



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last update 2022-12-12*

---

## ***Table of Contents***

ARTICLE I: Name and Objective.....	2
ARTICLE II: Membership and Dues .....	2
ARTICLE III: Meetings, Quora, and Majorities .....	4
ARTICLE IV: Club Funds.....	5
ARTICLE V: Officers and Executive Board .....	6
ARTICLE VI: Duties of Officers.....	6
ARTICLE VII: Nominations and Elections .....	9
ARTICLE VIII: Rules of Order .....	10
ARTICLE IX: Requirements to be a 501(c)(3) .....	11
ARTICLE X: Amending This Document .....	12
Appendix A: Member Separation.....	13
Revision History.....	16



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **ARTICLE I: NAME AND OBJECTIVE**

**Section 1.** The name of the organization is the PARADISE GARDEN CLUB, INC., hereinafter referred to as the Club.

**Section 2.** The objectives of the Club are to devote its activities and funds to community education in horticultural practices and conservation; promote and support community beautification; invest in the continued education of students in horticulture and the environmental sciences; and promote the enjoyment of gardening among like-minded individuals in a positive environment.

## **ARTICLE II: MEMBERSHIP AND DUES**

**Section 1.** Any person interested in the Club's objectives is eligible for membership.

**Section 2.** Attendees at a PGCI meeting are MEMBERS, VISITORS, or PRESENTERS.

MEMBERS have completed an application and are current in their dues. A member (other than a lifetime member) who is not current with their dues is the same as a visitor.

- a. VISITORS do not pay dues and have no membership rights, such as voting, holding an office, chairing a committee, or receiving gifts distributed to members. A visitor may become a member at a meeting by presenting a completed application and paying dues.
- b. PRESENTERS may or may not be members.



## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

**Section 3.** There are four classes of membership.

- a. **REGULAR** – Upon payment of dues, enjoys all rights and privileges of the Club, including voting rights.
- b. **LIFE** – Title conferred after 25 years of REGULAR membership. Enjoys all rights and privileges of a REGULAR member. Dues are waived.
- c. **CHARTER** – Member since the Club was organized. Enjoys all rights and privileges of a REGULAR member. Dues are waived.
- d. **HONORARY** – Title conferred by the majority of board members. Dues are waived. No voting privileges.

Types of Honorary Members:

Garden Tour Hosts: will be honorary members for six months, from the time of the tour through the December meeting.

Garden of the Month Hosts: will be honorary members for three months, starting the month of their GOTM award.

Board-Nominated: will be honorary members for any period set by the board. An example of this category might, for example, be a longtime club supporter.

**Section 4.** The annual dues amount is proposed by the executive board and approved at a general meeting. The dues amount is then stated in the Standing Rules.

**Section 5.** Club dues are due annually October 23rd.

**Section 6.** Member separation is covered in Appendix A, starting on page 13.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **ARTICLE III: MEETINGS, QUORA, AND MAJORITIES**

**Section 1.** The date, time, and format of board and general meetings are advertised in the club newsletter and/or via email.

**Section 2:** In the event of a local, state, or national crisis, disaster, or quarantine, the President shall, in consultation with what members of the executive board can be reached, be allowed to either alter the format of, or cancel, any general or board meeting.

**Section 3:** “Format” can be in-person or remote by video over computer, or remote by phone.

- a. For in-person meetings, announcements are to include the physical location and any instructions required for entry.
- b. For remote meetings, announcements are to include the link and any other relevant digital connection information.

**Section 4:** Regardless of the format, in order to conduct business a quorum shall be a majority vote of members in good standing present; provided half of the elected officers are present, including one presiding officer and one recording officer or person appointed to fill that role for the meeting.

**Section 5:** A member can appoint a proxy to vote on his or her behalf at a meeting that the requesting member cannot attend. The person giving the proxy must inform the President that the proxy has been given, and to whom.

**Section 6.** Additional meetings of the executive board may be called by the President.

- a. The presence of half of the elected officers *plus* one more elected officer constitutes a quorum.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

b. Unless otherwise stated, a simple majority carries the vote.

