

# HADDAM GARDEN CLUB

## BY-LAWS

Revised January 2018

### **Article I Name**

Section A The organization shall be known as the Haddam Garden Club of Haddam, Connecticut, hereafter HGC.

### **Article II Objective**

Section A The objective of the HGC shall be:

1. To stimulate the knowledge and love of gardening and floral design among amateurs.
2. To aid in the protection of native flora and fauna.
3. To promote civic planting and conservation.
4. To organize social activities for the benefit of the members.
5. to involve each member as an active participant.

### **Article III Membership**

Section A Membership in the HGC is open to all regardless of gender, age, race, ethnicity or religious affiliation.

Section B There shall be three (3) Membership Categories: Active, Associate, and Honorary.

1. Members in all Membership Categories shall have one vote.
2. To be a Member in Good Standing, a member must fulfill the requirements for the respective category.

Section C Active Members *shall*:

1. Attend a minimum of six (6) business meetings each year.
2. Co-host a minimum of one (1) meeting each year.
3. Participate in a Civic Project Day.
4. Be willing to serve as a HGC Officer or Committee Chair.
5. Participate in HGC special events.

Section D: Associate Members:

1. Shall have been an Active Member for a minimum of five (5) years.
2. May attend fewer than six (6) meetings each year.

3. Shall participate in HGC special events.
4. May return to Active Status upon request.

Section E Honorary Membership will:

1. Be given to a member for outstanding contribution to the HGC.
2. Be recommended by the Executive Committee and approved by the general membership by written ballot.
3. Have been an Active Member for a minimum of ten (10) years.
4. Have the same status as an Active Member.
5. Not be required to pay the annual dues.
6. Serve on committees at their own discretion.

Section F Members NOT In Good Standing:

1. Will be notified of their status by the Treasurer or the Membership Chair.
2. May not participate in HGC subsidized activities, vote, or attend the Annual Meeting.<sup>65</sup>

Section G Termination of Membership

1. Members In Good Standing who wish to resign shall send a written letter or email to the Membership Chair.
2. Members Not In Good Standing who do not make an effort to correct their issues shall be removed from the Membership Role.

Section H Resumption of Membership

1. Members In Good Standing:
  - a. Should a Member In Good Standing, who has resigned previously, wish to resume membership, they shall notify the Membership Chair.
  - b. Membership will resume once dues have been paid and a new Membership Form is completed.
2. Members Not In Good Standing
  - a. Should a Member Not In Good Standing, who has been dropped from the Membership Role, wish to re-join HGC, they shall follow the procedure set forth for Prospective Members.

Section I Prospective Members:

1. Shall attend two (2) meetings to ascertain interest in joining the HGC.
2. Shall be activated upon receipt of membership form and annual dues at the third (3<sup>rd</sup>) meeting.

Section J If a Member in Good Standing resigns and wishes to re-join the HGC, said member shall:

1. Request to return to active status.
2. Return to active status when dues are paid.

**Article IV Officers**

Section A The officers of the HGC shall include a President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section B Officers:

1. Shall be elected by a majority of members present at the Annual Meeting in November.
2. Shall be elected by written ballot if there is more than one candidate for a particular office.
3. Shall serve for a term of one (1) year, beginning with the January meeting following election.
4. With the exception of the Treasurer, Officers shall hold the same office for no more than four (4) consecutive years.
5. Members may vote to extend an Officer's or Officers' tenure(s) by a majority of the membership.

Section C The President shall:

1. Preside over all meetings.
2. Appoint committee chairpersons.
3. Serve as an ex-officio member of all committees except the Nominating Committee.
4. Approve expenditures (Subject to Article XI – Finance).
5. Oversee the general operation of the HGC.

Section D The Vice-President shall:

1. Act as an assistant to the President.

2. Serve as Acting President when the President is absent.
3. Assume the office of President should the office become vacant.

Section E The Recording Secretary shall:

1. Take written minutes and attendance at all official meetings and send minutes to the membership no later than two (2) weeks prior to the next meeting.
2. Maintain the official minutes book, which contains the current year and the immediate past year's minutes.
3. Pass historic minutes to the President at the end of each year.
4. Maintain a current Membership Roster and distribute it to members.

