

# CALIFORNIA CONSULTANTS COUNCIL

## BYLAWS

### Article I—Name

The name of this organization shall be the CALIFORNIA CONSULTANTS COUNCIL (CCC), of California Garden Clubs, Inc. (CGCI). CGCI is incorporated in the State of California as a non-profit organization and classified by the Internal Revenue Service as a 501(c)(3) organization.

### Article II—Objectives

The objectives of the CCC are:

**Section 1.** To protect the environment, to increase knowledge in horticulture and to promote excellence in landscape design.

**Section 2.** To advance and continue the study of the environment, gardening and landscape design by:

- a. encouraging and promoting sponsorship of and attendance at schools and refreshers of National Garden Clubs, Inc. (NGC) Environmental Studies Schools, Gardening Study Schools, and Landscape Design Schools;
- b. serving on local and state committees;
- c. continuing study through, including and not limited to, lectures, workshops, conferences and tours.

### Article III—Members

**Section 1.** Qualifications for membership are:

- a. be a member in good standing of a CGCI Garden Club and
- b. be accredited as a consultant by NGC, or
- c. hold Emeritus status or
- d. have successfully completed at least two courses in any one area of study (achieving NGC Provisional Consultant status).

**Section 2.** Membership classifications:

- a. Consultant - having successfully completed four courses in any one area of study and being certified by NGC as a Consultant.
- b. Provisional Consultant - having successfully completed two courses in any one area of study (achieving NGC Provisional Consultant status).
- c. Emeritus Consultant – having been granted Emeritus Consultant status by NGC.

**Section 3.** Admission Procedures:

- a. Qualified members may join upon payment of dues.
- b. Dues are payable July 1 of an odd-numbered year; and shall be for a two-year term beginning July 1. The fiscal year shall be from July 1 to June 30.
- c. The amount of dues shall be set forth in the Standing Rules.

**Article IV—Officers - Duties**

**Section 1.** The officers shall be a Chairman (appointed by the CGCI President), three Vice Chairmen (one representing each of the consultant groups – Environmental, Gardening and Landscape Design), Secretary, Treasurer and Parliamentarian, who shall also serve as the Executive Committee. The three CGCI Schools Chairmen shall serve as ex officio officers.

**Section 2.** All members of CCC are eligible to serve as officers.

**Section 3.** The term of office shall be two years or until their successors are elected or appointed. No officer may serve more than two (2) consecutive terms in any one position with the exception of the Chairman.

**Section 4.** The Chairman shall:

- a. preside at all meetings of the CCC and of the Executive Committee;
- b. appoint the Parliamentarian;
- c. appoint committees as are deemed necessary with the approval of the Executive Committee;
- d. be an ex-officio member of all committees with the exception of the Nominating Committee.

**Section 5.** The Three Vice Chairmen shall:

- a. preside in the absence of the Chairman (any one may serve in this capacity); and
- b. jointly serve as Program and Awards Chairmen; and

- c. perform duties as assigned by the Chairman.

**Section 6.** The Secretary shall:

- a. keep a full and complete record of the proceedings of the CCC meetings and the Executive Committee meetings;
- b. conduct the official correspondence of the CCC;
- c. keep on file all reports;
- d. arrange for meeting notices to be sent one month prior to each meeting.

**Section 7.** The Treasurer shall:

- a. receive all money;
- b. maintain a current roster;
- c. request payment of bills through CGCI as set forth within an approved budget; or as authorized by the CCC Executive Committee;
- d. present a written report at each meeting;
- e. keep itemized records of all transactions and receipts for same;
- f. reconcile to CGCI financial officers' reports once a year.

**Section 8.** The Parliamentarian shall:

- a. advise on points of parliamentary law and procedure when requested;
- b. maintain current copies of the Bylaws, standing rules and policy.

### **Article V—Meetings**

**Section 1.** There shall be a meeting at every CGCI Board Meeting and Convention, the Annual Meeting to be held in conjunction with the CGCI Convention. Meeting arrangements shall be coordinated with the CGCI President.

**Section 2.** The quorum for meetings shall be one third of those CCC members present at the CGCI event; or ten (10) members in good standing in the case of a meeting held independently from a CGCI event.

### **Article VI—Executive Committee**

**Section 1.** The Executive Committee shall be:

The Chairman, appointed by the CGCI President, and the CCC officers.

**Section 2.** The committee shall transact the business of the CCC between regular meetings.

**Section 3.** The Chairman shall preside at all meetings of the committee.

**Section 4.** Four (4) members shall constitute a quorum.

**Section 5.** The committee shall have the power to fill any vacancy (except for the Chairman) by appointment until the next election. The CGCI President appoints a new Chairman.

## **Article VII – Nominations and Elections**

**Section 1.** A nominating committee of three (3) members shall be elected at the Council Meeting held at the CGCI Winter Board Meeting in the even-numbered year.

**Section 2.** The Nominating Committee shall present at the meeting held in conjunction with the CGCI convention in odd-numbered years a slate of candidates for the offices of Vice Chairman, Environmental Consultants; Vice Chairman, Gardening Consultants; Vice Chairman, Landscape Design Consultants; Secretary and Treasurer. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained.

**Section 3.** Election of officers shall be held at the Annual Meeting in odd-numbered years.

**Section 4.** Election of Vice Chairman, Environmental Consultants; Vice Chairman, Gardening Consultants; Vice Chairman, Landscape Design Consultants; Secretary and Treasurer shall be by ballot unless there is but one candidate for each office, in which case the election may be held by voice vote.

**Section 5.** A majority of those present and voting shall elect. Proxy voting shall not be allowed.

**Section 6.** Officers and chairmen shall assume office at the beginning of the fiscal year.

**Section 7.** Officers and chairmen shall transfer to their successors all records pertaining to the office within thirty (30) days of the close of the fiscal year.

## **Article VIII—Committees**

**Section 1.** Committees may be appointed by the Chairman with the approval of the Executive Committee.

**Section 2.** The term of office for Committee members shall correspond with that of the officers.

## **Article IX—Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the CCC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and the Standing Rules of the CCC or any special rules of order the CCC may adopt.

## **Article X—Amendments**

These Bylaws may be amended by the membership at the Annual Meeting of the CCC by a two-thirds (2/3) vote of those present and voting, provided that the proposed amendment(s) shall have been sent to each member at least thirty (30) days in advance.

## **Article XI—Dissolution**

Upon dissolution of this organization, all assets remaining after debts have been satisfied shall be distributed to California Garden Clubs, Inc., a 501(c)(3) organization.

Adopted on June 7, 2013 in San Diego, California.