



BY-LAWS

1. MEMBERSHIP

- i. Membership shall be open to those who pay annual membership dues, as approved by the Executive, at the beginning of the calendar year for that year's membership.
- ii. Members, to remain in good standing, must pay their fees by March 31st of the current year.
- iii. Members will receive the Club Newsletter.
- iv. Members will be allowed to vote at meetings.
- v. The Executive, or a club member, may submit a motion at a general meeting for a member who had had twenty (20) consecutive years as a contributing member to be honored for a lifetime membership. Such members will have all privileges of club members and will be exempt from paying dues.
- vi. Each member shall be bound by the Club's Constitution and By-laws.
- vii. Guests are welcome to attend for a fee as set by the Executive.

2. EXECUTIVE

- i. The Executive shall be elected at the November Meeting using Robert's Rules and they shall include: President/Co-Presidents, Vice-President, Treasurer, Secretary, and a minimum of four appointed Directors.
- ii. The President/Co-Presidents and Vice-President shall not hold their offices for more than two years. After completing the term of office, the past President/Co-Presidents shall remain as non-voting member(s) of the Executive for one year.
- iii. Other voted Executive positions, Secretary and Treasurer, can be held for a maximum of four years.
- iv. If a President/Co-Presidents resigns, then the other President/Co-Presidents shall immediately assume the President's position. Other vacancies shall be filled by the President/Co-Presidents with the Executive's approval. Such appointments shall terminate when replacements are duly elected at the Annual General Meeting in November.

3. MEETING

- i. A General Meeting, chaired by the President/Co-Presidents, or in his/her absence, by the Vice-President, shall be held on the last Monday of every month, with the exceptions of June, July, August and December.
- ii. Executive meetings will be held within a minimum of two weeks prior to each General Meeting.

4. **FINANCES**

- i. The Treasurer will collaborate with the President/Co-Presidents to prepare a budget and submit it for approval at the Executive meeting in January. The budget shall include the past and current year figures and accounts. The budget, approved by the Executive, shall be sent to the Club members prior to the General Meeting, at which time the incoming President/Co-Presidents shall ask for membership approval.
- ii. Budgeted items shall require no further approval. The Executive will permit minor over-expenditures not to exceed \$200.00. An expenditure over \$200.00 must be voted on by the general membership.
- iii. The Treasurer shall report the Club's financial standing and account balance at each Executive and General Meeting.
- iv. All cheques must be signed by the Treasurer and either the President/Co-Presidents, Vice-President or Secretary.
- v. The outgoing Treasurer will hand over the accounting records to their successor at the January Executive meeting.
- vi. The Treasurer will make the books available for review.
- vii. In the event that the Treasurer is unable to perform his or her duties, the President/Co-Presidents will assume the office until the Treasurer returns, or a new Treasurer is appointed by the President/Co-Presidents and approved by the membership.

5. **ELECTIONS**

- i. The President/Co-Presidents shall appoint a Chairperson of the Nominating Committee prior to the October meeting. The Chairperson selected may appoint up to two other members to this Committee. The Committee will select nominees for each Executive position. Each person selected must agree to stand for office.
- ii. The election of officers shall take place at the AGM in November every alternate year (unless required) using Robert's Rules. The Chairperson of the Nominating Committee shall call three times for other nominations from the floor prior to declaring each nominee elected. If there is more than one nominee then a formal secret ballot vote shall be taken.
- iii. The newly elected officers shall assume responsibilities for their office on January 1st following their election, and the transfer of duties shall occur at the Executive meeting in January.

6. **APPOINTMENTS**

- i. The President/Co-Presidents, at the start of each year, will appoint such Directors, Co-ordinators, or Committee Heads from the general membership as deemed necessary to carry out club activities. Examples may include, but are not limited to, Plant Sale Co-ordinator, Strawberry Tea Co-ordinator, Garden Tour Co-ordinator.

7. BY-LAW AMENDMENTS

- i. By-laws shall be reviewed and discussed for approval annually by the Executive.
- ii. Publication of the amendments will be in the Club Newsletter prior to the meeting at which the amendments will be presented.
- iii. Voting at the general meeting will require a two-thirds majority of the members present for approval.
- iv. Amendments will be posted within one month following their approval.

8. EXECUTIVE DUTIES

Each member of the Executive and all Committee heads shall keep accurate, concise, and complete records throughout the year. A copy of each year-end report specific to the position shall be made available for their successor.

