

BYLAWS

DEL MAR MESA GARDEN CLUB

ARTICLE I - NAME & AFFILIATION

SECTION 1.1. The name of the organization shall be the Del Mar Mesa Garden Club (DMMGC).

SECTION 1.2. The DMMGC is affiliated with National Garden Clubs, Inc., Pacific Region Garden Clubs, Inc. and the Palomar District of California Garden Clubs, Inc.

ARTICLE II - PURPOSE

To build community interest in gardening. Promote sustainable gardening practices, through education and healthy living in harmony with nature.

ARTICLE III - MEMBERSHIP

SECTION 3.1. All garden enthusiasts and those who want to learn about gardening are welcome to join if living in Carmel Valley or surrounding neighborhoods.

SECTION 3.2. Membership is \$25.00 annually per individual membership. Membership dues shall be payable annually by August 31. Memberships may be granted in cases of financial difficulty. For granted members, to be eligible for voting, will be required to participate in club activities with 50 volunteer hours annually.

SECTION 3.3. Membership may be refused under any circumstances deemed appropriate by the Club Chair and Officers. If a member's application is refused, the membership fee will be returned.

SECTION 3.4. If a member is not acting in the best interest of the DMMGC and/or is not meeting the guidelines set forth within these Bylaws, the Club Chair and Elected Officers can terminate membership at any time. Membership fees are not considered for refund in this circumstance.

SECTION 3.5. New members will be recruited via Nextdoor and FaceBook posts, word of mouth, and procedures put in place by the Membership Coordinator.

SECTION 3.6. Non member guests attending special events may be required to pay additional fees to cover the costs of events. Guests must be invited by a member to attend club events.

SECTION 3.7. Meeting and Event Attendance

3.7. (a) Members are encouraged to attend Membership meetings at the appointed times and participate actively in the DMMGC.

3.7. (b) Member attendance will be recorded at each meeting.

3.7. (c) Granted members should track their volunteer hours by submitting the online tracking form.

3.7. (d) Members who attend regularly and/or volunteer to help will be given priority status over non-active members for special events, workshops and other engagements.

ARTICLE IV - MEETINGS

SECTION 4.1. Membership meetings to be held monthly on the first Wednesday of each month at 4:00 pm in person or electronic means, with the exception of July, August and December. Includes speakers, workshops and community building activities.

SECTION 4.2. Business meetings shall take place immediately following the monthly member meeting. Includes club updates, financial reports, worker bee committee reports.

SECTION 4.3: In the April meeting, members are invited to nominate themselves or others for Team and Officer Positions. In the May meeting, nominees for next year will be announced in May, at which time elections shall be held. In the June, end of the year meeting, election results will be announced.

SECTION 4.4: Special events shall be scheduled when deemed appropriate and approved by the Worker Bee Team.

SECTION 4.5: Worker Bee Team meetings shall be held on the first Wednesday of the month of July or August and December 4:00 - 5:30 pm and as needed in February or March. Goal of these meetings is for the team to get to know each other and plan for the year ahead.

ARTICLE V

BOARD OF DIRECTORS, ELECTED OFFICERS & APPOINTED POSITIONS

To WORK BEE TEAM

SECTION 5.1. The Friends of Del Mar Mesa (FDMM) Board of Trustees and the Elected Officers shall function as the Board of Directors for Del Mar Mesa Garden Club (DMMGC). The DMMGC is a subsidiary of Friends of Del Mar Mesa, 501(c)(3) organization ID #: 46-0899599.

SECTION 5.2. The Elected Officers of the DMMGC shall be the Club Chair, Club Financial Officer and Club Secretary.

SECTION 5.3. The Appointed Positions of the DMMGC shall be the Communications Coordinator, Events Coordinator, Signup Genius Coordinator, Social Media Coordinator, Website Coordinator, Membership Outreach Coordinator, Friends of Del Mar Mesa Liaison, and Master Gardener Liaison. They will be appointed by the Club Chair in consultation with the elected officers.

SECTION 5.4. The Worker Bee Team shall consist of Club Chair, Club Financial Officer, Secretary, Communications Coordinator, Events Coordinator, Social Media Coordinator, Signup Genius Coordinator, Website Coordinator, and Friends of Del Mar Mesa Liaison, Master Gardener Liaison. The Worker Bee Team shall meet for the purpose of transacting any necessary business, club planning and scheduling, and any other management tasks necessary to the success of the club. A majority shall constitute a quorum. Any recommendations will be part of the minutes and presented at the next Membership Meeting.

ARTICLE VI - DUTIES

SECTION 6.1 The Club Chair shall conduct the Membership, Worker Bee Team, and Board meetings, appoint coordinator positions, committees, and be an ex-officio member of all committees. In the absence of the Club Chair, a past Club Chair or other member may be appointed by the Club Chair.

SECTION 6.2 The Club Secretary shall assume the duties of the Club Chair in the absence of the Club Chair followed by the Club Financial Officer (CFO).

