

OHIO TRI CONSULTANTS COUNCIL (OTCC) BYLAWS/STANDING RULES

OFFICERS

President
Vice President
Secretary
Treasurer

CHAIRMEN

Environmental School
Gardening School
Landscape Design School
All Schools Chairman
All Schools Credentials
Bylaws/Standing Rules
Awards Chairman
Tri-Refresher Chairman

EXECUTIVE BOARD: The officers and chairmen listed above.

ARTICLE 1 – NAME

The name of this organization is the Ohio Tri Consultants Council (OTCC), a sub-organization of Garden Club of Ohio, Inc. (GCO). Under the umbrella of GCO the OTCC is incorporated as a non-profit organization and classified by the Internal Revenue Service (IRS) as a 501c3 organization.

ARTICLE II – OBJECTIVES

- Section 1. The objectives of the OTCC are to protect the environment, to increase knowledge in horticulture, and to promote excellence in landscape design.
- Section 2. To advance and continue the study of the earth, gardening, and landscape design by:
- a. Encouraging and promoting attendance at Environmental, Gardening, and Landscape Design Schools of the National Garden Club, Inc. (NGC).
 - b. Serving on local and state committees concerned with civic beautification projects.
 - c. Continuing study through lectures, workshops and tours to private and public gardens.
 - d. Assisting garden clubs when requested by giving information to promote OTCC objectives.

ARTICLE III – MEMBERS

- Section 1. Qualifications for membership in the OTCC are as follows:
- a. Be a member in good standing of a Garden Club of Ohio, Inc. club, and
 - b. Be accredited as a consultant by NGC, and
 - c. Have successfully completed at least two (2) courses in any one area of study, and
 - d. Pay dues.
- Section 2. Membership Classifications:
- a. Consultant – completed four (4) courses in any one area of study (Article III, Section 1b.)
 - b. Provisional Consultant – completed two (2) courses in an area of study (Article III, Section 1c.)
 - c. Honorary Membership – conferred on with the OTCC President and Board.
- Section 3. Admission Procedures:
- a. Qualified members shall be entitled to join upon payment of dues.
 - b. Dues are payable by March 1st of each year.
 - c. Dues for Provisional Consultants are payable when eligible to join.

Section 3. continued...

- d. The amount of dues shall be set forth in the Standing Rules.
- e. The amount of dues shall be in effect until changed by a vote of the general membership at the Annual Meeting with previous notice of the proposed dues change having been made.

ARTICLE IV – OFFICERS / DUTIES

Section 1. The officers shall be the President, Vice President, Secretary, and Treasurer.

The first three (3) officers shall be of a different study due to only be able to serve two (2) two (2) year terms. Treasurer shall be able to serve three (3) terms (6 years).

Section 2. Consultants shall be eligible to serve as officers.

Section 3. The term of office shall be two (2) years. No officer shall be eligible to serve more than two (2) terms, with the exception of Treasurer who may serve up to three (3) terms.

Section 4. **The President shall:**

- a. Preside at all meetings of the OTCC and of the Executive Board and
- b. Appoint such committees as needed with the approval of the Executive Board and
- c. Serve on the board of GCO and
- d. Be an ex-officio member of all committees (exception: nominating committee) and
- e. Shall serve as chair of the nominating committee at the completion of term of office.

Section 5. **The Vice President shall:**

- a. Preside in the absence of the President and
- b. Serve as Program Chairman.

Section 6. **The Secretary shall:**

- a. Keep a complete record of the OTCC meeting and the Executive Board meetings, and
- b. Conduct the official correspondence of the OTCC, and
- c. Maintain an up-to-date membership roster, coordinating with the Treasurer.
- d. Keep on file all reports and
- e. Maintain an up-to-date copy of the Bylaws and Standing Rules, and
- f. Prepare, with the President, an order of business for the use of the presiding officer and
- g. Arrange for meeting notices to be sent six (6) weeks prior to each meeting.

Section 7. **The Treasurer shall:**

- a. Receive and receipt all money and
- b. Be the Chairman of the Budget/Finance Committee and
- c. Pay bills as set forth within the approved budget or as authorized by the President and
- d. Present a written report at each meeting and
- e. Keep itemized records of all transactions and receipts for same and
- f. Coordinate paid dues list with Secretary and
- g. Have the financial books reviewed annually by an audit committee of three (3) appointed by the President.

