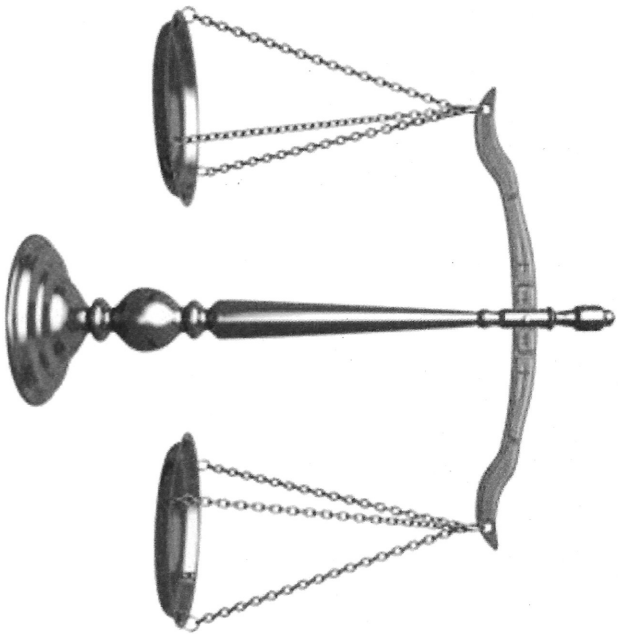


*The Open Gate Garden Club  
of  
Michigan*

*Established September, 1992*

*Fenton, Michigan*



**BYLAWS**

Ratified May 15, 2013

*The Open Gate Garden Club  
of  
Michigan*

# BYLAWS

Ratified By OGGC Membership May 15, 2013

## Article I

This Club shall be known as The Open Gate Garden Club  
("the Club").

## Article II

### OBJECTIVE

**Section 1.** The objective of the Club is to encourage interest in all phases of home gardening, to promote community projects and environmental responsibility, and to inspire a love of nature and beauty.

## Article III

### MEMBERSHIP

- Section 1.** Total membership is not to exceed 130.
- Section 2.** New members will be accepted at the beginning of each program year in September if openings are available.
- Section 3.** Each member is expected to chair or serve on at least one committee or activity during the year, serving a minimum of ten hours.
- Section 4.** Each member will provide refreshments for the monthly hospitality table once per year.
- Section 5.** No member or applicant for membership shall be discriminated against based upon age, race, gender, religion, national origin, disability or other state or federally protected classification.
- Section 6.** Charter members are members who have maintained continuous membership since the origination of the Club in 1992.
- Section 7.** Honorary members are those members who have provided special services to the Club as determined by the officers.

### **Section 8.**

Nonmember homeowners who offer their gardens for the Summer Garden Tour will be invited to be a nonvoting guest member at no cost for the year following their participation in the Garden Tour.

## Article IV

### DUES

- Section 1.** Annual membership dues shall be assessed in an amount to be determined by the Board.
- Section 2.** Renewal of dues for current members begins at the April meeting, and continues at the May meeting with payment in full by May 31. Effective June 1, those who have not submitted their dues will be removed from the membership roll for the new program year beginning in September.
- Section 3.** Membership dues are waived for the President, Vice President, Treasurer, and Secretary for one year after their term ends.
- Section 4.** Annual membership dues are waived for Charter members and Honorary members.

# Article V

## OFFICERS AND EXECUTIVE BOARD

**Section 1.** All officers and chairpersons of Standing Committees shall constitute the Executive Board ("The Board"). The Board transacts the general business of the Club, considers all questions of policy, and presents recommendations to the membership for action.

**Section 2.** The officers shall be: President, Vice President, Treasurer and Secretary. They shall be elected at the April meeting for a one year term of office, beginning September 1. The officers shall meet as needed to discuss operational and governance issues and to make recommendations to the Board.

**Section 3.** The President shall preside at all meetings of the Club. He/she shall be a member *ex-officio* of all committees except the nominating committee. The President has authority to make all administrative decisions of the Club.

