

Adopted: 1934

Revised: March 1983, June 1991, February 2002, October 2003, November 2008, September 2011, June 2012, March 2013, March 2015, June 2017, May 2022

By Laws of the Taunton Garden Club (05/2022)

Article I - Name

The name of this organization shall be called the Taunton Garden Club, hereinafter, the Club.

Article II - Objective

The objective of the Club shall be to provide a common meeting ground to educate our members in all aspects of gardening, to encourage the beautification, preservation and conservation of our community and vicinity, and to work on our charitable projects.

Article III - Membership

Section 1. There shall be three classes of membership: Active, Associate, and Life membership.

Section 2. There shall be no limit on Active, Associate, or Life membership.

Section 3. Active Membership

A. Active members in good standing are those who are interested in and work for the objectives of the Club. They are required to participate in the Club's projects and activities, pay dues, attend two (2) meetings per Club year (workshops will be considered a meeting), serve on the Hospitality Committee once a year, and be responsible for a floral arrangement on a rotating basis. They are required to participate in all fund-raising events and those unable to participate are required to pay the Financial Secretary \$25.00 per event at the time. Dues must be paid by June Meeting.

B. All active members must serve on the Ways and Means Committee as well as an additional committee(s) that are listed in the Club booklet or one established by the President. Anyone not signed up by the June meeting will be assigned a committee.

C. An Active member may encourage a prospective member by having her/him fill out a standard application form and send it to the Membership Chairman

D. The Membership Chairman shall present the application(s) to the Executive Board at any board meeting. On the recommendation of the Board, the application(s) will be presented to the Club for approval. The newly elected member(s) shall be received into membership at the next monthly meeting. At this meeting, new members shall pay dues prorated from the month of the election to June of the current Club year. They will be honored at the March meeting.

E. Any member who has not met the requirements of an Active member by the end of the Club year in June will no longer be considered a member. They have the option to request transfer to Associate Membership provided they have proven to be **active** for eight years. In both instances, the final decision rests with the Executive Board.

F. Any Former member, who was unable to continue as an active member, may rejoin the club and return to Active Membership, with no interruption in accumulated years.

Section 4. Associate Membership

A. A member, who after eight (8) years of proven active membership in the Club, may, with satisfactory reason, request a transfer to Associate Membership by notifying in writing the Membership Chairman or President. The request is then presented to the Executive Board for consideration, followed by a vote of the Club for approval.

B. Associate members will not have the right to vote and cannot be nominated for an office or chairmanship. Associate members are encouraged to maintain interest in the Club but shall be free off all obligations of serving on committees and Club projects. Associate members may transfer back to Active Membership at such time that they feel they can comply with the Active Membership requirements.

C. Any Associate Member may return to Active Membership and retain their accumulated time as an Active Member. Only years as an Active Member will be applied toward their 25 years to become a Life Member.

Section 5. Life Membership

A member in good standing who has been an Active member for twenty-five (25) years shall be presented to the Executive Board by the Membership Chairman for consideration for the honor of Life Membership, to be followed by a vote of the Club for approval. A Life member may vote, become an officer, and serve as a chairman of a committee. They need not attend the two (2) required meetings and shall not be subject to dues. They are encouraged, but not required, to participate in any Club activity or event.

Article IV - Meetings

Section 1. The monthly meetings of the Club shall be held on the first Thursday of each month from September to June unless voted differently by the Executive Board. Quorum of the Executive Board (5) may cancel a monthly Club meeting. Active members are required to attend two (2) meetings per Club year. Workshops will be considered as a meeting. A Club member may request in writing to the Executive Board consideration for an extended absence due to illness or hardship to be followed by a vote of the Club for approval. Payment of dues will still be required for the year.

Section 2. A guest, prospective member or anyone interested, may attend a meeting upon payment of the current guest fee.

Section 3. The Executive Board meeting shall be held monthly on the dates agreed-upon by the President and members of the Board. Five (5) board members in good standing can request a Board meeting. The President can cancel a Board meeting or make all special meetings as needed. Five (5) Board members shall constitute a quorum for an Executive Board meeting.

