CODE OF PROCEDURE OF THE COUNCIL OF BARRINGTON GARDEN CLUBS
REVISED MARCH 1988

1. NAME

The name of this organization shall be Council of Barrington Garden Clubs hereinafter referred to as Council.

2. PURPOSE

It shall be the purpose of this organization to serve as coordinating body to aid inter-club cooperation and to provide when requested, appropriate response to community issues, plans, and projects at the direction of Member Clubs.

3. MEMBERSHIP

Garden Clubs in the Barrington area are eligible for membership.

4. REPRESENTATION

The Council shall consist of two members from each Club, preferably the Club President and one other **(with the exception of the Club which will, the following year, provide the Council President. That Club will double its representation to the Council with the expectation that one of these representatives shall assume the presidency.)** Each Member Club shall have one vote. A two-thirds majority vote of participating Clubs shall be required for action.

5. DUES

An annual contribution of ten **($10.00) dollars from each Member Club, payable in April of each year to the Council treasury shall constitute dues).** There shall also be an annual assessment in April of the active members of each Club for Arbor Day. A minimum of $1.00 per member shall be assessed; however, this amount may be increased as deemed necessary by the Arbor Day Chairman and approved by the Council, to cover expenses. Additional assessments may be approved by Council) and Member Clubs as needed.

6. MEETINGS

There shall be not less than five meetings a year, to be held during the months of January, March, May, September, and November. Each Member Club must have representation. Notices of each meeting or any specially called meeting shall be sent ten days in advance.

a. **After November meeting of rotating year, each officer will make private arrangement to acquaint her successor with the books, records, and documents of her office. She will turn over all such materials to the new officer, who is the appointed custodian.**

b. The January meeting shall be the Annual meeting and rotation of officers shall take place. The out-going president shall introduce the new president, secretary, and treasurer. The meeting will then be conducted by the new officers. The Christmas project of community decorations shall be scheduled at the September meeting, with assignments for each Club to carry on for the month of December. The president shall be responsible for the project.

7. OFFICERS

The officers of the Council shall be rotated alphabetically according to Club names when practical. Should any Club be unable to provide an officer when scheduled to do so, by reason of withdrawal from Council or dissolution of organization, that Club must so notify the Council, in writing, no later than the November meeting prior to the rotation year. In such an event, the Club next slated to fill that office, as well as those immediately in succession, will move up in rotation.

a. The rotation of officers shall take place in alternate years, at the Annual Meeting; date, time, and place of said meeting as set forth in the above Code of Procedure shall be communicated to all Council members not less than ten days prior to the Annual Meeting.

b. The terms of the officers shall be for two years. If an individual is unable to fulfill her term in office, her Club is responsible for providing a replacement, preferably one who has served as Council representative.

c. The officers shall be a President, a Secretary, a Treasurer, and a President Emeritus.

d. The duties of the officers shall be as follows:

President — To have served as Council Secretary of Council representative the year before assuming office of President; to preside at all Council meetings; to be responsible for conducting the affairs of the Council; to provide each Council member with a business agenda for each Council meeting; to act as liaison officer between Member Clubs; and to obtain from each Member Club two copies of their Club Year Book, including membership lists.

Secretary — To maintain minutes of meetings; to provide President with copy of same as soon as possible after each meeting; carry on ordinary Council correspondence; send out notices of meetings; and ~~provide name tags at each meeting~~.

Treasurer To handle funds of the Council and keep financial records covering receipts and expenditures. Notices shall be sent out for "Dues Payable". The signature of the President and Treasurer shall be on any Council check. Major expenditures shall require approval by two-thirds majority of participating Clubs.

President Emeritus To serve as an official member of the executive board of the Council and to serve as an advisor to the president and other officers.

e. If for any reason an officer is unable to attend a meeting, she shall make arrangements for someone to take her place and provide that person with the necessary records.

8. STANDING COMMITTEES

The Chairman of these committees shall be appointed by the Council President whenever necessary. It is desirable that each committee have a Council representative serving as its chairman. With the exception of the Chairman of each committee, it is not required that individual members be representatives of the Council.

a. **Beautification/Civic Affairs** This committee shall cooperate, whenever possible, with the village or any other organization seeking to develop plans for beautifying the Barrington area and shall report to Council on such activities as they occur.

b. **Historian/Publicity** This committee shall keep a loose leaf record of Council related projects as reported in newspapers and/or other sources and shall report to Council on such activities.

c. **Conservation** This committee will provide Council representatives at each meeting with information about or copies of pending State, National, as well as local efforts and activities which are conservation oriented.

d. **Arbor Day** This committee, after an annual vote of approval by Council members, will arrange for and handle acquisition and distribution of trees to fourth grade children in Barrington schools. The chairman of this committee is required to attend the March and May meetings in order to disseminate appropriate information and provide follow-up reporting to the Council.

e. Planter Boxes This committee, after an annual vote of approval by Council members, will, in cooperation with the Chamber of Commerce, arrange for and handle acquisition and distribution of necessary materials through participation Member Clubs to facilitate the planting of designated Chamber members' planter boxes. The Chairman of this committee is required to attend the March and May meetings in order to disseminate appropriate information and provide follow-up reporting to the Council.

f. Ruth and Robert Work Park Project This committee shall be responsible for periodic inspection of the Park; reporting findings to the Council at least once a year; shall maintain Project's records; and shall be responsible for the handling of all correspondence pertaining to Project.

9. COMMITTEES - SPECIAL PROJECTS

Committees shall be appointed for special projects and members shall be selected from the Clubs participating in the particular project.

10. RESPONSIBILITIES OF MEMBER CLUBS

a. Each Member Club shall appoint designated number of representatives to the Council and provide alternates in the event the regular representative is unable to attend meetings.

b. Each Member Club shall contribute ten dollars annually to the Council Treasury, said contribution to cover operating expense postage, telephone, and other Council business. This shall constitute dues.

c. Each Member Club shall provide the Council with two copies of their yearbook including current membership list. These shall be used by the Council officers, also being available to those Clubs which may be interested.

d. Participation in Council projects shall be at the discretion of individual Member Clubs.

e. Each Member Club shall provide committee personnel for all projects in which that Club has elected to cooperate.

11. GENERAL

All meetings of both the Council and of the committees shall be conducted in accordance with the current edition of Roberts Rules of Order, except insofar as the same may be succeeded by Council's Code of Procedure.

12. AMENDMENTS

Amendments to this Code of Procedure may be proposed at any Council meeting. Proposed changes shall be submitted to Member Clubs for approval to permit action at the succeeding Council meeting.

Submitted January 13, 1988 by Kathi Davis and Peggy Graham

Code of Procedure, adopted: May 19, 1959
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