

BRIAR CHAPEL GARDEN CLUB BYLAWS

ARTICLE 1 ~ GENERAL

1.1 The name of the club is the Briar Chapel Garden Club.

1.2 The purpose of the club is described in the following club Mission Statement:

The Briar Chapel Garden Club grows vegetables, herbs and flowers in a sustainable and cooperative environment for the benefit of its members. The Briar Chapel Garden Club promotes knowledge and the love of gardening; provides a forum to connect with friends and neighbors; provides a sense of community and connection to the environment; serves as an educational resource for its members and the Briar Chapel Community at large; improves the health of participants by providing a venue for exercise and increased vegetable consumption; provides a habitat for butterflies and hummingbirds; and provides a quiet place to enjoy nature. All members share in its bounty.

1.3 The organization shall be operated as a non-profit association.

ARTICLE 2 ~ MEMBERSHIP AND DUES

2.1 Membership shall be open to all residents of the Briar Chapel Community.

2.2 Dues/Renewal dues shall be paid annually for the calendar year January 1 through December 31 and are determined by the general membership. Any change in dues shall be approved by the general membership. Club membership is required to be renewed annually. The enrollment period is September and October for the following calendar year although one-off applications may be accepted outside of this general enrollment period. Only those members who have paid their dues by November 7 may vote for officers for the new year at the November annual meeting. Members who resign during the membership year are not entitled to a refund of their dues and members who join after the general enrollment period will not have their dues prorated.

ARTICLE 3 ~ OFFICERS

3.1 Executive Board: The Executive Board is the governing body of the club. It shall consist of (at a minimum) a President, Vice-President (or Co-Presidents in lieu of a Vice-President); Secretary; and Treasurer. A member shall not hold more than one position on the Executive Board. Only one member of a household shall serve on the Executive Board during a given year.

3.2 Term of Office: Officers are elected and shall serve a one-year term.

3.3 Officer Responsibilities: The President/Co-Presidents shall preside at all meetings and shall consult with other officers of the organization and/or the membership on all matters of concern to the organization. The Vice-President shall preside at meetings in the absence of the President and shall assist whenever necessary. The Secretary shall record minutes of all Executive Board meetings and meetings of the club's general membership. The Treasurer shall keep all records of club financial transactions and assets (income and expenditures), collect dues, keep an up-to-date membership list, and maintain the club's checking account. The officers shall each have such powers and duties as generally pertain to their respective offices.

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3.4 Nomination and Election Procedures: Executive Board nominations may be made from the membership during the October club meeting. A nominee must be present to confirm his/her willingness to serve. Officers shall be elected by a majority vote of the general membership present at the November Annual Meeting. Voting may be by a show of hands, if uncontested, or by secret ballot if more than one member is running for the same office.

3.5 Executive Board Meeting Quorum Procedures: The Executive Board shall hold a meeting at the request of any member of the Board. A quorum shall consist of 51% of the Executive Board members. Voting shall be by majority agreement.

3.6 Officer Vacancies: Interim appointments to fill vacancies of unexpired terms of office shall be made by the Executive Board.

3.7 Officer Recall Process: Officers may be recalled for unlawful acts, repeated disruptive behaviors, or behaviors not consistent with the policies or guiding principals of the club. Written notice of a proposed recall shall be given to members at least two weeks prior to any meeting called for such a purpose. An officer shall be removed from office by a majority vote of the membership present at such meeting. The vote shall be by secret ballot.

3.8 Club Records: All Executive Board members, upon retiring from office, shall deliver all records, historical information, and other property belonging to the club to their successor.

ARTICLE 4 ~ MEMBERSHIP MEETINGS

4.1 Types and Frequencies of Meetings: General membership meetings shall be held monthly. Special meetings may be called by the Executive Board. All meetings require either written or electronic notice to all members at least one week prior to the meeting and include a draft meeting agenda, if applicable. The Annual Meeting for officer elections shall be held in November.

4.2 Parliamentary Procedure: Procedures not covered by these Bylaws shall be governed by Robert's Rules of Order.

4.3 Quorum: Quorum at a monthly, Annual or special meeting shall consist of 12% of the club's members at that time.

4.4 Voting Procedure: A majority vote, by a show of hands, shall be considered the will of club membership. Vote by ballot may be applied when deemed appropriate by the Executive Board.

ARTICLE 5 ~ FINANCIAL

5.1 Fiscal Year: The club's fiscal year is January 1 through December 31. Financial records shall be maintained for a period of seven years. These records shall remain with the current Treasurer.

5.2 Expenditures: All expenditures shall be paid from the club's checking account. There shall be no expenditures of club monies unless supported by an itemized invoice.

5.3 Expenditure Approval: Consistent with the *Briar Chapel Garden Club Financial Policy*, expenditures of less than \$200 shall be approved by a member of the Executive Board. Expenditures \$200 or greater shall be approved by the general membership during a monthly

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meeting. (Note: To be determined pending membership approval of Financial Policy.)

ARTICLE 6 ~ COMMITTEES

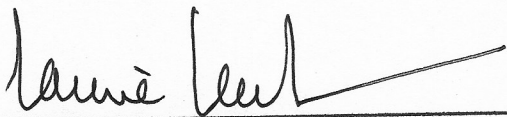
- 6.1 Committees and work teams shall be created to promote club objectives, as the membership deems necessary.
- 6.2 Committee team leads may be appointed by the Executive Board or elected by team peers for a term of one year.

ARTICLE 7 ~ BYLAW REVISIONS

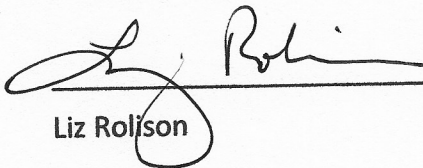
- 7.1 To revise the bylaws of this club requires a majority vote of the membership present at a general meeting, a quorum being present, and required notice being given. A complete revised copy of the bylaws will be presented to the club members, and, upon a majority vote by the membership, will be approved.

ARTICLE 8 ~ DISSOLUTION

- 8.1 Prior to club dissolution, and after all debts are satisfied, all property and assets under club control shall be documented and physically relinquished to the Briar Chapel Community Association.



Laurie Leichman



Liz Rolison