
The White Rock and District Garden Club --The Constitution and By-Laws

WRGC --The Constitution

- 1. Name** The organization shall be known as The White Rock and District Garden Club
- 2. Purpose** The purpose of the club shall be “The advancement of horticulture in all its branches, and particularly the beautifying of our homes and surroundings”.
The Motto is “Share what you know, show what you grow.”
- 3. Membership** The membership shall be composed of all persons with the purpose of the Club who have paid their membership fee.
- 4. Fees** The annual membership dues are payable on the first meeting day of the month of January each year. Fees may only be increased by a two-thirds majority vote.
- 5. Officers** There shall be a President, Vice-President, Immediate Past President, Secretary, and Treasurer.
- 6. Executive** The Executive shall include all officers of the Club and **nine (9)** members elected from the membership of the Club to act as the following Directors: Membership Director, Program Director, Publicity Director, Plants Sales Director, Trophies & Properties Director, Newsletter Director, Show Director, **Website Director and Garden Stuff Director**. A person may hold more than one office at a time except that of the President and Vice-President.
- 7. Elections** All officers and members of the Executive shall be elected at the Annual General Meeting and shall continue in office until the next annual general meeting. The President’s term of office shall be **a minimum of one (1) with a maximum of five (5)** consecutive years.
Other members of the Executive **may serve in one or more positions without limitation to the number of years of service.**
- 8. Members** The members shall abide by the Constitution and By-Laws. Any member injuring the interest of the Club may be expelled by a two-thirds majority vote at any regular meeting.
- 9. Signing Authority** Any two of the President, Secretary and Treasurer shall have authority to sign cheques on behalf of the Club.
- 10. Auditor** An auditor shall duly check and audit the books and accounts of the club, together with balance sheets prepared by the club treasurer, who shall submit the auditor’s report to the Annual General Meeting (held in December)
- 11. Executive Duties** The officers and directors form the Executive of the club. The Executive shall have the general management of the Club’s affairs and shall plan and arrange for meetings, shows, lectures and other activities for the welfare of the Club. The Executive shall have the power to fill all vacancies that may occur during the year or to remove from office by a two thirds majority vote any officer or member acting against the interests of the club.

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The executive shall not make or incur large expenditures over the amount of the yearly budget by category unless approved by the general membership. The executive with quorum can approve an extra-ordinary one-time expense up to \$200.00.

An annual budget for club expenditures in the coming year will be prepared by October of each year for submission to the Executive meeting. The proposed budget will then be presented to the November membership meeting for discussion. Final approval of the budget will occur at the December membership meeting and the Executive will be authorized to comply with the expenditure limits for the following year. If an increase in the budget amount is required, the General Membership must approve any such change.

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- 12. Annual Meeting** The Annual General Meeting shall be held the month of December. Reports of the previous year are to be given by the year's officers.
- 13. Executive Meetings** Executive meetings shall be at the call of the President, and members of the Executive shall be notified of the date of the meeting.
- 14. General Meetings** General meetings shall be at the call of the Executive and shall, whenever possible, consist of a business meeting, a lecture or demonstration by an expert in some branch of horticulture, and/or a parlour show according to the year's Schedule as posted on the clubs website.
- 15. Special Meetings** The President shall call a special meeting when requested by the Executive, or by any ten members of the Club. No business shall be transacted at a special meeting except that for which the meeting was called.
- 16. Notice of Meetings** For all meetings of a general nature, and for other activities of the Club, ample notice shall be given by way of the local press.
- 17. Quorum** Six (6) members or 50% of the executive positions currently filled shall constitute a quorum.
- 18. Qualification for Office** Only paid-up members shall be eligible for office or be entitled to vote. A person may hold more than one office at a time other than the offices of President or Vice-President. Holding multiple executive positions entitles the individual to cast multiple votes.
- 19. Membership Card Expiry**
All membership cards shall expire on the 31st day of December each year.
- 20. Life Membership** A Life Membership may be conferred at the discretion of the Executive.
- 21. Club Sales Policy** No member shall sell items for personal gain at any club function.

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- 22. Amendments** An amendment or alteration of this Constitution and By-Laws shall be first submitted to the Club at a regular meeting, in writing, and laid upon the table until the next meeting to be voted upon. The motion to amend or alter the Constitution and By-laws requires a two-thirds majority of casting votes.
- 23. Dissolution** It is especially provided, in the event of dissolution or winding-up of this organization, that the remaining assets, after payment of liabilities, shall be distributed by a vote of a majority of the membership.
- 24. Committees** In addition, several standing committees will be formed. These committees shall report to the Executive. They are: **Welcome person(s) Raffle Committee, Kitchen Committee, Sunshine, Historian, Decorating, Nominating Chair, Parlour Show Recording Secretary, Tidy-up, Equipment/Media Person(s), Website Committee** and other positions the executive may decide upon to better serve the needs of the club.
- 25. Cash Reserves/Investments**
The current account should be maintained with a balance sufficiently to cover 50% of a yearly budget as a contingency reserve. Surplus funds can be invested in short terms, as recommended by the Treasure with approval of the membership at the Annual General Meeting. All short term investment will expire/renew in the spring.

Addendum to Duties of Officers: Operational Rules of Order for the White Rock and District Garden Club

Unwritten Rules

There is a Constitution and By-Laws for the Club. Each member of the Executive Committee shall be given a copy of this when they join the Executive.

The Executive Committee is made up of the Officers of the Club (President, Vice-President, Treasurer, Secretary, Past-President) and Directors of the Club.

The Nominating Chair (currently Past-President) recruits members to serve as Directors and Committees for election at the Annual General Meeting held in December.

Executive Committee meets once monthly, the last week of each month excluding July at one of the Committee member's homes.

Other Committees include Tea Convener, Sunshine, Archives & Library, Decorating, Nominating Chair (usually the Past President), and such other positions the executive may decide upon to better serve the needs of the club (currently additional committees are Raffle, Media, Tidy-Up)

The Club meets once monthly except July and August, on the second Tuesday of the month

Executive Meetings are to be Confidential so that the members of the executive can feel free to express their opinions without fear of information being given to the general membership.

Accordingly, the following is from the "Roberts Rules of Order: "Minutes of the board meetings are not read at the general meetings. Most groups that meet monthly limit the power of the board and call for reports and any recommendations it is prepared to make. It is then up for discussion or ratification or otherwise by the general membership. (Roberts Rules of Order Chapter 8, Q and A, Page 150)

Some changes in the Duties of Directors occur each year. This happens when a Director's 5-year term on the Executive ends, but he/she may still want to do the job, or it is not possible to find a replacement.

Unwritten Laws

Unwritten Laws are accepted "rules" within the club that materialized many many years ago, but are still a very acceptable guideline.

- No member can use the membership list to solicit sales for their own gain, i.e. selling plants from their garden during a club garden tour or using the list to invite people to a sale you are having
- the club does not send flowers in the event of a member's death or illness. An appropriate card is sent by the Sunshine Committee