

EAU CLAIRE GARDEN CLUB BY-LAWS and POLICIES

Revised November, 2022

ARTICLE I – NAME

The Club shall be known as the Eau Claire Garden Club.

ARTICLE II - OBJECTIVES

The objectives of the Club are to (1) educate members in all phases of gardening, and (2) promote the enjoyment and benefits of gardening among its members and the community.

ARTICLE III – MEMBERSHIP

Membership shall be open to those interested in the objectives stated in Article II.

ARTICLE IV – DUES

Section I

The dues amount determined by the Board shall be presented at the Annual Business Meeting in November. Dues are assessed per calendar year from January to December.

Section II

Dues shall be payable by December 31st for the next calendar year. Anyone joining during the calendar year shall pay in either of the following two ways: If paying by credit card, the dues shall be determined by Wild Apricot's monthly pro-rated payment system. If paying by check or cash after June 30th, dues shall be half of the yearly dues. There shall be no pro-rating of dues if paying by check or cash.

SECTION III

Members whose dues are not paid by January 31st shall be automatically dropped from the membership roll by the Club website and shall receive no further notifications from the Club.

SECTION IV

Dues shall be paid either as an individual membership or as a couple membership, which shall be defined as two people residing in the same household.

ARTICLE V – OFFICERS AND EXECUTIVE BOARD

Section I

The officers shall be President, Vice President, Secretary and Treasurer. Officers shall be elected for 2-year terms at the Annual Business Meeting in November and begin their term of office the following January 1st. The President and Secretary shall be elected in November of the **even** numbered years and start their new term in the odd numbered year. The Vice President and Treasurer shall be elected in November of the **odd** numbered years and start their term in the even numbered year.

Section II

The elected officers shall be responsible for the duties of their office as described in Sections IV-VII. Elected officers shall chose to have a Designated Alternative in case of absence or needed help with the duties of the office.

Section III

Should a Board member need to resign from their position, the Board shall be notified of the resignation and a replacement shall be made as soon as possible. Board approval shall be at the next Board Meeting once the replacement is found.

Section IV

The **President** shall preside at all meetings of the Club and shall appoint committees to assist in meetings and Club activities. The President shall introduce new members and guests at each meeting. The President, with the Board's assistance, shall be responsible for posting the Monthly Meeting Newsletters and other events to

members. The President shall send the Monthly Meeting Minutes to the Club website. The President shall determine what will be posted on the Club's website.

Section V

The **Vice President** shall conduct the meetings of the Club during the President's absence. If the office of the President becomes vacant, the Vice President shall become acting President or the President shall select a Designated Alternate as stated in Section II. The Vice President shall be responsible for obtaining speakers for the Club meetings and for the Library Program. The Vice President shall communicate with the Library Director to coordinate the times, date and speaker for the Program. The Vice President shall be a designated signer on the Club checkbook and savings account. The Vice President shall provide the speakers with their name tags.

Section VI

The **Secretary** shall keep records of the Club meetings and shall be custodian of all pertinent records of the Club. The Secretary shall email the Board members the minutes of the Monthly Meetings and the Board Meetings for revisions. Once revisions are made, the Secretary shall send the revised minutes to the President. The minutes of the Board Meetings are considered working documents that are used for and by the Board members.

Section VII

The **Treasurer** shall keep an account of all money received, disbursed and pay all bills. The Treasurer's books shall be audited **annually** in a timely manner close after the close of the fiscal year in December. The Treasurer's Report shall be posted to the website quarterly. The Treasurer shall be responsible for the Club checkbook and savings account. The Treasurer and Vice President shall be designated signers on both accounts. The Treasurer shall be responsible for the Club name tags.

Section VIII

The **Executive Board** shall consist of the Club officers and three Members at Large.

~Two Members at Large shall serve two-year terms and one Member at Large shall serve a one-year term.

~The Member at Large serving a one-year term shall be elected at the Annual Business Meeting in November.

~One of the Members at Large serving a two-year term shall be elected at the Annual Business Meeting in November at which the Vice President and Treasurer are elected.

~The other Member at Large serving a two-year term shall be elected at the Annual Business Meeting in November at which the President and Secretary are elected.

~Members at Large shall be included in Executive Board Meetings to assist with the decision making of our organization and Club projects.

ARTICLE VI – MEETINGS

Section I

There shall be a Monthly Meeting on the 2nd Monday of each month from September through April. Garden Tours or Greenhouse Events shall be held from May through August in place of the regular Monthly Meeting. Meeting dates or times shall be changed due to the availability of the meeting place and/or the needs of the guest speaker.

Section II

The dates of the Garden Tours or Greenhouse Events shall be on different days of the week based upon the availability of the host garden or greenhouse.

Section III

The annual business meeting and election of Officers and Members at Large shall be held at the Annual Business Meeting in November.

Section IV

A **Greeter** shall be appointed for each Monthly Meeting by the President. The Greeter shall welcome members and guests. The Greeter shall maintain a sign-in sheet of the members and guests and provide guests with temporary name tags. The Greeter shall provide the names of the new members and guests to the President so they can be introduced at the meeting. Greeters shall attend to people coming into the meeting place. At the end of the meeting, the Greeter shall put the name tags of Club members back in alphabetical order.

Section V

The **Head Host/Hostess** shall maintain a list of members who have signed up to help on a month-to-month basis. The Head Host/Hostess shall arrive early to set up chairs and tables, provide a snack, make coffee/tea and clean up after the meeting. The Head Host/Hostess shall make a checklist of what supplies are needed and give it to the Treasurer or President.

ARTICLE VII – ELECTIONS

The Executive Board and Election Committee shall prepare a list of candidates for election before the October Monthly Meeting. Nominations shall be accepted from the membership either by email or at a previous meeting. The elections shall take place by an election poll emailed to all members for voting between the October Monthly Meeting and the Annual Business Meeting in November. The results shall be shared at the Annual Business Meeting in November.

ARTICLE IX – AMENDMENTS OF THE BY-LAWS

The By-Laws shall be amended at any regular Monthly Meeting of the Club by two-thirds vote of those present, provided the proposed amendment has been submitted in writing at the previous Monthly Meeting or by email to the members. The By-Laws shall be amended without notice at the Annual Business Meeting in November by an

unanimous vote. The By-Laws shall be reviewed every two years on the even numbered years by the Executive Board, revised, if needed, and then shall be sent out to the membership by email for the eventual approval at the Annual Business Meeting in November.

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ARTICLE X – WEBSITE USE

The Club shall support items for sale from other entities that are incidental as part of the learning situation such as in a presentation, conference webinar or class.

The Club shall not post items for sale for the purpose of only making money by one person, group or business for personal or commercial gain.

Respectfully Submitted by the Board of the Eau Claire Garden Club.