

Article I – NAME

This club shall be known as the Sutton Garden Club.

Article II – OBJECTIVES

To encourage interest in all phases of home gardening and promote better horticultural practices. To use the acquired skills and knowledge of the membership to benefit our town and residents through community projects and promote a spirit of goodwill.

Article III – MEMBERSHIP

Membership will not be restricted by race, color, creed, gender or age and is open to anyone interested in promoting fellowship with people interested in horticulture.

Article IV – DUES

Section 1. Dues shall be payable April 1st of each year, the beginning of the SGC fiscal year. A new information form should be filled out by each member annually.

Section 2. Only members whose dues are paid shall be entitled to a vote at the annual election or to participate in any other club vote. Members whose dues are delinquent are not able to enjoy any club “discounts” for meetings, events, workshops or agreements with area businesses.

Section 3. Names of individuals who are delinquent in paying dues will be left on the roster for one year as *non-active* members.

Article V – FINANCES

No member shall spend SGC money in any amount without prior authorization from the Board. Any amount in excess of \$100 to be expended by the Club shall require a two-thirds vote from the Board. Each committee needs to obtain permission from the Executive Board to exceed their annual budget.

Article VI – OFFICER DUTIES

Section 1. The officers shall be : president, vice-president, secretary, treasurer, membership, newsletter editor, and publicity. They shall be elected annually. Term is from September to August (April to August is a transition period between current and new officers).

Section 2. The President shall preside at all meetings of the club and shall appoint the standing committee chairpersons. He/she shall be a member exofficio of all committees except the nominating committee.

Section 3. The Vice-President shall conduct the business of the club during the absence of the president. If the office of the president becomes vacant, the vice-president shall become president.

Section 3A. In those years where there is a vacancy in the office of president and/or vice-president, those duties will be performed by a steering committee, composed of up to nine members.

Section 4. The Secretary is responsible for recording the minutes of each officer and executive board meeting, keeping letters on file, and being the custodian of all records and papers pertaining to the SGC. The secretary shall also be responsible for club correspondence

and expressions of thanks (except for those related to the annual plant sale, which will be addressed by the Plant Sale Committee).

Section 5. The **Treasurer** shall collect club dues, keep an account of all money received and set up a checking account for the Club which will be accessible only to the Treasurer and another club member appointed by the Executive Board. The treasurer will notify each committee of their annual budget amount.

Section 6. Membership chairperson is responsible for maintaining the list of members, (including contact information and interests) and making it available to fellow officers, providing meeting name tags and mailing labels as needed.

Section 7. The **Newsletter Editor** is responsible for writing the monthly newsletter and communicating information to the membership about upcoming meetings and events.

Section 8. The **Publicity Chairperson** is responsible for publicizing all club activities, in newspapers, Social Media, cable TV, etc.

Section 9. All officers and chairpersons of standing committees shall constitute the **Executive Board**. The Board transacts the general business of the club, considers all questions of policy, and presents recommendations to the club for action. The Executive Board will meet one hour prior to each general membership meeting held at the Dudley Gendron location, unless specified otherwise.

Section 10. If a **vacancy** occurs on the executive board, the executive board members shall have the right to appoint someone to fill the vacancy for the remainder of the unexpired term of office.

Article VII – STANDING COMMITTEES

There shall be the following standing committees : Holiday Party, Hospitality, Manchaug Square, Nominating, Plant Sale, Programs, Program Description Booklet, Refreshments, Scholarship, Summer Bandstand, Summer Gathering, and Winter Bandstand.

Section 1. Holiday Party Committee is responsible for setting the date of the party, booking the venue, selecting a menu and setting prices, sending out announcements/invitations through SGC newsletter, collecting RSVP's, and coordinating the Yankee Swap.

Section 2. Hospitality Committee is responsible for helping our Refreshment and Membership committees greet and welcome all members, guests and visitors, aiding the program committee in welcoming speakers to our monthly meetings, also answering any questions and encouraging guests to become members and helping to set-up and clean-up the meeting room.

Section 3. Manchaug Square Committee is responsible to clean, lime, fertilize, plant and mulch the area before Memorial Day each year. They will coordinate with SGC members to volunteer for a week of care and prepare a watering schedule to send to all involved. (There is no water available at the square, so water has to be brought in, depending upon weather, approximately 2 times each week.)

Section 4. Nominating Committee is responsible for contacting potential candidates for club offices, running the annual election of officers, then notifying newly elected officers and the general membership of the election results.

Section 5. Plant Sale Committee will organize the annual plant sale on the Sutton town common. This includes receiving a permit, creating the task sign-up sheet for assistance from SGC members, organizing plant digs and coordinating the SGC team to complete all necessary tasks on the day of the sale.

