

Campbell River Garden Club Bylaws

Preamble: *The members of the Campbell River Garden Club accept and agree that these bylaws govern and guide the activities of the club. Changes may only be made by processes outlined herein.*

1. Club Purpose:

Campbell River Garden Club is a forum for the gathering and sharing of local and expert gardening knowledge and materials during regular meetings, visits to gardens and nurseries, special projects and associated social events.

2. Membership:

- 2.1 Membership is open to all applicants and is renewed annually upon payment of the club dues. Dues cover a 12 month period starting at the beginning of the club year.
- 2.2 For new members, dues are to be paid at the time of joining; fees will be prorated after the middle of the club year

3. Membership Benefits:

- 3.1 All members receive club benefits including:
 - Attending all club functions,
 - Voting on club policies, program proposals & the election of officers,
 - Sharing club materials in a fair and commonsense manner,
 - Receiving discounts at listed businesses, and
 - Using the club website.

4. Finance

- 4.1 The club's financial management will be controlled by its members through regular reports at general meetings.
- 4.2 A Finance Committee, comprised of the elected officials and chaired by the Treasurer, will present a budget for the following year annually for approval by the membership.
- 4.3 Club officers are required to submit a proposed budget for their expenses in the upcoming year to the finance committee in order to facilitate developing the annual budget.
- 4.4 Annual revenues will be made up of annual dues, profits from fund-raisers and gifts. These will be deposited in a bank account which will be accessible using any two of the Finance Committee's signatures.
- 4.5 The financial year will begin on January 1st and end on December 31st. An annual report for the year is to be submitted to the membership no later than the March meeting of the following year.
- 4.6 The amount of the annual dues will be recommended by the executive to the membership for their approval.

- 4.7 Club funds are only to be used for the support of club functions directly relating to the approved CRGC program.
- 4.8 The categories of dues are individual and family.
- 4.9 Non members are required to pay a fee per meeting unless they are addressing or assisting club members.

5. Governance and Officers:

- 5.1 The club will be led and managed by an elected executive committee composed of a president, a vice-president, a treasurer, a secretary, a membership director and a program director.
- 5.2 The executive may appoint volunteers required to carry out functions such as committee chairs, project leaders, newsletter editor, website manager and librarian.

6. Executive Duties

6.1 President: Provides overall leadership of the club, presides at meetings of the club and of the executive committee, and performs such other duties as ordinarily pertain to the office of president. The President would normally have served in another executive position prior to taking this position.

As the chair of regular meetings the president does not vote, except when a casting vote is required.

6.2 Vice-President: Understudies and assists the president, and acts as president in his/her absence or in the event the President does not complete the term.

May assume the role of president when the latter's term of office expires, except when alternative candidates are proposed during the nomination process or at the election.

6.3 Treasurer: Chairs the Finance Committee and presents to the members an annual budget and dues proposal. Has custody of all funds, using a bank account in the club's name. Provides monthly reports to the membership regarding the club's finances and the costs of specific projects and events. Serves as a member of the executive committee. Performs such other duties as pertain to the office of treasurer.

Upon retirement from office the treasurer shall turn over to the incoming treasurer or to the president all funds, a current financial statement, books of accounts and any other club property.

6.4 Secretary: Keeps the records of regular club and executive meetings. Keeps a current directory of the club bylaws, policies and program plans in an

easily accessed format. Sends out notices of meetings of the club and committees as required. Records and preserves the minutes and attendance of such meetings.

Upon retirement from office the secretary shall turn over to the incoming secretary or the president all records and associated club property.

6.5 Program Director: Chairs the program committee and leads the program planning process. Recruits volunteers and ensures arrangements for the smooth execution of the club's program.

6.6 Membership Director: Promotes club membership and recruits and introduces new members. Collects dues and submits all monies to the Treasurer. Keeps the records of club membership and coordinates membership lists with the Secretary and Treasurer.

- 6.7 Club officers are required to exercise responsibility and diligence in managing the club's affairs for the benefits of members.
- 6.8 The executive committee, comprised of the elected officials, (voting) possibly the past president and the appointed volunteers (non-voting) will meet as deemed necessary, prior to general club meetings to review club progress, finances, agenda and communications.

7. Elections of Officers:

- 7.1 The club will appoint a nominations committee and its chair, two meetings prior to the AGM
- 7.2 The elections will be run by the chair of the nominations committee and the vote will occur by secret ballot, the results of which will be ratified by the nominations committee, excluding any candidates. No absent member may be nominated from the floor without their prior written permission.
- 7.3 All officers, will serve for a two-year period, following elections at the annual general meeting. In even years the membership will elect a President, Treasurer and Program Director and in odd years a Vice President and Secretary and Membership Director.
- 7.4 Should an elected official leave office earlier than anticipated, a by-election may be held at a special meeting called by the remaining executive to be held following one month's notice to all members.
- 7.5 Officers may be removed from office for unsatisfactory performance following due process in a regular club meeting by a secret ballot of members requiring a 65% majority.
- 7.6 A club member would not normally serve more than three terms in a particular office and would not normally serve in more than two offices consecutively.

8. Club Activities:

- 8.1 The club annual general meeting will be held in November.
- 8.2 The club's fiscal year is January 1st to December 31st.
- 8.3 A program of activities will be developed by the program committee, comprising the program director and club members.
- 8.4 The annual program may include but is not limited to:
 - Regular monthly meetings from September to June,
 - Invited speakers, in-house discussions and sharing sessions,
 - Visits to gardens, nurseries & centres of garden knowledge,
 - Special projects, workshops and social events
 - Partnering for activities with other like-minded groups

9. Changes to the bylaws:

- 9.1 Changes to the bylaws may be made during a regular club meeting provided that one month's notice of proposed changes is provided to members and 65% of paid-up members are in favour of the change. E-mail proxies are acceptable
- 9.2 Policies that refine, extend and detail these bylaws and the club program, including the budget, may be made at any regular meeting of members by a simple majority vote of those present, providing that those present represent at least 65% of the paid-up members.

10. Dissolution:

- 10.1 In the event that less than 3 of the 6 elected positions are filled at the AGM, the club will be dissolved following notice to all members by the retiring president or in his/her absence, the vice-president.
- 10.2 The bank account will be closed and the club's assets will be donated to a suitable Campbell River organization to be agreed at the club's dissolution meeting.