

**THE TRADITION
HOME AND GARDEN
BY-LAWS**

Article I: Name

This organization shall be known as The Tradition Home and Garden Club.

Article II: Objective

The objectives of the organization shall be to promote interest in homes and gardens and the beautification and conservation of the Tradition Community.

Article III: Membership

- A. Only Tradition residents may be members of the Tradition Home and Garden Club.
- B. The annual dues shall be twenty-five dollars payable at the September meeting. Members joining after January shall pay fifteen dollars dues by the following month after attending a meeting.
- C. Guests are welcome to attend a meeting, but must join if they attend more than two meetings.
- D. Tradition residents who are not members may attend outside activities provided they are wait-listed and space is available.
- E. Non-residents may be invited to outside activities provided they are wait-listed and the members and residents have been accommodated.
- F. Non-members may not attend the May installation luncheon.

ARTICLE IV: Officers

A. The PRESIDENT shall:

1. Preside over all meetings of the club and have a tie breaking vote.
2. Appoint Standing Committee chairpersons.
3. Assemble the Executive Board prior to the first meeting to review committee plans.
4. Supervise and assist the Officers and Chairpersons.
5. Appoint a nominating chairperson and additional members to committees.

B. The Vice-President shall:

1. Perform the duties of the President in her absence.
2. Act as parliamentarian.
3. Assist committees as needed.

C. The SECRETARY shall:

1. Keep accurate minutes of the Board and Member Meetings.
2. Read all communications when called on.
3. Compose, publish and distribute notices as needed.
4. Write articles for the Tradition newsletter.
5. Serve as webmaster for the club.

D. The TREASURER shall:

1. Receive all monies of the club and maintain financial accounts and records.
2. Pay all bills and disburse funds as directed by the club.
3. Present monthly financial reports at the meetings.
4. Submit a written report at the final meeting of the year.

ARTICLE V: Standing Committees

A. The Standing Committees include:

1. Communication (Historian/Photographer)
2. Membership
3. Programs
4. Projects
5. Social
6. Sunshine
7. Ways and Means

B. Duties:

1. Communication Committee shall:

- a. Be responsible for the documentation of all the club activities.
- b. Be responsible for the upkeep and the security of the club's albums (paper and digitized).

2. Membership Committee shall:

- a. Maintain membership roll.
- b. Greet new members and introduce new members.
- c. Assist in composing and publishing the membership booklet.

3. Program Committee shall:

- a. Arrange for programs for the meetings.
- b. Submit plans at the organization meeting
- c. Introduce speakers at meetings

4. Project Committee shall:

- a. Coordinate, direct and complete annual projects
(e.g. selection of community flowers, cards or favors for shut-ins, etc.)
- b. Consider new projects as suggested by the membership and get approval from the membership
- c. Appoint additional members as needed.

5. Social Committee shall:

- a. Plan at least one social meeting per year, one being the May installation luncheon.
- b. Recruit and supervise hostesses for meetings.
- c. Ensure hostess supplies are available for meetings.

6. Sunshine Committee shall:

- a. Purchase greeting cards for ill or bereaved members.
- b. Purchase greeting cards for member birthdays.
- c. Purchase a remembrance or make a donation for any member who suffers the loss of a spouse or child.

7. Ways and Means Committee: shall devise plans to accrue additional finances as needed.

ARTICLE VI: Meetings

Meetings of the club shall be held on the third Tuesday of each month September through May.

ARTICLE VII: Parliamentary Rules

Robert's Rules of Order shall be the authority at all meetings.

ARTICLE VIII: Election

In February, a Nominating Committee consisting of four members (the President, and three members appointed by the President) shall prepare a slate of officers for presentation and election at the May meeting.

ARTICLE IX: Amendments

The by-laws of the Tradition Home and Garden Club may be amended at any regular meeting of the Club by a two-thirds vote of those present. Notice of such Amendments shall be given in writing at a previous regular meeting.