

**GARDEN CLUB OF THE UPPER KEYS, INC.
TAVERNIER, FLORIDA
BYLAWS – AMENDED 9/15/14 draft**

the Annual Meeting, the audited books of the outgoing Treasurer shall be turned over to his/her successor, with all money, vouchers, books, keys, and financial items of the GCUK. Should the Treasurer resign before the end of his/her term, all books must be audited immediately before passing onto a successor.


Sub 4. The Secretary shall record minutes of all meetings and shall have charge of all corporate documents. He/She shall keep a copy of the current bylaws, Charter, and incorporation documents, in the bank deposit box. He/She shall distribute the current bylaws to each new member of The Board. He/She should maintain a correct list of all officers and directors. The Secretary will file a copy of the approved minutes, and Treasurer's Report, after every meeting, and will distribute a copy of the minutes to each Board member before the beginning of each meeting. Within thirty (30) days after the Annual Meeting, the outgoing Secretary shall turn over to his/her successor any and all items, as noted above, that relate to the GCUK.

Section 5 * Directors and Responsibilities

Each elected Director is elected to and responsible for one Standing Committee. The Vice-President is responsible for the Community Service Standing Committee. Each Director coordinates various functions of a specific Standing Committee including but not limited to appointing any necessary chairpersons for subcommittees and working with individuals volunteering to help with the efforts of the Standing Committee. Each Director shall report to The Board on the activities of the Standing Committee. Each Director of a Standing Committee is responsible for preparing a budget for their committee, which is to be incorporated into the GCUK annual budget, by July 31st.

Sub 1. The Community Service position shall be chaired by the Vice-President who shall be responsible for activities related to the outreach community services of the GCUK such as researching and analyzing community needs in order to determine program directions and goals as well as establishing and maintaining relationships with other agencies and organizations in the community in order to meet community needs.

* *Sub 2.* The Fundraising Committee Director is responsible for the fundraising events held by the GCUK. This includes but is not limited to the Garden Walk. The chairpersons of fundraising events report directly to this director.

 *Sub 3.* The Hospitality Committee Director is responsible for conducting outreach/in reach activities, welcoming new members, and promoting camaraderie throughout the organization. The Director also oversees social correspondence from The Board and the GCUK as well as the hosts/hostesses responsible for table decorations, food preparations, greeting, and other communications.

Sub 4. The Membership Committee Director is responsible for recruiting and retaining members, maintaining a record of the GCUK membership, providing an annual list of members to the Secretary each June, working with the Webmaster to update membership information on the website, and providing new and existing members with membership/renewal (yearly) applications and collecting their annual membership dues. He/She is responsible for providing communications from The Board to the membership electronically. He/She also provides The Board with a list of members eligible to vote at the April meeting.