

EDELWEISS GARDEN CLUB, INC.

Member, Michigan Garden Clubs, Inc. and National
Garden Clubs, Inc.

BYLAWS

ARTICLE I- NAME

THE NAME OF THIS ORGANIZATION IS THE Edelweiss Garden Club, Inc., a Michigan Corporation, hereinafter referred to as the EGC. The Club flower is the Edelweiss (*Leontopodium alpine*).

ARTICLE II-MISSION

The mission of this non-profit organization is to stimulate the love of gardening, encourage home and community beautification, promote better horticultural practices, encourage all forms of conservation, provide education and resources, and promote the programs of the Michigan Garden Clubs, Inc. (MGC, Inc.) and the National Garden Clubs, INC. (NGC, Inc.) The EGC is organized exclusively for charitable, educational and scientific purposes as set forth in the 501 c3 of the Internal Revenue Code.

ARTICLE III-MEMBERSHIP

Membership consists of those interested in fulfilling the Mission of the EGC and willing to participate in its projects and activities.

The EGAC has three (3) classes of membership.

1. Active
2. Associate
3. Life Membership (Honorary)

ARTICLE IV-OFFICERS

Elected officers are: President, First Vice President, Second Vice President, Recording Secretary, Treasurer, Corresponding Secretary and Three (3) Directors

President shall preside at all meetings of EGC and the executive Board.

First Vice President performs the duties of the President in her absence, Do the duties of the Membership Chairperson.

Second Vice President performs the duties of the President in the absence of the President and First Vice President; perform the duties of obtaining suitable programs for the membership.

Secretary keeps minutes of all meetings of the EGC and the Executive Board.

Treasurer keeps an itemized account of all receipts and disbursements, the budget and prepares financial reports as needed.

Corresponding Secretary performs the duties in absence of the Recording Secretary and contacts members as needed.

Directors (3) advise, oversee policy and direction.

ARTICLE V-COMMITTEES

The board may appoint standing and ad hoc committees as needed.

ARTICLE VI-EXECUTIVE BOARD

The elected officers of the EGC constitute the Executive Board and may call special meetings to take actions on necessary items. All officers will be notified of the meeting date, time and location.

ARTICLE VII-MEETINGS

The EGC holds 12 meetings a year, June through May. These meetings will be on the second Wednesday of each month.

Order of business: Program, Minutes if not previously published, Communications, Treasurer's Report, Reports from committees as needed, New Business, Adjournment.

ARTICLE VIII-FISCAL YEAR

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

ARTICLE IX-ELECTIONS

The Nomination Committee shall present a list of candidates at the September meeting to be voted on at the October meeting.

The President, Second Vice President, Treasurer and one Director will be nominated and voted into office in Odd Years. The First Vice President, Recording Secretary, Corresponding Secretary and two directors will be nominated and voted into office in even years.

Elected members will take the office in June of the next year.

ARTICLE X-QUORUM

Two-thirds (2/3) of the members present shall constitute a quorum for the transaction of business.

Majority (5) members of the Executive Board shall constitute a quorum for the transaction of business at any Board meeting.

ARTICLE XI-AMENDMENTS

An amendment or revision of the Bylaws may be proposed at any regular meeting and presented to the Executive Board in writing for review. Changes must be voted on and approved by a Two-thirds (2/3) at any meeting.

Changes to Operational Procedures will be discussed by the Board and if necessary will be presented to the members for approval.

EDELWEISS GARDEN CLUB, INC.

Member, Michigan Garden Clubs, Inc. & National Garden Clubs, Inc.

Operational Procedures

ARTICLE I - MEMBERSHIP

Section 1. **Membership**

Membership consists of those interested in fulfilling the Purpose of the EGC and willing to participate in its projects and activities...

The EGC has three (3) classes of membership:

1. Active
2. Associate
3. Life (Honorary)

Section 2. **Active Membership**

Active Member requirements:

- Participate in EGC projects, activities, and programs...
- Assist in planting and attend scheduled maintenance in assigned Garden
- Serve as Officer, Chair, or be a member of at least one Standing or Special Event committee...
- All members work at special functions, i.e., Garden Walk and Greens Sale, etc.
- Attend at least five (5) meetings per year

Prospective Members may attend up to three (3) Meetings. A person may apply for membership at any time and will become a member upon being mentored and paying dues.

Section 3. **Associate Membership**

An Active Member may become an Associate Member upon written request by June 1st to the 1st Vice President, Membership Chairperson, following five years of active membership. Associate memberships are for members who wish to contribute to the mission of the garden club, but do not want to continue active participation due to physical limitations. Associate Memberships are also available to businesses i.e., florists, garden centers and plant societies.

An Associate Member:

- Pays annual EGC dues
- Is entitled to all the privileges associated with the EGC, including attending meetings and receiving the EGC newsletter
- Is not entitled to vote or hold an office.
- Is not required to be a committee member...
- Continues to receive the MGC, Inc. newsletter

Section 4. **Life Membership (Honorary)**

Life memberships are conferred, at the discretion of the Executive Board, upon members in good standing who have rendered outstanding service to the EGC. Life members are entitled to all rights and privileges of the EGC, dues \$15.00.

