

## **CALIMESA COMMUNITY GARDEN BYLAWS**

### **ARTICLE I – NAME**

The name of the organization shall be Calimesa Community Garden, hereinafter referred to as the CCG.

### **ARTICLE II – PURPOSE**

The purpose of the CCG shall be to provide Calimesa with a place to “grow” community. CCG purpose includes promoting nutrition, recreation, fellowship, volunteerism, community spirit, and the sharing of garden bounty. CCG purpose includes cultivating beauty, knowledge, and joys of gardening, local pride, and the value of Calimesa’s agricultural heritage. CCG will also create opportunities for building community through the interaction of the CCG with other interested groups and organizations.

### **ARTICLE III – MEMBERSHIP & VOTING**

There shall be three categories of membership: **a)** Plot Holder, **b)** Non-Plot Holder, and **c)** Honorary.

**Section 1.** A Plot Holder member and Non-Plot Holder membership shall include all of the same privileges and rights as designated in the CCG Bylaws and Standing Rules with the exception of a Non-Plot Holder’s membership does not include the use of a garden plot (leased garden space).

**Section 2.** A Plot Holder and Non-Plot Holder may become a member of the CCG if she/he is:

**(a)** Current in payment of all fees and assessments; **(b)** Adheres to the Standing Rules and the Bylaws of the CCG; **(c)** Completes and signs an application and the Garden Rules.

**Section 3.** An Honorary Membership shall be conferred upon a person recommended by the Board of Directors on the basis of their having provided special services or expertise to the CCG. The Board of Directors must approve Honorary Memberships.

**Section 4.** Plot Holders and Non-Plot Holders have full voting rights. Honorary Members shall have no voting rights, but may participate in all activities of the CCG.

**Section 5.** Each member is entitled to only one vote (regardless of how many individuals or garden spaces are listed on a lease).

**Section 6.** No commercial enterprise or agency shall be eligible for voting membership.

### **ARTICLE IV - DUES**

All lease payments and membership dues are due and payable each January 15 and are delinquent on February 15. Any member who has not paid dues by February 15, one notice of failure having been given, has forfeited membership. Leases will not be prorated. Dues shall be payable to CCG and mailed to the Treasurer. Annual dues and lease charges are established by the Board of Directors and set forth in the Standing Rules. The CCG shall pay current per capita dues to the California Garden Club, Inc. and to the Palms to Pines District of that organization.

### **ARTICLE V– OFFICERS AND THEIR DUTIES**

**Section 1.** Elected officers shall be President, Vice President, Secretary and Treasurer.

**Section 2.** The President shall: **(a)** Preside at all CCG meetings and at the Board of Directors meetings. **(b)** Be an ex-officio member of all Standing Committees except the Nominating Committee **(c)** May call a meeting of the Board of Directors any time deemed necessary. **(d)** Call a meeting of the Board of Directors upon written request of three members. **(e)** Appoint Chairs for committees as required to achieve organizational goals and appoint a Parliamentarian; appointments to be approved by the Board of Directors **(f)** Attend District and State functions of CCGI and report the highlights of each meeting to the CCG. If unable to attend, shall appoint a member in good standing to represent CCG. **(g)** In the event of a vacancy (either elected officer or committee chair) the President shall appoint a replacement and that appointment shall be approved by the Board of Directors. **(h)** Perform all other duties pertaining to the office.

**Section 3.** The Vice President shall: **(a)** Perform the duties of the President in the absence of or at the request of the President. **(b)** Accept a chairmanship as assigned by the President. **(c)** Maintain documentation of all CCG events and programs and present a year-end report to the Board of Directors by August 1. **(d)** Perform such other duties prescribed by President or Board of Directors.

**Section 4.** The Secretary shall: **(a)** Keep minutes of meetings and distribute copies to the appropriate recipients within two weeks following the meeting, **(b)** Maintain a file of amendments to bylaws and standing rules, including one hard copy **(c)** Notify the Board of Directors of their elections or appointments, **(d)** Keep records and papers of CCG, **(e)** Provide a paper copy of CCG minutes for the permanent files, **(f)** Have a copy of *Robert's Rules of Order Newly Revised*, and CCG's Bylaws, Standing Rules, and Membership Roster. **(g)** Perform such other duties prescribed by President and Board of Directors.

