HADDAM GARDEN CLUB
BY-LAWS

Approved November 13, 2024

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 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 members.
5. To involve each member as an active participant.

Article III Membership

Section A Membership in 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 five (5) business meetings each year.
2. Co-host a minimum of one (1) meeting each year.
3. Participate in a Civic Garden maintenance unless physical limitations preclude activity.
4. Be willing to serve as an HGC Officer or Committee Chair.
5. Participate in HGC special events.
6. Upon request, the Executive Board may consider making a one year exception to a membership requirement, in which case, membership dues will be increased to that of an Associate Member.

Section D Associate Members

1. Shall have been an Active Member for a minimum of five (5) years.
2. Have no meeting attendance requirement.
3. May 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 annual dues.
6. Serve on committees at their own discretion.
7. Have no meeting attendance requirement.

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.

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 HGC.
2. Shall be activated upon receipt of membership form and annual dues at the third (3rd) meeting.

Article IV Officers

Section A The Officers of 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 a term of one (1) year, beginning with the January meeting following the 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 IX – Finance).
5. Oversee the general operation of 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.
4. Obtain completed membership applications from Membership Chair and
    a. Determine new member's assignments with Hospitality Chair and Civic Garden Chair
    b. Communicate with Committee Chairs for committee membership.
5. Reach out to new members to help acclimate and regarding meeting attendance, hostess, committee and garden requirements.

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 ear's minutes.
3. Pass historic minutes to the President at the end of each year.
4. Coordinate with Treasurer to 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.
    b. When a member, spouse or significant other has passed.
3. Send an email to the Executive Board and to members notifying them of such events.
4. Keep a list of cards sent.
5. Manage mailing list for past members.

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

1. Pay out funds on expenditures and charitable giving, as approved by the membership.
2. Pay out funds for Bereavement Charitable Giving according to Bereavement Charitable Giving Policy.
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 15th.
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. (thereafter, FGCCT) up to date on our membership.
5. Coordinate with Recording Secretary to maintain a current Membership Roster and distribute it to members.
6. Serve at the pleasure of the Treasurer, the Executive Board, and the 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.

Section I In the event that an Officer of the Club must leave office prior to serving a full year term, the current Nominating Committee will search for and nominate a replacement to serve the remainder of the term.

Article V Meetings

Section A HGC will schedule regular monthly meetings each year. Once determined, the exact number of meetings, date and time will be communicated to the membership.

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

Section C A quorum of 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 comprised 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.
3. Search for and nominate a replacement to fulfill the term of any officer, other than President, who leaves office prior to serving a full year term.

Section C **Standing Committees** may include Awards, Civic Projects, Fundraising, Membership, Program, Publicity, Scholarship, Plant 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 FGGCT.

2. Civic Projects Committee shall:
    a. Help create civic beauty with community gardening projects.
    b. Coordinate HGC's Civic Workday in May.
    c. Appoint Team Captains who will inform Team Members of projects.
    d. Chair shall act as liaison with Team Captains.
    e. 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 to members for approval and input.
    c. Actively encourage members to participate in events.

4. 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.
    c. Share new member applications with President and Vice President.
    d. Provide new members with a copy of HGC Bylaws, and a Membership Roster.

e. Provide new members' names, addresses, phone numbers and emails to the Recording Secretary.
f. Keep a record of members attendance.

5. Program Committee shall:
    a. Plan and schedule programs to 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.

6. Publicity Committee shall:
    a. Provide information to local media and post to online sites regarding monthly meetings and special events open to the public.
    b. Ensure that information on all HGC activities is distributed to the media and posted to online sites in a timely manner.
    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 and post to online sites after HGC events for additional exposure.

7. Scholarship Committee shall:
    a. Review and revise the scholarship application in consultation with the Executive Board.
    b. Maintain contact with the schools.
    c. Distribute entrants' applications to the Executive Board for review.
    d. Attend Scholarship presentation ceremony.
    e. Confer with the Executive Board to confirm availability of funds.

8. Plant Sale Committee shall:
    a. Plan a Plant Sale in May of each year.
    b. Secure space at Haddam Elementary School or appropriate alternative site for HGC use.
    c. Encourage members to grow plants for contribution to the sale.
    d. Ask for volunteers to set up, sell. and clean up.

9. Yearbook Committee shall:
    a. Preserve records of activities and achievements of 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 albums as needed or requested by the Executive Board or President.

10. 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 1st and end December 31st.

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 of a vote of members at a regular meeting for expenditures over $200.00.

Section D A Committee Chair may approve her/his 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 HGC may be dissolved by a two-thirds vote of all Active Members. Upon termination of HGC, payments of all obligations shall be made. All remaining assets shall be transferred to a local organization with goals similar to HGC.

Article XI Parliamentary Authority

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

Article XII Amendments

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