, or organization. Doing so could jeopardize our non-profit status.
- Do not keep information about what transpires at your board meeting to yourself – post and/or read the board recommendations at your next regular membership meeting - communicate well. Many presidents never review action and discussions taken at the board meetings. Remember - the board serves the membership.
- When called on to report the chairman says “Madam/Mr. President” and gives her/his report – she/he does not address the assembly by saying “Good Morning”, etc. If by chance the president compliments the chairman, then it is courteous to say “Thank you, Madam/Mr. President.”
- If your club is having an interesting program, a flower show, a fundraiser, a function that is open to the public, it is a courtesy to extend an invitation and a complimentary ticket to the state president. Give them a front row seat. All invited guests should be offered refreshments/meals.
- In open meetings of the club, remember to introduce state officers present and board members attending. If the state president or national president is introduced, all should stand. Introduce NGC, CAR, GCNJ, District then your own garden club honorees in that order. Always introduce a person who is a stranger to the group. You ‘present’ a person who is known to the group.
- Introduction protocol is as follows: Man to a woman, young person to an older person, less important to more important.
- Thank you notes should be written promptly.
- Using parliamentary procedure is not being formal – just courteous, impartial, and businesslike.
- Writing a meeting agenda helps all stay focused, promotes better note taking and provides structure to a meeting. An agenda makes the president’s job so much easier and polished. Below is a simple agenda that can be used as a guide. Only committee chairman who have a report should be on the agenda. Chairman should notify the president in advance of the meeting. It is recommended to limit committee reports to 3 minutes.

SAMPLE CLUB MEETING AGENDA
THE GARDEN STATE GARDEN CLUB
Monthly Meeting at Briarwood Community Center
209 Main Street, Briarwood, NJ 00001

Thursday, October 10, 2014

Call to Order: 10:00 A.M. Fay Freehold, President

Thought for the Day/Pledge: Mary Smith, Blue Star Chair

Recognition of Dignitaries, Past Officers and Guests:

Reports of Club Officers:	(Each club officer list varies.)
President	Fay Freehold
1st V.P.	Larry Breakenridge
Treasurer	Valerie Milan
Recording Secretary	Peggy Roth

Chairman Reports:	(Each club list varies)
Arbor Day	Sonya Miller
Awards	Lucy O'Malley
Club Newsletter	Betty Avery
Community Garden	Allen Fuchs
Continuing Reports.....	

New Business:
 Budget
 Recommendations from Executive Board
 Flower Show, May '14, David Dell, Chairman

Unfinished Business:
 *District IV Spring Meeting is April 20 at 10:00 A.M. at the Cedarville Lodge.
 *Central Atlantic Regional Conference, October 28-30, Riceville, PA.

Special Program/Guest Speaker:
 Club member Suzie Lue presents "Dazzling Dahlias"

Announcements:
 GCNJ Gardening School, Course 1, October 18-20 at Holly House. The next GSGC meeting is Thursday, November 14 at 10:00 A.M. at Briarwood Community Center.

Meeting adjourned: Faye Freehold, Pres

Presidential Activities Month by Month

A Planning Guide

JUNE

* The GCNJ Annual Meeting is held this month featuring a motivating speaker, presentation of awards, scholarships, Book of Memory, and installation of officers. Dignitaries are often in attendance. Boutiques, raffles and exhibits add to the excitement of the day.

* Many garden clubs have their end of year meeting in June. At the local level, the incoming officers are installed, awards presented to your club are admired and the new committee chairmen are introduced. The past president receives the president's pin – a new year cycle of your club begins.

*Begin to ask various club members to serve as chairman of the committees. Refer the chairman to your club bylaws and the Policy Manual on GCNJ website that details information on chairmanships.

* Meet with your newly elected officers to begin putting together the coming year. Discuss what committee chairmen can do to make this a more interesting year. Work on your garden club's yearbook. Use the Speakers List on the GCNJ website under MEMBERS LOGIN > Additional documents > Speakers List, to plan your programs.

JULY

Happy summer!

AUGUST

* Check the GCNJ website for future events.

