

Rockport Garden Club, Inc.

By-Laws

Article I.

Name

The name of the organization shall be the Rockport Garden Club, Inc.

Article II.

Objectives

The objectives of this Club shall be to stimulate the knowledge of gardening among amateurs, to aid in the protection of native plants and wildlife, to encourage civic planting and beautification, to participate in service to the community, and to promote cooperative work in ecology and conservation.

Article III.

Members

Section 1. A candidate for membership to the Club shall submit an application and dues to the Membership Committee. A mentor from the Membership Committee will be assigned who has the responsibility introducing the new member to the other Club members and integrating the new member into Club activities. The names shall be reported to the Executive Board (the Board) at their monthly meeting.

Section 2. Former members may be reinstated upon written application.

Section 3. Honorary members may be proposed by the Membership Committee, in writing, to the Board. Honorary membership may be given in appreciation of long-term Club membership and a pattern of active service. An honorary member has no obligation for dues or teas.

Article IV.

Dues

Section 1. The annual dues for all members shall be determined by the Board.

Section 2. Dues shall be paid for one year, payable April 1, and may be paid in advance. Dues for new members joining on or after October 1st, shall be reduced.

Section 3. Members whose dues remain unpaid after one year will be dropped from the membership list.

Article V.

Officers and Duties

Section 1. The officers of the Club shall be a president, vice-president, treasurer and secretary.

Section 2. The president shall preside at all meetings of the members and Board. In the absence of the treasurer the president shall sign the bank checks.

Section 3. The vice-president shall assume the duties of the president in the president's absence and any other duties requested.

Section 4. The secretary shall keep a record of proceedings of the Board meetings and also maintain a list of all approved motions during the year, providing the list for the annual report.

Section 5. The treasurer shall collect and disburse all monies due to and from the Club and shall have custody of the funds, notes and evidence of property belonging to the Club. The treasurer shall keep a regular set of books containing the accounts of the Club showing all monies received and disbursed and shall prepare an annual account to be presented to the Club at its annual meeting and at other times when requested by the Board. The treasurer shall acknowledge in writing to donors of monetary gifts received by the Club. Checks issued by the Club shall be signed by the treasurer (by the president in case of necessity). The treasurer shall annually submit the following reports to the Commonwealth of Massachusetts: IRS Form 990; Annual Report; Public Charity Report; Change of Officers and Directors Report as well as a Change in By-Laws Report.

Article VI.

Executive Board and Standing Committees

Section 1. The Board shall consist of: the officers; nine directors, three of whom are to be elected by ballot of the members at each annual meeting and shall serve for a term of three years; and the chairmen of the Standing Committees.

Section 2. Standing Committees shall be determined by the needs and projects of the Club. The president shall appoint the chairmen, and provide written job descriptions.

Section 3. The Board shall be the general management who exercise control and direction of the affairs of the Club. The Board shall retain a Certified Public Accountant to prepare an income tax report biennially. The treasurer shall prepare an income tax report on alternate years. The Board shall be empowered to authorize all expenditures for the usual running expenses; but the expenditure of more than \$1,000.00 for any purpose outside of these expenses must be approved by the vote of the Club membership.

Section 4. The Board shall meet at such time and place as they may vote or as may be designated by the president after due notice to each member of the Board. A quorum shall constitute a simple majority of members present.

Section 5. In the case of decease, resignation or incapacity of any officer or director the Board shall fill such vacancy at their next meeting.

Article VII.

Nominations and Elections

Section 1. A nominating committee of five members shall be established at the April meeting as follows: the chairman appointed by the president; two members of the Club are elected by the

board; and two members are elected by the Club at the April meeting. The president and vice-president shall be non-voting members.

Section 2. No one shall be eligible to serve as an officer until completion of one year of Club membership.

Section 3. The nominating committee shall present its report at the annual meeting.

Section 4. The election of officers and directors shall be by a ballot or a show of hands, a majority vote of the members present and voting being necessary to elect.

Section 5. If there is only one nominee for each office, by vote of the Club, the recording secretary shall cast one ballot for the entire list, or for as many as are the sole nominee.

Section 6. The president and vice-president shall hold office for a term of two years. The treasurer and recording secretary have no term limits.

Section 7. All officers shall assume office on January 1.

Article VIII.

Meetings

Section 1. The Club may hold regular meetings at such place as the Board may approve.

Section 2. Special meetings of the members shall be called at the direction of the president or three Board members, or fifteen Club members, and members shall be notified.

Section 3. The annual meeting shall be held on the first Monday in November in each year and at such place and hour as the Board may appoint. At this meeting any business within the power of the Club may be transacted.

Section 4. Fifty members shall constitute a quorum of the Club.

Article IX.

Parliamentary Authority

The Parliamentary Authority shall be "Roberts Rules of Order".

Article X.

Amendments

These By-Laws may be amended or revised by a 2/3 vote of the members present and voting at any regular meeting provided the proposed amendment or revision has been presented at the previous regular meeting or sent to each member at least one week before the meeting.

Standing Rules

*A member may bring a guest to any meeting.

*Each member is expected to assist the social hour hostess once a year, and to supply food or a donation.

*Special duties may be assigned by the president, such as librarian, photographer, etc. as required by the work of the Club.

*The Board will donate \$25 to a designated charity in the name of a deceased member. Flowers will be sent in lieu of donation should no charity be designated.

*The Board may give an honorarium to a designated charity in the name of a deceased president.

*The Board may donate to a designated charity in the name of a speaker who will not accept a fee.

*The Rockport Garden Club shall maintain liability insurance, to be renewed annually.

Privacy Policy

The Rockport Garden Club respects its members' right to privacy and will use its mailing list for Club business only, and will not sell or provide such list to others.

The only publication of members' phone numbers and email addresses will be in the Club's yearly membership booklet.

Photographs of members and members' photographic images will only be used by the Club with express written permission.