

THE ROOSEVELT ISLAND GARDEN CLUB, LIMITED
P.O. BOX 127, ROOSEVELT ISLAND, NY 10044
(ESTABLISHED 1976)
CONSTITUTION AND BY-LAWS
APPROVED OCTOBER 1984 – REVISED OCTOBER 2013
EFFECTIVE DATE JANUARY 1, 2014

ARTICLE I – NAME

The name of the Organization shall be the Roosevelt Island Garden Club, Limited.

ARTICLE II – PURPOSE

The Roosevelt Island Garden Club (RIGC) shall have the following purposes:

To manage a community garden club in a manner that provides a rewarding and enjoyable gardening experience for its members, including conducting the appropriate maintenance and oversight of the facility. RIGC shall also strive to impart an appreciation for gardening and horticulture. Additionally, RIGC may endeavor to increase the gardening knowledge base of its members and the community.

ARTICLE III - MEMBERSHIP AND FEES

- A. A member shall mean a plot holder. Plots shall be distributed on a first- come, first- served basis to the extent that garden plots are available. There shall be assignment of one garden plot per registered household address.
- B. Only members (plot holders) who are in good standing in accordance with the Rules and Regulations of RIGC will be allowed to vote. Each garden plot entitles a household who leases it to one vote, regardless of the number of people in the household.
- C. Retention of garden plots from year to year is dependent upon the members obeying all the Rules and Regulations of RIGC, attending the October or March general membership meetings and performing Community Service as determined by the Executive Board.
- D. Members who are in good standing in accordance with the Rules and Regulations of RIGC will be allowed to transfer to a different plot as plots become available. Requests for transfers must be made in writing to the Secretary who will maintain an internal transfer list. Internal transfers will have the right of first refusal before gardens are distributed to households on the external waitlist. Transfers must follow the procedure outlined in the Rules and Regulations of RIGC.

- E. Available gardens which are not filled through the internal transfer list are to be offered to households on the external Waitlist on a first-come, first-served basis. All requests on the external waitlist must be made in writing and mailed, or emailed, to RIGC. Recognition of the date of inclusion on the list will be made by postmarked date of the letter or date of electronic transmission.
- F. New gardeners who have obtained garden plots and have received a copy of the Bylaws and the Rules and Regulations will become voting members once they have filed the Registration Form, the Liability Waiver (required by RIOC) and paid all dues and fees.
- G. Individuals who are not members but perform gardening work (Associates), must comply with all the Rules and Regulations of RIGC.
 - 1. All Associates must register with the Secretary of RIGC.
 - 2. All Associates must either be supervised directly by a garden member to work on that garden member's individual plot or perform other duties under the guidance of the Executive Board (see Article VI) or by a specific chair designated in RIGC's Rules and Regulations.
 - 3. Associates do not have the right to vote or hold office.
 - 4. An Associate may serve as a non-voting participant on a committee, but may not chair a committee.
 - 5. Associates are not entitled to retain a plot they have worked on when it is relinquished by the member. Such plot will be made available in accordance with sections IIID and IIIE.
- H. Members shall pay annual membership dues determined by the Executive Board. Registration for current gardens shall be held in February. Registration Forms, the Liability Waiver (required by RIOC) and all dues and fees are due by the last day of February.
- I. Associates shall pay an annual fee which shall be determined by the Executive Board.

ARTICLE IV – OFFICERS AND DIRECTORS

- A. The elected Executive Board shall be comprised of President, Vice President, Secretary, Treasurer and three Directors.
- B. The President shall preside at Board and Membership meetings, shall represent RIGC in deliberations with other organizations, and shall establish *ad hoc* committees as necessary.

- C. If the office of President becomes vacant before the end of the term, the Vice President shall become the President. The Executive Board shall vote to select an interim Vice President until the next general membership meeting.
- D. The Vice President shall preside at meetings in the absence of the President and, in the case of prolonged absence of the President, shall assume the duties of that office. The Vice President shall administer the internal transfer list and the external wait list. The Vice President shall also organize and oversee Community Service of all members.
- E. The Secretary shall maintain all RIGC meeting minutes. The Secretary shall have on hand at all meetings a copy of the Bylaws and the meeting agenda. The Secretary shall have charge of all correspondence concerning RIGC and distribute as necessary. The Secretary shall maintain current records of membership, a list of committees and their members, the transfer list and the wait list. The Secretary shall be responsible for notification of Executive Board meetings and membership meetings.
- F. The Treasurer shall maintain the financial records of RIGC in good order and prepare the records for audit. The Treasurer shall attend all outside meetings pertaining to finances. The Treasurer shall deposit all funds in the name of RIGC in such bank as the Executive Board designates. The Treasurer shall pay out all funds under the authorization of the Executive Board. Any checks shall be signed by two of the following Officers: President, Vice President, Secretary or Treasurer.
- G. The three Directors shall be elected at the fall meeting by the membership to serve on the Board as voting members and will take on duties as determined by the Executive Board.
- H. If the position of Vice President, Secretary, Treasurer or Director becomes vacant before the end of the term, the Executive Board shall select by majority vote an interim Officer or Director who will serve until the next general membership meeting whereupon he/she will stand for election.

