

**BYLAWS**  
**of**  
**CARDINAL COUNCIL OF GARDEN CLUBS**  
**Bowling Green, Kentucky**

**ARTICLE I**

The name of this organization shall be the Cardinal Council of Garden Clubs. The Cardinal Council shall be affiliated with and subject to the Bylaws of the Garden Club of Kentucky, Inc. and National Garden Club, Inc.

**ARTICLE II**

**PURPOSE**

The purpose of this organization shall be:

1. To unite the garden clubs within this Council in a close working relationship.
2. To promote landscape design, gardening study, civic beauty and roadside improvement.
3. To aid in the protection and conservation of natural resources.
4. To cooperate with other organizations in the furtherance of the foregoing objectives and in such activities that may be determined by the Council.
5. To aid in restoration and maintenance of designated historical sites approved by the Council.

**ARTICLE III**

**MEMBERSHIP**

**Section 1**

All federated garden clubs in Bowling Green, Warren County and any County adjacent to Warren County, Kentucky are eligible for membership.

**Section 2**

All federated garden clubs represented at the time this Council was formed shall be Charter Members. Application for membership of clubs other than Charter Clubs, shall be presented to the Council and accepted only by majority vote of the Council.

**ARTICLE IV**

**DUES**

The dues shall be one dollar and fifty cents (\$1.50) per member of each club payable as of April 1, annually.

**ARTICLE V**

**OFFICERS**

**Section 2**

The elective officers shall be: President, Vice President, Recording Secretary, and Treasurer.

**Section 2**

The appointed officers shall be: Corresponding Secretary, Parliamentarian and Auditor.

**Section 3**

The term of office shall be for two years, beginning in the Spring of the odd year, following the election of officers in the Fall of the even year.

## **ARTICLE VI**

### **ELECTION OF OFFICERS**

#### **Section 1**

A Nominating Committee for Council Officers shall be composed of one (1) elected representative from each member club. The name of the elected representative shall be submitted to the Council President by the Spring meeting in the even years. The Council President shall appoint a Chairman from the elected representatives.

#### **Section 2**

The Nominating Committee shall present a full slate of candidates for elective offices at the Fall meeting of the even year. Other nominations may be made from the floor, providing the consent of the nominee has been previously obtained. No officer, except the treasurer, is eligible for re-election to the same office until an interim term has expired.

#### **Section 3**

Officers shall be elected at the Fall meeting in the even years and installed in the Spring of the following odd year. A majority of members present and voting constitutes an election.

#### **Section 4**

A vacancy in any office, other than of the President, shall be filled by appointment of the President, subject to ratification by the Board of Governors.

## **ARTICLE VII**

### **BOARD OF GOVERNORS**

#### **Section 1**

The Board of Governors shall be composed of the elected and appointed officers, three (3) representatives from each member club and the Immediate Past President of the Council.

#### **Section 2**

One of the representatives shall be the President of the member club. Term of office shall be for two years. In the event a representative is unable to attend a meeting, the President of the member club shall appoint an alternate for that meeting.

#### **Section 3**

The duties of the Board of Governors shall be to transact business referred to it by the Council; to act between Council meetings and to recommend such practices and programs that may further the work of the Council. Board of Governors shall conduct a yearly review of all finances of Cardinal Council of Garden Clubs. If a theft has occurred, the Board of Governors is directed to pursue recovery of missing funds by any and all means necessary. Recovery procedures shall be agreed upon by majority vote of the Board of Governors and directives given to the president of Cardinal Council. Board of Governors shall immediately remove person or persons found responsible for theft from any office or chairman position and shall report them to their respective club and to Garden Club of KY. Person or persons shall also be permanently barred from future office or chairmanship positions.

#### **Section 4**

A quorum of the Board of Governors shall consist of a majority of its members present.

**ARTICLE VIII**  
**DUTIES OF OFFICERS**  
**Duties of Elected Officers**

**Section 1 PRESIDENT:**

The President shall assume leadership and preside at all meetings. The President shall appoint Chairmen of all Standing and Special Committees. The President is responsible for implementing any decisions from the Board of Governors regarding recovery of missing funds. The President is invited to serve as Garden Center Chairman of the Houchens Center Board of Directors.

**Section 2 PRESIDENT-ELECT:**

The Vice-President shall assume the title and the duties of President-Elect as of January 1, in the election year.

**Section 3 VICE PRESIDENT:**

The Vice President shall assist the President and, in the absence of the President, perform all of the duties of that office. The Vice-President shall serve as Program Chairman.