* Complete your yearbook. Have other members proofread the yearbook before it goes to press. Five (5) copies of the yearbook should be mailed to GCNJ awards chairman by September 30.

* Any event you would like printed in the News Leaf for the fall issue must be submitted by July 1 and emailed to the editor of News Leaf. Go to Publications on the GCNJ website for contact information.

SEPTEMBER

* Make plans to attend Districts in the Gardens or a Fall Conference. Information will be posted in the News Leaf and on the GCNJ website.

* National and state scholarship application forms are now available.

* Encourage your members to attend the courses offered through NGC: Gardening School, Flower Show School, Landscape Design School, Environmental School and Symposium. All are educational and may lead to certification. Look for information in The News Leaf and on the website.

OCTOBER

* The Central Atlantic Regional (CAR) Conference is usually held this month. Plan to attend this educational and fun event.

* The "Vision of Beauty Calendars" are available this month for the coming year. This can also be a fundraiser for your Club. Contact NGC headquarters using their website or call 314-776-7574.

NOVEMBER

- * Check the GCNJ website and News Leaf for dates of upcoming events.
- * NGC award applications are submitted electronically to the GCNJ awards chairman by November 15.

DECEMBER

- * Check the GCNJ website and News Leaf for dates of upcoming events.

JANUARY

- * All NGC and CAR Youth award submissions are sent to the GCNJ youth chair by January 6.
- * Club donations requested and appreciated for: **Disaster Relief, Penny Pines, Blue Star**, and others. Make checks payable to “Garden Club of New Jersey” and memo the special project. Send the check to the chairman of each committee.

FEBRUARY

- * Publicity Press Books are submitted to the GCNJ awards chairman by February 1.
- * GCNJ awards applications are submitted to the GCNJ awards chairman by February 15.
- * Scholarship applications are due in March for GCNJ. Go to the GCNJ website under SCHOLARSHIP for all information.

APRIL

- * Your garden club must complete the **Annual Club Registration Form** each year, with the incoming president listed. Please return this form and new member info by May 15 with your payment to the GCNJ membership chairman. These forms are on the GCNJ website under FORMS.
- * Make plans for your garden club to attend the GCNJ Annual Meeting in June. Tables are reserved on a first come basis. If your club wishes to be seated together, send in the forms and checks together to the annual meeting registrar. Forms can be found on GCNJ website and in News Leaf. For voting purposes at the GCNJ Annual Meeting, appoint delegates and alternates from club members planning to attend and fill out the ‘Annual Meeting Delegates’ form that will be made available to club presidents.
- * Tell your incoming president of the [Guidelines for Club Presidents](#) on the GCNJ website. Club bylaws determine the nomination and election of officers.
- *If your club files a 990 N or 990 EZ as a non-profit, now is the time to do so.

MAY

- *Brief annual reports by your garden club committee chairmen are submitted to the club president. This will be helpful information for the incoming president and her new committee chairmen.
- *Bank accounts should be changed giving the new officer’s names and who will be signing the club checks. This is the time many clubs have their books audited. Check your garden club bylaws.
- *The out-going president writes an annual report, presents it to club members, and files in club records.

**Enjoy your term as president of your garden club.
We hope these guidelines will assist you.
GCNJ board members are available to serve you.**

How is my garden club part of National Garden Clubs?

The dues paid by your garden club to the **Garden Club of New Jersey, Inc.** include dues to **National Garden Clubs, Inc.**, a non-profit educational organization headquartered in St. Louis, Missouri. Every member of your club is a member of Garden Club of New Jersey, Inc. and National Garden Clubs, Inc. In order for the state and national organizations to be helpful to an individual club, each organization is also divided into geographical districts.

Garden Club of New Jersey, Inc. (GCNJ) is divided into eight districts.