ARTICLE II - OFFICERS

- Section 1.** Elected officers are: President, First Vice President, (2) Second Vice Presidents Recording Secretary, Treasurer, Corresponding Secretary and Three (3) Directors.

ARTICLE III - ELECTIONS

- Section 1.** The Nomination Committee Members should not be a Member of the Board.
Section 2. No officer can hold office longer than two (2) year terms in succession.
Section 3. The Nominating Committee shall present a list of candidates whose names shall be read at the September Meeting. Further nominations from the floor shall be in order with the consent of the nominee.
Section 4. If there is more than one (1) candidate for the same office, election shall be by ballot and a majority shall elect. If there is only one candidate for each office, elections can be by voice vote. Elections occur in October, term begins June 1.
Section 5. **The President, two (2) 2nd Vice Presidents, Treasurer and one (1) Director will be nominated and voted into office in Odd Years. The 1st Vice President, Recording Secretary, Corresponding Secretary and two (2) Directors will be nominated and voted into office in even years. ..**

ARTICLE IV – EXECUTIVE BOARD

- Section 1.** The Executive Board comprises all elected and appointed officers and three (3) directors.
Section 2. Public Act 222 of 2008, effective July 16, 2008, amending the State of Michigan Nonprofit Corporation Act, Section 505, requires the board of directors of a nonprofit corporation to have at least three directors.
Section 3. The majority of the Board shall constitute a quorum.
Section 4. The Board transacts the general business of the Club, considers all questions of policy and presents recommendations to the Club for approval.
Section 5. The Executive Board will determine Life Membership (Honorary) status.
Section 6. Officers will mentor the year following their term.

ARTICLE V - MEETINGS

- Section 1.** The EGC holds 12 meetings per year, June through May. These meetings will be on the second Wednesday of each month.
Section 2. Special Meetings may be called by the President or Executive Board.
Section 3. The Nominating Committee shall present a slate of candidates whose names shall be read at the September Meeting. Elections will take place at the October Meeting.
Section 4. The newly installed officers assume their duties at the beginning of the fiscal year following their election (June).
Section 5. The Executive Board must meet a minimum of four (4) times per year, dates and locations to be selected at the discretion of the President.

ARTICLE VI - VOTING RIGHTS

- Section 1.** All Active and Life Members are eligible to vote. A majority vote of members present is required to pass a motion brought before the EGC.

ARTICLE VII – QUORUM

- Section 1.** Two-thirds (2/3) of the members present of any Regular, Special or Annual Meeting shall constitute a quorum for the transaction of business
Section 2. A majority (5) of the members of the Executive Board shall constitute a quorum for the transaction of business at any Board meeting.

ARTICLE VIII - AMENDMENTS

- Section 1.** An amendment to, or revision of, the Constitution and Bylaws may be proposed at any regular meeting and presented to the Executive Board in writing for review.
- Section 2.** The Bylaws Committee will prepare the proposed amendment or revision.
- Section 3.** Each member will receive a written copy of the amendment or revision via email/mail or at the regular meeting a month prior to when the voting is to take place.
- Section 4.** A majority vote of members present is required to approve an amendment or revision.

ARTICLE IX – 501(c)(3) NON-PROFIT TAX STRUCTURE

- Section 1.** The EGC is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 2.** No part of the net earnings of the EGC shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the EGC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Mission Statement, Section I. No substantial part of the activities of the EGC shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the EGC shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the EGC shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3.** Upon dissolution of the EGC, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or 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 disposed of shall be disposed of by any court of competent jurisdiction in the county in which the principal office of the Club is then located, exclusively for organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

ARTICLE X - DUES

- Section 1.** The fiscal year of the EGC is from June 1 through May 31.
- Section 2.** The annual dues of both Active and Associate Members shall be \$15.00 payable by May 1 to the Membership Chairperson (1st Vice President). New members shall pay \$25.00, first year then \$15.00, thereafter.
- Section 3.** New members joining after December 1 shall pay one-half (1/2) of the annual dues.
- Section 4.** Every member who has not paid the next year's dues by May 1 will be notified by the Membership Chairperson. If such dues are not paid by May 31, the member forfeits all rights to membership and their name will be removed from the roll

ARTICLE XI – OFFICERS OF THE EXECUTIVE BOARD

- Section 1. President**
- Preside at all meetings of EGC and the Executive Board.
 - Administer the activities of the EGC in keeping with the objectives of the Michigan Garden Clubs, Inc. and the National Garden Clubs, Inc.
 - Make prompt reports to the District V Director and invite the Director to meetings of

the EGC.

