

Community Garden Mapping Project Bylaws

Rosemallow Chapter - Tallahassee, FL

Chairman Daniel Domínguez

January 19, 2022

Article I. Name & Boundaries

- (A) The name of the association shall be Community Garden Mapping Project: Rosemallow Chapter.
- (B) The association shall encompass the area of Tallahassee, FL. **BoundingBox(362288.43, 706416.84 : 388244.20, 725136.09)**

Article II. Membership

- (A) The membership of this association shall be voted on by members following a request to, and then recommendation from a nominating committee. A 2/3rds majority vote is required to grant membership.
- (B) Members will sign an affirmation of dedication that outlines their commitment of support.
- (C) A voting member shall be an individual or group within the boundaries of the organization. Each voting member is entitled to one vote.
- (D) Membership shall not be denied on the basis of views or opinions contrary to the goals and purposes of the association.

Article III. Officers

A term of office shall begin at the close of the annual meeting. The officers of the association shall be the Chairperson, a Vice Chairperson, and a Secretary/Treasurer, if deemed appropriate. The officers of the association will comprise the board of directors.

Absent officers, the founding member is seated as the Chairperson.

- (A) **The Chairperson** (2 terms) shall call and preside at all meetings, shall act for and on behalf of the membership of the association, shall appoint any special committees necessary for the operation of the association business and shall act as official spokesperson for the association.
- (B) **The Vice Chairperson** (1 term) shall, in the absence of the chairperson, assume all of the duties of that office and shall be responsible for publicity and notifications of meetings of the association.
- (C) **The Secretary/Treasurer** (1 term) shall keep a permanent record of all formal meetings and all legal documents and legal transactions of the association. This officer shall transcribe the minutes of each meeting and shall maintain a file copy available to members and volunteers. This officer shall keep all financial receipts and a permanent record of all financial business of the association. An up-to-date financial report shall be submitted at each meeting.

- (D) Any officer can be removed from office by a 2/3rds majority vote of the members and chairperson after a special meeting has been requested at least five (5) business days in advance. Adequate notice must be provided to all members for meetings involving the recall of officers.

Article IV. Committees

- (A) The Chairperson shall have the power to appoint committees as necessary to implement the purposes of the charter.
- (B) The Chairperson shall be an ex-officio member of all committees.

Article V. Meetings

An annual meeting shall be held during the month of January at a time and place designated by the chairperson.

- (A) Not less than 51% percent of the voting members shall have the privilege of petitioning a special meeting at any time.
- (B) The voting members present shall constitute a quorum.
- (C) At least a three (3) day notice shall be provided in advance of any association meeting. Every effort will be made to notify all interested parties and members of the association of upcoming meetings either by phone, e-mail, meeting notices, bulletin boards, newsletters, or announcements at regularly scheduled meetings.
- (D) All meetings shall be public and open to any interested persons.

Article VI. Nomination, Election, Annual Reports and Installation of officers.

- (A) Nominations of officers shall be made from the floor at the annual meeting or slate presented from a nominating committee.
- (B) Election of officers shall be held 1-2 meetings following the nominations.
- (C) Upon installation of new officers, all documents, records, and any materials pertaining to the duties of the office as designated in the bylaws which are in the possession of the outgoing officers shall be submitted to the newly elected counterpart within five (5) days of the installation.
- (D) Any officer vacancies occurring during the year shall be filled by appointment by the board.

Article VII. Fiscal Responsibility

- (A) Expenditure of funds of the association may not be made without the signatures of at least the chairperson and treasurer.
- (B) Financial records and funds of the association shall be audited at least once a year by a committee of at least two members appointed by the chairperson prior to a new treasurer's taking office.

Article VIII. Amendment of Bylaws

- (A) A unanimous vote by the board of directors is required for each change or amendment to the bylaws.
- (B) Proposed amendments shall be sent to all members at least five (5) working days in advance of the meeting where action is to be taken or shall be read at the presiding meeting.

Article IX. General

- (A) Basic parliamentary procedure governs the association, the board of directors, and all subcommittees in all cases to which they apply and do not conflict with the specific provisions of these bylaws or any special rules that the association may adopt.
- (B) If any part of these bylaws or the application thereof is hereafter held invalid or unenforceable, the remainder shall not be affected thereby, and only the affected portions are declared eliminated
- (C) No officer, representative, spokesperson or member shall have any financial liability of the association.

Date Adopted