District 1: Ramapo-Palisades

Bergen (part) and Passaic counties

District 2: South Mountain-Eagle Rock

Essex and Bergen (part) counties

District 3: Lakelands

Sussex and Morris counties

District 4: Skylands

Hunterdon, Somerset (part) and Warren counties

District 5: Watchung

Somerset (part) and Union counties

District 6: Foothills

Middlesex and Mercer counties

District 7: Delaware Valley

Burlington, Camden, Gloucester and Cumberland counties

District 8: Shore

Monmouth and Ocean counties

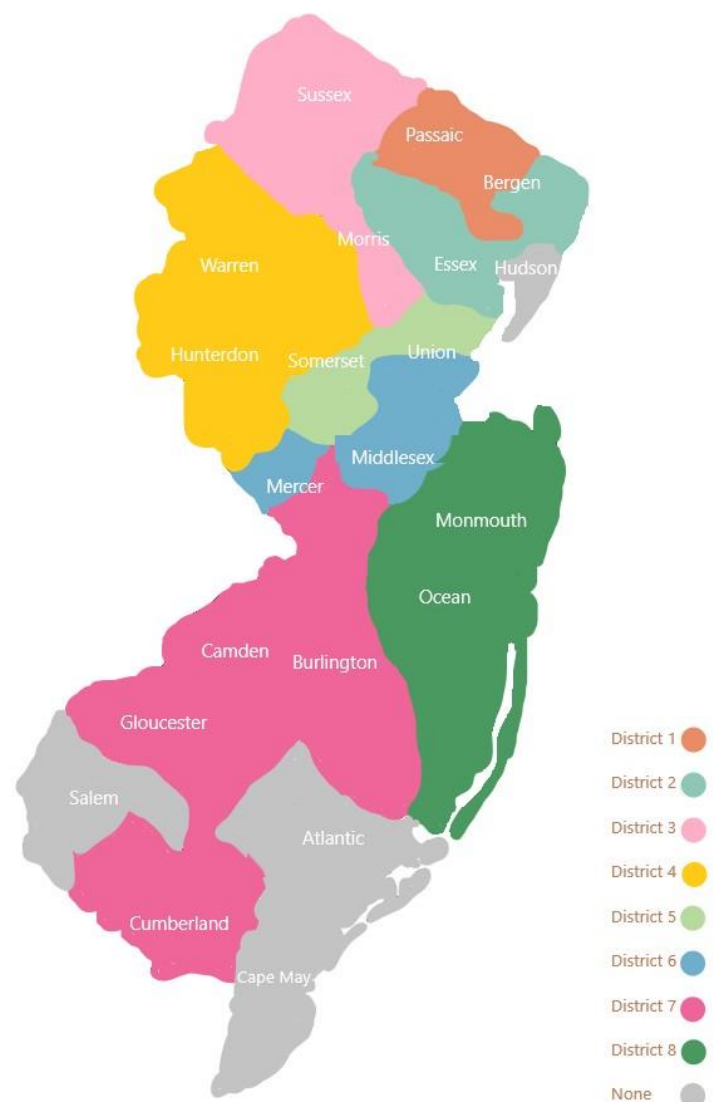
Counties with no clubs:

Hudson, Atlantic, Cape May and Salem

Central Atlantic Region of State Garden Clubs (CAR-SGC) All of the states are divided into eight geographic regions. We're in the **Central Atlantic Region of State Garden Clubs** which includes these states: National Capitol Area, Delaware, Maryland, Ohio, Pennsylvania, New Jersey and New York

National Garden Clubs, Inc. (NGC)

Composed of 50 state garden club organizations and National Capital Area Garden Club



SAMPLE AGENDA

As President, you should always have a written AGENDA, or ORDER OF BUSINESS, for each meeting. It should include the following:

1. CALL MEETING TO ORDER - Opening exercises, such as invocation or pledge of allegiance

2. MINUTES OF PREVIOUS MEETING

- Read by the Recording Secretary.
- After any additions or corrections by a member, say “APPROVED AS READ (OR AS CORRECTED),” usually by general consent. No motion or vote is needed to approve.
- **Minutes are the written record of the proceedings and should include:**
 - Date
 - Time
 - Place of meeting
 - Presence of president and secretary or their substitutes
 - Approval of minutes of the previous meeting
 - Treasurer’s Financial Report
 - Record of actions taken, including all main motions whether adopted or lost (but not if withdrawn); name of maker (but not seconder) of the main motions
 - Time of adjournment
 - Signature of Recording Secretary

