

# **Bylaws**

## **The Bethesda Community Garden Club**

Adopted as amended January 2021

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### **Article I — Name**

The name of this organization shall be The Bethesda Community Garden Club.

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### **Article II — Object**

The objects of this Club shall be to stimulate the knowledge and love of gardening; to encourage the camaraderie of our shared interest in gardening; to aid in the protection of native plants and birds; and to encourage civic planting.

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### **Article III — Membership**

#### **Section 1. Categories of Membership**

The categories of membership in the Club are active, non-resident, and honorary.

#### **Section 2. Election to Active Membership.**

Members of the community who are interested in gardening and in the work of this Club may become active 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 the member to receive the yearbook and monthly newsletters. A non-resident member is not entitled to make motions or vote. Upon return to the area, a non-resident member may become an active member by paying the difference between non-resident dues and the dues for active members.

#### **Section 4. Honorary Members**

Members who have been active for fifty years and are in good standing shall be designated honorary members. Honorary members have all the rights of active membership but are not required to pay dues.

#### **Section 5. Termination of Membership**

A member who has not paid dues by May 1 of each year shall be dropped from the roster, after due notification by the Treasurer.

#### **Section 6. Reinstatement.**

A member who has resigned or has been dropped from the roster for nonpayment of dues may be reinstated upon payment of the current year's dues.

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## **Article IV – Meetings**

### **Section 1 Regular Meetings.**

Regular meetings of the Club shall be held monthly except in July and August. There shall be a minimum of eight business meetings each year. The two remaining meetings shall be business meetings or any activity decided by the Executive Board (Board). The time and place of the meetings or activities shall be determined by the Board. Meeting dates will be published on the website, in the yearbook, and in the newsletter, which shall be sent at least one week prior to each meeting.

### **Section 2. Special Meetings.**

Special meetings of the members may be called by the president or by three members of the Board.

### **Section 3. Quorum.**

One-fifth of the voting members of the Club shall constitute a quorum for the transaction of business at any regular business meeting.

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## **Article V — Executive Board**

### **Section 1. Authority.**

The 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, providing that none of the Board's actions shall conflict with action taken by the Club.

### **Section 2. Members.**

The Board shall be composed of the elected officers, the immediate past president(s), and the chairs and co-chairs of the standing committees. If any office or chairmanship is shared by two or more people, the person functioning in that role for a given Board meeting carries the vote for that position or committee. No member of the Board may carry more than one vote.

### **Section 3. Vacancies.**

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

### **Section 4. Meetings.**

The Board shall meet the first or second Wednesday of every month except June, July and August, unless the Board decides otherwise. Special meetings of the Board may be called by the president or by three members of the Board. Members of the Club who are not members of the Board may attend Board meetings.

### **Section 5. Quorum.**

Seven members of the Board shall constitute a quorum for the transaction of business.

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## **Article VI — Officers**

### **Section 1. General.**

The elected officers shall consist of a president, a vice-president, a secretary, and a treasurer. Any office may be shared by two or more persons.

### **Section 2. President.**

The president shall preside at all meetings of the Club and the Board. The president shall perform the usual duties and have the privileges of the office and shall appoint a parliamentarian and the chairmen of all committees. The president 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. The vice president shall maintain the list of Club members.

### **Section 4. Secretary.**

A secretary shall keep a record of the proceedings of the meetings of the Club and of the Board, and shall perform such other duties as the Board or the Club may direct.

### **Section 5. 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. The treasurer shall deposit Club funds in an appropriate bank and shall pay by check all bills approved by the Club. The accounts of the treasurer shall be audited or reviewed annually. The treasurer shall collect and keep a record of all dues and notify all members who are delinquent.

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## **Article VII — 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 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 newsletter. Nominations may be made from the floor at the April meeting, provided that the consent of the nominee to serve if elected has been obtained.

### **Section 3. Co-officers.**

The nominating committee may, but is not required to, nominate members for election as co-presidents, -vice presidents, -secretaries or -treasurers.

### **Section 4. Form of Election.**

If there is more than one candidate for any office, the election for that office shall be

by ballot. If there is only one candidate for any office, the presiding officer may declare that person elected.

**Section 5. Term Limits.**

No member shall be eligible to serve as president for more than two consecutive terms of one year each.

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**Article VIII — Committees**

The Board shall establish standing committees, those having a continuing existence and function.

The officers may appoint ad hoc committees, those created for a particular purpose, as appropriate. The chairmen of ad hoc committees should attend Board meetings as necessary, but may not make motions or vote.

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**Article IX — Finances**

**Section 1. Budget.**

The finance committee shall prepare a budget and submit it to the Board. Upon approval by the Board, the budget is to be submitted to the Club for approval 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.

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**Article X — Dues**

**Section 1. Fiscal Year.**

The fiscal year shall be July 1 through June 30.

**Section 2. Dues.**

The dues shall be proposed by the Board and approved at a regular Club business meeting by a two-thirds vote of those present and voting. Dues are to be paid no later than 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.**

Active 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.

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## **Article XI — Bylaws Amendments**

These bylaws may be amended at any regular business meeting by a two-thirds vote of those present and voting, providing the proposed amendment has first been considered by the Board and sent by postal service or electronic means to all members at least ten calendar days in advance of the meeting.

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## **Article XII — Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this Club in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Club may adopt.