

BY-LAWS OF THE BELTSVILLE GARDEN CLUB

SECTION I MEMBERSHIP

ARTICLE 1. ELIGIBILITY: Any person may become a member of this club upon payment of dues to the Treasurer. Additional family members may join the BGC at no additional cost.

ARTICLE 2. Dues: The dues shall be established by the Executive Committee. The dues shall be adequate to defray costs of printing, postage, and paper for club notices. Dues to establish new membership will be accepted at any time to be applied to the current year. Members' dues are to be paid by the second meeting of the fiscal year. Privileges of membership shall lapse if dues are not paid by the second meeting of the fiscal year.

ARTICLE 3. Right to Sell: Anyone selling plant material and supplies at any BGC function shall be a paid-up member for at least ninety days preceding the date of the function.

ARTICLE 4. Honorary Life Membership: Honorary Life Membership shall be awarded to selected members of the club giving them the right to vote, hold office, attend any and all functions, and receive all notices without charge.

A. Eligibility: Members of the club shall be considered eligible for life membership if they have been: (1) a member of the club for ten or more years; (2) active in club affairs ("active" being defined as holding elected or appointed office, plant seller, volunteer worker or any combination thereof).

B. Selection: Elected officers of the club shall select Honorary Life Members in the BGC. Honorary membership shall constitute no more than 5% of the membership.

C. Installation: Honorees shall be installed at the Annual meeting.

SECTION II DUTIES OF THE OFFICERS

ARTICLE 1. The President shall implement the Constitution and By-Laws of the BGC by:

- (a) presiding at all BGC and Executive Committee meetings;
- (b) appointing chairperson to authorized committees;
- (c) serving as ex officio member of all committees.

ARTICLE 2. The Vice-President shall:

- (a) perform the president's duties in his/her absence;
- (b) serve as chairperson of the Program Committee.

ARTICLE 3. The Recording Secretary shall:

- (a) keep the minutes of the club and Executive Committee meetings;
- (b) preside in the absence of the President and Vice-President.

ARTICLE 4. The Corresponding Secretary shall:

- (a) conduct correspondence of the club;
- (b) inform executive committee members of executive committee meetings.

ARTICLE 5. The Treasurer shall:

- (a) serve as custodian of funds;
- (b) submit a summary of receipts and disbursements;
- (c) maintain an inventory of club property.

ARTICLE 6. The Executive Committee shall:

- (a) consist of elected officers, Past President and committee chairperson;
- (b) manage affairs for the club;
- (c) fill vacancies of elected officers by majority vote;
- (d) periodically review and propose by-law changes when necessary;
- (e) be empowered to change the time and place of all meetings;
- (f) establish temporary committees as necessary;
- (g) approve expenditures in excess of \$500;
- (h) annually audit funds and inventory club property.

SECTION III MEETINGS

ARTICLE 1. January, February, March, April, May, September, October regular meetings of the club shall be conducted on the fourth Wednesday of each month at 7:30 PM at a designated location. June and August meetings shall convene at other locations. The regular monthly meeting shall constitute a quorum with 20% of membership.

ARTICLE 2. The Annual Holiday Meeting will be held on the first Wednesday in December. Time and place will be published in the newsletter.

ARTICLE 3. Executive meetings shall be held in the first week of each month for which a regular meeting is planned. Additional meetings may be called by the President or any three members of the Executive Committees. A quorum of the Executive Committee shall be five members.

SECTION IV COMMITTEES

ARTICLE 1. The standing committees shall be:

A. Publicity Committee

1. Duties: announce and publicize meetings and activities of the club with related horticultural organizations.

B. Program Committee

1. Chaired by the Vice-President
2. Duties: arrange club programs and visits.

C. Sales Committee

1. Duties: (a) organize and advertise club plant sales;
(b) collect a commission as set by Executive Committee two months prior to the sale, from sellers, for the BGC;
(c) facilitate group purchases when feasible.

D. Civic Committee

1. Duties: promote horticultural projects of civic importance.

E. Landscape Committee

1. Duties: furnish planting advice and suggestions to club members.

F. Door Prize Committee

1. Duties: (a) solicit and arrange materials for prizes;
(b) provide materials for door prize registration;
(c) award prizes.

G. Hospitality Committee

1. Duties: (a) solicit donations from members;
(b) provide necessary arrangements for serving refreshments.

H. Membership Committee

1. Duties: (a) maintain a current list of members and prepare and distribute a roster of membership biannually;
(b) prepare and mail announcements of membership renewals, collect membership dues, and transfer funds from dues to the Treasurer in a timely manner;

- (c) issue membership cards;
- (d) greet attendees and display name tags at meetings;
- (e) prepare and distribute membership packets to new members;
- (f) care for and update name tags;
- (g) prepare and provide mailing labels for the newsletter.

I. Newsletter Committee

1. Duties: (a) Produce, print, and mail the club newsletter to the club members.

ARTICLE 2. Special committees shall include:

A. Nominating Committee

1. Consists of past-President and two members appointed by the President.
2. Member names will be announced at the February meeting.
3. Duties: provide a slate of candidates at the April meeting.

B. Audit Committee

1. Appointed by the President.
2. Duties: (a) audit the Treasurer's books/records;
(b) inventory club property;
(c) report results of audit to membership.

C. Temporary Committee(s)

1. Established by Executive Committee as necessary.

SECTION V ELECTIONS

ARTICLE 1. Candidates

- A. Slate provided by the nominating committee.
- B. Nominations may be made from the floor.
- C. Members must agree to be a candidate.

ARTICLE 2. Voting

- A. Voting shall be at the May Meeting.
- B. Election shall be by majority vote of members present.

ARTICLE 3. Installation: Successful candidates shall take office at the September Meeting.

SECTION VI FISCAL YEAR

The fiscal year of the club shall be September 1 to August 31.

SECTION VII AMENDING THE BY-LAWS

The By-Laws may be amended at any regular or general meeting. Proposed By-Law amendments may be suggested by BGC members or the Executive Committee. Proposed By-Law amendments shall be presented to the membership by:

- (a) written notice two regular meetings prior to taking a vote;
- (b) explanation and discussion at a meeting prior to taking a vote.

A two-thirds vote of members present shall be necessary for adoption.

Accepted at the 2007 October Meeting.

Printed name of President

Signature of President

Date