3. TREASURER’S REPORT

- Read by the Treasurer.
- After any questions or corrections, say “THE REPORT WILL BE FILED.”
- No motion or vote is needed to accept report.
- Example of a brief form for Treasurer’s monthly report:

Balance on hand (date of last report)	\$ _____
Receipts (for current month)	+ _____
	Total _____
Expenses (for current month)	- _____
Balance on hand (date of present report)	_____

(Signature), Treasurer

4. REPORTS OF OFFICERS AND STANDING COMMITTEES

5. REPORTS OF SPECIAL COMMITTEES

6. UNFINISHED BUSINESS

7. NEW BUSINESS

8. ANNOUNCEMENTS

9. ADJOURNMENT

SAMPLE CLUB BUDGET

Club Name:
Contact Person:
Address:
Phone:
Email:

Year: _____

SAMPLE BUDGET

INCOME (List all sources of income*)

	AMOUNT
Dues - 20 members @ \$25 per member	\$500.00
Fundraisers	
Plant Sale	\$200.00
Calendar Sales	\$120.00
Donations	\$115.00
Interest from Savings Account	\$ 15.00
Interest from Certificates of Deposit	\$ 50.00
TOTAL INCOME	\$1,000.00

EXPENSES

Membership Expenses	
State Dues - 20 @ \$3.50 per member	\$70.00
District Dues - \$10 per club	\$10.00
Meeting Expenses	
Programs	\$250.00
Room Rental Fees	\$100.00
Judges' Gifts	\$25.00
Printing/Postage Yearbook	\$100.00
Newsletter	\$75.00
Recording Secretary/Treasurer	\$20.00
Corresponding Secretary	\$15.00
Activities	
Fundraiser - Plant Sale	\$50.00
Fundraiser - Calendars	\$60.00
Flower Show	\$75.00
Donations	
Nature Camp	\$75.00
State Life Membership	\$50.00
Blue Star Memorial	\$25.00
TOTAL EXPENSES	\$1,000.00

SAMPLE YEAR-END FINANCIAL REPORT

GREEN THINGS GARDEN CLUB

ANNUAL FINANCIAL REPORT

JUNE 1, 2019 – MAY 31, 2020

Jane Gardenclubber, Treasurer

INCOME (List all sources of income*)	BUDGET	ACTUAL
Dues - 20 members @ \$25 per member	\$500.00	\$500.00
New Member Dues - 2 @ \$25		\$50.00
Fundraisers		
Plant Sale	\$200.00	\$235.00
Calendar Sales	\$120.00	\$135.00
Donations	\$115.00	\$149.00
Interest from Savings Account	\$15.00	\$12.35
Interest from Certificates of Deposit	\$50.00	\$50.00
Activities		
November Box Lunch		\$220.00
Holiday Party		\$120.00
Annual Installation Luncheon		\$440.00
Floral Design Workshop		\$150.00
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00
TOTAL INCOME	\$1,000.00	\$2,461.35
EXPENSES		
Membership Expenses		
State Dues - 22 @ \$3.50 per member	\$70.00	\$77.00
District Dues - \$10 per club	\$10.00	\$10.00
Meeting Expenses		
Programs	\$250.00	\$225.00
Room Rental Fees	\$100.00	\$75.00
Judges' Gifts	\$25.00	\$24.75
Printing/Postage		
Yearbook	\$100.00	\$105.75
Newsletter	\$75.00	\$78.80
Recording Secretary/Treasurer	\$20.00	\$12.25
Corresponding Secretary	\$15.00	\$8.95
Activities/Fundraisers		
Fundraiser - Plant Sale	\$50.00	\$45.63
Fundraiser - Calendars	\$60.00	\$55.50
Flower Show	\$75.00	\$72.29
November Box Lunch		\$211.23
Holiday Party		\$105.40
Annual Installation Luncheon		\$445.50
Floral Design Workshop		\$145.50
District Meetings - Registration/Lunch Fees		\$100.00
Bus Trip - Botanical Garden Tour		\$300.00
Donations Nature Camp	\$75.00	\$75.00
State Life Membership	\$50.00	\$50.00
Blue Star Memorial	\$25.00	\$25.00
TOTAL EXPENSES	\$1,000.00	\$2,248.55