SECTION 6.3 The CFO, shall be responsible for the collection of dues and shall keep account of all sources of income and expense receipts, and forward said to the Treasurer of FDMM, who is in charge of disbursements (writing checks) related to the general operating funds, and shall prepare an annual budget and financial report, and report on it monthly to the Board and general membership. In addition, the Treasurer for FDMM shall assist, as deemed appropriate, with accounting for receipts and disbursements related to community events sponsored by the DMMGC, including overseeing the preparation and filing of sales tax returns.

SECTION 6.4 The Secretary shall record the minutes for all meetings and share it with members within a week after the meeting. In addition, shall prepare and keep a current roster of all the members and attendance. The roster shall contain names, addresses, phone numbers, and current email. The Secretary may also respond to inquiries on membership attendance, provide name tags and accept responses to meeting notices.

SECTION 6.6 The Communications Coordinator shall notify members in advance of meetings and/or events. All new members will be sent a welcome email upon membership approval from the Communications Coordinator. In addition, shall liaise with the California Garden Clubs Inc., of which DMGC is a member organization, to ensure that all membership requirements are met.

SECTION 6.7 The Events Coordinator shall research event ideas and present them to the elected officers for review, approval and scheduling. Upon approval the Events Coordinator will identify the team of volunteers needed for the event and notify the Signup Genius Coordinator to create a Signup Genius event.

SECTION 6.8 The Signup Genius Coordinator shall partner with the events coordinator to create a Signup Genius event and email the event link to the Communications Coordinator who shares it with membership.

SECTION 6.9 The Social Media Coordinator shall maintain all platforms that the DMMCG has presence on with a goal of fostering membership engagement and recruiting future members.

SECTION 6.10 The Website Coordinator shall maintain and update the website as needed.

SECTION 6.11 The Membership & Community Coordinator shall liaise with the appropriate city committees, Park & Rec, city staff, and city council members on issues of importance to the DMMGC. The Community Coordinator shall lead and process the grants and fund-raising activities, supported by all team coordinators.

SECTION 6.12 The Friends of Del Mar Mesa Liaison shall update the board of FDMM on DMMGC activities and present agenda items to the board and obtain approval when needed.

SECTION 6.13 The Master Gardener Liaison shall assist in bringing relevant workshops and speakers through the Master Gardener Program to the Worker Bee Team for review and approval.

ARTICLE VII - NOMINATIONS, ELECTIONS, ELECTIONS

SECTION 7.1 The term of office of each elected officer of this organization shall be two (2) years, or until their successors are elected or appointed, with the privilege of re-election. However, Club Chair and Secretary officer terms will be limited two consecutive terms. The Club Financial Officer (CFO), if elected each year, will have no term limit.

SECTION 7.2 Eligibility for office: (a) Club Chair shall have served at least one term on the worker bee team; (b) Treasurer shall have a knowledge of bookkeeping and an understanding of basic banking procedures. (c) Secretary should be available to take minutes at the monthly meetings, responsive to needs to the club and support the Club Chair and other Worker Bee Coordinators in conducting general operations of the Club.

SECTION 7.3 The list of officers shall be presented by the Club Chair at the April meeting in an election year, at which time nominations may be made from the floor.

SECTION 7.4 (a) Elections shall be held in May with the installation at the June meeting. Officers shall take office as of July 1 in the year in which they are elected.

7.4. (b) All paying members are eligible to vote. Any member who was granted a membership and has accumulated 50 volunteer hours/year is eligible to vote.

7.4. (c) In the event of a vacancy in an elected office, the Club Chair shall appoint an interim officer.

7.5 (d) The Club Chair appoints the Worker Bee Coordinators Team during June and July. The term of service for Worker Bee Coordinator is one year.

7.5 (e) The new Worker Bee Team of Coordinators shall be announced at the September meeting each year.

ARTICLE VIII - FISCAL YEAR

SECTION 1. The fiscal year is September 1 through August 31. First request for annual membership fee notices for the following year shall be sent by the Secretary with the June meeting notice. All other requests

for annual membership fees are sent by the CFO. A second request shall be sent on July 1 if no fee has been received. If no fee is received by August 15, a final request will be sent to the member asking if they want to continue. Membership shall not be renewed if there is lack of response by Sept 1.

SECTION 2. In the event of dissolution of the Club, all existing monies shall be disbursed to an appropriate non-profit organization decided upon by the Team of coordinators.

ARTICLE IX - CONDUCT

DMMGC has no political, race, class or gender affiliation. Members will conduct themselves accordingly at DMMGC events and in DMMGC related gatherings and conversations in person or otherwise. DMMGC does not endorse private business and does not promote personal or affiliated businesses or practices for personal gain/promotion of any members.

ARTICLE X - AMENDMENTS

Changes or amendments to these bylaws must be voted upon at a regular meeting of the DMMGC and approved by a quorum vote of the members present in the meeting, provided that notice of proposed changes has to be sent 5 days prior to the meeting. Quorum constitutes 25% of the members present.

DECLARATION

We declare that our governing body adopted the Bylaws of the Del Mar Mesa Garden Club in September, 2020.

Revised , 2021