

# BIRCHWOOD GARDEN CLUB BYLAWS

## ARTICLE I

### NAME

This organization shall be known as *Birchwood Garden Club*, a nonprofit, educational organization. It shall be referred to in these bylaws as "the club."

The official flower is the daffodil.

The motto is "Planting seeds of friendship throughout our community".

## ARTICLE II

### PURPOSES

The purposes of the club are:

1. To promote and assist home gardeners in gaining knowledge, skills, and enjoyment from gardening.
2. To present educational programs related to gardening.
3. To provide assistance in the cultivation and pleasure of growing plants in the home landscape.
4. To encourage youth in the study of horticultural science and related fields.
5. To promote civic beautification through community gardening and landscaping projects.

## ARTICLE III

### MEMBERSHIP

Any person who subscribes to the above purposes and policies of the club may become a member, subject to accepting the provisions of these bylaws. Membership shall be available without regard to age, race, color, creed, sex, disability, or national origin.

1. *Active members* shall be those who show interest in the objectives of the club and pay annual dues. They are entitled to participate in all club activities, vote on all business matters, hold offices, and receive all publications.
2. *Life members* are elected by the membership. Upon election, they shall receive a certificate of life membership, subscription to *The Gazette*, and all privileges of active members. Annual dues are forgiven.
3. *Honorary members* are persons who have contributed to horticulture in the community. Upon election, they

shall receive a certificate of honorary membership, subscription to *The Gazette*, and all privileges of active members. First year dues are forgiven.

#### ARTICLE IV

##### MEETINGS

1. General meetings shall be held at 7:00 p.m., the first Wednesday of each month, September through June, unless otherwise agreed upon by a majority vote of members present, or cancelled by the president because of adverse conditions.
2. General meetings shall be held in the Rotunda Room of the Whatcom Museum of History and Art.
3. The September meeting shall be designated as the annual business meeting, unless otherwise set by a majority vote of members present.
4. Special meetings and events may be called at any time, provided prior notice is given to the entire membership.
5. During the summer, an organizational meeting of the officers and various representatives of standing committees shall be held to plan for the year ahead.
6. Member-initiated agenda items shall be given to the president prior to meetings.
7. Meetings shall be conducted under Revised Roberts Rules of Order.

#### ARTICLE V

##### ELECTION OF OFFICERS

1. The officers of the club shall be president, president-elect, secretary, and treasurer.
2. Officers of the club shall be members in good standing at the time of nomination and election, or at the time of an interim appointment to fill a vacancy.
3. A nominating committee composed of three members in good standing shall be appointed by the president at the April meeting to nominate candidates for president-elect, secretary, and treasurer for the subsequent term. This slate shall be published in the newsletter prior to the May meeting. Members shall consent to having their name placed in nomination prior to publication.
4. Elections shall be held at the May meeting.
5. Nominees receiving a majority of votes at the May meeting shall be sufficient to elect officers.
6. In the event of a vacancy in the office of president, the president-elect shall assume office. Other vacancies shall be filled by presidential appointment until the next election.

7. Terms of office shall be one year. The secretary and treasurer shall be limited to two consecutive terms in the same office.

## ARTICLE VI

### DUTIES OF OFFICERS

1. The president shall appoint standing and special committee chairpersons; prepare meeting agendas; in consultation with the officers and committee chairs, prepare an annual budget; coordinate the work of the other officers and committees; preside over all meetings; and perform such other duties as described in these bylaws.

2. The president-elect shall act as aide to the president, carry out such tasks the president may request, assume the office in the president's absence, and assume the presidency at the end of the president's term.

3. The secretary shall record the minutes of all meetings and deal with correspondence and communications as requested by the president.

4. The treasurer shall have custody of club funds, collect dues, make disbursements, keep a full and accurate account of receipts and expenditures, and make monthly reports to the membership.

## ARTICLE VII

### FINANCES

1. Membership dues are payable by October 1 of each membership year. The annual dues amount shall be reviewed at the annual business meeting. First-time members joining the club after March 31 shall be considered paid-up for the following year. Recommendations for dues increases shall be made at the time of the budget presentation and voted on by the members present at the annual business meeting. A majority vote of the members present shall carry any motion to raise the dues, effective with the new membership year.

2. The president shall, in consultation with the officers and committee chairs, prepare an annual budget for the subsequent membership year. This budget shall be presented at the annual business meeting, including a review of the dues, and adopted by a majority vote of the members present.

3. Any funds held in the club treasury in excess of 120% of the newly adopted budget after all outstanding bills have been satisfied, shall be directed to public services, community endeavors, and programs, such as arboretums, publishers, museums, or libraries. Dispersal shall be at the recommendation and vote of the members present.

