

OUTLINE OF CLUB

Executive of Peninsula Garden Club

- a. The ongoing leadership of the Club shall be provided by an Executive elected by the general membership and comprised of the following roles: President, Vice-President, Past-President, Secretary, Treasurer and three Directors*.
 - i. **President** is responsible for chairing meetings and for the effective operation of the PGC in meeting its goals.
 - ii. **Vice-President** is responsible for special projects as assigned by the executive and shall act as President as required.
 - iii. **Past-President** is responsible for providing leadership, support and knowledge to the current Executive.
 - iv. **Secretary** is responsible for the custody of all written communication (except financial records).
 - v. **Treasurer** is responsible for providing leadership for all financial operations.
 - vi. **Directors x 3** are responsible for special projects as delegated by the Executive.
- b. Roles and detailed responsibilities are outlined in specific role descriptions for each executive member.
 - c. Term of office for Executive members is one year, unless re-elected at the AGM. The maximum term for any one office is three consecutive years.
 - d. Vacancies of Executive Members that occur during a term of office may be filled at the discretion of the Executive for the balance of the original term of office. Those appointed will be ratified at the next PGC meeting. The balance of the original term of office is not considered as part of the maximum term of three consecutive years for any one office.

*A Director in the Society Act is defined as a trustee, officer, member of an executive committee and a person occupying any such position by whatever name.

Committees/Coordinators

- a. Many PGC functions are managed by special purpose committees. Coordinators for these committees are approved by the Executive. Such committees include: Publicity, Program, Parlor Show, Plant Stall, Plant Sales, Refreshments, Library, Membership, Raffle, Master Gardeners, Web Site Administrator, Sunshine Lady, Garden Visits and others as required.
- b. Coordinators and other members in good standing are able to attend Executive meetings, with advanced notice, but do not have the right to vote or make motions.

Types of Membership

1. Membership is open to any person who subscribes to the Purpose and Bylaws of the club.
 2. There are two categories of membership: Regular and Honorary Life.
- c. **Regular members** pay the annual fee and are entitled to all Club privileges, to hold office and to participate in all activities of the Club. Voting privileges will be limited to one vote per member, for motions presented at regular monthly meeting or the Annual General Meeting (AGM).
 - i. **Senior members** are sixty-five years of age or older.
 - ii. **Family members** live in the same home or are part of the immediate family, e.g. husband and wife, mother and daughter.
 - d. **Honorary Life membership** may be awarded to any person who has maintained active, continuous membership for ten years and has served above and beyond all expectations. There will be a maximum of ten members, at one time, who hold an Honorary Life membership. Such Honorary Life members shall be entitled to full membership privileges for life without payment of annual fees.

- i. Nominations for an Honorary Life member will be made in writing to the Executive by any member in good standing.
 - ii. Such nominations must be approved by the Executive.
5. Members in good standing are defined as persons who have their current annual fees fully paid.

Meetings

1. A minimum of nine General meetings will be held annually at a regular time. Generally, every second Monday of each month at 7 pm, Mary Winspear Community Center; check Calendar of meeting for each year as they can vary slightly. No meetings in January or August and a Christmas Social in December.
2. Meetings of the Executive shall be held prior to each General meeting, at times established by the Executive. Extraordinary meetings of the Executive may be called by any two Executive members.
3. All Coordinators meet with the Executive ad hoc to discuss relevant concerns.
4. The AGM shall be held in November each year at a time and place to be determined by the Executive.
5. Quorums for meetings shall be:
 - f. Monthly General meetings: 15 members
 - g. Executive meetings: one half of the current Executive
 - h. AGM: 25 members

Plant Sales

The Peninsula Garden Club has two plant sales a year; one in April and one in September. These sales are the major fund raising events for the Club and are well attended by the community.

Members donate all the plants, vegetable starts, fruits and vegetables, gardening books and items for sale from their gardens and homes. A propagation group has been teaching members how to transplant, split, take cutting all with the goal of providing plants for the plant sale.

Members sign up to assist with the set up, delivery of plants, the running of the sale and clean up after the sale.

Usually, Directors coordinate the plant sale, distribute posters throughout the community, co-ordinate the volunteers and the plant category organization.

The plant sale is a great place to meet members, learn about local growing conditions, access Master Gardeners, plants that grow well in the area and pick up new plants at reasonable prices.

New Comers Tea

Annually all New Comers who have started in the past calendar year are invited to a garden tea to welcome them to the club, introduce the executive, share information regarding their personal gardening experience and their goals for joining the Garden Club. This is a relaxing, fun, casual event in one of the Garden Club member's garden, usually held in June.

Christmas Social

In early December the Club hosts a Christmas Pot Luck Dinner for the club membership and their guest. (For the date see calendar of club meetings on Upcoming events page) Each club member signs up to bring an appetizer, salad, entree or dessert. Refreshments are provided, along with Christmas ambience, music, decorations and door prizes. Members are asked to bring donations of food, toys or money for the Lions Club Christmas food and toy drive. A seasonal presentation is on the program for the enjoyment of all. Socializing, fun and good food are had by all.

Open Garden Visits

Open Garden visits can be booked between April through October. These are identified, organized and coordinated by a Garden visit coordinator. Usually, three member, community or private gardens are identified in a geographically adjacent area for members to explore and experience on a Saturday or Sunday afternoon. These will be posted on the Up-coming events page. Garden tours are organized on an individual basis. Refer to Local Public Garden list on the Gardening Resources page for other gardens to visit.

Workshops, i.e. Propagation, Vegetable Gardening, Pruning

Ad hoc workshops will be organized and posted on the events page as they are developed. Please provide suggestions for workshop themes, on the communications link throughout the web site.