Section F The Corresponding Secretary shall:

1. Take care of official correspondence, including social notes.
2. Send notes or cards to members or their families
  - a. when a member, spouse or significant other is hospitalized or very ill and
  - b. when a member, spouse or significant other has passed.
  - c. Send an email to the Executive Board and to members notifying them of such events.

Section G The Treasurer, as Custodian of all HGC funds, shall:

1. Pay out funds on expenditures and charitable giving, as approved by membership.
2. Pay out funds for Bereavement Charitable Giving
  - a. for a member passing, a \$100.00 donation to a her/his charity of choice and
  - b. for a member's spouse or significant other, a \$50.00 donation to her/his charity choice and
  - c. for a member's child or parent, a \$50.00 donation to her/his charity of choice.
3. Prepare Period Reports:
  - a. Itemize a monthly report of income and expenditures.
  - b. Present an annual report at the Annual Meeting in November.
  - c. File Form 990-N with the IRS annually, before April 15<sup>th</sup>.
4. Send out an annual dues notice *in* November.

5. Report members who are delinquent in dues to the Membership Chair.
6. Keep the Federated Garden Clubs of Connecticut, Inc. (hereafter FGCT) up to date on our membership.
7. Serve at the pleasure of the Treasurer, the Executive Board, and HGC Members, with no specified term limit.

Section H At the December meeting, each outgoing Officer shall turn over all appropriate material to newly elected Officers.

**Article V Meetings**

Section A The HGC will schedule regular meetings once a month for ten (10) months each year. The exact date and time will be determined by a majority vote of the members.

Section B The Annual Meeting shall be held in November, subject to change if necessary.

Section C A quorum of the HGC shall consist of those present, provided that written notice is sent to each member in advance of the meeting.

Section D Special Meetings may be called by the President.

**Article VI Executive Board**

Section A There shall be an Executive Board composed of the five (5) officers and the immediate past President(s).

Section B Meetings of the Executive Board may be called at the discretion of the President or by request of three (3) members of the Board.

Section C A quorum of the Executive Board shall be three (3) members.

**Article VII Dues**

Section A The annual dues shall be:

1. Determined by the membership upon advice of the Executive Board at the September meeting.
2. Payable at or before the Annual Meeting in November.

- Section B Dues shall be:
1. Paid in full for the calendar year.
  2. Reduced by half for members joining by the October meeting after which members will pay dues for the upcoming year.
- Section C A portion of each year's collected dues shall be paid to the FGCCT.
- Section D Dues for Associate Members shall be more than dues for Active Members.
- Section E Members whose dues are delinquent for four (4) months shall be considered Members Not In Good Standing.
- Section F Only members whose dues are paid shall be entitled to vote or hold office.

### **Article VIII Committees**

- Section A Each committee shall have a Chairperson appointed by the President. The Chair is responsible for seeing that the duties of the Committee are carried out.
- Section B **The Nominating Committee shall:**
1. Be composed of three (3) Active Members, named by the President at the June meeting, with one (1) member who has already served the previous year and with no members having served more than two (2) consecutive years.
  2. Develop a slate of officers for the following year to be presented at the *October Meeting* and voted on at the Annual Meeting in November.
- Section C **Standing Committees** may include Awards, , Civic Projects, Fundraising, Hospitality, Membership, Program, Publicity, Scholarship, Tag Sale, and other Committees as needed.
1. Awards Committee shall:
    - a. Obtain lists of awards from the FGCCT.
    - b. Recommend any awards for which HGC members and/or projects qualify.
    - c. Submit completed award applications to the FGCCT.

