



3RD CANADIAN DIVISION SUPPORT BASE EDMONTON

GARRISON WAINWRIGHT

GARDEN CLUB BY-LAWS

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*Approved by
S. Sharpe, Major
Garrison Chief of Staff*

RECORD OF AMENDMENTS/ADDITIONS

[illegible]

WAINWRIGHT GARDEN CLUB

BY- LAWS

ARTICLE I – GENERAL

1. Membership is available for all as detailed in Article II of the By-laws.
2. The Executive Committee via the Senior Manager PSP will recommend to the Base Commander (BComd), the cancellation or suspension of any member for not following the 3 CDSB Garrison Wainwright Recreation Club Constitution or the By-laws. No recommendation of cancellation or suspension of membership shall be made without the member having;
 - a. been notified by telephone or e-mail first;
 - b. been notified in writing of the reason for such actions being taken; and
 - c. been given the opportunity to be heard by the Executive Committee at a meeting called for that purpose.
3. A voting member of the club must be a currently paid-up member.

ARTICLE II – MEMBERSHIP

4. All members are required to pay a fee of \$15 per plot that they wish to rent for the season. Fees are payable at the Annual General Meeting (AGM) or throughout another arrangement with the Executive Committee. Members are also required to have a Community Recreation Association (CRA) membership that can be obtained at the Garrison Fitness Centre.
5. Membership fees are waived for members of the Executive Committee.

ARTICLE III – EXECUTIVE COMMITTEE

ELECTION

6. The election of the Executive Committee shall be conducted annually, at the April AGM. Nominations will be accepted up to two weeks before the meeting. Terms of office will be from 1 April for one year. Vacancies of these offices will be filled by appointment by the President, subject to approval of the Executive Committee, for the balance of the term. A vacancy of the President's office will be filled by advancement of the Vice President; his/her vacancy will, in turn, be filled by appointment as outlined above. The President, Vice President and Treasurer of the club will be military personnel of the regular force or a reservist on a class B or C. Military status is not required for all other positions. To be eligible to become an officer of the Executive Committee the individual must be a currently paid-up member.

DUTIES OF COMMITTEE MEMBERS

7. President:

- a. represent club and members' interests in all his/her functions;
- b. develop activity and means of incorporating policy and direction of operation;
- c. determine schedule of Executive Committee meetings;
- d. preside at all Executive Committee meetings and general club meetings;
- e. report potential problem areas to the Community Recreation Coordinator / members;
- f. determine aspects of the program which are lacking;
- g. suggest methods of improvement;
- h. holder of the inventory list;
- i. sole authority with treasurer for use of club funds and signatures of checks for purposes of club operations and purchasing with approval by club members; and
- j. maximum expenditure authorization of \$200.00 without club members' approval, for a one-time, non-recurring expense.

8. Vice President:

- a. ensure discipline during Executive Committee meeting and general meetings;
- b. represent club President when he/she is not available for official functions;
- c. represent club and members interests in all his/her functions;
- d. develop activity and means of incorporating policy and direction of operation;
- e. in the event of the President's absence, the Vice President possesses authority with Treasurer for use of club funds and signatures of checks for purposes of club operations and purchasing with approval by club members; and
- f. maximum expenditures authorization of \$200.00 without club members' approval, for a one-time, non-recurring expense.

9. Treasurer:

- a. conduct sound bookkeeping for all financial operations of the club;
- b. will ensure that all accounts and financial operations are up to date seven days before Executive Committee and or general meetings;
- c. will collect all membership fees every year for club seasonal operation; and
- d. second authority with President or Vice President in the event that club President is not available for using club funds, signatures of checks for purposes of club operations, and purchasing with approval by club members.

10. Secretary:

- a. ensure that parliamentary procedures are followed while meetings are conducted;
- b. record all minutes of Executive Committee meetings and general meetings;
- c. ensure that the Community Recreation Coordinator receives copy of minutes for all meetings;
- d. prepare information for upcoming general meetings and publish said information 14 days before meetings with the agenda of topics to be discussed; and
- e. post minutes of all meetings on club web page for accessibility of club members.

11. Councillor:

- a. member appointed to the Council with voting power; and
- b. assist Executive Committee in planning of AGM and other events.

12. Any Executive Committee members that will hold financial authority must complete the NPP Financial Certification exam prior to authorizing any spending.

ARTICLE IV – RULES & REGULATIONS

13. In an effort to ensure previous year's members get the same plots, they will be the first at the AGM to choose their plot. The Executive Committee will have a list on hand of the previous year to ensure members get the same plot. New members will choose after. Although maximum effort will be made to ensure members get the same plot every year, there is no guarantee that members will get the same plot year after year.

14. Water outlets are supplied at the rate of one for every two plots.

15. Pets are NOT permitted in the garden area, unless on a leash. Any damages incurred will be the responsibility of the pet owner.
16. No excessive noise is permitted in the garden area.
17. Members will be responsible for keeping their COMPLETE plot free of debris, grass and especially weeds, and will not allow grass to grow in between plots. If the member decides to share the plot with someone else, the original member will be responsible for their entire garden plot.
18. Members are responsible for cutting the grass within two meters of their plot. Grass is to be kept to a height of 6 inches or less and that when a member has been notified by text or email that their grass needs to be mowed, it must be corrected within three days of notification.
19. Planting of perennials within the designated plot is not permitted and are subject to being tilled at the end of the growing season.
20. The Executive Committee will inspect the plots regularly and if a plot is found to contain excessive weeds, grass or debris the member will be informed by phone and/or in writing. The entire garden must be cleaned within the next three days after the notification by the Executive Committee.
21. Members must notify the Executive Committee if going away for an extended period of time.
22. In the event that the member is posted during the growing season, they will be responsible for arranging upkeep by someone else with the approval of the Executive Committee. If an agreement cannot be reached the Executive Committee will arrange to have the plot cleared resulting in the loss of the member's refund.
23. Unaccompanied children under the age of 12 are not permitted in the garden area.
24. Members will not water in excess, so as to avoid flooding their neighbour's plot(s).
25. Garden plots will be cleared completely by final clean-up date. Date for final clean-up will be determined by the President and communicated by the executive committee (usually the October long weekend).
26. Compost debris will be piled within member's plot area, at the opposite end from the water outlet.
27. Only wooden spikes are authorized.
28. String, twine, rope, etc. must be thrown away in the garbage bins provided.

29. At the end of the growing season all garden equipment will be removed from the garden area. If not removed by member by final clean up date, the Executive Committee reserves the right to dispose of it.
30. Members can only use pesticide and herbicide designed for home purpose (no commercial or farm grade product) and must follow the instructions on the label. All product shall be contained to the allocated lot.
31. Tilling of empty garden space will be done sporadically throughout the season, however members should clearly identify their lot by keeping it weed-free.
32. Do not lay hoses on empty lots. If a hose is damaged during tilling of empty lots/garden space, no reimbursements will be provided.
33. Concerns or disputes with the above rules and or plots shall be brought to the Executive Committee. The Executive Committee will resolve these concerns or disputes, through common sense and the use of these By-laws and the 3 CDSB Garrison Wainwright Recreation Club Constitution.
34. Membership interested in gaining access to the club tools for the gardening season will pay a one-time tool rental fee of \$15 per household, per season; regardless of the number of plots owned by that member. Members who choose to participate in the tool sharing program will be added to the key list for the season with the MPs. Tool fees are used to maintain and replace club tools.