**Note: Any funds that are deposited in the bank are considered part of gross income such as dues, lunches, fundraisers, plant sales, interest, etc*

SAMPLE BYLAWS

Composing Bylaws

- Bylaws may be drawn up by a committee appointed at the first organizational meeting. They are adopted by a majority vote.
- Bylaws should be as brief and unrestrictive as possible and no more detailed than necessary.
- The following outline includes articles that are generally included in bylaws and in the usual order in which they are found. Articles may be inserted or omitted as appropriate for individual organizations.
- Articles are usually designated with Roman numerals and sections with Arabic numerals.
- Refer to the current edition of Robert's Rules of Order Newly Revised for detailed instructions on compiling bylaws.

SUGGESTED OUTLINE FOR BYLAWS

BYLAWS OF THE (Name of the Organization)

ARTICLE I. NAME

The full, exact and properly punctuated name of the organization.

ARTICLE II. OBJECT

A brief general statement of purpose concisely expressed in a single sentence which sets the boundaries within which business may be introduced at the club's meetings and the framework within which the organization functions.

ARTICLE III. MEMBERSHIP

Section 1. Classes of members such as "active", "associate".

Section 2. Qualifications or eligibility for membership.

Section 3. Application and acceptance procedure. Method of reviewing and voting on applications.

Section 4. Fees and dues. Dates payable. Date delinquent with time and procedure for notification.

Date member will be dropped for nonpayment of dues.

Section 5. Procedure for resigning and reinstatement.

ARTICLE IV. OFFICERS

Section 1. Officers titles listed according to rank.

Section 2. How elected or appointed.

Section 3. Term of office and number of terms permitted.

Section 4. Qualifications for office.

Section 5. Duties - When listing the duties of officers, care must be taken not to omit any duty.

Conclude the section with the following statement, "Officers shall perform the duties prescribed by these bylaws and the adopted parliamentary authority".

Section 6. Method of nominating officers. Procedure for election or appointment.

Section 7. How vacancies are filled.

ARTICLE V. MEETINGS

Section 1. Regular meetings. Day and month. (Hour or time specified in Standing Rules.

Section 2. Annual meeting. When, purpose or business conducted.

Section 3. Special or Called meetings. How and by whom called. Previous notice required.

Section 4. Quorums for meetings. (State number rather than a percent.)

Section 5. Provision for canceling meetings in an emergency.

ARTICLE VI. EXECUTIVE BOARD (or BOARD OF DIRECTORS)

Section 1. Composition

Section 2. Powers and duties delegated to the board.

Section 3. When and how often to meet, by whom called.

Section 4. Quorum

ARTICLE VII. COMMITTEES

Section 1. List names of standing committees.

Section 2. Composition and duties of each. Include statement that chairmen shall conduct the work appropriate to the respective committees.

Section 3. Manner of selecting the chairman.

Section 4. Provision to permit additional standing and special committees by including the statement, "Such other committees, standing or special, shall be appointed by the president as deemed necessary to carry on the work of the club."

Section 5. Include, "The president shall be ex officio a member of all committees except the Nominating Committee."

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the society may adopt.

ARTICLE IX. AMENDMENT

Section 1. Meetings at which Bylaws may be amended.

Section 2. Previous notice requirement.

Section 3. Vote required.

ARTICLE X. DISSOLUTION

Upon the dissolution of (name of organization), assets shall be distributed to (entity) for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of (name of organization) is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

STANDING RULES

Standing rules govern the administration of the organization as opposed to rules regarding parliamentary procedure. The established standing rules policies aren't usually related to parliamentary meeting procedures. These rules include items that would further explain the operation of the club, such as: duties of the officers, committees and their responsibility, member information (new members, responsibility, dues and fundraising). Standing rules can be adopted, suspended or amended (with notice) by a majority vote. Standing rules amended without previous notice requires a two-thirds vote.