

Lynn Valley Garden Club Constitution & By-Laws

NAME

The name of the organization is THE LYNN VALLEY GARDEN CLUB

MISSION STATEMENT

To impart knowledge and stimulate a love of gardening among members and within our community.

BY-LAWS

PART 1 – INTERPRETATION

1. The word *Club* will be used in these by-laws interchangeably with the word *Organization*.
2. Words imparting the singular include the plural and vice-versa, and words imparting a male person include female and LGBT persons.
3. A resolution is one that requires a specific notice to members and said notice must be given not less than SEVEN days before the meeting at which it is to be voted upon.

PART 2 – MEMBERSHIP

1. The club shall not exceed a membership of 125. An annual waiting list shall be maintained.
2. A person becomes a member of the society upon payment of the annual dues of the society.
3. Every member shall uphold the constitution and comply with these by-laws.
4. a) The annual membership dues shall be determined by the executive at its meeting prior to the November general meeting. Any change shall be presented to the membership at the above meeting, and upon approval, become effective January 1st of the following year.
b) Dues are to be renewed at the January meeting for the current year.
5. a) Only members in good standing (i.e. his dues are paid and does not have any debt owing by him to the Club) shall be entitled to vote or to take part in constitutional discussions at a meeting.
b) Members in good standing for the previous six months shall be eligible for office.

PART 3 – MEETING OF MEMBERS

1. General meetings of the Club shall be held at the place, date, and time that the executive decides.
2. The Annual General Meeting shall be held in NOVEMBER.
3. The president shall call a special general meeting when requested by the executive or any ten (10) members of the Club.
4. No business shall be transacted at a special general meeting except that for which the meeting was called and shall require a quorum of fifteen (15) members.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

1. A quorum of fifteen (15) members present shall be required to carry on the business part of the meeting.
2. a) In the absence of the president, the vice-president shall preside. In the absence of both, any one of the executive may act as chairman.
b) The order of business shall be as follows:
 - Reading, correcting and adopting the minutes.
 - Business arising out of the minutes.
 - Reading and considering the correspondence.
 - Reading and considering reports from the executive and committees.
 - New business.
 - Special resolutions and amendments to the constitution and by-laws.
3. a) Only a member in good standing is entitled to vote on any motion.
 - Voting shall be by show of hands.
 - Voting by proxy shall not be permitted.
 - Motions shall be decided by a majority of votes.
4. a) The chairman may propose a motion. However, to do so he must surrender the chair to the vice chairman or someone else until his motion has been disposed of.
b) In the case of an equality of vote, the deciding vote is cast by the chairman if he has not previously voted. However, he does not have to vote if he does not wish to.
c) If the chairman has previously voted and there is an equality of votes, the proposed motion shall not pass.

PART 5 – EXECUTIVE

1. The executive shall be a president, vice-president, secretary, treasurer, membership chairperson and four members at large.
2. The executive for the following year shall be elected at the general meeting in November. They shall assume their duties in January.
3. Terms of office are one calendar year, not to exceed two consecutive years in any one office and a maximum of four years of service on the executive. No retiring executive can assume any executive office for two years subsequent to completion of their maximum term.

PART 6 – PROCEDURE FOR ELECTION OF OFFICERS

1. a) The nominating committee shall be made up of two members of the general membership and one former executive officer. The nominating committee should be appointed in June; with their duties to commence immediately.
b) A report from the nominating committee is presented to the general membership at the November meeting for the election of executive officers for the following year. Additional nominations may be made in writing or from the floor. In both instances, the nominator must have the prior consent of the nominee.

PART 7 – PROCEEDINGS OF THE EXECUTIVE

1. A quorum of the executive shall consist of three members.

2. The executive may meet when and where they see fit but not less than eight times during the year.
3. In the absence of the president, the vice-president shall preside, or, in the absence of both, any one of the executive shall preside.
4. The executive shall be responsible for the planning of the general meetings and of any outside activities. The executive shall also have the management of the society's affairs.
5. The executive shall be empowered to form committees as they see fit; the committees, in turn, are answerable to the executive.
6. In the event that there is a vacancy on the executive during the term of office, the executive is empowered to appoint a member to take the place of the former member of the executive. He shall hold office for the balance of the year.
7. The executive is empowered to remove from office an official acting against the interests of the society.
8. All members of the executive are answerable to the executive as a whole and must conform to all decisions agreed upon.

PART 8 – DUTIES OF THE EXECUTIVE

1. The **president** shall preside at general and executive meetings and shall preserve order. He shall be a member ex officio of all committees. On retirement he shall attend the first three executive meetings as past president ex officio.
2. The **vice president** shall perform the duties of the president in his absence.
3. The **secretary** shall:
 - Keep minutes of all executive and general meetings
 - Conduct the correspondence
 - Have custody of all cords and documents of the society except those required to be kept by the treasurer.
4. In the absence of the secretary the president shall call for a volunteer replacement.
5. The **treasurer** shall:
 - Collect all monies due the society and deposit same in a chartered bank or credit union in Canada.
 - Keep accurate records of all transactions together with supporting invoices and receipts.
 - Furnish a statement thereof the membership at each general meeting and to the executive upon request.
6. a) Signing officers shall be the president, vice-president and treasurer. Two of the three are required to sign all cheques.
 b) Withdrawal of funds shall require two signatures.
 c) Any disbursements over three hundred (\$300) must have the authority of the membership. Authority shall be based on a motion by a two-thirds majority vote.
7. The **membership** chairperson shall:
 - Collect fees from registrants and give to treasurer.
 - Keep accurate records of membership registrations and monies collected for same.
 - Furnish membership lists and reports as directed by the executive.
8. **Members at Large** shall assist other executive by carrying out projects and duties as assigned.

PART 9 – ANNUAL SOCIETY AUDIT

1. The executive shall appoint an auditor on or before November 30th.
2. No member of the executive shall be the auditor.
3. The auditor shall check the accounts of the society together with the statement of income and expenses for the year as prepared by the treasurer.
4. Said audited report will be ready for presentation by the treasurer at the January general meeting.

PART 10 – FISCAL YEAR

1. The fiscal year of the Club shall be from January 1st to December 31st.

PART 11 – ADDRESS OF THE CLUB

1. The address of the Club shall be that of the current post office box.

PART 12 – CONSTITUTION AND BY-LAWS

1. On being admitted to membership, each member is entitled to a copy of the constitution and by-laws of the society, which the society shall give to him without charge.

PART 13 – EQUIPEMENT DISPOSITION

1. On dissolution of the Lynn Valley Garden Club, the equipment owned by the Club should be sold and all monies received by such a sale, and any monies remaining in the bank account after payment of bills, should be donated to the Scholarship Fund of the BC Council of Garden Clubs.

PART 14 – AMENDMENTS

1. An amendment to this constitution and by-laws shall first be submitted to the society at a general meeting in writing and then laid upon the table to be voted upon at the next general meeting. If two-thirds of the members then present vote in favour of the amendments, it shall be adopted.

Updated: March 2016 (Judith Brook, Vice President)