**Section 5.** The Treasurer shall: **(a)** Receive and be custodian of all funds of the CCG, depositing monies in a bank or financial institution approved by the Board of Directors. **(b)** Pay out funds on expenditures budgeted or approved by the Board of Directors. **(c)** Remit annual dues to the California Garden Clubs, Inc. **(d)** File receipts and expenditures and report them to the Board and the membership at regular meetings. **(e)** Present the budget report to the membership in at the Annual Meeting. **(f)** Submit the 501(c)(3) renewal form for income tax group exemption status, along with a copy of CCG's annual financial statements, to California Garden Clubs, Inc., by the required due date and **(g)** Perform such other duties prescribed by the President and Board of Directors.

## **ARTICLE VI – MEETINGS**

**Sec. 1.** Regular meetings are to be held six (6) times a year, or as may be necessary. Time and place of meetings are to be determined by the Board of Directors. Annual meeting is to be held in June.

## **ARTICLE VII – ELECTIONS**

**Section 1.** The elected officers of CCG shall be: President, Vice President, Secretary, and Treasurer.

**Section 2. (a)** The term of office shall be two years. One term shall be considered maximum for any office. However, the person may serve in the same capacity after a lapse of one (1) year. **(b)** Should the nominating committee fail to find a candidate for elected office and the current officer is willing to continue in that position, the term of office may be extended with approval of the Board of Directors. **(c)** The term of the newly elected officers shall commence with the June meeting.

**Section 3. (a)** In January of even numbered years the President shall recommend a Nominating Committee of three (3) members in good standing for approval by the Board of Directors. **(b)** The committee shall present the slate of candidates (who have consented to serve as elected officers) at the April meeting. **(c)** Elections will be held in May.

**Section 4.** Candidates selected by the Nominating Committee shall be announced in April along with a statement that additional nominations may be made from the floor for candidates who have given prior consent. Any candidates for the office of President shall be required to have previously served for one year on the Board of Directors.

**Section 5.** Elections shall be by ballot at a May meeting. If there is only one candidate for each office, election may be by voice vote.

**Section 6.** Officers elected at a May meeting shall be installed at the June meeting.

**Section 7.** Outgoing officers shall deliver to their successors all records and other materials pertaining to the office within two weeks following the installation.

## **ARTICLE VIII- BOARD OF DIRECTORS**

**Section 1.** Composition of the CCG Board of Directors shall be: **(a)** elected officers, Committee Chairs and Parliamentarian. **(b)** Each member shall have one vote; no member shall be entitled to more than one vote. **(c)** Guests may attend Board of Directors meetings without voice or vote. **(d)** A majority of the positions filled of the Board of Directors shall constitute a quorum.

**Section 2. (a)**The Board of Directors shall approve any appointment made by the President to fill a vacancy in the Board of Directors. **(b)** The Board of Directors shall approve all Committee Chairs and the Parliamentarian. **(c)** The Parliamentarian shall ensure that *Robert's Rules of Order Newly Revised* is followed in conducting the business of CCG.

**Section 3.** Any member of the Board of Directors may be removed from office upon a two-thirds vote of the board members present and voting at any regular or special board meeting, with a quorum being present.

**Section 4.** Board meetings shall be held at the call of the President or upon request of any three (3) Board members.

**Section 5.** Business may be conducted by email or regular post when necessary. A report of any action taken must be made a part of the minutes of the next board meeting.

#### **ARTICLE IX – COMMITTEE CHAIRMEN**

**Section 1.** The President, with the approval of the Board of Directors, shall appoint Committee Chairs as necessary to carry on the work of the CCG.

**Section 2.** The Chair of each standing committee shall: **(a)** Keep an up-to-date procedural report **(b)** Deliver committee reports promptly to her/his successor and **(c)** Attend Board of Directors meetings.

**Section 3.** Committee Chairs shall serve as voting members of the Board of Directors.

#### **ARTICLE X – FINANCES**

The fiscal year shall be from July 1 through June 30. All accounts of CCG shall be reviewed annually at the close of the fiscal year. The Board of Directors shall approve the financial reviewer.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

*Robert's Rules of Order Newly Revised* shall govern the business procedure of the CCG in all cases in which it is not in conflict with these Bylaws and Standing Rules.

**ARTICLE XII - Requirements to be exempt as an Organization described in section 501(c) (3) of the Internal Revenue Code**

**Section 1.** CCG is organized exclusively for charitable, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 2.** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

**Section 3.** No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**Section 4.** Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on **(a)** by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or **(b)** by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Section 5.** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

#### **ARTICLE XIII - AMENDMENTS**

These bylaws may be amended at any regular meeting by a two-thirds vote of members present.