**Section 4.** The Vice President shall conduct the business of the Club during the absence of the President. If the office of President becomes vacant, the Vice President shall become President. He/she shall also administer the Club's Conflict Resolution Procedure.

**Section 5.** The Secretary shall conduct all correspondence delegated by the President, keep a record of all Club papers, and take minutes at all Board and membership meetings and present them for approval.

**Section 6.** The Treasurer shall keep an account of all revenue and expenses. He/she shall provide written financial reports at each regular meeting of the Board and shall make an oral report at membership meetings or as directed by the Board.

**Section 7.** If a vacancy occurs in the Board, the President shall appoint an interested member of the Club for the remainder of the unexpired term of office.

**Section 8.** Meetings: The Board shall meet a minimum of three times a year, with additional meetings as needed at the call of the President.

**Section 9.** Quorum: A quorum of the Board shall be seven, of whom at least two are officers.

## Article VI

### STANDING COMMITTEES

**Section 1.** Chairpersons of the following Committees shall constitute the Standing Committees of the Club:

- A. Adopt-A-Garden
- B. Awards
- C. Finance
- D. Donations
- E. Historian
- F. Hospitality
- G. Membership
- H. Newsletter
- I. Silent Auction
- J. Speaker Program
- K. Summer Garden Tour

**Section 2.** Chairpersons of Standing Committees shall be appointed by the President each year. The President shall solicit volunteers to fill vacant positions.

## Article VII

### FINANCIAL MANAGEMENT

**Section 1.** The Finance Committee shall consist of the President, Treasurer, and two members of the Garden Club appointed by the President. The Treasurer will chair this committee.

**Section 2.** The Finance Committee shall be responsible for creating an annual budget. It is understood that the budget is a good faith estimate of revenues and expenditures and may need to be amended during the program year.

A. The Finance Committee will establish procedures for committee chairs to request funding for the upcoming program year.

B. The annual budget for each program year (September 1 through August 31) will be prepared by the Finance Committee and submitted to the Board for approval prior to the beginning of the program year.

**Section 3.** The Finance Committee shall be responsible for preparing and submitting tax documents as needed.

## ARTICLE VIII

### MEMBERSHIP MEETINGS

**Section 1.** Regular membership meetings shall be held monthly, during the months of September through May of each year. The President shall prepare an agenda prior to each membership meeting.

**Section 2.** Quorum: A quorum of a membership meeting shall be thirty members of whom two are officers.

## Article IX

### ELECTIONS

**Section 1.** Elections of President, Vice President, Treasurer and Secretary will be held each April.

**Section 2.** Only those with at least two years of membership or who have chaired a committee or activity in this timeframe may be nominated for these positions.

**Section 3.** A three member Nominating Committee will be selected each

February. The chairperson will be appointed by the President. The chair will select the others.

**Section 4.** The Nominating Committee will solicit members for their interest and consideration. Members may also self-nominate. The list of candidates will be read at the March meeting.

**Section 5.** If there is a slate of single candidates, members present at the April meeting will vote by a show of hands. If there are multiple candidates for an office, members will vote by ballot. In either case a majority vote will elect. Absentee ballots will not be honored.

**Section 6.** The elected officers will be installed at the May meeting and will serve for the next program year (September 1 - August 31).

## Article X

### COMMUNICATIONS

**Section 1.** Membership mailing and internet addresses shall be used solely to communicate information about Club activities, as approved by the President. No member shall distribute membership information to third parties or use membership

information for personal or business solicitations.

**Section 2.** Members may not send all-member mailings without the express approval of the President.

## Article XI

### CONFLICT RESOLUTION PROCEDURE

**Section 1.** Operational: Any member having a concern about the operation of a Club activity or function should contact the appropriate Committee Chair for discussion. The Chair will make every attempt to resolve the concern. If unable to do so, the issue will be brought to the Vice President for resolution. If the Vice President is unable to resolve the issue, the matter will then be brought to the Board for decision.

