

# **THE BYLAWS for MUSKINGUM VALLEY GARDEN SOCIETY**

## **ARTICLE I CLUB NAME**

The name of this local organization shall be MUSKINGUM VALLEY GARDEN SOCIETY.

## **ARTICLE II MISSION STATEMENT**

Our mission is to enhance the community through gardening and landscaping, public and private; and to promote horticultural education.

## **ARTICLE III VISION**

Our vision is to create ecologically sustainable gardens through habitat plantings, organic cultivation, biodiversity, preservation, and a celebration of the seasons. The Society will promote a horticultural and inspirational environment through education, enhancing the quality of life for the community and gardeners of all ages. The Society supports and collaborates with civic clubs, service organizations and local green businesses to achieve these goals.

## **ARTICLE IV POLICIES**

This organization shall be nonsectarian, nonpartisan, and non-profit.

## **ARTICLE V MEMBERSHIP**

SECTION A. Membership shall be held by individuals who support the mission, and objectives of the society.

SECTION B. The membership year shall be from April 1<sup>st</sup> to March 31<sup>st</sup>.

SECTION C. The only criteria for membership shall be per Article V, Section A and current appropriate dues.

SECTION D. Dues are payable upon application for membership. Renewable annually, on the first day of April. Applicants may join any month, paying full dues.

- 1) INDIVIDUAL      \$20.00
- 2) FAMILY          \$30.00

## **ARTICLE VI SPONSORS**

- 1) SUPPORTING SPONSOR \$50.00  
(Garden Clubs, etc.)
- 2) NON-PROFIT SPONSOR \$500.00
- 3) CORPORATE SPONSOR \$1000.00

## **ARTICLE VII FISCAL RESPONSIBILITY**

- SECTION A. The fiscal year shall commence on the 1<sup>st</sup>. day of April and shall end on the 31<sup>st</sup>. day of March.
- SECTION B. At the February meeting, the President shall appoint an Auditing Committee, of three members. The committee shall audit the Treasurer's records within thirty (30) days, after the close of the current membership year (March 31<sup>st</sup>). The auditing committee shall report to the society at the next regular meeting.

## **ARTICLE VIII OFFICERS**

- SECTION A. The officers shall be a president, a vice-president, a secretary, a treasurer, and a member-at-large.
- SECTION B. A term of office shall be two years.
- SECTION C. Officers shall assume their duties immediately following the symposium and shall serve for two years and/or until their successors are duly elected.

## **ARTICLE IX NOMINATIONS AND ELECTIONS**

- SECTION A. Officers shall be elected at the Society's annual symposium.
- SECTION B. Only individuals who are members in good standing shall be eligible for office.
- SECTION C. The nominating committee shall consist of the out-going officers.
- SECTION D. The nominating committee shall present to the membership a single slate of candidates for each office 30 days prior to the annual symposium.
- SECTION E. The nominating committee shall forward the slate of candidates to the marketing committee for posting on the Society's website no later than 21 days prior to the election.

SECTION F. Officers shall be elected at the Society's annual symposium by paper ballots, with the provision for write in candidates. Absentee ballots may be obtained by request. All members active in the previous year are eligible to vote. They may sign for and receive a ballot at the opening (during sign in) of the symposium.

SECTION G. Votes will be tallied at the symposium and the new officers announced prior to the conclusion of the symposium. Officers begin serving their two-year term at the conclusion of the symposium.

SECTION H. Vacancies in office shall be handled as follows:

- 1) In the event of death, resignation, or incapacity of the president, the vice president shall become president for the un-expired portion of the term.
- 2) Vacancies in offices other than president shall be filled for the un-expired term by the executive board.

#### **ARTICLE X DUTIES OF OFFICERS**

SECTION A. The president shall be the principal officer of the Society and shall:

- 1) Preside at all meetings of the Society, and the executive board.
- 2) Appoint standing and special committee chairperson, (and committees) and may also appoint a parliamentarian and other special appointments.
- 3) Committee chairpersons shall be appointed for the duration of the President's term. (ARTICLE VIII, B)
- 4) Serve as ex-officio member of all committees.
- 5) Provide a written agenda for every meeting.
- 6) Bring to the attention of the Society all pertinent information of up-coming events and actions the Society needs to take.
- 7) Authorize all expenditures in accordance with financial policies of the Society.
- 8) President may call special meetings of the executive board at times other than regularly scheduled meetings.
- 9) Attend all executive board meetings.

SECTION B. The vice-president shall:

- 1) Perform the duties of the president in the absence of the president.
- 2) Act as representative of the president when requested.
- 3) Become president for the un-expired term in case of death, resignation, or incapacity of the president.
- 4) Serve as ex-officio member, without vote, of all committees except the nominating committee.
- 5) Attend all regular Society meetings and executive board meetings.
- 6) Shall move up to the position of president when new term of officers begin (Article VIII, Section 3).

SECTION C. The secretary shall:

- 1) Take and record accurate minutes of the proceedings of all meetings, and make minutes available in written form at each meeting..
- 2) Conduct the correspondence of the Society.
- 3) Preserve in a permanent file, all records and letters of value to the Society and its officers, to be transferred to the successor upon the expiration of the term of office.
- 4) Attend all regular Society meetings and executive board meetings.

SECTION D. The treasurer shall:

- 1) Collect all monies coming into the Society from whatever source and give a proper receipt.
- 2) Make deposits at the bank.
- 3) Keep records in a monthly report of all monies, both receipt and disbursement and make reports available in written form at each meeting.
- 4) Write checks for all bills received.
- 5) Reconcile the bank statement on a monthly basis.
- 6) Forward to membership committee all new members' information sheets.
- 7) Have bookwork ready for audit committee to audit books by April 30<sup>th</sup>. of each year.

- 8) Collect mail from post office box and disburse to proper committee.
- 9) Attend all regular Society meetings and executive board meetings.
- 10) Deliver to successor within thirty days after expiration of term of office, all books, records and papers upon completion of audit.
- 11) A copy of audited report shall be sent to ZDC by their calendar year.

SECTION E. All officers, except treasurer, shall:

Deliver to the successor immediately after retiring from office all accounts, records, books, papers and other property belonging to the Society.

#### **ARTICLE XI EXECUTIVE BOARD**

SECTION A. The executive board will be composed of the elected officers and the appointed committee chairperson.

- 1) All executive board members can vote at the executive board meetings.

SECTION B. The executive board has the power to vote on matters that need to be addressed in between regularly scheduled meetings of the Society.

- 1) A quorum of the executive board shall consist of a simple majority of the members.

#### **ARTICLE XII STANDING COMMITTEE**

The standing committees of the Society shall be:

Communications Committee, Grants/Funding Committee, Membership/Bylaws Committee, Project Committee, Symposium Committee, and Nominating Committee.

#### **ARTICLE XIII MEETINGS**

The Society shall hold meetings bimonthly beginning with April each year. The meetings shall be held on the third Thursday of the month at 7 p.m., unless otherwise designated by the president.

Business shall be conducted by a vote of the majority of members present at the meetings.

#### **ARTICLE XIV PARLIAMENTARY PROCEDURE**

The rules of parliamentary procedure comprised in the current edition of Robert's Rules of Order, newly revised, shall govern all proceedings of the Society and the executive board, subject to special rules as have been or may be adopted.

#### **ARTICLE XV AMENDMENTS**

SECTION A. The executive board or the bylaws committee may propose Amendments to these bylaws.

SECTION B. These bylaws may be amended by a two-thirds vote of the members Present and voting at any regular meeting.