- Serve as an ex-officio member of all committees except the Nominating Committee.
- Appoint (3) auditors in October for the annual audit of the Treasurer's Accounts.
- Sign checks in the absence of the Treasurer.
- Serve as delegate to the Annual Meeting of Michigan Garden Clubs, Inc., and also to the Annual Spring and Fall Meetings of District V of Michigan Garden Clubs, Inc. Expenses are reimbursed as outlined in Article XXI.
- Encourage attendance at Michigan Garden Club functions by members of EGC.
- Appoint an alternate, if necessary, to attend District V Meetings or the MGC, Inc. Annual Meeting.
- Organize Committees, call or appoint Chairpersons and Committee Members as necessary.
- Be a Member of the Yearbook Committee.
- Publish a Newsletter 6 times per year.
- May approve Committee(s) expenditures up to \$25 without Board approval.
- To receive reimbursement, supplies must be approved by the Board before purchasing and then submit bills to the Treasurer.
- At end of term, send name, address, telephone number and email address of incoming president to the District V Director, MGC, Inc. Database Manager, and the Circulation Department of the National Gardener Magazine.
- Custodian of all records pertaining to the office.

Section 2. First Vice President (Membership Chairperson)

- Perform the duties of the office of President in the absence of the President
- **Attendance** - Record the monthly attendance.
- Contact the Member when absent from 4 or 5 Meetings and remind them of the Active Member requirements stated in Article I, Section (2) Bullet 5.
- **Dues** -Responsible for the collection of yearly Dues of \$15.00 beginning April 1 through May 1.
- Forward Dues to Treasurer for Deposit by May 31 with complete number of paid Members (\$5.00 sent for each Member to Michigan Garden Clubs, Inc.).
- Remind unpaid Members by May 15th, they will be automatically dropped from the Membership May 31.

New Membership

Introduce Guests and New Members at regular Meetings.

- Enroll individuals interested in joining EGC.
- Provide *New Member Information Form* and upon completions provide the Welcome Folder (Yearbook) and collect Dues.
- Assemble Mentor Group (See "Special Committee - Mentoring")
- Inform President of Member's information for next Newsletter and for email announcements.
- Have temporary Nametags, order Permanent Nametag.
- Keep extra Yearbooks for those joining the Club with changes written in as they occur so they are up to date.
- **Yearbooks** - Disburse yearbooks to all Members.
- Submit a report at the end of the Year including the total number of Members (Active, Associate and Life Members (Honorary), New Members mentored, List of who did not rejoin, those who rejoined, costs, etc.

Section 3. Second Vice President (Program and Trips Chairperson)

- Perform the duties of the office of President in the absence of the President and First Vice President
- Contact program sources and obtain written verification of date, fee, and details for each program.

- Prepare ensuing year's program schedule with names and titles of each program for publication in the EGC yearbook by March 1.
- Be liaison for Monthly Meeting facility for costs, menus, facility agreements, etc.
- Contact speaker two weeks before scheduled program date to confirm program arrangements, equipment requested, assistance needed to unload/load, and time speaker will arrive.
- Mail a map and directions to the speaker in advance with the telephone number of the meeting place, and name and telephone number of the EGC contact person.
- Be on hand when the speaker arrives to welcome him/her, assist with materials, familiarize with the facility and get acquainted.
- Begin program on time and for the length of time previously arranged. Introduce and thank the speaker at the meeting.
- If there is a fee for the speaker, have the Treasurer prepare a check in advance for payment or give a gift as a token of appreciation.
- Send a handwritten note of appreciation.
- Place a reminder call to the Monthly Hostesses.

Section 4. Secretary

- Keep minutes of all meetings of the EGC and of the Executive Board.
- Present the written minutes of the previous meeting through email to each Member or by copy at each regular meeting of EGC.
- Italicize and underline all motions that are passed.
- Record the number of Members/Guests in attendance at Meetings from Membership attendance sheet.
- For reimbursement, before purchasing, have supplies approved by the Board and submit bill(s) to the Treasurer.
- Custodian of all records pertaining to the office.

Section 5. Treasurer

- Keep an itemized account of all receipts and disbursements...
- Deposit all money belonging to the EGC in the name of Edelweiss Garden Club in a financial institution approved by the Executive Board.
- Work with the 1st Vice President on Membership duties.
- When new member dues are received, immediately send to the MGC, Inc. the state portion of the dues plus the new member's name, address, phone, and email address for addition to the state newsletter email list.
- Present a written Treasurer's Report at each regular meeting of EGC.
- Present an Annual Report of the program year at the Annual Meeting (September)
- Make copies of all Treasurers' reports for the President's files.
- Close books at the end of the fiscal year (May 31).
- Present a written report for the previous fiscal year (May 31) for audit at the first meeting of the ensuing year (June).
- Send annual dues and the update EGC roster to Michigan Garden Clubs, Inc., no later than June 1 of each year.
- Prepare the Budget for the Board using Committee forecasts by the first quarter Board Meeting
- Handle all Internal Revenue Service and State of Michigan documents, comply with yearly filings. Retain copies in files.
- Maintain a current roster of paid members; provide a copy to the Yearbook Chair.
- Custodian of all records pertaining to this office.
- The plant chairs will each receive a check from the Treasurer for the money budgeted to each garden, accompanied by a "Garden Expense Report" which will be returned to the Treasurer no later than the October meeting. Report consists of a list of receipts, expense report and monies not spent.