Section 6. Program Committee is responsible for planning and booking the speakers/events for each club meeting a year in advance. The Program committee also works with each presenter to ensure that the room is organized and any equipment needed is available. Members meet the presenter to help set up before the meeting and then clean up at the conclusion.

Section 7. Program Booklet Committee will plan and edit the annual booklet and distribute it to all members in September. The booklet will include the meeting location and directions, website and social media information, by-laws location, list of current officers and executive board members, list of past presidents, current membership list, and information about programs by month. Distribution will be by email unless otherwise requested.

Section 8. Refreshment Committee is responsible for organizing volunteers so that each club meeting will have appropriate and adequate refreshments. Purchase necessary materials and drinks for each meeting. Arrive at meetings one hour early to set up drinks and tables for refreshments. Supply Club booklet committee with names of members providing refreshments for each month.

Section 9. Scholarship Committee will coordinate with the publicity chairperson for the timely announcement of the scholarship. Obtains scholarship applications, when ready, from all applicable School Guidance offices; reviews and discusses all applications to determine who best meets SGC's qualifying criteria; notifies the recipient's high school guidance department.

Section 10. Summer Bandstand Committee is responsible for the planting, maintenance and watering of the Bandstand during the growing season, with the assistance of SGC members.

Section 11. Summer Gathering Committee is responsible to set the date, book a venue (typically the yard of an SGC member), organize the pot luck dinner with the refreshment committee, plan and oversee the annual auction and help the homeowner with setting up and cleaning up.

Section 12. Winter Bandstand Committee will notify the membership of the date and time (typically the Saturday after Thanksgiving) to gather and decorate, arrange for the donation and delivery of the gazebo tree and wreaths, purchase (as needed) and maintain lights and decorations, organize SGC volunteers to put up and remove decorations.

Article VIII – MEETINGS AND REPORTS

There will be one general membership gathering per month for at least nine months of the year on the third Tuesday of the month (unless otherwise approved by the board or noted in the club booklet). During April, the annual officer and committee chair reports will be distributed to the membership via email.

Article IX – ELECTIONS

Section 1. A nominating committee of three members shall be chosen annually in January as follows: the chairperson to be appointed by the Club President, and two members to be elected by the executive board.

Section 2. The nominating committee will announce the list of candidates at the February general membership meeting, or via email if said meeting cannot be held.

Section 3. If there is no more than one candidate for the same office, the election shall be by ballot, and a majority vote shall elect. If there is only one candidate for each office, election can be by voice vote. The election will be conducted during the month of March. If determined as necessary, by the Executive Board, the election can be conducted via email.

Section 4. At the conclusion of the election, the nominating committee will notify all candidates of the results in a timely manner. After the candidates and newly elected officers have been informed, the nominating committee will then notify the general membership of the election results.

Article X – QUORUM

A quorum shall be two-thirds of the membership in attendance at a meeting or two-thirds of members participating online

Article XI – AMENDMENTS

The by-laws may be amended at any in-person or on-line meeting of the club by a two-thirds vote of those present, provided the proposed amendment has been submitted via e-mail 2 weeks in advance of the vote.

Article XII – STANDING RULES

Section 1. Any guest of a member or walk-in to a general membership meeting may attend one meeting free of charge. However, at the second and subsequent meetings attended, individuals will be invited and encouraged to join the club. If they do, they will not be charged a meeting fee. Otherwise, a non-member attendance fee of \$5 will be collected.

Section 2. Reciprocal agreements with other local clubs may be arranged prior to meetings/events.

Section 3. When a member is asked to represent the Sutton Garden Club at an event, the member should inquire of the Club President whether or not the Club wishes to be represented. If the decision is in the affirmative, reimbursements will be available for plant material. However, if the member is asked to exhibit as an individual, no funds will be made available from the Sutton Garden Club treasury.

Article XIII – SUTTON GARDEN CLUB SCHOLARSHIP

The Sutton Garden Club may award at least one scholarship annually in the amount of \$1,000 to a qualified candidate. Consideration will be given to an individual intending to pursue college studies (including college affiliated certificate programs) in horticulture, landscape design, botany, environmental studies or other related natural sciences.

Eligibility: Sutton resident graduating students (public or private high school, tech, etc.) and graduating students from other towns who are related to a current garden club member.

The Sutton Garden Club Committee will review the applications and make their decision by May 15th of each year. The Guidance Counselor from the recipient's high school will be notified of the award, or, if appropriate, the student will be notified directly.

The Sutton Garden Club Scholarship is contingent upon the student's ability to maintain a grade point average of at least 2.5 during the semester immediately following the granting of the scholarship. The check will be sent to the student, their parents, or the student's college, after a copy of the first semester grades has been received by the Sutton Garden Club Scholarship Committee. The Executive Committee reserves the right to make changes to the scholarship commitment.