

BY-LAWS

DEL MAR GARDEN CLUB

ARTICLE I NAME

The name of the organization shall be the Del Mar Garden Club.

ARTICLE II PURPOSE

The purpose of this Club is to stimulate the knowledge and love of gardening and to contribute to the beautification of the community.

ARTICLE III MEETINGS

Regular meetings, for which attendance is taken, shall take place on the fourth Monday of each month whenever possible, with the exception of the June meeting/luncheon, the date of which shall be announced each year. The Program Committee shall make every effort to apprise members of the meeting dates at the beginning of the meeting year (September). No regular meetings shall take place in July, August, and December. Special events shall be scheduled when deemed appropriate.

ARTICLE IV BOARD OF DIRECTORS

The officers of the Club shall consist of the President, Past President, Program Chair, Treasurer, Recording Secretary, Corresponding Secretary, Attendance & Membership Secretary, Nominating Chair, Hospitality co-Chairs, Ways & Means Chair(s), Historian, Administrative Liason, and Community Liasons.

A. Duties of Elected Officers

1. The **President** shall conduct the meetings, appoint committees, and be an ex-officio member of all committees *except* the Nominating Committee for the election of officers.
2. The **Past President** shall conduct meetings in the absence of the President.
3. The **Program Chair(s)** shall act as arrangements/program coordinator.

4. The **Treasurer** shall be responsible for the collection of dues and shall keep account of all receipts and disbursements (writing checks) related to the general operating funds, and shall prepare an annual budget and financial report, and report on it monthly to the Board and general membership. In addition, the Treasurer shall assist, as deemed appropriate, with accounting for receipts and disbursements related to community events sponsored by the Club, including overseeing the preparation and filing of sales tax returns.
5. The **Recording Secretary** shall keep the minutes of all meetings and any revisions to the By-Laws.
6. The **Corresponding Secretary** shall send out written notice to each member at least ten (10) days in advance of each meeting. In addition, the secretary shall prepare, keep and distribute a birthday calendar, and a current roster of all the members, with their names, addresses, phone numbers, and current email. And, as appropriate, shall send advance notice and thank you notes to meeting hostesses/hosts. The Corresponding Secretary shall send additional correspondence, and shall also send a card or flowers as appropriate when one of the club members is ill or in need, and shall also send notice of dues policy.

B. Duties of Officers Appointed by the President

1. **Attendance and Membership Secretary** shall accept proposals for new members to the Club, keep a waiting list, and shall contact new members upon Board approval. The Secretary shall also keep a roll of the members' attendance at meetings, provide nametags, and accept responses to meeting notices.
2. The **Nominating Chair** shall recruit two other members for the Nominating Committee and shall chair the Nominating Committee for the purpose of proposing the slate of officers for the new year.
3. The **Hospitality Co-Chairs** shall coordinate the provision of refreshments as needed throughout the year. In addition, they shall coordinate the December holiday party and the June luncheon.
4. The **Ways and Means Chair(s)** shall coordinate fund-raising activities.
5. The **Historian** shall keep appropriate visual and written materials in permanent form.
6. The **Administrative Liason(s)** shall liaise with the CGCI, of which DMGC is a member organization, to see that all membership requirements are met.
7. The **Community Liason(s)** shall liaise with the appropriate city committees, city staff, and city council members on issues of importance to the Club.

ARTICLE V MEMBERSHIP

A. Residency

Members of the Club must reside in Del Mar (92014 zip code).

B. Limitations on Membership Size

The Club shall be limited to a maximum of 45 members plus Perennial Members as approved by the Board.

C. Proposal of New Members

1. The name of a candidate for membership shall be proposed, in writing, to the Attendance & Membership Secretary on the Sponsor/Co-Sponsor form by two members in good standing, and the candidate must complete a Prospective Membership Application Form. Only those who have been members of the Club for at least two years may sponsor a candidate for membership. Each Active Member can sponsor only one person for membership at a time but may co-sponsor the nomination of another proposed new member.
 - a. Members sponsoring a prospective member shall inform the candidate of members' responsibilities before/while completing the Sponsor/Co-Sponsor Form.
 - b. Once a prospective member is confirmed by the Board, the sponsor and co-sponsor shall encourage and oversee the new member's attendance and participation.
2. All candidates proposed shall be considered based on their Sponsor/Co-sponsors recommendations and their Prospective Membership Application Form. New members shall be accepted as space becomes available, and in the order in which their completed application is received by the Attendance and Membership Secretary, and with Board approval. The openings will then be filled only after the June dues are paid by standing members, and after it has been determined how many openings are available. Upon approval, new members shall then be contacted, their dues paid and they will be presented by their sponsor(s) at the September meeting.

