

BY-LAWS OF THE CHATHAM GARDEN CLUB, INC.

ARTICLE I. NAME

The name of this organization shall be the CHATHAM GARDEN CLUB, hereinafter called the CLUB.

ARTICLE II. MISSION STATEMENT

To foster the love of gardening and floral design, to actively advance environmental responsibility, to oversee the beautification and preservation of Chatham's designated town gardens, and to provide support for educational and entrepreneurial pursuits by those committed to the environment.

ARTICLE III. MANAGEMENT

Section 1.

The management of the Club shall be vested in an EXECUTIVE BOARD, hereinafter called the BOARD, which shall consist of all Officers of the Club and the Chairpersons of the standing Committees. Each Board member is expected to attend every Board meeting; if unable to attend a meeting, the member shall inform the President in advance to arrange, where applicable, to be represented by a member of her/his Committee at the meeting.

Section 2.

- a. The Board shall have the management of all property, effects, and assets of the Club, and shall have general control of all its affairs; it shall act upon all routine business.
- b. The fiscal year of the club shall be January 1st to December 31st.
- c. The Club year shall be July 1st to June 30th.
- d. The Board shall pass upon the programs and activities of all Committees, and shall, as required, appoint special Committees and define their duties.
- e. The Board shall approve the proposed fiscal year budget annually.
- f. The Board shall approve all applications for active membership and recommend honorary memberships to the Club.
- g. In the event of a resignation, vacancy, or other disqualification of any Officer of the Club, the Board shall have the power to fill such a vacancy until the next general election takes place.
- h. The club shall maintain a post office box at Chatham, 02633, in order to have continuity in their official mailing address as required by the rules pertaining to 501C (3) organizations.

Section 3.

The Club shall design, beautify and maintain gardens on town properties and the properties of non-profit organizations. The locations of the gardens and the number of gardens shall be determined by the Board.

Section 4.

- a. The club shall support a Scholarship Fund, founded in December 1974, which shall be awarded to one or more Chatham or Harwich residents who have completed one or more years of college in good academic standing (a B average at the start of his or her next academic year).
- b. The club shall support an annual Grantsmanship established (2022) to support a small Cape Cod business whose practices are consistent with the Chatham Garden Club's mission statement.

ARTICLE IV. MEMBERSHIP

a. Regular Member – She/he shall actively participate in all club activities both physically and financially whenever possible.

b. Honorary Member – Honorary membership may be accorded to any active Member by vote of the Board. Such membership shall continue for life without payment of dues and shall include all privileges of an active membership. All past Presidents are Honorary members.

ARTICLE V. DUES

Section 1.

a. Annual dues for all Regular Members shall be \$35.00 per Club year.

b. Members who join between January 1st and June 30th shall pay \$20.

c. The completed renewal application shall be returned with the dues for all members.

Section 2.

Members whose dues remain unpaid by June 1 shall be notified and then, by approval of the Board, shall be dropped from membership if the dues have not been paid by June 30th.

ARTICLE VI. OFFICERS AND THEIR DUTIES

Section 1.

The officers shall be President, First Vice President, Second Vice President, Treasurer, Recording Secretary/ies and Corresponding Secretary.

Section 2.

All officers shall serve for a minimum of two years. Terms of office will begin July 1st.

Section 3.

The President shall preside at all Club and Board meetings. She/he shall, with the approval of incoming Officers, appoint all Committee chairpersons not otherwise provided for. She/he shall be an ex-officio member of all Committees, except the Nominating Committee. She/he shall see that the By-Laws are enforced and shall perform all other duties incidental to her office, including signing checks in the absence of the Treasurer.

Section 4.

The First Vice President shall perform all duties of the President in her/his absence or at her/his request. She/he shall serve as Chairperson of the Program Committee, including the following: obtain a commitment from each speaker, contact the scheduled speaker two or more weeks before the general meeting to verify the speaker's commitment, provide support to the speaker prior to and during the general meeting, introduce her/him at the meeting and pay the speaker with a check drawn from the Club's account.

Section 5.

The Second Vice President shall perform all duties of the First Vice President in her/his absence or at her/his request. Shall serve as Chairperson of the Membership Committee. Shall receive and process applications for active membership to the Club and solicit acceptance via a majority of the Board members either through email or in person vote. Shall notify new members of their acceptance. Shall have additional copies of the handbooks, shall maintain copies of previous years' handbooks, and shall keep a correct, up-to-date record of the Club's membership, as well as members' garden and committee interests. Shall be responsible for coordinating the New Member gathering.

Section 6.

The Recording Secretary/ies shall record the minutes of all meetings held by the Club and the Board, including topics discussed at the meetings, and shall promptly prepare and transmit to the President a copy of those minutes. Shall maintain the permanent files of the Club, consisting of the minutes of all meetings and the monthly Treasurer's report.

Section 7.

The Corresponding Secretary shall conduct and maintain records of the correspondence of the Club and Board as requested by the President. Shall send appropriate cards and/or letters to members who are ill or have suffered bereavement. Shall monitor and respond to all incoming emails.

Section 8.

The Treasurer shall collect, receive, and hold all monies of the Club, depositing same to the credit of the Club in the banking institution(s) designated by the Board, and shall pay out same only by check. Shall keep an account of all receipts and expenditures. Shall prepare a monthly report for the Board. Shall schedule a Finance Committee meeting in December to finalize the proposed budget. Shall present the proposed budget to the Board at the January meeting and to the general membership at the May Annual Meeting. Shall maintain and submit all legal, financial and insurance documents of the Club.

ARTICLE VII. COMMITTEES

Section 1.

There shall be Standing Committees as named in Section 2 of this article. A Chairperson and members in the number deemed necessary shall constitute each Committee. The President, with approval of the incoming Officers, shall appoint the Chairperson of each Committee. Each Chairperson shall serve for two years and may be reappointed if no successor is forthcoming.

