

Our Constitution

ARTICLE I

NAME

The name of this Club shall be "The Suffield Garden Club, Inc."

ARTICLE II

OBJECTIVES

The objectives of the Club shall be to stimulate the knowledge and love of gardening and the art of flower arranging; to aid in the protection of trees, plants, and birds; to encourage civic beautification and to instill a respect for the environment.

ARTICLE III

QUALIFICATIONS FOR MEMBERSHIP

SECTION 1

An applicant for Active Membership must have been a resident of Suffield for at least six months. This may be waived in the case of an applicant who has been an Active Member of any Federated Garden Club and has a letter of recommendation from the president of that club.

SECTION 2

Applicant shall file a membership application form with the Membership Director who shall present the name to the Board of Directors. Applicant must have attended at least two (2) meetings and have been introduced to five (5) Board members.

SECTION 3

The Board shall vote by ballot; however, an applicant who receives two or more negative votes cannot be accepted.

SECTION 4

Any former member who applies to be reinstated as an Active Member, may do so with no requirements, if a vacancy exists.

SECTION 5

A current member who has participated actively in the Club for 15 years and moves from Suffield may apply to the board to maintain membership status.

ARTICLE IV

MEMBERSHIP

SECTION 1

A mentor shall be appointed by the Board for a Provisional Member. The mentor must have been a member of the Club for at least one year. It will be the responsibility of the mentor to inform the candidate of all membership requirements and activities, to maintain communication with the Provisional Member and to serve as liaison with the Membership Director until Active Membership is granted.

SECTION 2

A new member will join the Club under Provisional status for a minimum of one year and not more than two years. The candidate shall serve on a minimum of two of the Committees from List A and a minimum of two committees from List B as printed in the Club yearbook and participate in Hospitality, Library Flowers and the annual May Market; shall devote time to other projects of the Club when requested by a chairman; and shall also attend a minimum of 3 meetings annually. Upon completion of these requirements a Provisional Member shall be voted into Active Membership and be granted voting privileges.

SECTION 3

All members are encouraged to participate in May Market, Library Flowers, Hospitality, and a minimum of 4 activities from List A and/or List B as printed in the Club yearbook; shall devote time to other projects of the Club when requested by a chairman; and shall also attend a minimum of 3 meetings annually.

SECTION 4

Associate membership will no longer be a category of membership as of June 1, 2009. All individuals who are at the time Associate members shall continue to enjoy the privileges of active membership with no obligations and no additional membership fee.

SECTION 5

An Honorary Member will be any member who has 1.) been a Club member for 50 years or 2.) any member who has rendered exceptional service as recommended by the Board with a majority vote of the members present. Annual dues are waived for Honorary Members.

SECTION 6

A professional membership may be accorded to an individual who fosters the purpose of the club and does not fall under the qualifications for Membership in Article III, Section I. This membership must be recommended to and approved by the Board.

By-Laws

ARTICLE V

OFFICERS - ELECTION

SECTION 1

The officers of the Club shall be a President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Assistant Treasurer.

SECTION 2

Directors of the Club shall be Activities Director, Membership Director, Program Director, and Ways and Means Director.

SECTION 3

The President and Vice President shall be elected at the Annual Meeting for a term of one year, or until their successors in office are duly elected and qualified. The President and Vice President cannot serve consecutive terms in the same office except by the approval of the Board of Directors.

SECTION 4

The Recording Secretary, Corresponding Secretary, Treasurer, Assistant Treasurer, and the Directors shall be elected at the Annual Meeting for a term of two years, or until their successors in office are duly elected and qualified. No officer or director shall serve a consecutive term in the same office except by the approval of the Board of Directors.

SECTION 5

The immediate past President shall be a member of the Board of Directors as Advisor and shall serve a term of one year.

ARTICLE VI MEMORIAL FUND & MEMORIAL FUND COMMITTEE

SECTION 1

Gifts and donations given to memorialize members and friends are placed in the Suffield Garden Club Memorial Fund. The Memorial Fund Committee shall oversee and manage this fund.

SECTION 2

The Memorial Fund Committee shall be made up of three members, who serve no more than five years. One member of the committee must be a Past President. The senior member serves as chair of the committee and as a member of the Board of Directors. The chairmanship rotates to the next senior member after two years. The interest from the accounts may be withdrawn for Board-approved projects. The Club President and all members of this committee are empowered to sign checks from the Memorial Fund.

SECTION 3

In the event that memorials are given for a specific purpose, it is the responsibility of this committee to carry out the wishes designated.

SECTION 4

The Memorial Fund Committee shall be responsible for the planter and placing a holiday wreath at the Val Gallivan gravesite located at Zion Hill Cemetery on Hill Street.

ARTICLE VII

MEETINGS

Unless otherwise specified by the Board, the regular meetings of the Club shall be held on the first Monday of each month, October through June, with the exception of January. The Annual Meeting will be held in June.

ARTICLE VIII

AMENDMENTS

The Constitution and By-Laws may be amended by a two-thirds vote of the membership present, provided the proposed amendment has been sanctioned by the Board of Directors and read at the previous meeting; or provided written notice of the proposed change has been sent to members at least two weeks prior to the meeting at which action will be taken.

Duties of the Officers, Memorial Fund Chair, and Directors

SECTION 1

Officers and directors elected at the Annual Meeting shall take office at the Annual Meeting. Outgoing officers and directors shall, at this time, deliver to their successors all records and other materials belonging to their position.

SECTION 2

DUTIES OF OFFICERS

Each officer shall submit a written report of the year's activities to the President by May 1. Each officer should also keep a copy of their report to deliver to their successors.