2. Civic Projects Committee shall:
  - a. Help create civic beauty with community gardening projects.
  - b. Coordinate the HGC's Civic Workday in May.
  - c. Appoint Team Captains who will Inform Team Members of projects.
  - d. Ensure projects have appropriate maintenance throughout the year.
3. Fundraising Committee shall:
  - a. Plan and schedule events to raise funds for HGC projects, including the HGC Scholarship.
  - b. Present plans and a budget to members for approval and input.
  - c. Actively encourage members to participate in events.
4. Hospitality Committee shall:
  - a. Organize hostesses for meetings in conjunction with Program Committee.
  - b. Send reminder before each meeting to assigned hostesses alerting them to their duties.
  - c. Send members a reminder before each meeting to notify the Hospitality Chair if they cannot attend.
  - d. Let hostesses know how many members to expect for refreshments.
  - e. Maintain document relating to protocols for meeting spaces.
5. Membership Committee Shall:
  - a. Keep a record of guests and new HGC members and introduce them at HGC meetings.
  - b. Obtain and verify completed membership applications and disburse information to appropriate officers and chairs.
  - c. Provide new members with a copy of HGC Bylaws, Standing Rules, and a Membership Roster.
  - d. Provide new members' names, addresses, phone numbers and emails to the Recording Secretary.
  - e. Keep a record of members' attendance.
7. Program Committee Shall:
  - a. Plan and schedule programs for the HGC's general meetings.
  - b. Incorporate both horticulture and design events.
  - c. Provide membership with a calendar for the upcoming year at the December Meeting.
  - d. Confer with the Executive Board regarding costs for speakers, field trips, etc.

8. Publicity Committee shall:
  - a. Provide information to local media regarding monthly meetings and special events open to the public.
  - b. Ensure that information on all HGC activities is distributed to media according to their publication schedules and in a timely manner to the Yearbook Chair.
  - c. Provide photos with descriptions of all HGC activities to the Yearbook Chair.
  - d. Maintain a current list of publicity contacts via email, phone, and mail.
  - e. Send follow up information (photos, descriptions) to media after HGC events for additional exposure.
9. Scholarship Committee shall:
  1. Review and revise the scholarship application in consultation with the Executive Board.
  2. Maintain contact with the schools.
  3. Distribute entrants' applications to the Executive Board for review.
  4. Attend the Scholarship presentation ceremony.
  5. Confer with the Executive Board to confirm the availability of funds.
10. Tag Sale Committee Shall:
  1. Participate in the Town-Wide Tag Sale in April of each year.
  2. Secure booth space at Haddam Elementary School for HGC use.
  3. Solicit tag sale items from members and organize them prior to the date of the sale.
  4. Ask for volunteers to set up, sell, and clean up, beginning at 6:30 AM on the day of the sale and ending at 3 PM
11. Yearbook Committee shall:
  - a. Preserve records of activities and achievements of the HGC and other significant information.
  - b. Acquire pictures, publicity, awards, and certificates, etc.
  - c. Present yearbook at the January meeting for the preceding year.
  - d. Provide the historical album as needed or requested by the Executive Board or President.
12. At the close of the term, each outgoing Chair shall turn over all appropriate materials to the incoming Chair.



**Article IX Finance**

Section A The fiscal year shall begin January 1<sup>st</sup> and end December 31<sup>st</sup>.

Section B The funds of this organization shall be derived from the payment of dues and from such fundraising sources as the Board shall approve.

Section C The President may approve HGC expenditures up to and including \$200.00 but must seek approval from a majority of the Executive Board or a majority vote of members at a regular meeting for expenditures over \$200.00.

Section D A Committee Chair may approve his/her Committee expenditures up to and including \$50.00 but must obtain prior approval from a majority of the Executive Board or a majority vote of members at a regular meeting for expenditures in excess of \$50.00.

Section E The Treasurer's books shall be subject to an annual audit by members of the Executive Board.

**Article X Dissolution**

Section A The HGC may be dissolved by a two-thirds vote of all Active Members. Upon termination of the HGC, payments of all obligations shall be made. All remaining assets shall be transferred to a local organization with goals similar to the HGC.

**Article XI Parliamentary Authority**

Section A The rules contained in the current edition of Roberts' Rules of Order, Newly Revised, shall govern the HGC in all cases to which they are applicable with the bylaws or standing rules.

**Article XII Amendments**

Section A These bylaws may be amended by any regular meeting by a two-thirds vote of those present, provided such amendment has been presented in writing at least ten (10) days in advance. Changes become effective immediately