Section 2.

Basic functions and responsibilities of the Standing Committees are described below. Additional duties and responsibilities may be prescribed by the Board as the need arises.

- a. **WAYS & MEANS:** Shall oversee the fundraising for the club. Sub-committees would include, but not be limited to, Hydrangea Festival, Festival of Trees, and Plant Sale. One representative shall participate on the Finance Committee.
- b. **FINANCE COMMITTEE:** Shall be chaired by the Treasurer and shall include a representative of the Ways and Means Committee and the Town Gardens Committee, two at-large members, the President and the First Vice-President. Shall prepare an annual budget of income and expenses in advance of each fiscal year for approval by the Board at the January meeting.
- c. **CONSERVATION:** Shall inform and educate members on local and global conservation topics. Shall develop goals to support existing programs or create new programs to aid in the protection of native trees, plants, birds and pollinators, and the conservation of natural resources.
- d. **HORTICULTURE:** Shall develop a display table presented at general meetings bi-monthly.
- e. **HOSPITALITY:** Shall plan and provide the social hour for each of the Club's regular meetings. Shall care for the Club's property used for the social hour and maintain a current inventory of such property. Shall appoint hostesses for each meeting by the end of July.
- f. **MEMBERSHIP:** Shall prepare and have custody of the name badges for members, shall distribute and collect same at each regular Club meeting, and shall maintain appropriate attendance records. Shall receive from the Treasurer the status of annual membership dues payment and shall follow-up with delinquent members prior to the end of July.
- g. **PHOTOGRAPHER:** Shall photograph special Club events, members, meetings, and exceptional events as needed and distribute copies of these photos to the appropriate individuals. Shall keep an archive of the photos.
- h. **PROGRAM:** Shall be chaired by the Club's First Vice President. Shall schedule the annual program, including presentations and workshops, for the Club year. Shall present the proposed annual program to the Board by the June meeting.
- i. **PUBLICITY:** Shall prepare for local newspapers appropriate copy covering special projects and related activities, providing, where possible, appropriate photos. Shall archive all material deemed to be of lasting value to the Club's files. Shall maintain and update the Club website and social media presence. Shall develop proposals for advertising, marketing materials, or other special projects for promoting the Club's presence.

- j. **SCHOLARSHIP:** Shall meet in the Fall and the Spring to review the scholarship and grantsmanship finances and processes. Shall explore and promote educational outreach in the community.
- k. **HANDBOOK:** Shall have charge of the editing and printing of the Club's handbook. Shall coordinate the distribution of the Club's handbook with the Membership Chairperson.
- l. **TOWN GARDENS:** Shall be chaired by the Town Gardens Coordinator. The Coordinator and the Leaders of each Town Garden shall constitute this Committee. The Coordinator shall represent the Club in communication with town staff and departments, shall oversee the budgets of the gardens, and shall facilitate communication between the leaders of the gardens. The Coordinator shall work with the Membership Chairperson to assign volunteers in the gardens, as indicated on their membership forms. Each town garden leader shall submit a requested budget for their assigned garden to the Coordinator by November 1st.

Section 3.

An annual report shall be written and filed by each Chairperson of each Committee by the end of the June. Each Committee shall keep a notebook or digital folder which shall contain a complete record of the Committee policies, programs, and procedures, and shall be passed on to the incoming Chairperson.

Section 4.

No Committee, or member of a Committee, shall contract any bills in the name of the Club, exceeding the approved budgeted amount, without authority from the Board, nor have the power to commit the Club to a policy or position without authorization from the Board. Requested expenses with corresponding income amounts of each Committee for the new fiscal year shall be forwarded to the Treasurer by December 1st by each Chairperson.

ARTICLE VIII. MEETINGS

Section 1.

General meetings will be held on the third Tuesday of each month September through June at 12:30 p.m. unless otherwise noted. Guests are welcome.

Section 2.

The Annual Meeting shall be held immediately prior to the general meeting in May and shall be for the purpose of installing Officers elected in April, receiving reports, and transacting such business as may properly come before the meeting.

Section 3.

The Board shall meet monthly from September through June, or as needed. Twelve (12) members shall constitute a quorum of the Board. Only Board members may vote.

ARTICLE IX. NOMINATIONS AND ELECTIONS

Section 1.

The Nominating Committee shall consist of up to five members. The immediate past President shall serve as Chairperson. Other members may include a member of the Board and up to three regular members from the Club at large. This Committee shall first meet in February.

Section 2.

The Nominating Committee shall nominate the Officers: President, First Vice President, Second Vice President, Treasurer, Recording Secretary/ies, and Corresponding Secretary. The Chairperson shall present the proposed Slate of Officers to the Board and the Club at their March meetings.

Section 3.

Elections shall be held at the regular meeting in April. The proposed slate of Officers shall be presented to the members. Nominations may also be made from the floor. Elections shall be by a majority vote. The Recording Secretary may cast one ballot for the entire slate or for as many as are sole nominees for the respective offices.

ARTICLE X. AMENDMENTS

Proposed Amendments to the by-laws shall be presented in writing signed by the member(s) proposing it to the Board. The Board shall review the proposed amendment (s) and present the proposal and the Board's recommendations to the full membership at the next general meeting prior to being voted on at the subsequent general meeting. Any amendment shall require a majority vote of the membership present.

ARTICLE XI. DISSOLUTION

In the event of the dissolution of the Club any funds in the treasury or other assets of the Club shall be distributed as the Board shall direct to local, non-profit organizations. No part of the Club's assets shall inure to the benefit of any members or other private persons except as authorized compensation for services rendered and scholarship/grantsmanship commitments not paid.

Complete Revision: May 2023