Section 6. Corresponding Secretary

- Perform the duties in absence of the Recording Secretary
- Send cards to Members for illness, surgery, sympathy, etc. (Remind Members through the Newsletter and Meetings about Members in need.)
- As required, email notices to Members to update yearbook information and events...
- Pair Email Buddies to those individuals who do not have computer access.
- Follow up Email Buddies annually to check on communication.
- Copy and mail/distribute Newsletters at Monthly Meeting to those without computer access or notifications Bylaw changes and elections.
- Contact, purchase and place a book in the Otsego County Library in the event of the death of a Member.
- Submit bills for expenses to the board for reimbursement.
- Submit a report at the end of the year including number of cards sent, costs, etc.
- Maintain and disperse Club Stationary
- Send thank you letters and correspondence as necessary.

Section 7. Directors (3) - To advise, govern, oversee policy and direction, and assist with The leadership and general promotion of EGC so as to support the organizations Mission and needs. Oversee The Robert Rules of Order. Newly Revised.

- Attend and participate in Board Meetings on a regular basis.
- Be alert to community concerns that can be addressed by the EGC mission, objectives and programs.
- Provide oversight of policies and procedures according to Constitution and Bylaws, State of Michigan Incorporation Non-Profit Law, and 501 c 3 Internal Revenue Service law.
- Help communicate and promote EGC missions and programs to the community
- Become familiar with EGC finances, budget, fundraising and financial/resource needs.
- Provide oversight of program planning.

Section 8. All Officers and Directors, upon retiring from office, shall deliver to their successors no later than the May Meeting all money, accounts, record books, papers, or other property belonging to the EGC.

ARTICLE XII- DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board, consisting of the officers listed under Article II, has power to:

- Transact urgent business between meetings of the EGC...
- Change the day of meetings...
- Call special meetings of the EGC...
- Approve the financial institution in which money belonging to the EGC is to be deposited...
- Decide what Standing and Special Committees are needed...
- Set amount of annual dues for Membership vote.
- Recommend members for Life Memberships (Honorary).
- Obtain Committee forecasts for use of establishing the annual budget of the EGC.
- Recommend approval of proposed budget.
- Recommend approval of general EGC business for the good of the membership...
- Fill an office vacancy for the unexpired term.
- The majority of the Board will constitute a quorum.

ARTICLE XIII - DUTIES OF STANDING COMMITTEES OF THE BOARD

- Section 1.** The term of office for all members of Standing Committees is one (1) year, mentoring the following year.
- Section 2.** The Chair of each Standing Committee will report activities, as requested, to the membership at regular meetings of EGC.
- Section 3.** The Chair of each Standing Committee, upon retiring from the Committee, must deliver all records and other property to their successor.
- Section 4.** The Chair of each Standing Committee will submit a report for the Presidential and the Committee files by May 31.
- Section 5. Constitution and Bylaws**
- The Committee, consisting of two members, studies the By- Laws and Operational Procedures as directed by the Executive Board and recommends such amendments and changes as deemed advisable by the EGC...
- Section 6. Historian/Photographer**
- Attends EGC functions/activities to take photos at Meetings, at all special events i.e. Garden Walk, Membership Luncheon, Greens Workshop/Pick Up Day, District Meetings, Conventions, Habitat for Humanity, etc.
 - Keeps a scrapbook containing all news articles, pictures, brochures, each year's Yearbook, Awards, etc.
 - Brings the current year scrapbook to the monthly meeting occasionally.
 - For reimbursement, have supplies approved by the Board and submit bill(s) to the Treasurer.
 - Submit a report at the end of the year outlining the pictures taken, expenses, etc.
- Section 7. Membership**
- Duties of the Membership Chair:
- Maintain attendance roster and information table at each meeting...
 - Greet New Members and Guests and provide name tags.
 - Introduce new members and guests at meetings...
 - Provide new members with a Yearbook containing the By- Laws and Operational Procedures, program calendar and membership list.
 - Upon receipt of new member application and dues, deliver dues to Treasurer with name, address, phone number and email. Send new member information to Yearbook Committee.
 - Send invitations and applications to prospective members...
 - Collect dues from all members and submit to Treasurer for deposit.
 - Maintain file of membership applications.
 - Assist the Treasurer in keeping a current membership list of names, addresses, phone numbers and email addresses.
 - Inform Treasurer, Newsletter Chair, Yearbook Chair, Corresponding Secretary and all members of changes.
 - Solicit membership participation in all committees.
- Section 8. Newsletter**
- Duties of the Editor (computer knowledge is necessary).
- Publish the newsletter six times a year by the first day of the months of (June, August, October, December, February, April).
 - Collect dates of upcoming events and information of interest to members...
 - Ask Chairpersons and Members to write articles
 - Assemble layout.
 - Send via email/mail (by Corresponding Secretary) to each member and the District V Director.

