

BYLAWS
KENNEBEC DISTRICT
Garden Club Federation of Maine, Inc.

ARTICLE I. NAME

The name of this organization shall be the Kennebec District of the Garden Club Federation of Maine.

ARTICLE II. OBJECT and PURPOSE

The object and purpose of the Kennebec District shall be to foster the work of the Garden Club Federation of Maine (*GCFM*) and encourage closer cooperation among clubs; to operate on a non-profit basis exclusively for charitable and educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954 conducive to the well-being of the public; to cooperate with other organizations, agencies, and instrumentalities in furthering interests in horticulture and conservation; to coordinate the interests of member clubs; to further horticultural education, conservation, and landscape design; and to adhere to the objectives of National Garden Clubs, Inc. (*NGC*)

ARTICLE III. MEMBERSHIP AND DUES

Membership shall consist of clubs intent on promoting the object of the Kennebec District. Individual garden club members hold concurrent membership in five organizations: 1) the club to which he/she belongs; 2) the district in which the club is situated; 3) the *GCFM*; 4) New England Region; and 5) the *NGC*.

Member club dues to the District for the following year are payable at the District Annual Meeting (Make checks payable to the Kennebec District, *GCFM*)

ARTICLE IV. OFFICERS

The elected officers of the Kennebec District shall be a District Director, Assistant Director, Recording Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Kennebec District.

The officers shall be elected at the biennial meeting (in odd-numbered years) by a majority vote and shall hold offices for two years or until their successors are elected. No elected officer, with the exception of the Treasurer, may serve more than one term consecutively in the same capacity. Any officer who has served less than one term may be eligible for a succeeding term.

All vacancies among elected officers shall be filled for the unexpired term by vote of the Board of Directors.

ARTICLE V. BOARD OF DIRECTORS

The Board of Directors of the Kennebec District shall consist of the elected officers, presidents and first vice presidents of the clubs of the District, chairmen of standing committees, and the immediate past District Director. The Board of Directors shall be empowered to transact any and all business of the Kennebec District and shall control its affairs and funds.

Special meetings of the Board of Directors can be called by the District Director. Five members, two of whom shall be elected officers, shall constitute a quorum.

ARTICLE VI. MEETINGS

The Annual Meeting of the Kennebec District shall be in April or May, the date, place, and program to be determined by the Board of Directors and subject to the schedule of the GCFM President, who is an invited guest. Host clubs shall rotate in alphabetical order.

The Board of Directors shall meet at least twice a year, once about a month before the Annual Meeting and again at the discretion of the District Director.

ARTICLE VII. NOMINATING COMMITTEE

The Nominating Committee shall consist of the first vice presidents from each of the clubs of the District or appointed alternate delegates. They shall meet to prepare a slate for presentation at the Annual Meeting held in the odd-numbered years. A chairman shall be chosen at this meeting. Three shall constitute a quorum. Positions to be filled are the four District officers and two members to serve on the GCFM Nominating Committee.

ARTICLE VIII. STANDING COMMITTEES

Standing Committee Chairmen may be appointed by the District Director for two years. It shall be the duty of the Standing Committees to endeavor to carry out the plans submitted by the like committees of NGC and to develop further plans to meet the special needs of the GCFM.

ARTICLE IX. REPRESENTATION

Each club shall be entitled to be represented by its President or alternate at open business meetings of the Kennebec District.

ARTICLE X. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Kennebec District in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XI. AMENDMENTS

These bylaws may be amended at a special meeting, by a two-thirds vote of the delegates present and voting, provided that a copy of the proposed amendment has been sent to each member of the Board of Directors and to each member club at least six weeks prior to the meeting, or, at the Annual Meeting without notice by a unanimous vote.

ARTICLE XII. DISSOLUTION CLAUSE

In the event of the dissolution of the Kennebec District, after all debts are paid, any remaining assets will be distributed only to non-profit organizations which are, at the time, qualified for exemption from Federal Income Taxes as an organization described in Section 501 (c) (3) of the current Internal Revenue Code.

Adopted 20 May 2008

**Garden Club Federation Of Maine
Kennebec District
Standing Rules**

1. The District Board shall meet in the spring before the District Annual Meeting and in the fall before the Fall Conference of each year at the convenience of the Director. Plans for the District Annual Meeting and the Fall Conference shall be discussed and information distributed.
2. The Secretary of the District shall send to the District Director a typed copy of the minutes within a month of each meeting.
3. The Treasurer of the District shall give the District Director and the Secretary a written copy of the Treasurer's statement at each meeting.
4. Checks on the District account may be signed by either the District Director or the District Treasurer. All payments must have the Director's approval.
5. The Treasurer's books shall be audited each year by an Auditor appointed by the District Director.
6. The Kennebec District shall provide a stipend in even numbered years, not to exceed \$125.00 each, to the two members who have been elected to serve on the GCFM Nominating Committee, for the purpose of attending the GCFM Annual Convention.
7. All outgoing officers and chairmen shall pass on to their successors the materials pertinent to their office or chairmanship at the District Annual Meeting in odd numbered years.
8. The District shall provide a yearly stipend to the District Director to cover the GCFM Annual Convention expenses to include registration fee, two nights lodging, luncheon and banquet to help cover the cost of attendance.
9. The District agrees to pay expenses for the District Director to attend the Fall Conference including registration, luncheon, and lodging if necessary.

Adopted 19 May 2009

DISTRICT DIRECTOR DUTIES

1. Send the names and addresses of the elected Nominating Committee members and the District officers to the GCFM Corresponding Secretary immediately following the Annual District Meeting in the odd-numbered years. (See Bylaws in GCFM Handbook)
2. Issue invitation to the Fall Conference at the GCFM June Convention, both at the business meeting and at the Awards Luncheon.
3. Give the welcome at the GCFM Fall Conference as well as a three minute oral report typed on paper with GCFM seal, double spaced, with copies to GCFM President, Recording Secretary, District Director files, and personal files.
4. Discuss with GCFM President and set the date of the District Annual Meeting for the following year.
5. Invite, in writing, the GCFM President to the District Annual Meeting as guest of District.
6. After the District Annual Meeting, send thank you letters to the Host Club and the GCFM President.
7. Attend GCFM Board meetings and keep Club Presidents informed of new developments after GCFM Board meetings, Conferences and Conventions.
8. Notify State Life Member Chairman and National Life Member Chairman of deceased members in the district.
9. Appoint District Committee Chairmen as needed
10. If possible, attend a meeting of each member club during Director's tenure.
11. In Odd-numbered years:
 - Ask GCFM President to install new officers
 - Present a token gift to GCFM President for performing the installation

Adopted 20 May 2008

ASSISTANT DIRECTOR DUTIES

1. Assist the District Director whenever asked and fill in for the Director when necessary.
2. Attend GCFM Board Meetings if District Director cannot.
3. Attend District Board Meetings.
4. Chair the Resource Committee
5. Work with Host Club in preparation for the District Annual Meeting in choosing a site, securing a speaker, setting the registration fee, etc. (See checklist for Kennebec District Annual Meeting)
6. Introduce the speaker at the District Annual Meeting and send follow-up thank you note.

Adopted 20 May 2008