

The Wildflower Bunch Garden Club By-Laws

Article I: NAME

The name of the Club shall be Wildflower Bunch Garden Club (WFB).

Article II: OBJECTIVES

WFB's objectives shall be to preserve and protect the integrity of our natural mountain environment and its native flora; to provide educative programs and experiences; to promote conservation of our natural resources; to enhance the beauty of our community; to provide philanthropic gifts to Big Canoe and the area; and to have fun meeting these objectives.

Article III: MEMBERSHIP

A. Big Canoe (BC) residents who are in agreement with the objectives of WFB and who pay their dues are eligible for membership. Each BC WFB member has voice, vote, and may be considered for office.

B. Non-BC residents who are in agreement with the objectives of WFB, who pay their dues, and who are sponsored by a BC resident WFB member are eligible for membership. Each non-BC resident WFB member has voice and vote, but may not be considered for office.

ARTICLE IV: DUES and MONIES

A. Dues are payable annually in the amount determined by the Executive Board (EB).

B. The governing principles regarding donations made by WFB must directly relate to one or more WFB objectives. Donations that impact Big Canoe are a priority. Donations will not be made to political or religious entities.

C. Any item that costs more than \$200.00 (except for Clubhouse and speaker fees) requires at least two written bids.

D. Any item that is not specifically budgeted requires a majority board approval for reimbursement.

E. Board approved fees for speakers may be paid directly to the presenter or may be donated on behalf of the speaker to an appropriate charity in keeping with WFB objectives

ARTICLE V: OFFICERS

A. The following officers shall be elected by the membership at the November meeting and shall be charged with maintaining records appropriate to the duties of the office.

1. President shall preside at all meetings and events, including Executive Board. Other duties include appointing all committee chairs and serving as ex-officio member of all committees; presenting a draft of the annual Operating Protocol to the Executive Board at the January EB meeting for approval; being a signatory on WFB bank account(s).

2. President-Elect shall serve in the absence of the president; preside at EB meetings; arrange and host WFB Excursions; purchase and present door prizes at general meetings.

3. Vice-President for Communications shall prepare and transmit e-notices of monthly meetings and events after EB approval as well as place a copy on the WFB bulletin board at the Postal Facility. (S)he will be the liaison between the EB and the WFB Web Editor.

4. Vice-President for Membership shall record membership dues and give the checks/payments to the Treasurer; keep the membership roster and send the roster monthly to EB and Web editor; provide member name badges; maintain a monthly attendance record; send invitations to the year's new members for a New Member Reception in September; work closely with the Membership Ambassador and her/his committee.

5. Vice-President for Programs shall plan, schedule, and secure speakers for programs with EB approval; record luncheon attendees and give the checks/payments to the Treasurer; coordinate events with Hospitality Chair.

6. Secretary shall maintain a record of the proceedings of all meetings of the membership and of the Executive Board; maintain the travelling file of these and send the minutes to the Web Editor; send correspondence at the request of the EB.

7. Treasurer shall be a signatory on the WFB account(s); deposit dues, payments, and other collected funds; reimburse all authorized expenditures; prepare the annual budget for Executive Board approval at the February meeting; present a monthly accounting update for EB and General Meeting; meet with the President to develop a donation list to present to EB for approval in October and to the membership for approval in November; arrange for cashiers when needed at events.

8. Publicist shall be responsible for publicity and photographs for all WFB activities; forward these different articles for publication in *Smoke*

Signals and *Inside the Gates*, and other social and communicative outlets; send information to Vice-President for Communications and Web Editor so that they may disseminate information in their domains.

B. The office of Parliamentarian will be the immediate past-President rather than elected. (S)he will interpret all the rules and regulations that govern procedures in accordance with these By-Laws and *Robert's Rules of Order, Newly Revised* as well as install new officers at the December meeting. (S)he will have voice and vote in general meetings and Executive Board. If a conflict prevents the past-President from serving, the President will appoint another member to serve, with preference going to those who have served on the EB.