**Section 2.** Personal: Any member having a dispute concerning another member shall file a written grievance with the Vice President. The Vice President shall interview all parties concerned and attempt to informally resolve the dispute. If the matter cannot be resolved informally, the Vice President will bring it to the attention of the Board. The Board may interview the parties, witnesses and avail itself of any pertinent

information. The Board shall render a final recommendation.

**Section 3.** Termination: A member may have his/her membership terminated by a two-thirds vote of the Board for failure to adhere to Club Bylaws, representing the Club without prior authorization or for cause. Such action shall not be taken until a member is advised of specific charges and given an opportunity to respond to the Board. The Board reserves the right to deny renewal membership privileges to any individual who has demonstrated that he/she does not comply with Club bylaws, policies or guidelines.

## Article XII

### PARLIAMENTARY PROCEDURE

**Section 1.** The most recent version of "Robert's Rules of Order Newly Revised" shall govern the conduct of meetings of the Club for issues not addressed by these bylaws.

## Article XIII

### AMENDMENTS

**Section 1.** These bylaws may be amended by a majority vote of the membership. Proposed amendments shall be

distributed to the membership at least ten days before a vote is taken. Members shall be given the opportunity to vote on proposed amendments by mail, by electronic mail or in person at a membership meeting.

## Article XIV

### DISSOLUTION

**Section 1.** In the event of the dissolution of the Club, all assets remaining after payment of all costs and expenses shall be given to an organization selected by the Board at the time of dissolution. None of the assets shall be distributed to any members or officers of the Club.

**Section 2.** Notification  
Thirty (30) days written notice prior to a board meeting shall be sent to all board members for action, and a two-thirds (2/3) vote shall be necessary to effect dissolution of the Club. Thereafter, thirty days written notice prior to a Membership Meeting is required. This notice is to be sent to all members of the Club. A two-thirds (2/3) vote of members present at the meeting is necessary to effect dissolution of this Club.

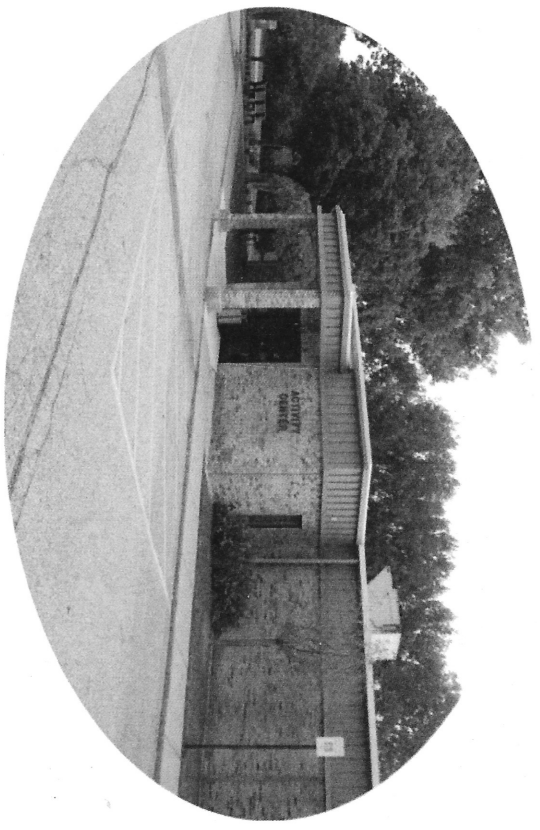
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# THE OPEN GATE GARDEN CLUB

Founded in 1992, the Open Gate Garden Club is an organization of gardening enthusiasts residing in the Fenton, Holly, Linden, and surrounding communities

The Club's objective is "TO ENCOURAGE INTEREST IN ALL PHASES OF HOME GARDENING, TO PROMOTE COMMUNITY PROJECTS AND ENVIRONMENTAL RESPONSIBILITY, AND TO INSPIRE A LOVE OF NATURE AND BEAUTY."



Meeting Facility  
St. John Activity Center  
Fenton, Michigan