Section 4. The Annual Meeting of the Club shall follow the regular meeting in June. Installation of the officers shall take place every other year at this meeting. All committee chairmen are to submit in advance a yearly written report to the Recording Secretary. She/he will then present a summary of these reports.

Section 5. Twenty-five percent (25%) of the Active and Life members present shall constitute a quorum of the club.

Section 6. The club shall send the President and one (1) club member, to which the Club is entitled, to District and State Federation meetings. The Club shall defray expenses of the President and one (1) club member for registration, program and meal expenses. The Executive Board must approve expenses for the President and one (1) club member for overnight two-day meetings. The President may appoint someone to go in his or her place if she/he is unable to attend.

Article V - Dues

Section 1. Dues shall be set by the executive board subject to approval of the membership and must be paid by the annual meeting in June.

Section 2. Dues for Active member shall be \$25 yearly.

Section 3. Dues for Associate members shall be \$40 yearly.

Section 4. Life members are not subject to dues.

Section 5. Following the Annual Meeting, the Financial Secretary shall notify in writing all members in arrears. All members whose dues remain unpaid by the June meeting shall be dropped from the membership.

Section 6. New members accepted by the Club shall be required to pay dues prorated from the month that they are accepted.

Accepted in: September - \$25.00, October - \$22.00, November - \$18.00, December - \$15.00, March- \$12.00, April- \$9.00, May \$6.00, and June \$3.00

Article VI -Officers and Their Duties

Section 1. The officers shall consist of a **President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary** and **Treasurer**.

Section 2. The **President** shall preside at all meetings of the Club and Executive Board. The President shall represent the Club at the District and Federation meetings and present a report to the Club. She/he shall appoint other committees, as may be required and any special committee as needed with the approval of the Executive Board. She/he shall appoint chairman of the Standing Committees and any chairman of committees as needed. The President shall be a voting ex-officio member of all committees except the Nominating committee. She/he shall present a condensed report at the Annual Meeting. The President shall appoint two members for the Nominating Committee who are not on the Executive Board for a period of two years. They shall meet with the Treasurer to review the accounts and give a report at the September meeting.

Section 3. The **First Vice President**. In the absence of the President, the First Vice President shall perform the duties of that office. Upon resignation or removal of the President, she/he shall become President and hold the office until the next Annual Meeting. She/he shall be a voting ex officio member of all committees except the Nominating Committee.

Section 4. The **Second Vice President**. In the absence of the President and the First Vice President, the Second Vice President shall perform the duties of that office. She/he shall be a voting ex-officio member of all committees except the Nominating Committee.

Section 5. The **Recording Secretary** shall keep an accurate record of all meetings of the Club and Executive Board. She/he shall present a report at the Annual Meeting including reports of each committee chairman. At the Annual Meeting, if there is one nominee for each office, by vote of the Club, the Recording Secretary shall cast one vote to elect the entire slate.

Section 6. The **Financial Secretary** shall collect all dues from members. She/he is to sign membership cards and distribute them. She/he is also to collect guest fees. All monies are to be turned over to the Treasurer.

Section 7. The **Corresponding Secretary** shall be responsible for All correspondence of the Club, i.e. reading correspondence at meetings, preparing the Newsletter as dictated by the President, sending any notices, invitations, thank you notes, and regret letters. She/he shall also send Presidents' Night invitations to former Club Presidents and presidents of local Garden Clubs.

Section 8. The **Treasurer** shall immediately notify the banks and financial institutions of any change(s) of official signer(s), secure necessary papers to change names of the newly elected President and or Treasurer. If both the President and Treasurer change, the bank and financial institutions require a letter confirming the names of the newly elected officers. This letter should be prepared and signed by the outgoing Treasurer and/or President. The Treasurer shall have charge of all funds for the Club including Club bank accounts listed in Article X. These funds include guest fees, membership dues, Ways and Means, programs, banquets, tours and any other incoming funds. Treasurer is authorized to pay bills that have been approved in the yearly budget and any special expenditure recommended by the Board and, if over fifty dollars (\$50.00), approved by the membership. All monies collected and bills **will be** paid within one month of receipt. She/he shall pay Federation dues by April 1 of each year. Present a monthly financial report at each meeting and a year to date yearly financial report at the Annual Meeting. The final Annual Report will be presented at the September meeting. The Club's fiscal year runs from July 1st to June 30th. She/he shall prepare a budget for consideration at the August Executive Board meeting and then present the proposed budget at the Septembers meeting.