C. Any office may from time to time be filled by two persons, in which case they will share duties but have only one vote.

D. All officers have a tenure of one year though there is no prohibition about serving consecutive terms.

E. All officers are members of the Executive Board. If an EB member cannot attend a meeting, s(he) will give her/his proxy via email to another EB member.

F. In the event of a vacancy in any office, the President shall appoint a replacement with majority approval of the Executive Board.

Article VI: **COMMITTEES and CHAIRS**

A. The following Committee Chairs shall be standing and appointed by and work closely with the President. Chairs may select committee members with approval of EB.

1. Plant Sale Committee Chair shall be responsible for the overall planning, plant selection, site setup, and clean-up for the annual April WFB Plant Sale, a fundraiser and public service to BC gardeners and surrounding areas.

2. Garden Tour Committee Chair shall be responsible for the overall planning, securing of gardens, and general accommodations for this WFB fundraiser. Garden Tours do not have to occur every year.

3. Big Canoe Landscaping Committee Chair will monitor WFB sanctioned landscaping projects, report to EB regarding progress, and requests for funds for any WFB/POA joint projects.

4. Nominating Committee Chair will be the sitting Parliamentarian. Two other members of the committee will be members who are not on EB. The Chair will present a slate to the EB at the September Board meeting and to the membership at the October general meeting. Voting will occur at the November meeting by a majority of those present, and officers will be installed at the December meeting.

B. The Web Editor Committee Chair shall be appointed by the President and work closely with the Vice-President for Communications. In particular (S)he will maintain the site of www.wildflowerbunch.com; will request funds necessary for the site; will receive materials from EB to include on site, including minutes from EB meetings and WFB general meetings.

C. The Membership Ambassador Committee Chair shall be appointed by the President and work closely with the Vice-President of Membership. In particular (S)he shall serve as the liaison between members and the Executive Board; shall particularly welcome new members; sit at the membership table at monthly meetings to welcome all members; assist the Vice-President of Membership.

D. The Hospitality Committee Chair shall be appointed by the President and work closely with the Vice-President of Programs. Hospitality Chair shall be responsible for the décor at the March and December luncheons as well as other WFB functions.

E. Additional committees may be appointed with approval of the Executive Board.

F. Vacancies in committee chairs will be appointed by the President with approval of the Executive Board.

Article VII: **MEETINGS**

A. Regular meetings of the Club shall be the first Wednesday of March, April, May, June, August, September, October, November, and December. Announcements of dates, times, changes, and additions will be sent in writing or by email.

B. Some meetings are open to potential members and guests for a fee of ½ the amount of dues. If that guest joins at that meeting, the ½ will be applied to membership fee. Other meetings are for *members only*. These are designated in the annual brochure/booklet as well as on-line.

C. Executive Board meetings will be the fourth Wednesday of January through November. Handover meetings between outgoing and incoming officers will be the second Wednesday of December. Announcements will be sent by email of dates, times, changes, and additions.

D. Those who desire the opportunity to use WFB meetings and distributions for publicity must meet the following guidelines: have potential application to all WFB members and be approved by Executive Board or be approved by the EB with the special dispensation noted in the minutes.

Article VIII: **GOVERNANCE**

The proceedings of WFB shall be according to Robert's Rules of Order, Newly Revised unless otherwise stated in the WFB By-Laws or annual Operating Protocol.

Article IX: AMENDMENTS

These By-Laws may be amended at any regular meeting of the Club by a two-thirds vote of those present if the amendment(s) has/have been presented in writing or announced or emailed at least a month prior. They may also be amended via email with no more than 1/3 membership dissenting.

ARTICLE X: DISSOLUTION

In the event of dissolution of the Wildflower Bunch Garden Club, all monies, materials, or property remaining in the treasury will first be used to settle indebtedness. The remaining assets will be donated to entities that are in accord with WFB objectives and current Operating Protocol.