

Eco Gardeners Club By-Laws

Revised 9/19/2022

Article I – Name

The name of this organization shall be The Eco Gardeners Club and shall be referred to as the Club herein.

Article II – Fiscal Year

The fiscal year of The Club shall commence January 1 and terminate December 31 of each year.

Article III – Purpose

The Club is a social organization formed to provide a fun, friendly and healthy atmosphere, especially enabling members to grow vegetation.

Article IV – Membership

Section 1: All On Top of the World (OTOW) residents and those who have current Gateway of Services privileges are eligible for Club membership.

Section 2: Members shall abide by the Club By-Laws and Policies and Procedures and will have the opportunity to actively support and participate in all Club functions

Section 3: Annual dues shall be recommended by the Board of Directors at the annual meeting for the following fiscal year.

Section 4: All new members shall pay a deposit compliant with the Policies and Procedures. This deposit is refundable only if, when plot is vacated, it is left in a pristine condition.

Section 5: Membership shall be terminated by voluntary withdrawal, non-payment of dues or assessments, violation of these By-Laws or Club Policies and Procedures, or violation of OTOW Association's Policies and Procedures.

Article V – Board of Directors

Section 1: The Board of Director (herein referred to as the Board) shall consist of four elected officers; a President, a Vice-President, a Secretary, a Treasurer and an appointed Maintenance chairperson. All will have one vote at all Board meetings. All elected terms shall be for two years.

Section 2: The Board shall have governing authority for the Club and will enact Policies and Procedures consistent with the Club By-Laws.

Section 3: No elected officer shall serve in the same capacity for more than two consecutive terms.

Section 4: Appointments to any Board vacancy will be made by the President. Said appointment will remain in place until the next general election.

Article VI – Duties of Officers

Section 1: The President shall assume Club leadership, preside at all Club and Board meetings and may call special meetings as needed. The President will generally be the spokesperson for the Club and shall be responsible for communicating Board approved policies and procedures for the Club. The President shall be responsible for appointing committee chairpersons and furnishing said chairpersons with a description of their duties. The President shall audit the financial records at least once a year. The President shall be a year-round resident.

Section 2: The Vice-President shall assume the duties of the President during the President's absence and assist the Club in all functions that the Vice-President deems necessary. The Vice-President shall be a year-round resident.

Section 3: The Secretary shall record minutes of all Club and Board meetings and present them for approval at next meeting. The Secretary will be responsible for notifying club members of upcoming events. The Secretary shall be responsible for passing on to the next Secretary all permanent files of the Club. In the event of the Secretary's absence, the presiding officer shall appoint a substitute to record meeting minutes. The Secretary shall be a year-round resident.

Section 4: The Treasurer shall collect and retain all dues and fees, disburse any funds required and shall provide a financial report at all meetings. The Club roster and a list of all Club transactions shall be maintained by the Treasurer. All disbursements shall require 2 sets of initials of approval. In the absence of the Treasurer, The President shall assume the Treasurer's duties. The Treasurer shall be a year-round resident.

Section 5: The Maintenance chairperson shall be appointed by the President and form a committee of the chairperson's choosing. The functions of the committee shall be conveyed to the maintenance chairperson by the President as directed by the Board as needed.

Article VII – Committees

Section 1: A maintenance committee shall function according to detailed in Article VI section 5.

Section 2: A nominating committee consisting of at least 3 members shall be appointed by the President at least 60 days prior to the election meeting and shall present a slate of candidates to the President no less than 30 days prior to the election meeting. Said slate shall be made easily available to all members either on bulletin board and/or email.

Section 3: The President shall appoint committee chairpersons as stated in Article VI Section 1 as needed.

Article VIII – Meetings

Section 1: There will be at least two Club meetings each calendar year. The winter meeting shall include the election of officers. Club members will have at least two weeks prior notice to all meetings.

Section 2: All business at Club meetings shall be subject to Robert’s Rules of Order

Section 3: At least twenty percent of the members in good-standing including at least fifty percent of the current Board must be present to constitute a quorum and allow business to be conducted.

Section 4: Each plot shall be represented by only one vote. The member voting must be in good-standing. A member in good-standing is designated having dues fully paid up to date and not have any disciplinary action assigned to them.

Article IX – Amendments and Rules and Procedures

Section 1: Any member in good-standing may submit to the Board an amendment proposal for the By-Laws at least 30 days prior to a general meeting. If Board approved, the entire membership shall be informed of the proposal no less than 30 days prior to general Club meeting.

Section 2: A majority vote of the membership present at an official general meeting shall be required to adopt a By-Law amendment.

Section 3: All additions, deletions and changes to the Policies and Procedures will follow the same guidelines as for amendments.

Article X – Dissolution

Upon Dissolution of the OTOW Eco Garden Club, all remaining funds in the treasury shall be given to the OTOW recreation Department for use as they deem necessary. Any loaned equipment shall be returned to the lender. If the lender is not available, the OTOW Recreation Department shall receive it.