

Apollo Beach Garden Club, Inc.

A 501(c)(3) Not-for-Profit Corporation

By-Laws

Article I

Object and Mission of the Apollo Beach Garden Club, Inc. (Club):

The Object of the corporation is to enrich the outdoor garden experiences through education programs, public awareness, and oversight of the Apollo Beach Community Forest Garden.

The Mission is for residents of Apollo Beach and the South Shore community to learn about various common, edible and Florida-friendly plants, and also to understand the significance of local environmental issues, opportunities and regenerative efforts.



Article II

Membership:

Section I. Membership is open to all Apollo Beach, South Shore residents and other citizens interested in gardening. Guests are welcome anytime.

Section II. The annual meeting will be held in September at which time new officers will be installed and annual dues are payable.

Section III. The annual Apollo Beach Garden Club, Inc. and Florida Federation of Garden Clubs dues are \$30.00 per person. Dues will not be prorated if a member joins mid-year. (See 'Apollo Beach Garden Club Membership Form' Document).

Article III

Officers:

The Executive Board shall consist of 3 officers (President, Secretary and Treasurer) and a minimum of 3 Directors which include: The immediate past President, Community Forest Garden Coordinator and one Director of Marketing and Events. It is preferred that the members of the board are full time residents of Apollo Beach or the surrounding areas. The term of office is two years. Election of officers will take place at the annual meeting

by a majority vote of the membership present. An email ballot may be requested 3 weeks in advance of the annual meeting. A board vacancy may be filled by appointment with a majority vote of the current board members.

Hillsborough County Parks and Recreation Department will have a non-voting liaison to the Board to provide guidance and assistance to the Club.

Article IV

Duties of the Executive Board Officers:

President: Presides over meetings, represents the Apollo Beach Garden Club, Inc. at community functions or Club business and serves as Past President for two years following the end of their term. Submits an Annual Report to the Division of Corporations of the Florida Department of State on-line at: www.sunbiz.org.

Secretary: Creates an agenda for Board and Membership meetings, records the minutes of each meeting, is custodian of all records, and handles the Club's correspondence.

Treasurer: Is responsible of preparing the annual budget with the President and Past President, handles Club's funds and accounts, collects dues, pays out funds as directed by the Board and prepares monthly and yearly financial reports for presentation at Club meetings. The Treasurer submits reports to the IRS and the State of Florida as required and submits a financial report for the yearly audit.

Duties of the Directors:

Community Forest Garden Coordinator: Supervises and coordinates the activities of the Apollo Beach Community Forest Garden, including working with the Hillsborough County Parks and Recreation Department liaison. Ensures that the guidelines stated in the

'Raised Bed Lease Agreement' Document are met by each member. Coordinates Committee Chairs of: Scholarship, Programs and Membership.

Past President: Is a non-voting member of the Board to assist and support the President and Treasurer. Provides general guidance as needed. Coordinates Committee Chair of: Nominating .

Director of Marketing and Events: In charge of marketing events and programs as well as seeking fundraising opportunities through social media, newspaper and other channels. Coordinated the Committee Chairs of: Webmaster, Plant Sales and Newsletter.

(See 'Descriptions of Responsibilities ABGC' Document)

Article V

Meetings:

Section I: There shall be quarterly membership meetings held the third Tuesday of the month at 7:00PM at 664 Golf and Sea Blvd, Apollo Beach, Florida 33572. The meetings will be held in: September (annual meeting), December, March, June. The Board can call a meeting, if necessary, aside from the annual calendar of meeting dates, and the monthly newsletter will contain a reminder of each quarterly meeting. All decisions affecting the Club will be made by a majority vote of those in attendance at the meetings.

Section II: Board meetings are held-monthly and are open to any member wishing to attend. Date and time will be published in the monthly newsletter.

Section III: A special meeting can be called by any Board member with notice of at least 7 days. The notice shall include the reason for the special meeting.

Section IV: All meetings will be conducted using Parliamentary procedures –Robert's Rules of Order, Newly Revised, Current Edition.

Article VI

Apollo Beach Community Forest Garden (ABCFG):

Section I: The ABCFG is a space where Club and community members can experience and practice gardening with emphasis on agriculture (food cultivation), beneficial insect host plants, orchids, epiphytes and Florida-friendly plants. The garden is composed of a

raised bed section and a forest garden. The raised beds are available for lease by the membership. The forest garden is a common ground maintained by Club members to share with the community.

The ABCFG is intended to showcase the possibilities, methods and plants for Florida gardening that the community can replicate in other spaces and to provide the opportunity to every child and adult community member to taste and experience trees, plants, fresh fruit and vegetables grown locally in Apollo Beach, Florida.

Section II: Access to the ABCFG by non-members is available when Club members are present in the Garden.

Section III: The Apollo Beach Garden Club, Inc. acts as the keeper and manager of the ABCFG and as such is in charge of the space. All business related to the ABCFG is handled by the Apollo Beach Garden Club, Inc.

When leading activities, planting or being in the garden the Club, its members and Community Forest Garden members are to follow the guidelines provided in the 'Raised Bed Lease Agreement' Document.

Section IV: A maximum of two raised beds can be leased per household.

Section V: When the Club receives a grant from a third party or entity to install, improve or add any plants, materials, structures, or other items in the ABCFG, and such entity wishes to place a plaque in recognition of their donation inside the garden, the following guidelines for the plaque and positioning have to be met: The plaque is to be 8.5 inches

wide by 5.5 inches tall and mono-color lettering. It is to be placed in front of the most relevant item donated by the grantor with approval from the Club Board.

Section VI: In alignment with the Club's Vision and Mission, workshops will be held monthly on the 3rd Saturday.

Article VII

Dissolution of Corporation:

The provisions for disposition of the corporation assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to the corporate assets are:

All assets are to pass to the Coalition of Community Gardens, Inc. in the event of dissolution of the Apollo Beach Garden Club, Inc. after all creditors are paid.

Article VIII

The address of business of the corporation is:

Apollo Beach Garden Club, Inc.

PO Box 3294

Apollo Beach, FL 33572

Article IX

Liability:

Provision eliminating or limiting the personal liability of an officer or director or both, to the corporation or the shareholders for monetary damages for breach of fiduciary duty as an officer or director or both is:

The officers, directors, and members of the Apollo Beach Garden Club, Inc. shall not be liable for monetary damages for breach of the fiduciary duties to the full extent permitted by Florida Chapter 48.091, Florida Statutes.

Article X

Amendments:

These By-Laws as well as the 'Raised Bed Lease Agreement' may be amended by the affirmative vote of a majority of the members at any regular or special meeting, provided that notice of the proposed amendment is made at a previous meeting or via email 30 days in advance.

Dated and signed by Officers this 17th day of September 2024,

President _____

Secretary _____

Treasurer _____

Comm. Forest Garden Coord. _____

Past President _____

Director of Marketing and Events _____

Committee Chairs (Signature not required, for record purposes only):

1. Scholarship Chair _____

2. Program Chair _____

3. Membership Chair _____

4. Webmaster Chair _____

5. Plant Sales Chair _____

6. ABGC Leaf Newsletter Editor Chair _____

7. Nominating Chair _____