ARTICLE V – ELECTION OF OFFICERS AND DIRECTORS

- A. There shall be an annual election of Officers and Directors at the October membership meeting. Any member in good standing who has been a member for a minimum of one (1) year shall be eligible to run for office. The term of office shall run from January 1 to December 31 of the same year.
- B. Voting shall be by ballot. Each garden plot entitles the holder/holders to one (1) vote, and only if she/he is in good standing. If there is but one candidate for any office, she/he must receive a majority of votes cast. Any candidate for office receiving a majority of votes cast shall be considered elected. In case of a tie vote for any office, the presiding officer of RIGC shall cast the deciding vote.

ARTICLE VI – EXECUTIVE BOARD

- A. The elected Officers and Directors, and the appointed Standing Committee Chairs of RIGC shall constitute the Executive Board.
- B. The Executive Board shall meet as frequently as necessary. Meetings of the Executive Board may be called by the President and shall also be called upon the written request of a majority of Executive Board members.
- C. A quorum shall consist of a majority of the Executive Board.
- D. The Executive Board shall manage and oversee the affairs of the RIGC and perform such other duties as are specified in these bylaws.

ARTICLE VII – STANDING COMMITTEES CHAIRS

- A. Standing Committee Chairs shall be appointed by the Executive Board and will serve until successors are appointed.
- B. Standing Committees shall give activity reports and make recommendations to the Executive Board.
- C. The Standing Committees shall be the following:
 - 1. **The Publicity and Publications Committee** shall be responsible for newsletters and other publications.
 - 2. **The Maintenance Committee** shall manage and oversee maintenance projects and be responsible for the upkeep of tools and equipment.
 - 3. **The Landscape & Common Areas Committee** shall be responsible for planting and maintaining RIGC's borders, exterior perimeters and common areas.
 - 4. **The Rose Garden Committee** shall be responsible for planting and maintaining the Rose Garden.
 - 5. **The Standards Committee** shall be responsible for reporting violations of the standards (per the Rules and Regulations) for the proper maintenance of the individual gardens to the Executive Board.
 - 6. **The Audit Committee** shall be responsible for auditing the financial records of RIGC on an annual basis and report to the members at the March meeting. The Audit Committee shall not include any elected officers.

ARTICLE VIII - REMOVAL OF OFFICERS, DIRECTORS, STANDING COMMITTEE CHAIRS, MEMBERS AND ASSOCIATES

- A. Officers and Directors serve for one year or until their successors are elected. The Officer or Director in question can be removed by the adoption of a motion to do so. The vote required for adoption of such a motion is any one of the following:
1. A two-thirds vote of the entire membership; or,
 2. A majority vote of the entire membership when two week's notice has been given.

An Officer or Director can be removed at a general or special meeting called at the discretion of the Executive Board or by special written request of a quorum of the members and submitted to the Secretary at which members will hear both sides of the case and render a decision (See IXA).

- B. Termination of a Chair of a Standing Committee - Five (5) members may submit a Bill of Particulars to the Executive Board. Members of the Executive Board shall render a decision. Termination from office or a Committee Chair does not automatically terminate the individual's membership.
- C. Removal of a Member or Associate - A member or Associate of RIGC may be removed only for non-compliance with the Rules and Regulations of RIGC. Removal of members and associates shall be determined by a majority vote of the Executive Board. Members shall be entitled to appeal the decision of the Executive Board to the general membership at the next general membership meeting; provided, however, that the Executive Board decision stand, pending the determination of the general membership.

ARTICLE IX – MEETINGS AND QUORUMS

- A. There shall be two regularly scheduled membership meetings a year in March and October. These meetings must be publicized at least two weeks in advance. Meetings shall also be called at the discretion of the Executive Board or by a special written request of 30 members submitted to the Secretary. Meetings shall be conducted according to *Roberts Rules of Order, Revised*.
- B. Thirty percent of the registered membership (plot holders) shall constitute a quorum.

C. The Order of Business at general membership meetings shall be as follows:

Roll Call of Officers
Approval of Minutes
Treasurer's Report
Unfinished Business
Officers' Reports
Committee Reports
New Business
Closing of Meeting

ARTICLE X - MEETING MINUTES

The Secretary shall circulate a draft of meeting minutes to the members two weeks prior to the March and October meetings. Requests for changes to the minutes shall be made by notice to the Secretary within two weeks of their receipt, and a second draft shall be circulated reflecting those requests.

ARTICLE XI - RULES AND REGULATIONS

The Rules and Regulations define each member's responsibilities, which must be met in order to be considered a member in good standing. Such Rules and Regulations shall be issued to all members at the time of registration and shall be posted at the gardens. Changes to the Rules and Regulations shall be made by the Executive Board and copies distributed to all members.

ARTICLE XII - FINANCIAL ADMINISTRATION

- A. The Fiscal Year of RIGC shall begin January 1 and end December 31 of same year.
- B. Any expenditures over \$100.00 must be approved by the Executive Board.
- C. Any single expenditure over \$2,000.00 must be approved by membership.
- D. Any payments made by check will require two signatures.

ARTICLE XIII - AMENDMENTS

- A. Proposed amendments to these Bylaws shall be presented to the Secretary in writing, signed by five (5) members in good standing. Proposed amendments must include existing language together with proposed changes.
- B. A copy of proposed amendments shall be provided to all members at least two weeks before the general membership meeting at which the amendments will be voted upon. A special meeting may be called for this purpose.
- C. A majority vote of entire membership is required for passage of Bylaws revisions or amendments.