

Bowie-Crofton Garden Club By-Laws

Revised February 28, 2012

ARTICLE I - NAME OF ORGANIZATION

This organization shall be known as the Bowie-Crofton Garden Club.

ARTICLE II - PURPOSE AND POLICY

Section 1 - Aims

The aims of this club shall be to promote interest and develop skills in gardening through cooperation, joint efforts and good fellowship.

Section 2 - Policy

It shall be the policy of this club to stimulate interest and share knowledge on gardening, and to serve the Bowie-Crofton area through community service projects that will enhance the beauty of our environment.

Section 3 - Funding

This club shall finance its activities on a calendar year basis, beginning January 1st and ending December 31st, a period referred to as a club year. Membership dues are based on class of membership, described in ARTICLE III, and are as follows:

Individual	\$10.00
Family	\$12.00
Junior (See ARTICLE III – Section 3)...	\$2.00

Beginning in February each year, the V.P. of Membership shall notify members delinquent by one month in their dues and those members shall forfeit membership if their dues remain unpaid by the end of March. New members who join the club after June 30th shall pay one-half the applicable annual dues.

Other fund-raising activities may be established by a majority vote of those present at a general membership meeting.

Section 4 - Responsibility

It shall be the responsibility of the club to properly operate, maintain and safeguard facilities and equipment provided for club use by private or public sources.

ARTICLE III - MEMBERSHIP

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Section 1- Individual Membership

Individual membership is open to any person, at least 18 years of age, willing to assume a fair share of the financial and organizational responsibilities and to exhibit an active interest in gardening.

Section 2 - Family Membership

Family membership is open to any family of two or more people, all residing at the same address.

Section 3 - Junior Membership

Junior membership is open to youths 10 to 17 years of age at time of application.

Section 4 - Honorary Membership

The club will bestow life membership on individuals who are no longer active but have made significant contributions. The club will also give life membership to members 80 years old and older. Winners of the City of Bowie Beautification Awards will receive a 1 year membership.

ARTICLE IV - ORGANIZATION AND ADMINISTRATION

Section 1 - Club Officers

There shall be seven (7) club officers, as listed below in Section 2. Their duties are described in Section 3. These positions are elective, in accordance with ARTICLE IV, except when appointed in accordance with Section 4, below.

Section 2 - Officers and Their Terms of Office

Officers shall serve two year terms and may be re-elected for further terms without limit. Each term shall alternate between odd and even years depending upon the office as follows:

President.....Odd years

1st V.P. Programs.....Even years

2nd V.P. Membership.....Odd years

3rd V.P. Plant Exchanges/Door Prize.....Even years

4th V.P. Public Relations.....Odd years

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Secretary.....Even years

Treasurer.....Odd years

Section 3 - Duties of Elected Officers

President - Preside at all meetings and represent the club whenever necessary. He/she shall appoint two (2) individuals each year as auditors for the end of the calendar year audit of the Treasurer's records. He/she shall appoint a Nominating Committee of three (3) members each September, two months prior to any election.

First V.P. Programs - Shall assume the duties of the President during any absence and shall act as Program Chairman, responsible for planning and implementing the programs for regular meetings.

Second V.P. Membership - Shall act as the membership chairperson, maintain the membership roster, and be responsible for distributing newsletters. He/she shall collect all dues from members, and forward to the Treasurer all funds received.

Third V.P. Plant Exchanges/Door Prize - Shall be responsible for setting up plant and seed exchanges at general membership meetings, and secure door prizes.

Fourth V.P. Public Relations - Shall be responsible for publicity and liaison with other garden clubs.

Secretary - Shall keep the minutes of all meetings of the club.

Treasurer - Shall be custodian of the club funds and shall handle, record and report, as required, the details of all financial transactions. He/she shall coordinate dues information with the 2nd Vice President (membership). The checkbook balance shall be reported at each general membership meeting. The Treasurer's Report will be published in each monthly newsletter. The Treasurer shall propose a budget for the coming calendar year and present it to the Executive Committee in October. (See ARTICLE VII)

Section 4 - Mid-term Office Vacancy

In the event of mid-term vacancies, the vacant position may be appointed by the President with the approval of the Executive Committee to complete the club year. If the normal term extends into the following club year, that position shall be included in the next annual election in accordance with ARTICLE V for fulfilling the remaining period of the term.

Section 5 - Administrative Body

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The Executive Committee in accordance with ARTICLE VI shall perform administration of the club.

ARTICLE V- ELECTION AND INSTALLATION OF OFFICERS

Section 1 - Election

An election of officers, whose terms expire in accordance with ARTICLE IV Sections 2 and 4, shall be conducted annually in November at a general membership meeting. The slate of nominees shall consist of those candidates presented by the Nominating Committee, and nominees submitted from the floor at the election meeting. Officers are elected by a simple majority vote of the members present at the election meeting.

Section 2 - Installation

Newly elected officers shall be installed at the January general membership meeting.

ARTICLE VI – COMMITTEES

Section 1 - Executive Committee

The committee shall consist of all club officers, plus each committee chairperson and the Editor/Co-editor of the Club Newsletter. This committee is responsible for all administrative functions of the club, including finances, establishment and definition of duties of committees, and initiation of special projects. The Committee shall meet at least three times each club year. One meeting will be held in October to review the budget proposed by the Treasurer. One transitional meeting, to include both incoming and outgoing Executive Committee members shall be held in January prior to the installation of new officers. The other meetings shall be at the call of the President.

Section 2 - Nominating Committee

The Nominating Committee, appointed by the President in September, shall identify nominees within the membership for each position due for election. The Chairperson of the Nominating Committee shall present the list of nominees to the membership at the October meeting to be voted on at the November meeting.

Section 3 - Standing Committees

Standing committees include Newsletter Editor, Webmaster, Field Trips, Plant Sale, Historian, Hospitality, Member Garden Tours and Sunshine. Chairs of the standing committees serve for one-year terms, and are appointed or re-appointed by the President at the time of officer elections in November.

ARTICLE VII - BUDGET

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The operating budget for the coming calendar year is proposed by the Treasurer to the Executive Committee at the October committee meeting. After review/revision by the Executive Committee, the proposed budget shall be published in the October newsletter and voted on by the general membership at the November meeting.

All non-budgeted expenditures of \$500 or more shall be approved by the general membership. The Treasurer or President must authorize expenditures under \$500 and such expenditures shall be published in the Treasurer's report in the next newsletter.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

General Membership meetings shall be held once a month, except December, on the last Tuesday of the month. If holidays or unforeseen events prevent a scheduled meeting, that meeting will be cancelled. The Executive Committee will issue a notice of cancellation via email or phone tree. A club picnic will be held in June and a holiday party will be held in December. Additional meetings may be called by the President at his/her discretion, and must be called when requested by a written petition bearing the signatures of ten (10) or more members in good standing. Meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IX - CHANGES TO THE BY-LAWS

A general membership meeting may amend or alter the By-Laws, provided the proposed amendments have been submitted, in writing, to the Executive Committee for review one month prior to the membership meeting. A copy of the amendment, with the Executive Committee's recommendations, shall be distributed to the membership at a future membership meeting. Approval by two-thirds of the members present at the meeting shall be required for adoption of the amendment.