

Greely Gardeners Group — Rules and Constitution

1. Name

- 1.1 The organization shall be known as the Greely Gardeners Group (the "group").

2. Aim

- 2.1 The aim of the group shall be to promote "friendship in gardening" within the Greely community. Members have an interest in gardening and the growing of flowers, vegetables, fruit, shrubs and trees. The group shall provide a focal point where local people may meet with the view of exchanging ideas on gardening.

3. Membership

- 3.1 Membership of the group shall be open to all who abide by the rules of the group, and membership provides a right to vote.
- 3.2 The annual membership fee and visitors' fee shall be set by the Executive Committee and confirmed by vote at the Annual General Meeting of the group.
- 3.3 The annual membership fee shall be due on January 1 and shall be valid for the calendar year. The membership of new or returning members who join the group between September 1 and December 31 shall be valid from that date until December 31 of the following calendar year.
- 3.4 A member being more than three months in arrears in payment of the annual membership fee shall be deemed to be no longer a member of the group. A person wishing to re-join must pay the annual membership for that year.

4. Administration

- 4.1 The group shall be administered by a committee consisting of six (6) Executive Officers in the following positions: President; Vice-President; Treasurer; Secretary; Speaker Coordinator and Past President.
- 4.2 The Executive Officers shall be elected at the Annual General Meeting of the members, and shall hold their positions for one year.
- 4.3 The Executive Officers may recruit up to three (3) additional members of the group to serve as Executive Members. The Executive Officers and the Executive Members shall constitute the Executive Committee.
- 4.4 No member of the Executive Committee shall serve for more than three consecutive years; except where there are no other nominated candidates, and previous tenure is deemed by the membership to have been fully satisfactory.
- 4.5 The Executive Committee shall meet at least quarterly at dates arranged by the Executive Committee. Additional meetings of the Executive Committee may be arranged to deal with matters of importance.

- 4.6 For a meeting of the Executive Committee, at least three (3) of the elected Executive Officers must be present to constitute a quorum. Any vote at an Executive Committee meeting must obtain a fifty percent plus one approval in order to pass.

5. Executive Committee Powers and Duties

- 5.1 Authority for the administration of the group shall be vested in the Executive Committee who shall:
- a) prepare policies and practices for consideration and possible adoption by the membership;
 - b) put into effect all policies and practices approved by the membership;
 - c) have power to enter into contracts in the name of the group in accordance with policies and practices approved by the membership;
 - d) be responsible for the management of the affairs of the group between Annual General Meetings including, but not limited to, the establishment and collection of annual membership fees;
 - e) in the event of a vacancy occurring in an Executive Officer position, fill such vacancy with a remaining member of the Executive Committee;
 - f) establish a Nomination Committee, for the nomination and election of successor Executive Officers at the Annual General Meeting; and
 - g) may establish committees and sub-committees from time to time in order to operate more effectively. Any such committee shall be accountable to the Executive Committee.

6. Meetings

- 6.1 Regular meetings of the group shall be held monthly, with the exception of July and August, at a time and place determined by the Executive Committee.
- 6.2 An Annual General Meeting of the group shall be scheduled by the Executive Committee to coincide with the October monthly meeting of the group.
- 6.3 For voting purposes at any meeting of the group, twenty (20) percent of the membership of the group must be present to constitute a quorum. Any vote or motion must obtain a fifty percent plus one approval in order to pass.
- 6.4 In the conduct of meetings, the Roberts Rules of Order shall generally apply.

7. Finance

- 7.1 The fiscal year of the group shall be from September 1st to August 31st.
- 7.2 A budget for the new fiscal year shall be prepared and approved by the Executive Committee immediately following the Annual General Meeting.
- 7.3 All expenditures for items in excess of \$100.00 that are not included in the budget for the fiscal year shall require approval by the Executive Committee.
- 7.4 Cheques for the disbursement of funds of the group shall bear the signatures of two (2) Executive Officers.
- 7.5 The Annual Financial Report of the group shall be prepared by the outgoing Treasurer, and audited by two auditors approved by the membership. The auditors shall not be selected from members of the outgoing Executive Committee.

- 7.6 No member of the Executive Committee shall receive any remuneration for carrying out his/her duties.
- 7.7 The group shall not spend more than one-half of its total annual receipts, excluding grants or donations made for specific purposes, on any one project of the group.
- 7.8 All articles (e.g., plants and plant material) offered for sale by members at general meetings, plant sales or similar events, shall be deemed to be donations to the group and all monies derived from such sale shall accrue to the group.
- 7.9 The group considers itself a non-profit community group.

8. Benefits

- 8.1 Any benefit, such as price discounts at local garden centres, which may be arranged by the Executive Committee shall be for members of the group only, and shall be provided upon the presentation of a current membership card by the member.
- 8.2 Any field trip or excursion organized by the Executive Committee shall be offered to members of the group and their guests prior to being made available to members of other gardening organizations.

9. Ownership

- 9.1 The group is owned by the group members.

10. Alteration of this document

- 10.1 Alterations to this document shall require discussion at a general meeting and a vote. Notice of such discussion and vote shall be provided to the membership by the Executive Committee at least one week in advance of the proposed meeting.
- 10.2 Any member wishing to alter, add to or subtract from this document may request a discussion at the next general meeting for the purpose of doing so. Any such proposal must have the support of at least five other members of the group, and the proposal must be made in writing to the President in sufficient time that notice of the discussion may be provided to the membership.

This document was approved by the membership at their monthly meeting held on February 6, 2014.

Signed:



Lee Nickerson, President



Denyse Becker, Secretary

Attachment:

Responsibilities of the Executive Committee

The President shall:

- attend all meetings of the group;
- prepare the agendas for Executive Committee meetings and monthly meetings of the group;
- preside over all Executive Committee and monthly meetings of the group by chairing these meetings;
- decide all questions of order and advance the interests of the group by ensuring that all rules of the meeting are enforced;
- be a member of all committees, if required; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Vice-President shall:

- attend all meetings of the group;
- be vested with all of the powers and perform all of the duties of the President in his/her absence; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Treasurer shall:

- attend all meetings of the group;
- exercise the care and custody of all funds and securities of the group;
- pay out and dispose of the funds and securities of the group under the direction of the Executive Committee;
- keep records of account and present these to the Executive Committee as directed;
- ensure that the two auditors approved by the membership review and sign off on the Annual Financial Report prior to the January meeting of the group; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Secretary shall:

- attend all meetings of the group;
- prepare a record of monthly meeting proceedings and attendance;
- manage correspondence on behalf of the Executive Committee;
- prepare minutes of Executive Committee meetings to be available two weeks before the next meeting;
- be responsible for the safekeeping of the constitution and by-laws and amendments thereto;
- keep a record of all current members of the group; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Speaker Coordinator shall

- attend all meetings of the group;
- oversee the coordination of speakers for the monthly meetings and for special presentations to the Group as required; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Past President shall:

- attend all meetings of the group;
- be Chair of the Nominating Committee;
- assist the President in performing the duties of the President; and
- exercise other such powers and duties as may be assigned by the Executive Committee.

The Executive Members shall:

- attend all meetings of the group;
- exercise other such powers and duties as may be assigned by the Executive Committee.

February 6, 2014