



Sandown Garden Club  
By Laws

# **Sandown Garden Club Bylaws**

Revised September 12, 2016

## **Article I - Name**

The organization shall be known as The Sandown Garden Club.

## **Article II - Purpose**

- A. The purpose of the Sandown Garden Club is to share the knowledge of gardening with each other and the community; to participate in activities that increase the beauty of the town's public and historic grounds; to encourage the preservation of native plant species and encourage respect for the environment and to demonstrate gardening techniques that conserve natural resources.
- B. Any possible conflict of interest on the part of any member of the Executive Board, or chairperson of the organization, shall be disclosed in writing to the Executive Board and made a matter of record through an annual procedure and also when the interest involves a specific issue before the Executive Board. Where the transaction involving a board member or chairperson exceeds five hundred dollars but is less than five thousand dollars in a fiscal year, a two-thirds vote of the general membership is required. When the transaction involved exceeds five thousand dollars in a fiscal year, then a two-thirds vote of the membership and publication in the local newspaper is required. The minutes of the meeting shall reflect that a disclosure was made, the abstention from voting, and the actual vote itself. Every new member of the Executive Board and Chairperson will be advised of this policy upon entering the duties of his or her office and understand that payment of an annual dues will be acknowledgement, understanding of and agreement to this policy. The Executive Board will comply with all requirements of New Hampshire law in this area and the New Hampshire requirements are considered a part of this policy.

## **Article III - Membership**

- A. Membership is open to all persons who show an interest in gardening and a willingness to participate in club activities.
- B. Active members are those current with their dues and are therefore eligible to vote on club business at monthly meetings.

## **Article IV - Officers**

- A. The officers of the Sandown Garden Club are: President, Vice President, Recording Secretary, Treasurer, Publicity Chairperson, Program Chairperson, Membership Chairperson, Historian, and Webmaster.
- B. Elected officers constitute the Executive Board and are elected annually.

- C. If the President is absent or unable to perform his or her duties, the Vice President will assume the temporary role of President until such time as the President is again willing and able to fulfill his or her obligations or until the next election of officers, whichever comes first. If the Treasurer is absent or unable to perform his or her duties, the Recording Secretary may step in and assume the duties of the Treasurer until such time as the Treasurer is willing and able to fulfill his or her obligations or until the next election of officers whichever comes first.
- D. Nominations for the Executive Board are accepted at the November monthly meeting and voted at the December meeting.
- E. The Executive Board duties are:
1. President
    - sets the agenda and presides at meetings of the SGC following Roberts Rules of Order. In the case of an absence, the Vice President leads the meeting after being informed by the president of any business to be discussed
    - appoints chairperson of any committees formed during the year subject to approval by the Executive Board
    - maintains a relationship with the New Hampshire Federation of Garden Clubs, Inc. (NHFGC)
    - presents a year-end report to the NHFGC by April 1
    - leads or delegates implementation of the club projects
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  2. Vice President
    - assists the President
    - performs all duties of the office of President in the absence of the President. In case of resignation of the President, the Vice President shall become President
    - organizes a work schedule at the civic sites
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  3. Recording Secretary
    - takes attendance at each meeting
    - records the minutes of all club meetings and circulates them to all members by email within 7 days of the meeting
    - stores the year's minutes as part of the club history
    - handles club correspondence
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  4. Treasurer
    - keeps the financial record for the club
    - maintains an inventory of the club's property and its location
    - collects local dues annually by February 1 and sees that appropriate dues are submitted to the NHFGC by June 1
    - makes all bank deposits promptly
    - issues checks for budgeted expenses
    - prepares an annual budget to be voted by the club at the November meeting

- provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
5. Publicity Chairperson
    - maintains a publicity contact list to include all local media, press, the editor of the *Lilac Letter* and the person who is responsible for managing the notice sign outside Town Hall
    - writes and submits all club publicity and notice of meetings
    - designs all posters to advertise club events
    - adapts these posters for other media as needed, e.g., the Channel 17 Community Bulletin Board and web calendars
    - coordinates with Webmaster to ensure that the SGC website remains up to date and accurately reflects current and timely content as needed
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  6. Membership Chairperson
    - maintains a file of membership details which include name, address, telephone number and email information for distribution to paid members
    - prepares name tags for each member to wear at club meetings and events.
    - recruits new members by promoting the club at local events through media publicity and by organizing membership drives.
    - introduces new members, guests and potential members at club meetings
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  7. Program Chairperson
    - meets with the Program Committee to plan a program for each month using suggestions from the membership
    - prepares, mails and collects the “Confirmation of Program” letters
    - maintains a file containing all “Confirmation of Program” letters
    - introduces all speakers and arranges with the treasurer for fees or gifts
    - organizes or assists with workshops
    - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
  8. Historian
    - collects and assembles memorabilia of the club’s year, including newspaper clippings, with dateline, for use in the scrapbook
    - obtains a duplicate set of newspaper clippings , with dateline, for use in the club press book
  9. Webmaster
    - maintains and updates the Sandown Garden Club website
    - keeps the domain name and hosting subscriptions active and up to date, to ensure that the website remains live at [www.sandowngardenclub.org](http://www.sandowngardenclub.org) and [www.sandowngardenclub.com](http://www.sandowngardenclub.com)
    - manages the Sandown Garden Club email addresses hosted through the club’s web services account, including adding new email addresses and deleting email addresses as needed, and assisting with resetting passwords as needed