## **ARTICLE IV: CLUB FUNDS**

**Section 1.** An expenditure that is up to 25% greater than a previously approved budgeted amount may be approved by a simple vote of the executive board. Expenditures more than 25% above budget must be approved by a majority vote of those present at a general meeting.

**Section 2:** Expenditures that are not budgeted must be approved before reimbursement.

a. The purchaser must present the receipt and the reason for the purchase to the board for initial approval.

b. If the board approves the purchase, the purchaser then presents the explanation to the general membership for a simple vote of approval.

c. The treasurer then will write a check to cover the expense.

**Section 3:** Funds or tangible goods donated or purchased with the intention of using them to raise funds (or lower costs) for the club (for example, donated plants, professional print jobs, or home-printer paper and toner) must be listed and the inventory and income/expense reported to the board.

**Section 4.** A minimum of fifteen hundred dollars (\$1,500.00) shall remain in the General Fund at the end of each term.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **ARTICLE V: OFFICERS AND EXECUTIVE BOARD**

**Section 1. Elected Officers** are the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Membership Lead.

**Section 2. Executive board** consists of the elected officers, each having one vote. Leads of standing or special teams and members with business to be considered by the executive board will notify the President in advance and request to be added to the agenda. Team Leads who need information from the board are encouraged to attend. Team Leads and members will have no vote.

Duties of the executive board are:

- a. Recommend policies, procedures, and activities to the general membership for consideration or vote.
- b. Approve President's nominations to fill elective office vacancies, prior to the general membership vote to approve.

**Section 3.** Officers may be elected for as long as is mutually agreeable.

**Section 4:** Only one member of a family may be an elected officer at a time.

## **ARTICLE VI: DUTIES OF OFFICERS**

**Section 1.** The President shall:

- a. Preside at all executive board and general meetings.
- b. Appoint Leads of Standing Teams.
- c. Call any special executive board and general meetings.
- d. Be an *ex-officio* member of all teams except the Nominating Team.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last updated: 2022-12-12*

---

## **Section 2.** The First Vice-President shall:

- a. Assist the President and, in the President's absence, assume the duties of the President.
- b. Serve as Program Team Lead, arranging for programs to be held at general meetings as well as trips and tours.
- c. If possible, deliver the list of programs for September through July to the Yearbook Lead by September for publication in the Yearbook.
- d. Be responsible for proper physical arrangement of the meeting room.

## **Section 3.** The Second Vice-President shall:

- a. In the absence of both the President and the First Vice President, assume the duties of President.
- b. Serve as Publicity Chair, arranging publicity for general meetings and special events (such as the Paradise Garden Tour), arranging for photography when appropriate and maintaining a written record of all publicity.
- c. Manages the email list and email-list management tool.

## **Section 4.** The Recording Secretary shall:

- a. Be responsible for written minutes of executive board and general meetings, providing copies by e-mail for the President, First Vice-President, Treasurer, the Email-List Manager (who will distribute to the membership), and the E-Librarian.
- b. Post a copy of the general meeting minutes at general meetings.

## **Section 5.** The Treasurer shall:

- a. Be custodian of all Club funds and deposit funds in a bank approved by the executive board.





## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last updated: 2022-12-12*

---

- b. Maintain proper official record of all income and expenses of the Club.
- c. Give a Treasurer's Report at executive board and general meetings, including posting a copy at general meetings and providing copies to the President, Secretary, the Email-List Manager (who will distribute to the membership), and the E-Librarian.
- d. Assure that all checks are signed by the Treasurer and countersigned by the President or Recording Secretary.
- e. Assure that all requests for reimbursement are properly documented and signed by the appropriate Officer or Team Lead.
- f. Have all financial records available for audit at the end of term of office or upon request of the executive board.
- h. Chair the Budget Team, to consist of at least one other elected officer. The team shall prepare a proposed budget and present it for approval before the beginning of the new fiscal year. The budget becomes effective July 1st. (See the PGCi Standing Rules for greater detail.)

### **Section 6.** The Corresponding Secretary:

- a. Assists with the correspondence of the President's office and conducts the routine correspondence of the Club as instructed by the President or the executive board.
- b. Serves as Sunshine Chair (described more fully in the Standing Rules).
- c. Arranges for name badges, the cost of which is payable by the member at the time of order.
- d. Upon request, sends printed material to any call-list member.





## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last updated: 2022-12-12*

---

### **Section 8.** The Membership Chair:

- a. Signs up new members, turns their dues over to the Treasurer, and reports their areas of interest (listed on the membership application or gathered in conversation) to the President and the members of any relevant teams.
- b. Collects renewing annual dues and turns them over to the Treasurer in a timely fashion.
- c. Creates a list of updates to the member list and gives it to the Email List Manager, the Yearbook Chair, and the E-Librarian monthly.
- d. Keeps a tally of membership including Charter Members, Life, Honorary, and Paid Members.
- e. Provides tally to Treasurer for quarterly payment of CGCI dues.
- f. Presents Lifetime Member certificates to members who have remained in the club for 25 years at the May meeting.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

**Section 1.** The Nominating Team forms in January (comprised of a Team Lead appointed by the President, one member appointed by the executive board and a third member volunteering from the general membership) and presents a slate of proposed officers at the March board and general meetings. Nominations from the floor will be accepted at the March general meeting prior to the



## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

vote. No nomination will be made without prior consent of the nominee.

**Section 2.** The Nominating Team can propose any member in good standing for a role. No proposal will be made without prior consent of the person being proposed.

**Section 3.** Elections are held at the April general meeting. If there is more than one nominee for any office, voting will be conducted by written ballot at in-person meetings and by chat to the Nominating Team Lead in video meetings or by phone. When there is only one candidate for each office, a voice or visual vote is employed. For more information on voting, see ARTICLE III: Meetings, Quora, and Majorities starting on page 4.

**Section 4.** Installation of Officers is held at the July general meeting.

### **ARTICLE VIII: RULES OF ORDER**

Current Bylaws and Standing Rules govern Paradise Garden Club, Inc.

When more procedural structure is required, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* (RRONR) shall govern PGCI in all cases to which they are applicable, and in which they are not inconsistent with our bylaws and any special rules of order the club may situationally adopt.

- RRONR need not be invoked in informal settings.
- When invoked, it must be by unanimous consent of those present.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **ARTICLE IX: REQUIREMENTS TO BE A 501(C)(3)**

Otherwise known as “Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code”

This section is imported from IRS webpage on Exemption Requirements for 501(c)3 organizations. The links in this section will take you to areas of the IRS website.

To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be [organized](#) and [operated](#) exclusively for [exempt purposes](#) set forth in section 501(c)(3), and none of its earnings may [inure](#) to any private shareholder or individual. In addition, it may not be an [action organization](#), i.e., it may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for or against political candidates.

Organizations described in section 501(c)(3) are commonly referred to as **charitable organizations**. Organizations described in section 501(c)(3), other than testing for public safety organizations, are eligible to receive tax-deductible contributions in accordance with Code section 170.

The organization must not be organized or operated for the benefit of [private interests](#), and no part of a section 501(c)(3) organization's net earnings may inure to the benefit of any private shareholder or individual. If the organization engages in an [excess benefit transaction](#) with a person having substantial influence over the organization, an [excise tax](#) may be imposed on the person and any organization managers agreeing to the transaction.

Section 501(c)(3) organizations are restricted in how much political and legislative (*lobbying*) activities they may conduct. For a detailed discussion, see [Political and Lobbying Activities](#). For more information about lobbying activities by charities, see the article [Lobbying Issues](#); for more information about political activities of charities, see the FY-2002 CPE topic [Election Year Issues](#).



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **ARTICLE X: AMENDING THIS DOCUMENT**

As one of the club's core documents these Bylaws are made available to all members as part of the Yearbook. When changing times suggest updates to the Bylaws, such updates are managed by an update team, including distribution for review and implementation of review comments approved by the board.

**Section 1.** These Bylaws can be amended by a two-thirds vote of members present at the general meeting, provided all proposed amendments have been:

- a. Considered for up to two weeks by the executive board, passed by a majority, and...
- b. Presented in writing at a general meeting at least one meeting prior to the general vote.