Article VII - Executive Board

Section 1 The Executive Board shall be comprised of the officers, Standing Committee chairmen and the immediate past President in an advisory capacity.

Section 2 The Executive Board oversees all Club expenditures, activities of committees, makes recommendations to the Club, accepts new member application(s) and works to advance the interest of the Club. Expenditures of all monies and any special expenditures shall be brought to the Executive Board for discussion and then a recommendation shall be presented to the Club for a two-thirds (2/3) vote of the Active and Life members present. The Executive Board shall have the power to authorize the Treasurer to pay budget expenses of the Club, including rent, lecturers' fees, etc. The Executive Board may expand the sum up to and including fifty dollars (\$50.00) in any one month without a vote of the Club. Such expenditures must be

reported to the Club by the Treasurer at the next monthly meeting and a record of such expenditures kept by the Recording Secretary.

Section 3. If an officer or chairman should wish to resign, she/he must notify the President and the Executive Board in writing. Vacancies that may occur during the year shall be filled by the Executive Board, except the office of President, which shall always be filled by majority vote of the Club at the next Annual Meeting.

Section 4. Five (5) members of the Executive Board shall constitute a quorum.

Article VIII - Nominations and Elections

Section 1. The Nominating Committee shall consist of the chairman and two (2) members.

Section 2 No one shall be eligible to hold an office until she/he has proven to be an **active** member of the Club for two years.

Section 3 The Nominating Committee shall present a slate of officers to the Club at the May meeting. They shall be elected by majority vote of the Club at the Annual Meeting in June and take office for a term of two years. If there is only one nominee for each office, by vote of the Club, the Recording Secretary shall cast one ballot for the entire slate.

Article IX - Standing Committees and their Duties

Section 1. A Standing Committee is any committee the President and the Executive Board deems vital in the operation of continuation of the Club. The President shall appoint chairman of the Standing Committees and any chairman of committees as needed. The chairman of the Standing Committee shall serve on the Executive Board.

Section 2. The Standing Committees shall be as follows: Civic Beautification, Conservation, Garden Therapy, Horticulture, Junior Gardening, Membership, Programs, Publicity, Scholarship, and Ways and Means.

Section 3. The Civic Beautification Committee shall work towards the beautification of the Plain Cemetery, the burial place of Elizabeth Pole, the founder of the city, the "Welcome to Taunton" boxes, and any other project which the committee or Club may sponsor. A tree shall be planted annually at the Plain Cemetery in observance of Arbor Day. A tree shall be planted in memory of a deceased Past President at the Plain Cemetery.

Section 4. The Conservation Committee shall inform and instruct the members on ways to preserve and conserve all of our natural resources.

Section 5. The Garden Therapy Committee works with the physically and/or mentally challenged patients. They instruct them in projects that will aid in the recovery at the nursing home and rehabilitation facilities. Projects include flower arranging and horticulture.

Section 6. The Historian shall be responsible to collect, compile and protect all the important papers, reports and awards of the Club. She/he is to display current scrapbooks periodically at Club meetings.

Section 7. The Horticultural Committee shall endeavor to develop and foster the interests of the members in all phases of gardening.

Section 8. The Hospitality Committee Chairman shall be responsible for assigning a monthly chairman and committee and informed them of their duties for preparing and serving the refreshments. She/he shall be responsible for the care and maintenance of all Club's hospitality supplies and equipment.

Section 9. The Junior Gardening Committee shall educate and instruct children in fresh and dried flower arrangements, seasonal plantings, conservation and horticulture.