- Submit the newsletter to Michigan Garden Clubs, Inc. each year for state award judging.

Section 9. Publicity

The Publicity Chair keeps the public informed of activities of the EGC. The following are sources used but not for all events. Each Event Chairperson should contact the Publicity Chairperson at least 8-12 weeks prior to their event so information can be exchanged, preparation made and the publicity disseminated.

- Radio 101.5
- Gaylord Herald Times
- Gaylord Chamber of Commerce
 - Edelweiss Web Page
 - Chamber News Email
 - Office and Information Center
- Northern Christian Radio Website (Community Announcements are taken from this)
- Channel 9 & 10 Website
- Channel 29 & 8 Website
- Channel 7 & 4 Website
- Traverse Magazine (Requires a three month lead)
- The Graphic Weekly (Petoskey)
- Otsego Lake Association Newsletter
- Michaywe Email Blast
- Independent Bank Electric Sign
- Michigan Garden Clubs, Inc. Newsletter (Done by the President - 3 month lead)
www.MichiganGardenClubs.org Website
- District V - Michigan Garden Clubs, Inc. (Done by President)
- Interlochen Almanac
- Posters and fliers - these are done by the Event Committee
- for reimbursement before purchasing has supplies approved by the Board and submit bill(s) to the Treasurer.
- Give copies of newspaper articles, fliers, etc. to the Historian Committee for the Scrapbook.
- Submit Committee Information at Meetings and written report at the end of the year on committees helped, expenditures, etc.

Section 10. Yearbook

Duties of the Yearbook Committee:

- Follow guidelines in the Awards issues of MGC, Inc. newsletter (Jan/Feb)...
- Obtain current member information from Membership Chair...
- Keep a current Yearbook of changes and corrections.
- Have the Correction Yearbook at the January/February Meeting for Members to make changes in their information.
- Obtain planned program information for the coming program year from the Second Vice Presidents.
- Obtain list of Standing and Special Committee members for ensuing year from the Sign Up Sheet
- Obtain list of Hostesses for the ensuing year from the Second Vice President.
- Edit yearbook for accuracy—current officers, committees, important dates, including, District V, MGC, Inc. and NGC, Inc. activity dates and future MGC-sponsored schools.
- Proof-read for accuracy...

- Meet with printer, provide design and layout; review printer's proof for accuracy, arrange for printing in early March.
- Submit bill to Treasurer for payment.
- Distribution:
 - 1 each member (Membership Chairperson distributes books)
 - 1 for Yearbook Chair (corrections)
 - 1 President's file
 - 1 MGC, Inc. President
 - 1 District V Director
 - 3 MGC, Inc. Awards Chair for competition
 - Extra copies to Membership Chairperson for new Members.

ARTICLE XIV - NOMINATING COMMITTEE

- Section 1.** The Nominating Committee of three members will meet two months prior (July) to the September Meeting to begin their work of selecting a slate of officers for the ensuing program year.
- Section 2.** The Nominating Committee prepares the slate of nominees to be elected, and secures the consent of all members whose names who are to be presented as nominees.
- Section 3.** The Nominating Committee presents the slate of nominees for the ensuing year to the membership for approval at the September Meeting, election occurs in October, and term begins at the June Meeting.

ARTICLE XV - AUDIT

- Section 1.** The President will call for three (3) Auditors at the April Meeting to examine the books and the Annual Report of the Treasurer at the end of the fiscal year (May 31). The Treasurer will report on the Auditor's findings to the membership at the September meeting.

ARTICLE XVI - DUTIES OF SPECIAL COMMITTEES

- Section 1. Special Committees**
The President appoints chairs for each special committee, such as Greens Sale, Garden Walk, Plant Exchange, Membership and Christmas Luncheon, Habitat for Humanity, etc. The Special Committee Chairs work with their committee members and are responsible for working with the Publicity Chair to obtain event publicity if required. If expenses are incurred, the Chairs and their committees will endeavor to raise funds to offset expenses. Upon completion or by the end of year, (April meeting), all Special Committees will complete a written report and submit for the Presidential files.

Contracts: All Contracts (including any changes thereof) must be signed by three Committee Members in any financial transaction involving an entity other EGC. Copies must be filed with the President and Treasurer before payment can be made.

- Section 2. Awards & Books of Evidence**
- Advise committee chairs on procedures for developing and submitting Yearbooks, Newsletters, and Books of Evidence for MGC, Inc. awards.
 - Complete and submit document for annual Club of Distinction Award
 - Ask Committees Chairs to save information, take pictures of before, during and after event if pertinent.
 - Gather information for Award Applications in timely manner so the Book of Evidence is submitted before due date(s).
 - For reimbursement, have expenses approved by the Board before incurred, i.e., postage, copies, folders, etc.
 - Inform Yearbook Committee of any awards received so they can be listed in the yearbook.

- Submit report at the end of the year listing awards sent and attained.