A. The President shall preside at meetings of the Club and of the Board of Directors; shall oversee and coordinate the following committees: Annual Luncheon, Awards, Press, Properties, Telephone, Website, and Yearbook; shall appoint chairs to these committees and to special projects; shall perform such duties as regularly pertain to the office and shall be, *ex officio*, a member of all committees and special projects, and shall be empowered to sign checks for the Club in the absence of the Treasurer. The President shall appoint members to the Memorial Fund, whenever vacancies occur.

B. The Vice-president shall perform all duties of the President in the absence or inability of the latter; shall be responsible for preparing the annual budget to be submitted for review at the April Board of Directors meeting and to the general membership for approval at the May meeting; shall serve as parliamentarian; and shall perform such other duties as the Board may decide.

C. The Recording Secretary shall keep separate records of all meetings of the club and those of the Board of Directors and provide a copy of these minutes to the President.

D. The Corresponding Secretary shall conduct the correspondence of the Club; shall send out notices to members when necessary.

E. The Treasurer shall be the custodian of the funds of the Club and shall pay bills for budgeted expenditures approved by the Board of Directors. The Treasurer shall have the authority to pay non-budgeted items not to exceed \$50.00. The Treasurer shall file receipts for all disbursements and keep a balanced account of all receipts and expenditures; shall make a report to the Board of Directors monthly, to the general membership annually, and as

requested to do so by the President; and shall submit a full report for the year. The books must be reviewed following the Annual Meeting and prior to September 1. The names of new members, changes and deletions in Club membership shall be sent immediately to the State Federation Treasurer.

F. The Assistant Treasurer shall collect all dues and give receipt for same; shall send notices to delinquent members; and shall perform other such duties as the Treasurer may require.

SECTION 3

DUTIES OF MEMORIAL FUND CHAIR

The Memorial Fund Chair shall be the custodian of the Memorial Fund records and books; shall receive, deposit, and acknowledge all gifts; shall make a report to the Board of Directors monthly and as requested to do so by the President; shall submit a full report annually for the President; and shall serve as a liaison between the Memorial Fund Committee and the Board of Directors. The books must be reviewed following the Annual Meeting and prior to September 1.

SECTION 4

DUTIES OF DIRECTORS

All directors shall appoint their own committee chairs. No officer may also be a director. Each director shall submit a written report of the year's activities to the President by May 1. Each director should also keep a copy of their report to deliver to their successors.

A. The Activities Director shall oversee and coordinate the following committees: Arbor Day, Civic Beautification, Dogwoods, Garden Therapy, Phelps-Hatheway House, Hospitality, Juniors, Library Flowers, and any other committees which the Board of Directors may permanently or temporarily place under the supervision of the Activities Director.

B. The Membership Director shall consider carefully all applications for membership before making recommendations to the Board. This director shall also maintain a permanent record of all new members, their mentors, and their date of acceptance, which shall be the date introduced to the Board, and maintain name tags for each general membership meeting. This director shall submit membership lists to the Yearbook Chair by June 1. It shall be the responsibility of this director to oversee and coordinate

the Nominating Committee, whose job it is to present a slate of officers and directors for the coming year at the meeting preceding the Annual Meeting. The director completes the annual Membership report for the CT Federation. The director/committee informs the membership of updates concerning the Membership Roster in the yearbook. The director/committee communicates pertinent or helpful information to members. The annual Committee Sign-up sheets are initiated, distributed to the membership, and followed up by this director and committee.

C. The Program Director shall oversee and coordinate the following committees: Conservation, Federation, Historian, Horticulture, Meetings, Mini Exhibits, Tours, Workshops, and any other committees which the Board of Directors may permanently or temporarily place under the supervision of the Program Director.

D. The Ways and Means Director shall oversee and coordinate the following committees: May Market, Garden Tour, and miscellaneous other fundraising efforts, including a table of garden materials for purchase by members and friends at monthly meetings and when requested by the President.

DUTIES OF BOARD OF DIRECTORS

SECTION 1

The Board of Directors shall be the six Officers, one Advisor, the Memorial Fund Chair, the Activities Director, Membership Director, Program Director, and the Ways and Means Director. The Advisor is a non-voting member. The Board of Directors shall have general control of the affairs and finances of the Club, shall approve plans submitted by committees and shall appoint an auditor. The Board of Directors shall have the power to create or disband committees as it deems necessary.

SECTION 2

The Board of Directors shall review, amend, and approve an Annual Budget by the Annual Meeting date.

SECTION 3

A meeting of the Board shall be held preceding each monthly meeting of the Club; others as needed at the call of the President or three Board members.

SECTION 4

A vacancy in an elective office shall be filled by the Board and ratified by the Club members at the next meeting.

Section 5

Six voting members shall constitute a quorum of the Board of Directors.

DUES AND FEES

SECTION 1

The annual dues for Active, Provisional, and Associate Membership shall be paid at the beginning of the fiscal year, September 1. They shall be set by the Board and ratified by Club members.

SECTION 2

Dues are payable upon receipt of the bill in September. A second dues notice shall be sent one month later. If dues are not paid to the Assistant Treasurer, by November 15th, the delinquent members will be removed, automatically, from the membership list.

SECTION 3

Anyone joining the Club before the April meeting shall pay dues for the year.

SECTION 4

A guest fee, to be determined by the Board, shall be paid to the Treasurer.

QUORUM

Twenty-five members shall constitute a quorum at a general membership meeting.

PARLIAMENTARY AUTHORITY

Meetings shall be governed by Roberts Rules of Order on all points not specified in the By-Laws.