

# **THE WILDFLOWER BUNCH**

## **GARDEN CLUB**

### *By-Laws*

Approved December 2018

#### **Article I: NAME**

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

#### **Article II: OBJECTIVES**

WFB's objectives will 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 and 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. After EB has properly vetted any proposed recipients of WFB donations, the general membership will be given opportunity to offer feedback before the list is finalized at the November meeting. 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 over \$50 that is not specifically budgeted requires majority EB approval for reimbursement.

E. The President and President Elect, working with the Treasurer, will assign working budgets for the expenses of WFB programs and committees before the WFB March General Meeting.

E. EB 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 will be elected by the membership at the November meeting and will be charged with maintaining records appropriate to the duties of the office.

1. The President, serving a second year, and the President-Elect, who will rise to President the next year.

The President will preside at both the EB and General meetings. Other duties of the President include: appointing all committee chairs and serving as ex-officio members of these committees, attending individually if expedient; 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 accounts; working with the Treasurer to draft an annual list of donations and budget; working with WFB Committees A.VI.

The President will include the President-Elect in the duties of the position in preparation for the President-Elect's rise to President the next year.

2. The President-Elect should be prepared to lead either meeting, work closely to facilitate last minute changes, and share the responsibilities of WFB leadership. Other duties of the President-Elect include arranging Coffees in the Garden; working with the Holiday Event and Luncheon Chair; and vetting new WFB endeavors if proposed.

3. Vice-President for Communications will 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 to maintain a current [www.wildflowerbunch.com](http://www.wildflowerbunch.com).

4. Vice-President for Membership will 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 the fall; work closely with the Membership Ambassador and her/his committee.

5. Vice-President for Programs will plan, schedule, and secure speakers for programs with EB approval as well as procure door prizes and present them at General Meetings; arrange WFB excursions; plan the March and December luncheons, record attendees, and give the checks or lot charge payments to the Treasurer; coordinate events with Hospitality Chair.

6. Secretary will 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 will 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 January meeting; present a monthly accounting update for EB and membership; 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 will be responsible for publicity and photographs for all WFB activities; forward these different articles for publication in *Smoke Signals* and *Inside the Gates* as well as 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 held by the retiring President. If the retiring President cannot serve, the new President will appoint someone who has had at least one-year experience on EB. The Parliamentarian will conduct an annual review of the By-Laws in consultation with other EB members, and, in accordance with Article IX. Amendments, will initiate making the updated document available for review by the general membership one month before a vote for passage is taken; this is typically done near the end of the year before the December general meeting. (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. The Parliamentarian chairs the nominating committee, presents the slate at the October meeting, conducts the vote at the November meeting with a majority of those in attendance required for passage, and installs new officers at the December meeting.(S)he will have voice and vote in general meetings and Executive Board.

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. WFB members who accept the President -Elect position must be aware that this is expected to be a three year commitment moving from President-Elect to President to Parliamentarian.

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 and President-Elect. Chairs may select committee members with approval of EB.

Committee Chairs are expected to keep notes and records to facilitate handover in the future.

1. Plant Sale Committee Chair will 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. The Holiday Event and Luncheon Chair will be responsible for the annual holiday event and luncheon with authority to re-name and re-create the event with EB approval.

3. Garden Tour Committee Chair will 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.
  4. Big Canoe Landscaping Committee Chair will monitor WFB sanctioned landscaping projects, report to EB regarding progress, and request funds for any WFB/POA joint projects.
  5. Keep Pickens Beautiful will be responsible for beautification of roadside from BC North Gate to GA-53.
- B. The Web Editor Committee Chair will 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](http://www.wildflowerbunch.com); will request funds necessary for the site; will receive materials from EB to include on site, including minutes from EB and WFB general meetings.
- C. The Membership Ambassador Committee Chair will be appointed by the President and work closely with the Vice-President of Membership. In particular (s)he will serve as the liaison between members and the Executive Board; will 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 will be appointed by the President and work closely with the Vice-President of Programs. Hospitality Chair will be responsible for the décor at the March and December luncheons as well as other WFB functions.
- E. The Nominating Committee Chair will be the Parliamentarian and will work closely with the President. 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. After their approval, the slate will be presented to the general membership at the October meeting, voted on at the November general meeting, and installed at the December meeting.
- F. Additional committees may be appointed with approval of the Executive Board.
- G. 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 will 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, email, or via website.
- B. Some meetings are open to potential members and guests for a fee of one-half the amount of dues. If that guest joins at that meeting, the one-half 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 one-third of the 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 as stated in these By-Laws.