**Section 2.** The Standing Rules may be added to, amended, or suspended by majority vote of members present at a general meeting provided all proposed amendments have been:

- a. Considered by the executive board and passed by a simple majority.
- b. Presented in writing at a general meeting at least one meeting prior to the vote.



# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

email@paradisegardenclub.org

www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **APPENDIX A: MEMBER SEPARATION**

### **Section 1: Definitions:**

For purposes of this discussion, "member" means both individual and household types of membership.

### **Section 2: Member-instigated departure**

Any member may leave PGCI at any time.

This is regardless of the PGCI role(s) that would be impacted by such a move. In the case of a member with organizational responsibilities, PGCI requests as much notice as possible to the board so that they may find a replacement.

### **Section 3: Member termination by PGCI**

Now and then an organization encounters a situation in which a member's actions seem to be counter to the organization's bylaws, standing rules, and stated goals and objectives. When this kind of situation persists, intervention is indicated.

In such cases the board, once made aware of the situation, and upon deciding that it warrants such intervention, must select one or more board members who can, and will:

- a. Alert the errant member to PGCI's awareness of the situation;
- b. Explain to that person how the club will address it; and
- c. Make the errant member aware that the board representative(s) can offer guidance based on PGCI's bylaws, standing rules, goals, and objectives, if asked.

The best way to alert someone to an ongoing perception of negative behavior is to talk to them privately, and in person.

The member then should be given time for reflection, resulting in a decision to either change the problem behavior or leave the group.



## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last updated: 2022-12-12*

---

This period of reflection ends at a private group discussion between the member and a quorum of the board, to be scheduled with the member at time of initial contact. One to two weeks is a common period for this but a shorter period is acceptable. A longer period is not acceptable.

At this second meeting, the member must declare whether or not their plan is to move in a direction that can be deemed to be in accord with PGCI's bylaws, standing rules, goals, and objectives. If the answer is no, the member is now asked to leave PGCI. If things have gone well to this point, there should be no ill will or loss of dignity on either side.

If the answer is yes, the member then will meet with the original notifying board member(s) to develop a remediation plan with a minimum of three specific goals and deliverables, to be met during a probationary period of 30 days. The board member(s) can negotiate with the member for one week to reach and agree on an effective solution. This remediation plan then is to be delivered by the member to the board at a third, and again private, meeting.

The member then begins the probationary period, during which the member:

- a. May not vote on PGCI issues.
- b. Must temporarily return any club keys in their possession.
- c. May not incur expenses on the club's behalf.

During these 30 days PGCI will poll, quietly and internally, to determine whether or not the PGCI members who originally brought the complaint against the member are satisfied with the course and pace of remediation.

At the end of the probationary period there will be a third private meeting between the member and a quorum of the board to determine whether or not the member has made good-faith



## Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967

[email@paradisegardenclub.org](mailto:email@paradisegardenclub.org)

[www.paradisegardenclub.org](http://www.paradisegardenclub.org)

*Last updated: 2022-12-12*

---

progress in remediation. If that answer is "yes" then probation can be lifted.

If at that time that answer is "no," the member will be released from PGCI with a recap of the original complaint and the steps taken, along with an explanation as to why the outcome may not be what either PGCI or the now ex-member had hoped.

Document all action. Keep it tactful and professional while conveying the essential message. Send a copy to the member involved, and submit the document to the E-Librarian for cloud storage in the President's folder.

In most cases, probating dues back will be a non-issue as too little to bother with. Some departing members may feel otherwise, so in order to limit contention the refund will be granted.





# Bylaws of the Paradise Garden Club, Inc.

P.O. Box 1246, Paradise CA 95967  
email@paradisegardenclub.org  
www.paradisegardenclub.org

*Last updated: 2022-12-12*

---

## **REVISION HISTORY**

Revisions to this procedure were made:

March 9, 1964	April 13, 1964	January 11, 1966
October 13, 1969	September 9, 1974	October 11, 1989
January 1, 1990	March 11, 1991	May 10, 1992
June, 1995	October, 1997	September, 2008
October, 2004	December, 2007	July, 2009
April, 2011	January 9, 2012	July 10, 2021
December 12, 2022		