Section 3. Christmas Luncheon

- Arrange for the location to hold the luncheon, select menu, cost and establish the time frame in which the luncheon is to be held and secure a contract from the vendor. Inform the President two (2) months in advance so Members can be notified for reservations and payment deadline.
- Committee will maintain a written list of attendees and payments, then, turn into the Treasurer for Deposit. The Treasurer will write the check to the establishment the day of the Luncheon based on the contract and number of lunches served.
- Determine what decorations are necessary, if any. Ask the establishment if they have seasonal decorations.
- Individual favors are not paid by the Club, but, \$150.00 is available for other expenditures. If there are any further expenses, clear them with the Board before purchasing so reimbursement can be made by the Treasurer.
Arrange for "entertainment", i.e., speaker, gift exchange, ornament exchange, charity donation, etc.
 1. If a speaker is selected they should speak only 30-45 minutes.
 2. If there is a charge, clear it with the Board.
 3. Ask if they need any special equipment.
- Confirm final details with the establishment prior to the date, i.e., a reception or gift table, anything a speaker may need, time for lunch to be served, etc.
- The day of the lunch arrive early to correct any problems. Bring any items needed.
- Arrange with the Membership Chairperson to have temporary name tags available.
- Send a Thank You note to the establishment and speaker or have the Corresponding Secretary send one within a week of the event.
- Report at the next meeting and then, with a written report by the February Meeting including the number of Members attending, expenses, etc.

Section 4. Garden Walk...

- Decide on the Date, Time and Theme of the Walk.
- Keep Members informed via newsletter and monthly reports at Meetings.
- Select five (5) or six (6) gardens the previous months before the walk is scheduled preferably the previous summer or fall. This allows the home owner to complete work on the garden or home.
- Determine ticket price, locations for sale.
- Arrange for the printing of the pamphlet, ticket, and maps.
- For reimbursement, have expenses approved by the Board before purchasing. Submit approved receipts to the Treasurer for reimbursement.
- Make arrangements for refreshments during and after the walk if applicable.
- Contact the Publicity Committee for assistance if wanted.
- Contact the Historian/Photographer to take pictures during the walk for the Club scrapbook
- Ask for the necessary help from Members to host at the gardens, etc.
- Present a gift to the Homeowners of the Garden Walk, i.e., a plant, garden ornament, etc.
- Send thank you notes or have Corresponding Secretary send thank you notes to all the Homeowners within a week.
- Have committee Members distribute and dispose of posters and fliers if used.
- Report at Meeting and file a written report on attendance, profit, expenses, etc. by the end of the year.
- Pass on any comments, suggestions and information through the ongoing Garden

Walk file.

Section 5. Greens Sale

- Schedule the pickup day the Saturday before Thanksgiving.
- The Greens Sale workshop for completion of bows and pine cone wiring is the 2nd Wednesday of November.
- Have a June Committee Meeting for assignment of duties including deciding the place to pick up and reserve.
- Review order from previous year to decide on items to preorder.
- Contact supplier in September for pre-order and when to confirm the final order.
- Order wire, etc. in early October.
- Check order form for correct dates, decide cutoff date, be sure for states for orders are made out to Edelweiss Garden Club and mail to current Chairperson or Committee Member.
- Have order form printed and distributes to the following by October 1st:
 1. Send to names on mailing list of previous year(s).
 2. Have the President mail with the October Newsletter to have Club
 3. Members distribute to relatives, friends and neighbors.
- Contact Publicity Committee for their assistance if needed.
- Have President remind Members to collect and bake pine cones in the April and September Newsletters. See yearbook for directions.
- Contact the Historian/Photographer to take pictures at the workshop and pick up day for the Club scrapbook.
- Give checks for order to the Treasurer so she can write a check when the order arrives on pick up day.
- Have expenses approved before purchasing other than material used for wreaths.
- For reimbursement, give receipts for board approved expenses to the Treasurer.
- Sign up Members for time to work on day of pick up - all Members are required to work. (Saturday before Thanksgiving),
- Ask members to bring card tables as needed.
- Make sure place of sale is cleaned before leaving.
- Prepare report for the next Meeting and submit a written report at year end including number of items sold, profit, expenses, etc.
- Give comments and suggestions to next year's Chairperson'
- A wreath is given to the printer and others to be determined by the Committee.

Section 6. Habitat for Humanity (Hahn)

- Contact HfH to find location and the details of the homes being built.
- As a home is finished; the Committee will work with the HfH Director to find out if landscaping packages are available or other Landscaping grants that year.
- Two (2) people from the Committee will contact and talk with the Homeowner to see what their wishes are before they move in or after depending on the time of year. Volunteer to work on one (1) area only. Report findings to the full Committee.
- Report findings to the Club to help decide how much can be spent.
- Check with Club Members and businesses to see if they have plants, soil, fertilizer, gently used tools, gloves, stepping stones, etc. for the Homeowner to help care for their garden.
- For reimbursement before purchasing have supplies approved by the Board and submit bill(s) to the Treasurer.
- Contact homeowner to set up Planting date so they will there to help.
- Explain to Homeowner how to care for garden.
- Have a Committee Member check with the Homeowner a few times on the progress and to answer any gardening questions.
- With Homeowner permission have the Historian Committee take pictures of the area.

