

## BY-LAWS METRO DETROIT POND AND GARDEN CLUB

ARTICLE I. The name of the organization as adopted is Metro Detroit Pond and Garden Club

### ARTICLE II. Purpose

The purpose of the organization is to promote and cultivate the growth of ponds, water gardens and gardens in general in the Metro Detroit area. Providing growth and awareness of the benefits to the environment and community at large, of pond, flora, and fauna in urban areas.

### ARTICLE III. Membership

Membership shall be open to all individuals with an interest in pond creation, maintenance and breeding, growth and development of fish and plants and gardens of all kinds. There are no geographical limitations to membership. All members are encouraged to sell 10 tickets for our annual pond tour.

### ARTICLE IV. Fiscal year

The organization's fiscal year shall extend from January 1 of each year to December 31 of each calendar year.

### ARTICLE V. Membership Dues

In order to support organizational activities, dues in the amount of thirty-five dollars per year, per family has been established by majority vote of the membership. Dues shall be due on or before April 30, of each calendar year. The failure to pay the annual dues within thirty (30) days of the due date will result in automatic termination of membership. Delinquent members will be notified of delinquency no later than (2) weeks post delinquency.

### ARTICLE VI. Officers

Organization officers shall consist of the following:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Sergeant at Arms
- f. Historian

### Article VII. Duties of Officers

President: Chief Executive Officer (CEO) of the organization. Presiding officer at all meetings. Designated representative of the organization whenever and wherever the organization requires a representative to address its position and or perspective.

Vice-President: Designated Executive Officer of the organization whenever the president is unavailable to represent the organization. Shall act in the stead of any officer who becomes unavailable to perform his or her duties.

Secretary: Record all meetings. Act as the repository of all correspondence, audio and or Video information developed by the organization or submitted to the organization. Maintain all organization information of any kind in a safe and secure location. Prepare and submit all correspondence required by the organization.

Treasurer: Maintain all financial accounts and records held by the organization. Maintain all financial deposits and withdrawal records of the organizations. No other officer or member shall be authorized to hold or distribute any funds belonging to the organization. No debit, credit or other financial card or other device shall be maintained by or used by any member, other than the treasurer. All bank statements will go to treasurer. Complete and submit a year-end financial report to the membership at close of each membership year. Fifty dollars was voted for Club members for flowers for close deceased family members.

Sergeant at Arms: Maintain order and decorum at all meetings held by the organization. Authorized to halt meetings until order is established at his or her discretion.

Historian: Collect and maintain all public records related to the organization, including, but not limit to news articles, news articles, posters, tour booklets as well as all things made public record relating to the organization.

Article VIII. Conduction of Meetings: meetings shall be conducted pursuant to the Robert's Rules of order.

Article IX: Voting: Each member is entitled to one (1) vote on issues brought before the membership. Only members in good standing are entitled to cast a vote. A member in good standing is defined as a member who is current in his or her dues and any other assessment established by the membership.

Committees: Committees shall be established from time to time by the membership to undertake activities authorized by the membership and not in violation of the goals and purposes of the organization or By-laws. Committees may be formed by vote of the membership and or the Executive Board.

Executive Board: The executive board shall consist of all elected officers of the organization.

Article X: Amendment and Revision

These By-Laws may be amended and revised at any time at a regularly scheduled meeting by two-thirds vote of the membership, provided that all changes have been submitted in writing to the membership at the meeting preceding the meeting wherein the amendment and revision is scheduled to be enacted.