President/Co-Presidents:

- i. Provide leadership to the Executive Committee
- ii. Chair Executive Committee and General Meetings
- iii. Ensure that committee chairpersons are appointed, and serves as ex officio member of committees and attends their meetings when needed
- iv. Keep the Board's activities focused on the organization's mission
- v. Provide an Agenda for meetings
- vi. Introduce guest Speakers and present thank-you cards and cheques
- vii. Put motions to a vote and announce results; vote only to break a tie
- viii. Sign copies of the Constitution and By-laws following any amendments; maintain copies of these documents
- ix. Act as a signing officer on club bank accounts

Vice-President:

- i. Act in the absence of the President/Co-Presidents
- ii. Learn the duties of the President/Co-Presidents and keep informed on key issues
- iii. Prepare to serve a future term as President/Co-Presidents
- iv. Act as a signing officer on club bank accounts
- v. Purchase a gift not more than \$30 for the current retiring President at the end of their term

Secretary:

- i. Keep accurate minutes of all meetings, provide a copy of official minutes at general meetings
- ii. Record all motions and decisions at meetings
- iii. In the absence of the President/Co-Presidents and Vice-President, chair the meetings until the election of a President/Co-Presidents
- iv. Act as a signing officer on club bank accounts

Treasurer:

- i. Several duties as listed in By-Laws, #4 – Finances
- ii. Deal with the club's day-to-day financial affairs
- iii. Keep full and accurate accounts of all receipts and disbursements
- iv. Receive and bank all monies due to the club

9. DIRECTOR DUTIES

Directors serve on the Executive Committee and attend their meetings. They participate on sub-committees as required. There will always be a Director sitting on a sub-committee to act as liaison between the sub-committee and the Executive. The Director will provide leadership and guidance to the sub-committee. Director positions may be shared between two club members.

Communications:

- i. Collect information at Executive Committee meetings and send out a monthly email Newsletter to all members
- ii. Send email notices when required by the President/Co-Presidents or Committee Head; for example, when plant sale volunteers are needed
- iii. Contact the Webmaster to have notices posted on the Sechelt Garden Club website
- iv. Prepare advertising copy for the newspaper and other media promotion
- v. Collaborate with the Webmaster regarding inquiries from club membership and the public. Respond to emails that come through the website.

Guest Speakers:

- i. Procure speakers for the general meetings
- ii. Obtain Guest Speaker biography and forward on to the Webmaster and Communications Director for the Newsletter

Membership:

- i. Set up a table to collect fees and member information at General Meetings
- ii. Issue membership cards and nametags
- iii. Introduce new members at General Meetings, and provide the Communications Director with email names and addresses for the Newsletter
- iv. Prepare membership reports for Executive Meetings
- v. Prepare summary of funds received at General Meetings and turn over to the Treasurer
- vi. Maintain an up-to-date database of all current members, including dates dues are paid and contact information

Correspondence:

- i. Send out thank-you cards to ill members, or to members who are celebrating a special occasion
- ii. Send out thank-you cards to hosting homes on garden tours, following the tour

Social Convener:

- i. Forms and chairs a sub-committee to work on specific projects as needed; examples are Christmas Luncheon, Strawberry Tea, and hosting events for other garden clubs
- ii. Works in collaboration with and reports to the Executive Committee

Community Projects:

- i. Collaborate with individuals, groups, associations, businesses and institutions to beautify outdoor landscapes within Sechelt
- ii. Present prospective projects to the Executive for discussion, including a work plan, resources and budget necessary to complete the project. Executive approval shall be given prior to undertaking such projects
- iii. Duties will be carried out in consultation with the Executive by keeping them apprised of ongoing projects at meetings, and if necessary, by email, once Executive approval has been given
- iv. Plan, attend and coordinate project related meetings and events
- v. Raise the Sechelt Garden Club's profile and public pride in the Sechelt community

Webmaster:

- i. Maintain and update the Sechelt Garden Club website on an ongoing basis; examples are: content, web links, password and security maintenance
- ii. Collaborate with the Communications Director and membership to ensure web content is up to date and relevant
- iii. Collaborate with the Treasurer regarding domain fees and other related expenses
- iv. Collaborate with the Communications Director regarding inquiries from club membership and the public

Witnesses

President/Co-Presidents,
Sechelt Garden Club

Date

Approved by the membership on January 29, 2018
Reviewed by Executive January 2019, no amendments planned for 2019