D. Responsibilities of Members

1. Financial

- a. Members shall pay annual dues, the amount to be determined annually by the Board. Dues are payable June 30. Suggested dues are \$50. Fiscal year begins on July 1 and ends June 30 for tax purposes and 501(c)(3) inclusions.
- b. A nominal guest fee may be set annually by the Board, if it chooses to do so, and shall be paid to the Treasurer by all members bringing a guest to a meeting. Suggested fee is \$10 per meeting.
- c. The Board shall assess other fees for special functions as necessary.

2. Attendance

- a. Members must attend at minimum six (6) of the nine (9) regular meetings per year.
 - 1) Illnesses may be excused by Attendance and Membership Secretary if reported and will not count against the member.
 - 2) A meeting missed due to vacation/trip/business may be made up by the member by working one of the DMGC gardens/projects, if reported.
 - 3) Members will sign the Attendance Sheet at each meeting attended.
- b. All requests for excused absences shall be reviewed with the President by the Attendance and Membership Secretary.

3. Perennial Membership

- a. Perennial Membership will be granted to those members in good standing for ten (10) years who are unable to attend the required six (6) meetings per year and/or participate actively. A Perennial Member wishing to be reinstated as an Active Member shall have priority over other candidates on a first come, first served basis.
- b. Perennial Members:
 - have no** attendance requirements;
 - may** attend all home meetings;
 - may** attend all away meetings as space is available;
 - may** serve on a committee but may not serve as a chairperson;
 - may not** serve on the Board;
 - may not** sponsor a prospective member
 - may not** vote.

c. Perennial Members' dues requirements remain the same as those of an Active Member.

4. Participation in Events

Members are expected to attend Garden Club meetings at the appointed times and are required to participate actively in the Club, which may include involvement in community events, providing refreshments, or in other involvement in Club activities. Membership of non-participants may be forfeited at the discretion of the Board.

E. Resignations

Any member may resign by notifying the Attendance and Membership Secretary in writing.

F. Quorum

A quorum of the Club shall consist of 50% + one of the Club membership.

ARTICLE VI ELECTIONS

A. All officers shall be elected or appointed annually.

B. Nominating Committee

1. Each year the President shall appoint a Nominating Chair. The Nominating Chair shall then recruit two (2) other members for the Nominating Committee by January, and shall chair the Nominating Committee for the purpose of proposing the slate of officers for the new year.
2. A description of the responsibilities of the elected officers shall be distributed at the February meeting and nominations shall be accepted from the floor at that time or at the March meeting.
3. The Nominating Committee shall meet after the March meeting and present a slate of officers to be voted upon by the members present at the May meeting.
4. The new Board of Directors shall be announced at the last business meeting of the year (June) and shall take office at the first Board meeting of the year (September).

**ARTICLE VII
FISCAL YEAR**

The fiscal year shall begin on July 1 and run through June 30. First dues notices for the following year shall be mailed by the Corresponding Secretary with the May meeting notice. A second and final notice shall be mailed by June 1. If dues are not paid by June 30, membership shall be terminated unless due to extenuating circumstances.

In the event of dissolution of the Club, all existing monies shall be disbursed to an appropriate non-profit organization decided upon by the Board.

**ARTICLE VIII
AMENDMENTS**

Changes or amendments to these By-Laws must be voted upon at a regular meeting of the Club and approved by a quorum vote of the membership, provided that notice of proposed changes has been sent two weeks prior to the meeting.

Revised 1992/1993/May5,1998/August2000/September2001/February2006/June29,2006/
September25,2006/February18,2010/October19,2015.

DECLARATION

We declare that our governing body adopted the By-Laws of the Del Mar Garden Club on November 16, 2015.

Signature of the President

Signature of Officer