ARTICLE V – MEETINGS

Section 1. Meetings of the OTCC shall be held two (2) times a year.

- a. There shall be a meeting in association with the Tri-Refresher, held on even numbered years.
- b. There shall be an Annual Meeting held in conjunction with the GCO Annual Meeting, coordinated with the GCO President and Annual Meeting Chairman.
- c. There will be a fall meeting on odd numbered years, date and location determined by the president and executive board.

- Section 1. continued...
d. Meeting dates are to be preplanned and announced annually.
- Section 2. The quorum for meetings shall be a majority of those present.
- Section 3. The Executive Board may meet at any of the OTCC meetings at Call of the OTCC President or three (3) or more members of the Executive Board.

ARTICLE VI – EXECUTIVE BOARD

- Section 1. Composition:
a. The elected officers and the immediate Past Council President.
b. The three (3) Schools Chairmen serving as ex-officio members.
c. All Schools Chairman and All School Credentials Chairman.
d. Awards Chairman
e. Bylaws/Standing Rules Chairman
f. Tri-Refresher Chairman
- Section 2. The Board shall transact the business of the Council between regular meetings.
- Section 3. The President shall preside at all meetings of the Board.
- Section 4. The quorum for the Board shall be three (3) elected officers.
- Section 5. The Board shall have the power to fill any vacancy (except President), and by naming an active member to hold the office until the next election.
(Definition of an active member – a member who has been attending meetings on a regular basis.)
a. A vacancy for the President is to be filled by the Vice President until the next election.
b. A vacancy for the All Schools Chairman shall be appointed by the President of GCO, along with the All Schools Credentials Chairman.
c. The President of GCO shall appoint the Schools Chairmen.

ARTICLE VII – NOMINATIONS AND ELECTIONS

- Section 1. A nominating committee of three (3) active members shall be ratified at the fall meeting in the even numbered years.
- Section 2. A slate of proposed officers shall be distributed to all members in the Call Letter to the Annual Meeting, at least six (6) weeks prior to the meeting.
- Section 3. Nominations for all offices may also be made from the floor.
- Section 4. Election of officers is to be held at the Annual Meeting in the spring of the odd numbered year.
- Section 5. Election is to be by ballot unless there is but one nominee for each office, in which case The election may be by voice vote.
- Section 6. A majority of those present and voting shall constitute the election.
- Section 7. Officers shall assume office at the close of the OTCC Annual Meeting.
- Section 8. Officers and chairmen shall transfer to their successors all records pertaining to the office at the end of the OTCC Annual Meeting, with the exception of Treasurer. The Treasurer shall turn over all records after all bills are paid and an audit completed.

ARTICLE VIII - COMMITTEES

- Section 1. Standing OTCC Committees:
- a. The President is an ex-officio member of all committees, except the Nominating Committee.
 - b. Standing committees shall be Tri-Refresher, Awards, Budget/Finance, and Bylaws/ Standing Rules.
 - c. The term of office for Standing Committee members shall be the same as officers.
- Section 2. Special Committees:
- a. Special Committees may be appointed by the President with the approval of the Executive Board as the need may arise; i.e. Nominating Committee.

ARTICLE IX – DUES

- Section 1. Dues of \$_____ shall be paid to the Treasurer.
- Section 2. Dues shall be paid annually by March 1st. Members whose dues are not paid by April 1st shall be considered inactive members and removed from the roster.

ARTICLE X – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the proceedings of the OTCC in all applicable Cases where they are consistent with the OTCC Bylaws/Standing Rules.

ARTICLE XI – DISSOLUTION

In the case this organization dissolves, all assets remaining after debts have been satisfied shall be distributed for purposes with the scope of Internal Revenue Service 501c3 or any amendment thereto.

ARTICLE XII – ANTI-DISCRMINATION

The OTCC shall not permit in their conduct of council affairs, any restriction or limitation whosoever based upon race, color, creed, gender, national origin, or employment status.

ARTICLE XIII - AMENDMENTS

These Bylaws/Standing Rules may be amended at any regular meetings or special meeting of the Council by a majority vote of those present.