

Bylaws of The Bolton Hill Garden Club

Revised by Lisa Johnson, Barbara Blumberg and Lynn Pellaton on October 13, 2021; last revision, March 1998. Revised by club members in attendance on October 19, 2021, at the Business Meeting of the Bolton Hill Garden Club. Suggestions were e-mailed to the committee from Yulia Suslova, Kay Dickersin, Crystal Patterson, Sallye Perrin, Leah Hewitt, Jill Venezian, Barbara Francis, Lydia Duff, Brian Causey, Maria Wawer and Stephen and Joyce Oliner.

Article I. Name

The name of this organization shall be The Bolton Hill Garden Club.

Article II. Purpose

The purpose of the club shall be to take pleasure together in our gardens, our plants and parks by working on or viewing them. We shall support local greening and beautification, horticultural, and community fellowship. The club shall belong to the Federated Garden Clubs of Maryland and align with their mission. In addition, the club will adhere to the Purpose and Requirements of the Internal Revenue Service to be exempt as an organization described in the Section 501(c) (3) of the Internal Revenue Code or the corresponding section of any future federal tax law.

Article III. Membership

- A. Our club is open to everyone. The club does not and shall not discriminate on the basis of race, color, religion (creed), sex, sexual orientation, gender identity, gender expression, age or national origin (ancestry).
- B. Members are expected to participate in the life of the club by serving on a committee, providing refreshments at a meeting or otherwise assisting with club events only when feasible.
- C. Members are expected to pay dues.

Article IV. Officers and Executive Committee

- A. Officers shall be president, first vice president, second vice president, recording secretary, corresponding secretary and treasurer. Their duties and responsibilities shall be as described below and set forth in their job descriptions.
- B. Officers shall be elected biannually by voice vote in May from the Nominating Committee slate mailed to members by April. Officers shall serve a term of two years and shall not be eligible for more than two consecutive terms, excluding the treasurer. Additional nominations may be made from the floor.
- C. The officers and the immediate past president shall constitute the Executive Committee. The Executive Committee shall appoint the members of the Nominating Committee. The Executive Committee shall meet monthly. In the event of mid-term officer vacancies, the president, subject to the approval of the Executive Committee, may appoint an individual to serve in each vacant position until the time of the next biannual election.

- D. The president shall perform all duties and obligations pertaining to that office, appoint committee chairpersons (except the Nominating Committee), and sign contracts.
- E. The first vice president shall assist the president, assume the president's duties in the president's absence, serve as membership chairperson, and become, if feasible, the presidential nominee.
- F. The second vice president shall assist the first vice president, serve as program chairperson and, if feasible, become first vice president.
- G. The recording secretary shall take minutes at all executive and scheduled business meetings and submit them to the president within four weeks of the meeting.
- H. The corresponding secretary shall send monthly calendar reminders to all members and prepare other correspondence as necessary. This secretary shall oversee content on the web site, social media and content of the year book.
- I. The treasurer is responsible for the financial management of the club. In collaboration with the Executive Committee, the treasurer shall develop an annual budget that shall be completed for publication in the annual yearbook. Notification of dues shall be sent to the members. The treasurer will make all necessary tax filings for the club.

Article V. Fiscal Affairs

The fiscal year shall run from June 1 to May 31. Annual dues of \$36.00 (which includes \$11.00 dues to the Federated Garden Clubs of Maryland) shall be payable to the Bolton Hill Garden Club by September 1. Payment can be remitted to the treasurer or paid electronically via the club website. Members in arrears may not be included in the yearbook directory.

Article VI. Committees

- A. Standing committees shall be as follows: Membership, Nominating, Programs, Yearbook and, as mandated by the Federated Garden Clubs of Maryland, Conservation and Horticulture.
- B. In the year of the election by January 15, the Executive Committee shall appoint the Nominating Committee, which shall be composed of five members including past presidents. The Nominating Committee shall serve until an election occurs. Members of the committee shall choose their own chairperson at their first meeting and prepare a slate of six officers for an April mailing.

Article VII. Meetings

Business meetings shall be held in September and May. The president may call other meetings. Program meetings shall be held throughout the year, generally on a monthly basis. Ten percent of our members shall constitute a quorum.

Article VIII. Amendments

These by-laws may be amended by a simple majority vote of the membership present. Amendments shall be submitted to the membership either by e-mail or printed form two weeks prior to the vote. Proxy votes are allowed.

Article IX. Parliamentary Authority

Robert's Rules of Order Revised shall govern the procedure of this club in all cases not provided for in these bylaws or standing rules.