Section 10. The Membership Committee shall receive all applications for membership in the Club and present the applications to Executive Board. They shall notify new members and their mentors of acceptance and membership and give new members a Club booklet and By-Laws book. The Committee shall arrange to honor new members at the March meeting and present snow drop bulbs or a plant to them. The committee shall recognize new Life Members with a certificate and a flower. They shall keep records of members attendance and shall notify, in January, those members who have not attended two(2) or less meetings and remind them of the two (2) meeting requirement for the Club year.

Section 11. The Program Committee shall provide programs for each meeting of the Club or any special programs, subject to the approval of the Executive Board. They shall announce the programs as far in advance as is possible setting the time and place of each meeting.

Section 12. The Publicity Committee notifies local newspapers of upcoming meetings emphasizing guest speakers, previous and past Club activities and fundraising projects.

Section 13. The Scholarship Committee shall award one scholarship for \$500.00 a year and, if funds are available, one \$250.00 or more with membership vote. The committee distributes applications forms to Taunton, Bridgewater Raynham, Bristol-Plymouth Regional, Bristol County Agricultural high school, in early January. Only graduating seniors who are residents of Taunton, Raynham and Berkley can apply and must major in areas of horticulture or the life sciences. Any member whose child qualifies for a scholarship may submit an application. The committee meets to review the applications and choose the candidates in April. The

committee chairperson presents the names of the chosen candidates to the Executive Board at the Board meeting. The Executive Board presents recommended candidates to the Club for a vote. The scholarships are then presented to the recipients at the May or June Garden Club meeting. They will receive the scholarship money after they have provided verification of successful completion of their first semester. The recipient must claim the scholarship money by the following June 1st. Scholarships may also be given to a previous graduate and or an adult interested in the above mentioned areas.

Section 14. The Sunshine Committee shall send a get-well card and bud vase when a member is sick at home or in the hospital. When a family member (husband, wife, significant other, father, mother, son or daughter) dies, a sympathy card and bud vase will be sent. For other occasions, a card can be sent.

Section 15. The Ways and Means Committee is responsible for devising and conducting fundraising projects and programs such as an Annual Plant Sale in May, Harvest Fair in the Fall, Greens Sale in Winter, and/or other fundraising ideas or projects that are needed to meet the Clubs expenses.

Section 16. Social Media shall report news of the club and its activities.

Article X - Club Bank Accounts

Horticultural Savings Account -Expenses for any Horticultural Project should be taken from the interest accrued in this account. **The principle amount of \$1000.00 is never to be used.**

Laura Thomas Account -The interest accrued in this account maybe use for any Club expenses. **The principle amount of \$500.00 is never to be used.**

Mary Waterman Account -The interest in this account may be use for any Club expenses. **The principle amount of \$200.00 is never to be used.**

Scholarship Account- One scholarship will be awarded for \$500.00 a year and, if funds are available, one for \$250.00 or more with the membership vote. The scholarship committee will choose candidates for these awards.

Checking Account- The funds accrued in this account may be use for any Club projects or expenses.

Article XI - Amendments

Amendments to the By-Laws may be made at any regular meeting, provided that notice of such proposed amendment shall be given in writing at a regular meeting held at least one month previous to set meeting.

By-Laws shall be reviewed every three years and revised as necessary.

Article XII - Non-Discrimination Clause

The Taunton Garden Club shall not permit in their conduct of Club affairs, any restrictions or limitations whatsoever based upon race, color, creed, gender, national origin or employment.

Article XII - Dissolution Clause

In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses, be dispersed to such organizations as shall qualify under section 501C (three) of the internal revenue code of 1986, or corresponding provisions of any subsequent Federal Tax Law or to Federal Government, a State or local government for public purpose, subject to approval of a court of competent jurisdiction within the Commonwealth of Massachusetts.

Article XIV – Parliamentary Authority

The rules contained in Robert's Rules of Order shall govern this Club in all cases to which there are applicable and in which they are not inconsistent with the By-Laws.