

# **Constitution and By-Laws**

## ***The Bethesda Community Garden Club***

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### **Article I — Name**

The name of this organization shall be THE BETHESDA COMMUNITY GARDEN CLUB.

### **Article II — Objects**

The objects of this Club shall be to stimulate the knowledge and love of gardening among amateurs; to share the advantage of association through conference and correspondence in this country and abroad; to aid in the protection of native plants and birds, and to encourage civic planting.

### **Article III — Membership**

**Section 1. Members.** Membership in this organization shall be limited to 150 active members. Members who have been active for 50 years and are in good standing shall be designated Honorary Members.

**Section 2. Election of New Members.** Members of the community who are interested in gardening and in the work of this Club may become members by signifying their interest to the membership committee. Full membership is attained upon payment of dues.

**Section 3. Non-Resident Members.** A member moving from the area may become a non-resident member of the Club by paying one-half annual dues, which will entitle her to receive the Yearbook and monthly Bulletins. She shall be without vote. Upon her return to the area she may become an active member by paying the difference between non-resident dues and the dues for active members.

**Section 4. Reinstatement.** A member who has resigned may be reinstated by the Executive Board upon recommendation of the Membership Chairman, and the payment of dues. A member who has been dropped from the roster for non-payment of dues may be reinstated by the Executive Board upon recommendation of the Membership Chairman. She may be reinstated upon payment of the current year's dues.

**Section 5. Regular Meetings.** Regular meetings of the Club shall be held monthly except in July and August. There shall be a minimum of eight (8) business meetings in one year. The two remaining meetings shall be business meetings or any activity so decided by the Executive Board. The time and place of the meetings or activities shall be determined by the Executive Board. Meeting dates will be published in the Bulletin which shall be mailed at least one week prior to meetings.

**Section 6. Special Meetings.** Special meetings of the members may be called by the President or by three (3) members of the Executive Board.

**Section 7. Quorum.** One-fifth (1/5) of the entire membership of the Club shall constitute a quorum for the transaction of business at any regular business meeting.

#### **Article IV — Executive Board**

**Section 1. Authority.** The Executive Board shall be the governing body of this organization. It shall have the power to act between meetings of the general membership on all matters pertaining to this organization.

**Section 2. Members.** The Executive Board shall be composed of the elected officers and the chairs of the Standing Committees. The immediate past president shall serve for a period of one year.

#### **Article XI — Parliamentary Authority**

“The New Roberts Rules of Order” shall be the parliamentary authority in all matters not specified in the Constitution and By-Laws or Standing Rules of this organization.

*Revised October 2000*

## Article IX — Dues

**Section 1. Fiscal Year.** The fiscal year shall be July 1 through June 30.

**Section 2. Dues.** The dues shall be established by the Executive Board and approved at a regular business meeting by a two-thirds (2/3) vote of those present and voting. Dues are payable by April 1 for the coming fiscal year.

**Section 3. Nonresidents.** Dues for non-resident members shall be half the current year's dues.

**Section 4. Prorating.** Members joining the Club between September 1 and December 31 shall pay a full year's dues. Members joining the Club between January 1 and March 31 shall pay one-half the annual dues. Members joining in April, May or June shall pay dues for the next fiscal year.

**Section 5. Exemptions.** Honorary members shall not be required to pay dues.

**Section 6. Nonpayment.** Members whose dues are not paid by May 1 of each year shall be dropped from the roster, after due notification by the Treasurer.

## Article X — Amendments

This Constitution and By-Laws may be amended at any regular business meeting by a two-thirds (2/3) vote of those present and voting, providing the proposed amendment has first been considered by the Executive Board, mailed to all members, and read at the previous meeting.

**Section 3. Vacancies.** Vacancies in elected offices shall be filled by vote of the Executive Board for the unexpired term.

**Section 4. Meetings.** The Executive Board shall meet the first or second Wednesday of every month except June, July and August. Special meetings of the Executive Board may be called by the President or by three (3) members of the Executive Board.

**Section 5. Quorum.** Seven members of the Executive Board shall constitute a quorum for the transaction of business.

## Article V — Officers

**Section 1. General.** The elected officers shall consist of a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer.

**Section 2. President.** The President shall preside at all meetings of the Club and the Executive Board. She shall perform the usual duties and have the privileges of the office, and shall be the directing head of this organization. She shall appoint an Historian, a Parliamentarian, and the chairmen of all committees, with the approval of the elected officers. She shall be ex-officio a member of all committees, except the Nominating Committee.

**Section 3. Vice President.** The Vice-President, in the absence of the President, shall perform the duties of the President.

**Section 4. Recording Secretary.** The Recording Secretary shall keep a record of the proceedings of the meetings of the Club and of the Executive Board, and shall perform such other duties as the Club may direct.

**Section 5. Corresponding Secretary.** The Corresponding Secretary shall conduct the correspondence of the Club, shall oversee the writing of grant proposals and project reports, and

shall perform such other duties of that nature as the Club may direct.

**Section 6. Treasurer.** The Treasurer shall receive and be custodian of all Club funds, from whatever source they may be derived, and shall submit a monthly statement and a yearly report of the Club income and disbursement. She shall deposit Club funds in a bank determined by the Executive Board, and shall pay by check all bills approved by the Club. The accounts of the Treasurer shall be audited annually. The Treasurer shall specifically take charge of the membership list. She shall collect and keep a record of all dues and notify all delinquents.

#### **Article VI — Election of Officers**

**Section 1. Time of Elections.** The officers shall be elected at the April meeting of the Club, for a one-year term, and shall take office July 1.

**Section 2. Nominations.** A nominating committee of five (5) members shall be appointed by the President before March 1. The nominating committee shall prepare a slate for each office, and shall report the same in the April Bulletin. Nominations from the floor at the April meeting are also in order.

**Section 3. Balloting.** If there is more than one candidate for each office, the election shall be by ballot. If only one candidate is presented for each office, the Secretary may be instructed to cast a unanimous ballot for the slate.

**Section 4. Term Limits.** No member shall be eligible to the office of President for more than two consecutive terms of one year each.

#### **Article VII — Committees**

Standing committees shall be:

Bethesda Landscaping  
Bulletin Editor  
Conservation  
Courtesy  
Federation Liaison/Awards  
Finance  
Flower Arrangements  
Garden Therapy  
Historian  
Horticultural Notes  
Horticultural Sessions  
Hospitality  
Membership  
Parliamentarian  
Plant Sale  
Publicity  
Telephone

The newly elected officers may add such other committees as, in their judgment, may be needed for the ensuing year.

#### **Article VIII — Finances**

**Section 1. Budget.** The Finance Committee shall prepare a budget which shall be approved by the Executive Board, and have final approval by the Club at its September meeting each year.

**Section 2. Expenditure Restrictions.** No funds for projects other than those pertaining to garden and conservation activities shall be disbursed by the Club.