

**CAROLINA SHORES
GARDEN CLUB**

BY-LAWS

ARTICLE I

The club shall be known as The Carolina Shores Garden Club (CSGC). The mission of the CSGC shall be to enrich the members' knowledge of horticulture and to participate in projects to beautify Carolina Shores Property Owners Association (CSPOA) common areas.

ARTICLE II

All residents/ property owners within the Town of Carolina Shores are eligible for membership in the CSGC. A minimum of 67 percent of the total membership must be residents/ property owners in good standing from the CSPOA.

ARTICLE III

Meetings shall be held the second Wednesday of each month, starting in September through May of the fiscal year.

ARTICLE IV

Yearly dues shall be \$10.00 per member, payable at the first meeting of the fiscal year. Members may join at any time during fiscal year. A prospective member may attend, but shall be limited to two meetings as a guest.

ARTICLE V

The officers of the Club shall be as follows: President, Vice President, Secretary and Treasurer. The officers' positions shall be staggered in years to retain continuum in Club. Officers shall serve a minimum of two years, not to exceed four years in one position. The Executive Board will include the Program, Scholarship and Beautification Chairs and the elected officers. The Executive Board will oversee the activities of the CSGC.

DUTIES OF OFFICERS:

PRESIDENT: Shall preside at all meetings of the Club and meetings of the Board. President shall have the power to fill vacancies by appointment. The President shall appoint all committee Chairs. The President shall call any special meeting of the membership she considers appropriate.

VICE PRESIDENT: Shall, in the absence of the President, perform the President's duties, as well as prepare and submit articles of the Club's updates for CSPOA bulletin each month.

SECRETARY: Shall keep all records of the Club proceedings, including executive Board Minutes, meeting minutes, by-laws, and any other pertinent records. If unable to attend a meeting, the Secretary shall designate a temporary replacement for said meeting.

TREASURER: Shall receive dues collected by the Membership committee and keep a record of receipts and expenditures of the Club during term of office. Present an Annual Report at the last meeting of the fiscal year. This report, along with monthly reports, will be given to the Secretary to retain in the files.

ARTICLE VI

Twenty-five (25) percent of the membership shall constitute a quorum at all CSGC meetings. A simple majority shall constitute a quorum at all meetings of the Executive Board.

ARTICLE VII

COMMITTEES:

The following Chairs/committees shall be in place: Scholarship, Programs, and Beautification, which are included in the Executive Board. Other committees are Membership, Hospitality, Sunshine, Luncheons, Meeting Room Prep, and Nominating. Each committee shall handle its own publicity. All committees shall be provided with documentation from the prior year pertaining to that committee, if available. All committees will be responsible for updating documentation and providing this data to the President/ Board and the following year's committee. In the event that there is no willingness to staff a committee the Executive Board can close the committee for that year.

BEAUTIFICATION: Shall act as the Garden Club's liaison with the POA Board and POA's landscaping company, and shall periodically check all common areas as to their appearance. The committee shall sponsor fundraisers and the monies realized from these fundraisers shall be deposited in the General Fund. Any funding for projects needs to be approved by the Board and voted on by the Membership.

SCHOLARSHIPS: They shall be called the Carolina Shores Garden Club Memorial Scholarships. The committee shall coordinate and work with West Brunswick High School Guidance Department regarding acceptance and review of all applications. Scholarships are to be awarded to graduating West Brunswick High School Seniors. Special consideration shall be given to those students showing an interest in Horticulture, Agriculture, Botany, Agronomy and related subject areas. The committee shall sponsor fundraisers and the monies from these fundraisers shall be deposited into the General Fund. The number of scholarships awarded shall be submitted by the Scholarship Committee, approved by the Board and voted on by the Membership.

PROGRAMS: The program committee shall arrange programs/speakers for the year and present them at our general meetings. This committee shall reflect our Mission Statement. Should changes become necessary, i.e., cancellations, decisions on substitutions shall be at the discretion of committee. The Program budget should not exceed \$300.00 for the year.

NOMINATIONS: Officers shall be nominated at the March meeting, voted on at the April meeting, installed at the May meeting. Their term of office shall commence June 1. The new Board shall be provided with copies of the by-laws, committee reports, etc. from the outgoing officers and committee chairs.

HOSPITALITY: Committee is responsible for setting up and serving refreshments at all general meetings that are held in the POA clubhouse. Desserts and/or appetizers are to be provided by members who signed up for that month. Committee will provide any drinks which shall be reimbursed by the CSGC.

SUNSHINE: A member shall be in charge of acknowledging any illnesses or deaths by sending a note or card.

LUNCHEONS: Members will be asked to sign up to serve on the Christmas luncheon committee and the May luncheon committee. Committee for each is responsible for reserving a venue, compiling the menu and cost, and obtaining any entertainment if needed.

MEMBERSHIP: Committee will greet members, sign up new members, collect dues and distribute name badges. Committee will be responsible for compiling a CSGC Membership Booklet with names, addresses, phone numbers and email addresses once the roster is in place.

MEETING ROOM PREP: Committee will set up tables and chairs in preparation of each monthly meeting in the POA clubhouse.

ARTICLE VIII

The CSGC shall bear the expense of replacing memorials that are destroyed by acts of nature or vandalism. Replacement may be of similar type. CSGC shall also provide the planting and plaque placement of said memorials.

ARTICLE IX

Amendments to the by-laws shall be presented at a regularly scheduled meeting or at a special meeting called for that purpose. Approval shall be by two-thirds (2/3) vote of all members present. Notice of the meeting and proposed amendment(s) shall be posted on the bulletin board at the CSPOA and e-mailed to members a minimum of fourteen (14) days before the meeting.

Revised August 2016