**Section 4 RECORDING SECRETARY:**

The Recording Secretary shall record all minutes and be custodian of all records and papers pertaining to the office, including a copy of the Council Bylaws.

**Section 5 TREASURER:**

The Treasurer shall be responsible for the accounting of all monies and for the collection and distribution of all funds in accordance with the Budget. The Treasurer shall be accountable for receipts and disbursements, and render statements at all Council meetings. The Treasurer shall be responsible for preparation of bi-annual budget and shall chair the budget committee with President and committee chairs as members.

**Section 6 CORRESPONDING SECRETARY:**

The Corresponding Secretary shall conduct the general correspondence of the Council including sending out letters of acknowledgement for funds donated and thank you notes to guest speakers.

**Section 7 PARLIAMENTARIAN:**

The Parliamentarian shall assist the President or Presiding Officer with questions of correct Parliamentary procedure which may arise during the business meetings of the Council.

**Section 8 AUDITOR:**

The Auditor shall review the records of the Treasurer annually, submitting written reports to the Executive Committee during the meetings, and shall serve on the Budget committee bi-annually.

**ARTICLE IX**  
**MEETINGS**

**Section 1**

The Cardinal Council shall hold two (2) regular meetings annually for the general membership. One meeting is to be held in the Spring and one is to be held in the Fall. Dates are to be set by the Council President and the Program Chairman.

**Section 2**

A majority of members present and voting shall constitute a quorum for all meetings.

### **Section 3**

The Board of Governors shall meet at least twice annually prior to the regular meetings, and at other times as the need arises.

## **ARTICLE X COMMITTEES**

### **Section 1**

There shall be two classes of Committees: Standing and Special, which shall be appointed by the Council President.

### **Section 2**

The term of office of Standing Committees shall be for two years, concurrent with the term of the Council President.

### **List of Standing Committees**

### **Section 3**

The Standing Committees are:

- PROGRAMS
- PROPERTIES
- PUBLICITY
- WAYS AND MEANS
- AWARDS
- BUDGET

### **Responsibilities of Committee Chairs**

### **Section 4**

The duties of the Standing Committees shall be:

Committee Chairs are required to submit reports at all committee meetings. Chairs are required to immediately transfer any and all funds received by them to the Council Treasurer for distribution in accordance with the current Budget. Chairs are required to submit original receipts to the Treasurer for reimbursement of budgeted funds. Committee chairs will serve as members of the budget committee.

- a. The Vice President shall serve as Program Chairman and provide programs for the general Membership meetings.
- b. Properties-keep an accurate inventory of and maintain all properties belonging to the Council and keep a record of all lending items and all gifts and the disposal of same, including the Garden Center located at the Houchens Center.
- c. Publicity-publicize all meetings and projects of the Council.
- d. Ways and Means-provide ideas and projects for fund raising for the Council.
- e. Awards-assist in the preparation of applications and Books of Evidence for State, Regional and National Awards for which the Council is eligible.
- f. Budget – consists of the Treasurer (as Chair), President, Auditor and all committee chairs. Prepares bi-annual Budget including spending and income goals for all committees.

## **Section 5**

The duties of the Special Committees shall be:

a. FLOWER SHOW COMMITTEE

1. The Flower Show Committee shall be a Special Committee and the Chairman appointed by the Council President.
2. A Council Flower Show shall be held annually, date to be set by Flower Show Chairman and ratified by the Board.
3. Purpose of the Show is to stimulate interest in horticulture and artistic design, to develop the aesthetic sense and to educate the public and garden club members.

b. HANDS (Helping All Neighborhoods Develop Shade)

1. HANDS is a Memorial/Honorary and Community tree and shrub planting project. The Committee shall maintain all records pertaining to the tree planting project and oversee one planting ceremony annually or as funds allow.

## **ARTICLE XI PARLIAMENTARY AUTHORITY**

The rules contained in the latest edition of ROBERT’S RULES OF ORDER, NEWLY REVISED, and the National Garden Clubs, Inc. Bylaws Manual shall be the Parliamentary authority governing this Council in all case to which they are applicable and in which they are not inconsistent with these Bylaws.

## **ARTICLE XII AMENDMENTS**

### **Section 1**

The Bylaws may be amended at any regular Council meeting by a two-thirds vote of those present and voting, provided notice of the proposed amendment has been presented in writing to each member Club at least sixty days prior to the meeting.

### **Section 2**

Without previous notice, these Bylaws may be amended at any regular meeting by unanimous vote.

Adopted: May, 1967

Revised: April, 1996

Revised: September, 2004

Revised: September, 2018

Revised: March 25, 2021

Revised: March 28, 2023