4. The president and treasurer shall be designated as official signatories at a chosen bank. One signature shall be required for a check to be drawn against the club's account.

5. No assets of the club shall be distributed to its officers or other members, except as reimbursement for expenditures made on behalf of the club or remuneration for specific services performed. All receipts for expenditures shall be relinquished to the treasurer at the time of reimbursement.

6. The treasurer shall file any annual financial forms required by law.

## ARTICLE VIII

### STANDING AND *AD HOC* COMMITTEES

1. Standing committees are:

(a) Audit

- (1) Financial records shall be audited annually and the findings presented at the annual business meeting.

(b) Library Garden

- (1) The library garden committee shall periodically assess the library garden needs, make planting and maintenance decisions, and enlist membership participation.
- (2) The library garden committee shall organize, coordinate, and schedule work parties; make and distribute watering and maintenance schedules, routinely reminding members when it is their turn; turn sprinkler system on in late spring and off in late fall; keep a log of activities and special instructions (*e.g.*, sprinkler system, use of hoses) for the next year's committee.

(c) Membership

- (1) The membership committee shall maintain up-to-date member mailing labels; distribute member rosters in November and May; publish a membership brochure; and design and print nametags.

(d) Programs

- (1) The program committee shall plan, arrange, and publicize programs and speakers.

(e) *Life & Honorary Member Awards*

- (1) The committee shall annually consider recommendations for these awards.
- (2) Nominees shall be presented for election at the annual business meeting, and certificates awarded on the first occasion following.

(f) Newsletter (*The Gazette*)

- (1) On or before the 25<sup>th</sup> of each month (August through May), the editor shall gather information and write a newsletter that includes minutes of the previous meeting(s), announcements of upcoming meetings and events, letters, comments, and articles of interest to the membership.
- (2) The editor shall set deadlines for submissions to *The Gazette* that allow for timely publication and circulation.
- (3) A circulation committee shall mail each edition of *The Gazette* to the membership and other

agencies and persons deemed to be in the club's best interest, prior to monthly meetings.

- (4) The masthead of *The Gazette* shall include "Birchwood Garden Club," "*The Gazette*," the volume and number series, and the date the club was chartered.

(g) Publicity

- (1) Publicity chair shall publicize all meetings, September through May of each year. Included in publicity shall be meeting topic, time, place, and club web address and any other pertinent information. Local newspapers, magazines, radio stations and local websites shall all be utilized, with no fee attached, if possible.
- (2) Publicity for the annual plant sale will be made public in the above stated ways and may include an ad in the local newspaper that is paid for by the BGC.

(h) Historian

- (1) The historian shall keep a record of events of club happenings through photographs, newspaper clippings, newsletters, etc.
- (2) The historian shall periodically write "looking back" articles for *The Gazette*.

(i) Sunshine

- (1) The sunshine chair shall send cards or flowers when appropriate to members who are ill, had surgery, given birth, lost loved ones, or other significant events in the members' lives.
- (2)

(j) Hospitality

- (1) The Hospitality chair shall enlist and routinely remind club members to bring refreshments to the monthly meetings.
- (2) The hospitality chair shall replenish the refreshment supply box as needed.

(k) Raffle/Silent Auction

- (1) The Raffle/Silent Auction chair shall ensure that member-contributed plant material and gardening related items contributed at monthly meetings are arranged and labeled clearly for auction
- (2) Chair shall collect revenue from the auctions and ensure that any contributions not picked up by the end of the meeting are disposed of appropriately.

(l) Web Content Manager

- (1) The coordinator shall gather content from all other chairpersons and club members and forward this to the webmaster.

2. *Ad hoc* committees shall be created as need arises.

3. Committee chairpersons shall be appointed by the president. Each shall recruit their committee members from the club membership. Each chairperson is responsible to the president and shall make such reports to the club as the president directs.

## ARTICLE IX

### SPECIAL PROVISIONS

1. All monies, assets, gifts, donations of books, papers, pictures, plant and tree materials, patents, copyrights, and registered material or works, objects of art, historical memorabilia and any other matter given, pledged or contributed to the club, shall become the property of the club. Records of such transactions in gifts and donations shall be recorded and the necessary recognition given. These records shall be kept perpetually.
2. Upon dissolution of the club for any reason, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, as voted by the members.

## ARTICLE X

### IMPLEMENTATION, ADOPTION, AND AMENDMENTS

- 1.
2. These bylaws shall be reviewed annually by the officers and committee chairs at their summer meeting. Recommended revisions shall be made to the club at the September meeting. Approved revisions shall be publicized in the next newsletter and enacted by a majority vote at the October meeting.
3. Upon adoption, these bylaws shall be made available on the website . Hard copies can be provided by special request following the adoption of revisions.