

CLAYTON VALLEY GARDEN CLUB BYLAWS

Approved – November 12, 2014

ARTICLE I - NAME

Section 1. The name of this club shall be the Clayton Valley Garden Club.

ARTICLE II - OBJECTIVE

Section 1. The objective of this club shall be to encourage interest in all phases of home gardening, to promote conservation of natural resources, and to aid in civic beautification, education of the community and our members.

ARTICLE III - GOVERNANCE

Section 1. Said organization is organized exclusively for charitable, philanthropic, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing

or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IV – MEMBERSHIP

Section 1. Any person with an interest in gardening and promoting the objectives of the Club shall be eligible for membership.

Section 2. All members should support and actively participate in the yearly fundraising activity(ies).

Section 3. Dues will be \$25. Dual membership shall be \$37.50 and each member can then vote. Dues are delinquent on February 1st. Members joining after August shall pay 50% of yearly dues. All dues are to be paid to the Membership Chairperson.

Section 4. Guests are always welcome at our general meetings. A membership application shall be presented to any guest that attends.

ARTICLE V – OFFICERS

Section 1. The Officers of this club shall be President, Vice President, Secretary, Treasurer, Membership Chair, Program Chair, and Parliamentarian.

Section 2. The term of office for all elected offices is one year. No one can serve more than two consecutive terms in the same office. Appointed positions serve at the pleasure of the President.

Section 3. The President, Vice-President, Secretary, Treasurer, Program Chair, Membership Chair, and Parliamentarian shall comprise the Executive Board. The President shall determine the necessity of Executive Board Meetings and shall present an agenda prior to the meeting.

ARTICLE VI - DUTIES OF OFFICERS

Section 1. Duties of the President

The duties of the President shall be to preside at all meetings of the club and the Executive Board. The President shall conduct the meeting using Roberts Rules of Order. The President will present a written agenda to members of the club and will also do the same for the Executive Board meetings. The President shall also act as an ex-officio member of all committees as needed except for the Nominating Committee. The President will sign all expense vouchers and pass them on to the Treasurer for payment. The President shall keep up the President's Notebook and pass it on to the next President.

Section 2. Duties of the Vice President

The duties of the Vice President shall be to assist the President when needed and to assume the duties of the President in the absence of the President at meetings. If the President is unavailable for more than two weeks, the Vice President may sign and submit expense vouchers to the Treasurer.

Section 3. Duties of the Membership Chair.

The Membership Chair shall produce and keep up-to-date rosters, nametags, and roll sheets at every meeting. He/She will send welcome notes to new members; encourage visitors and guests to join; develop and implement a plan to

be presented to the Executive Board to solicit new members, retain current members, compile the Membership Directory and maintain overall membership. The Membership Chair will notify the Newsletter Editor of any new members joining within the month.

Section 4. Duties of the Program Chair.

The Program Chair shall schedule all club meeting speakers and introduce them at the scheduled meeting. The Program Chair shall notify the Newsletter Editor, Webmaster, and Publicity Chair of the upcoming program in time for it to be included in the newsletter, website, and other media outlets. The Program Chair will also be responsible for obtaining any audio-visual equipment needed. In the absence of a Publicity Chair, the Program Chair shall assume that position also.

Section 5. Duties of the Secretary

The Secretary shall act as President in the absence of the President and Vice-President. The secretary shall keep the minutes of all club meetings and Executive Board Meetings. The secretary shall keep a book of all the minutes from both the General and the Executive meetings. Within one week, the secretary will submit the general meeting minutes to the President. The Secretary will answer all necessary correspondence.

Section 6. Duties of the Treasurer

The Treasurer shall be custodian of all funds for the club and keep an itemize account of all expenditures and receipts. The Treasurer will also Chair the annual Budget Committee.

The Treasurer will provide an oral report of the club's financial status at each general meeting. The Treasurer will provide written copies of the financial report to the club President and the Secretary at each general meeting.

The Treasurer shall head a Budget Committee of three including two people appointed by the President. This committee shall compile a yearly budget and

present it to the general membership for review one week prior to a general meeting in preparation for membership vote for approval before the next fiscal year.

Section 7. Duties of the Parliamentarian

The President-appointed Officer shall be the Parliamentarian. The Parliamentarian shall advise on Parliamentary Law and procedures as necessary and insures that the club operates within its Bylaws and Standing Rules. The Parliamentarian shall oversee any revisions to the Bylaws and Stand Rules.

ARTICLE VII – APPOINTED POSITIONS

Section 1. Chairpersons and any other deemed necessary may be appointed by the President, such as the following Appointed Positions: 4th of July, Advertising, Downtown Planters, Historian, Hospitality, Library Bed, Newsletter Editor, Plant Sale, Publicity, Representative to the Diablo Foothills District, and Webmaster.

Section 2. All elected Officers and Appointed Positions can solicit help and/or form a committee to assist with the duties assigned to that Officer or Position. The creation of any committee should be reported to the Board by the next board meeting.

ARTICLE VIII - STANDING COMMITTEES

Section 1. There are two Standing Committees: the Nominating Committee and the Budget Committee.

Section 2. Nominating Committee

A Nominating Committee shall be approved by the membership at the general meeting in September to present a slate of nominees at the October meeting.

The slate will be published in the club newsletter prior to the election at the November meeting. The election shall be overseen by the Nominating Committee Chairperson.

Section 2. Budget Committee

The Treasurer shall head a Budget Committee of three including two people appointed by the President. This committee shall compile a yearly budget and present it to the general membership for review one week prior to a general meeting in preparation for membership vote for approval before the next fiscal year.

ARTICLE IX - MEETINGS

Section 1. Meetings shall be held on the second Wednesday evening of the month or at the discretion of the President.

Section 2. Any proposed projects should be discussed with the Executive Board prior to a membership. Projects approved by the Executive Board shall be included on the agenda for discussion before the membership.

ARTICLE X – FINANCE

Section 1. The Fiscal Year shall be from July 1 through June 30.

Section 2. Budgeted items do not need prior approval. The President can approve up to \$49.99 for an unbudgeted item. Unbudgeted items between \$50.00 to \$299.99 must be approved by the majority of the Executive Board. Any unbudgeted expense \$300 or more must be presented before and voted on by the membership.

Section 3. Checks need only one signature. The President or Treasurer may sign. If the President and Treasurer are away for more than two weeks, the Vice President may sign checks.

Section 4. The Board shall approve an auditor for the Treasurer's books to be audited at the end of the fiscal year.

ARTICLE XI - AMENDMENTS OR REVISIONS

Section 1. Amendments or revisions to the Bylaws shall be presented to the Executive Board and discussed at any regular membership meeting. They may be passed by a majority of those present at a subsequent meeting. Amendments or revisions shall be distributed to all members.

ARTICLE XII – DISSOLUTION

Section 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code. Assets shall be distributed within 30 days of dissolution to any organization that supports the mission of the club as determined by the outgoing Executive Board.