Have the Publicity Committee write an article or have the Newspaper interview the Homeowner.

- Take pictures before, during and after planting to be given to the Awards Committee to be submitted to Michigan Garden Clubs, Inc. in a Book of Evidence.
- Prepare report when the project is completed for Business Meeting and a written report at the end of the year to the President including purchases, expenses, etc.
- Pass comments and suggestions to the Chairperson for the following year.

Section 7. Hospitality (Hostesses)

- Arrive for Meetings 15 Minutes early.
- Greet members and guests and make them feel welcome.
- Introduce Guest to Membership Chairman for a temporary name tag.
- Greet Speakers and assist in finding help for any materials needed for the presentation.
- Call the 2nd Vice President (Programs) if you will be absent.

Section 8. Library Display

- Contact the Librarian to secure the showcase for the month of June for EGC display for National Garden Week.
- Decide on a theme and materials needed. If necessary, contact Club Members for materials.
- For reimbursement before purchasing supplies approve by the Board and submit bill(s) to the Treasurer.
- Contact the Historian/Photographer to take pictures for the Club scrapbook.

Section 9. Membership Luncheon

- Arrange for the location to hold the luncheon, select the menu, cost, and establish the time frame in which the luncheon is to held and secure contract from vendor. Inform the President two (2) months in advance so Members can be notified for reservations and payment deadline.
- Talk to the Publicity at least 8 weeks in advance for advertisement to the Public.
- Committee will maintain a written list of names and payments, then, turn into the Treasurer for Deposit. The Treasurer will write the check to the establishment the day of the Luncheon.
- Determine what decorations are necessary, if any. Ask the establishment if they have seasonal decorations.
- Individual favors are not paid by the Club but, \$150.00 is available for expenditures. If there are any further expenses, clear them with the Board before purchasing for reimbursement.
- Arrange for "entertainment", i.e., speaker, gift exchange, ornament exchange, charity donation, etc.
- A guest speaker/program should be selected that would last 30-45 minutes. If there is a charge, clear it with the Board. Ask if they need any special equipment, table, etc.
- Ask Club Members if they know of any person that they are planning to invite to the Luncheon.
- Arrange with Membership Chairperson to have temporary name tags available along with information to interested parties to join the club. Have "New Member Information Forms", pencils, current yearbook, scrapbook, etc. Have a hostess at the table to help people.
- Send Thank you notes following the event to the establishment, speakers or other participants.
- Report information at the next Business Meeting and a written report at Year's End

containing the number of people attending the luncheon, number of New Members signed up, expenses, etc.

Section 10. Mentoring

- Committee reviews Yearbook information with new applicant page by page.
- Discuss Dues and benefits of being a Member of Michigan Garden Clubs, Inc. and National Garden Clubs, Inc.
- Introduce Applicant to Officers and Members.
- Assign a Committee position and planting/maintenance area.
- Follow up with New Member for first three months to answer questions, make other Member introductions and make feel welcome at Meetings and functions.

Section 11. Plant Exchange (Spring and Fall)

- Check with Farmer's Market manager on the prospective date. They are held on Saturday in June and September from 9 a.m. until Noon.
- Have Members bring plants marked with name, sun preference, any special growing instructions, etc.
- Work with the Publicity Committee or have a committee member publicize the event through the Newspaper, radio and flyers.
- Have committee Members help set and clean up.
- Make arrangements for necessary tables, banners, tent, and plant identification book, etc.
- Have Committee Members distribute fliers and posters for advertisement of the exchange a couple of weeks before the event.
- All Committee Members help set and clean up
- Make arrangements for necessary tables, donation box, etc.
- Have a sign that is easily visible, on a table advertising our club accepts money donations in lieu of exchanging plants. Give any donations to the Treasurer for deposit.
- Report at the next Meeting listing the turnout, variety of plants, amount of donations if any and a written report by the end of the year.

Section 12. Planting/Maintenance Chairperson

- Call and preside over Fall and Spring Meetings for Garden Area Chairpersons.
Collaborate with Plant Chairs to maintain Garden Journals
- Contact the Publicity Chairperson for Planting Day Events...
- Select Planting Day for the next season's Yearbook as close to June 1st as possible due to the frost exposure.
- Plan and assign duties for any refreshments or social activities on Planting Day. Assign a clean-up committee.
Have information placed in Newsletter and announce at Meetings.

Section 13. Planting/Maintenance Committee (Garden Area Chairpersons)

- Member of the Planting/Maintenance Committee.
- Attend meeting in Fall and Spring with Planting Maintenance Committee Chairperson
- Decide with your Area Members what plants to put in your area.
- Each area Committee will prepare their bed for planting before the planting date.
- The Chairperson for each area will make the plans for acquiring plants.
- Instruct/demonstrate to your Committee Members at Planting, i.e., how to plant, loosening bound roots, watering well, and distance apart, deadheading and weeding.
- The Chairpersons for each area will schedule and assign maintenance dates for the year and oversee that the required maintenance is completed. Add to the bottom of each schedule given to a Member that *If they are unable to fulfill their maintenance*

duty for a specific date, they MUST get a replacement, i.e., trade with another Member.