- coordinates with Publicity Chairperson to ensure that the SGC website remains up to date and accurately reflects current and timely content as needed
  - provides help and advice to their successor and passes along any materials to be used by the club as part of the historical records
- F. The Executive Board will be responsible for assigning other duties to members as needed to conduct the club's business.
- G. Standing committees may be appointed by the President to serve a particular club need. A standing committee can also be requested by the general membership. In that case the President may request volunteers to serve on the committee who will report back to the general membership when they have completed their assignment.

#### Plant Sale Committee

- Consists of no more than 3 members that meet one or more times as needed to plan the annual event and set guidelines
- oversees the annual plant sale fund raiser encouraging all members to participate
- arranges for plant sale location and confirms the date as the first Saturday in June)
- schedules digs
- maintains a master list of plants collected
- arranges for transportation of plants on sale day
- sets up and takes down tables and tent on sale day
- arranges for a cash box on sale day
- stores remaining plants for follow-up ½ price sale

#### Program Committee

- consists of 3 or more members who will meet one or more times to review and select programs that fit the Club's schedule for the coming year
- selects appropriate programs of common interest to club members, have appeal for public presentations and follow budget considerations
- contacts, examines fees / costs and secures speakers who will fulfill the purpose of the programs or workshops
- provides all speakers contact information to the Program Chairperson

#### Publicity Committee

- consists of no more than 3 members that assume the role of club photographer for club events
- takes pictures each month of club activities which may include meetings, fund raisers, town plantings, holiday decorations, and slate of elected officers for use in the scrapbook and for publicity
- meets to assemble the SGC Press Book for submission by the chairperson to the NHFGC by the official deadline

#### Refreshment Committee

- all members of the club are asked to participate in this committee

- two or three members each month are asked to prepare the refreshments and set up the refreshment table for the meetings that are open to the public
- a member volunteers to be chairperson of this committee
- the chairperson organizes the refreshment schedule for the year and reminds members of their commitment
- the chairperson manages the drinks for each meeting and provides the paper products and utensils for the meetings that are open to the public

## **Article V – Dues**

- A. The Executive Board develops the budget and sets the dues for the following year at the October monthly meeting. The budget is approved at the November meeting.
- B. Membership dues are to be paid at the March monthly meeting. Members whose dues are not paid by the April meeting of the current year are considered to have resigned from the club voluntarily. A member who has resigned may request reinstatement by putting their request in writing and by paying the current year's dues in full.
- C. Persons who seek active membership after July 31<sup>st</sup> will be assessed dues at ½ the annual rate.

## **Article VI – Meetings**

- A. Meetings are held monthly on the first Monday of each month from March to December. In the event that a meeting date falls on a holiday or has to be changed the meeting will be held on the next Monday or on an alternate date designated by the president.
- B. Club programs are open to the public but only active members attend meetings and are eligible to vote.
- C. Money spent under \$100 must be approved by the Executive Board. Anything above \$100 must be voted by the membership at a monthly meeting
- D. Roberts Rules of Order will be referenced to govern proceedings in all cases in which they are applicable and are not inconsistent with the bylaws of the club.

## **Article VII – Amendments**

Bylaws can be amended during a regular meeting by a 2/3 majority vote of the members present. Members must be notified of the proposed change(s) at the prior month's meeting. Notification to members must include a description of the proposed change(s).

## **Article VIII – Dissolution**

The Sandown Garden Club is an on-going non-profit entity and as such dissolution is not likely. Funds raised by the club will be used for beautification projects in the community, club expenses and member activities. However, in the unlikely event that dissolution is necessary, all outstanding expenses and obligations of the Club will be paid from the clubs current assets at the time of dissolution and any remaining funds will be donated to the New Hampshire Federation of Garden Clubs Inc. These funds are to be used to create the Sandown Garden Club Scholarship, an annual scholarship to be awarded to students in the University of New Hampshire's College of Life Science and Agriculture, in the amount of \$500 per year until the entire amount of the donated funds have been spent.