- Have a Member call or email to tell how the garden looked, condition of plants, weeds, etc. on the day they did the maintenance.
- Inform Members when Clean Up will be if it is different than the Yearbook.
- Take pictures for reference for new garden designs and plans and make note in fall for following year. Inform Planting Chair of possible changes in fall.
- Report to Planting/Maintenance Chairperson as needed.
Receive budgeted amount to purchase flowers and supplies.
Return any monies plus receipts, no later than the September Meeting.

Section 14. Scholarships

- Contact schools in early spring to coordinate date application forms need to be available to students. Contact the schools for contact person. (Gaylord High School, St. Mary's high School, Vanderbilt High School and Johannesburg-Lewiston.
- Applications and qualifications should be reviewed and updated as necessary, prior to distribution. Include the date to be returned (determined by the counselors for Scholarship Presentations) and an address for mailing.
- Contact the Publicity Chairperson to distribute solicitation or announcement materials for inclusion of those Home Schooled or College level Scholarships, if available.
- Contact Members of the Selection Committee and provide the guidelines.
- Maintain Case Histories and runner up candidates in case there is a change in the selection's ability to attend a higher learning institution.
- Arrange with the Treasurer and the Student for the direct payment to the college and any information which would violate the agreement.

Section 15. View My Garden

- Have Club Members schedule their garden to be viewed as desired.
- Print the schedules with exact directions to homes, i.e., turn right/left at, color of house, number of houses from corner, etc. Distribute schedule via email/mail.
- Remind Club Members to bring their lunch, drink and chair through Newsletter.
- Last minute changes can be made through contacting the President or Corresponding Secretary to send an email to the Members.
- Send Thank You notes to participating Members who open their gardens within a week of viewing their garden.
- For reimbursement, before purchasing, have supplies approved by the Board and submit bill(s) to the Treasurer.
- Submit a written report at the end of the year including number of gardens visited, suggestions, expenses, etc.

ARTICLE XVII – ORDER OF BUSINESS

Section 1. Order of business for Regular Meetings:

- Program
- Call to order (Welcome)
- Minutes of the Previous Meeting
- Reports of the Officers
- Reading of Treasurer's Report (Audit when completed)
- Report of Executive Board (April Meeting only)
- Report of Standing Committees (Slate of Officers - September Meeting only)
- Report of Special Committees

- Special Orders
- Unfinished Business and General Orders (Elections - October Only)
- New Business
- Announcements
- Adjournment

Section 2. The order of business may be transposed for any meeting by the President.

Section 3. The Annual Report of the Treasurer will be presented at the June meeting of the ensuing year.

Section 4. The Report of the Auditor will be presented at the regular meeting following the audit in the ensuing year.

Section 5... Any part of the order of business may be omitted at any regular meeting by a simple majority of members present.

ARTICLE XVIII - FISCAL YEAR

Section 1. The fiscal year of the EGC shall be from the first day of June of each year through the last day, May31st of that year.

ARTICLE XIX - PARLIAMENTARY PROCEDURE

Section 1. The rules of parliamentary procedure according to The Roberts Rules of Order, Newly Revised, shall govern the proceedings of the EGC subject to special rules which have been or may be adopted.

ARTICLE XX - BASIC RULES

Section 1. The Edelweiss Garden Club is organized exclusively for charitable, educational or scientific purposes, as defined in Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding section of any future federal tax code.

Section 2. The Edelweiss Garden Club will not carry on any activities not permitted to be carried on by an organization exempt under Section 501(c) (3).

Section 3. This organization shall be non-commercial, non-sectarian and non-partisan. The name of this organization or any of its officers, in their official capacities, shall not be used for any partisan interest or for any purpose not appropriately related to the promotion of the Mission of the organization.

ARTICLE XXI - STATE AND DISTRICT MEETING REIMBURSEMENT

Section 1. The President or alternate will serve as the state representative at the Annual Meeting of the Michigan Garden Clubs, Inc. Five (5) Board Members/Members will serve as representation at the District V Meeting. Registration fees and the fuel cost of one vehicle will be reimbursed, to a maximum in accordance with the current budgeted amount.

ARTICLE XXII - DISSOLUTION

Section 922 of the new requirements for regulating Michigan Nonprofit Corporations requires a "charitable purpose corporation" to provide notice of the dissolution to the Attorney General within 60 days of an automatic dissolution under section 922. A nonprofit corporation is automatically dissolved under section 922 if it fails to file the annual report or pay the annual fee (\$20) within the two years of the due date of the report. The dissolved charitable purpose corporation is required to obtain written approval from the Attorney General before disposing of any of its assets.

Upon dissolution of EGC, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or 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 assets not so disposed of shall be disposed of by the Circuit Court of the county in which the principal office of the organization is 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.

Amend and Adopted October 10, 2012