

TOPSFIELD GARDEN CLUB

BY-LAWS

ARTICLE I -- NAME

The Club shall be known as the Topsfield Garden Club.

ARTICLE 11 -- PURPOSE

The purpose of the Club shall be to promote interest in horticulture, agriculture and our historical and natural resources through educational programs and events, to engage in community gardening and beautification projects, and to provide support to municipal and non-profit groups dedicated to the same purpose.

ARTICLE III -- MEMBERSHIP

Section 1. The Club shall be limited to fifty (50) active members and a limited number of special members: Honorary, Associate and Sustaining.

A. Active -- Qualifications for an active membership shall be an interest in the object of the Club and a willingness to share in the work of the Club.

1. Prospective members shall submit an application for membership and attend a meeting of the club.

2. Membership will be voted at the next regular Business meeting and applications will be considered in order of receipt.

B. Honorary -- Request for honorary membership shall be submitted in writing to the Corresponding Secretary or honorary members shall be nominated by the Executive Board and elected by the Club. Honorary members shall have all privileges *except the right to vote and hold elective office*. The following persons are eligible:

(1) a Past President

C. Associate: A member of fifteen years standing may become an associate. She may attend all meetings, will not be called upon to participate or contribute unless she so desires; *may vote*, and have all the privileges of an active member *except that she may not hold elective office*. Request for associate membership shall be submitted in writing to the Corresponding Secretary and shall be voted on at the next regular meeting.

D. Sustaining: A member who has served the Club over a period of years and now finds it impossible to meet the regular requirements, but who still wishes to support and maintain an interest in the Club, may become a sustaining member. *She may attend all Club activities, but may not vote*. Requests for sustaining membership shall be submitted in writing to the Corresponding Secretary for acceptance by the Executive Board.

Section 2. After July 1, 2010 there shall be one class of member. Members with Associate, Honorary and Sustaining status will retain those designations, but no new members will be appointed to those categories of membership.

Section 3. Any change in membership status shall be approved by a two-thirds vote of members present at the next regular meeting at which there is a quorum.

ARTICLE IV -- DUES

Section 1. Classification

a. All dues shall be a reasonable and equitable fee as decided by the Executive Board and reviewed annually. Said dues to be payable on or before the Annual Meeting.

b. Active and Associate dues will be decided upon by the Executive Board.

c. Honorary members shall be exempt from dues.

d. New members accepted as of January 1st shall pay one half of the annual dues.

Section 2. If a member's dues are not paid before July 15th after the Annual Meeting and following receipt of a written notice, membership automatically ceases and the member shall be so notified.

Section 3. The fiscal year shall commence on July 1 and end on June 30 of the next calendar year.

ARTICLE V -- OFFICERS AND DUTIES

Section 1. The officers of the Club shall be: President, First Vice-President, Recording Secretary, Corresponding Secretary, Treasurer and Historian. The Executive Board shall plan and execute the purpose of the club. It shall fill all vacancies in its numbers and vacancies on the nominating Committee which shall occur prior to the Annual Meeting.

Section 2. The President shall preside at all meetings of the Club and of the Executive Board;

Section 3. The First Vice-President shall assume all of the duties of the President in the absence or disability of the President.

Section 4. The Recording Secretary shall be responsible for attendance records and minutes of the meetings.

Section 5. The Corresponding Secretary shall be responsible for notification of meetings and general Club correspondence.

Section 6. The Treasurer shall collect, and, by order of the Executive Board, disburse all monies, shall keep proper books of account, shall report to the Executive Board and active membership monthly, shall submit a yearly report at the Annual Meeting and prepare financial records.

Section 7. The Historian shall preserve previous accounts of the Club history and record current activities.

Section 8. Members shall form teams that will be responsible for planning programs for the meetings.

Section 9. Standing Teams:

- a. Garden Therapy - Meals on Wheels Arrangements or other activities designed to serve seniors.
- b. Exhibitions – Library Flowers or other floral arrangements for public spaces.
- c. Ways and Means – Strawberry Festival, Boutiques or other sales events.
- d. Landscaping – Civic beautification projects.
- e. Publicity – Web site, newspaper, newsletter and other public relations.
- f. Nominating – Preparation of slate of officers for election by the Club.

ARTICLE VI -- ELECTIONS

Section 1. The officers of the Club shall be elected at the Annual Meeting from a slate presented

by the Nominating Committee which has been appointed by the President or Executive Board. Further nominations may be made from the floor, providing the consent of the nominee has been obtained prior to the meeting.

ARTICLE VII -- MEETINGS

Section 1. Monthly meetings shall be held on the second Wednesday of each month from September to December and from February through May. Workshops may be arranged as needed. Guests are cordially invited to attend all meetings except the Christmas and Annual Meeting.

Section 2. The Annual Meeting shall be held in May, and shall be for the purpose of electing officers, receiving annual reports and transacting any other business that may arise.

Section 3. Special meetings of the Club may be called at any time by the President or by three members of the Executive Board.

ARTICLE VIII -- QUORUM

Section 1. Twenty-five percent of the voting members of the club shall constitute a quorum for the transaction of business at any meeting of the Club.

ARTICLE IX -- PARLIAMENTARY PROCEDURE

Robert's Rules of Order Revised shall be the authority of the club on questions of Parliamentary procedure.

ARTICLE X -- AMENDMENTS

These Bylaws may be amended at any meeting by a two-thirds vote of the voting members present, provided that notice of the proposed amendment has been given each member at least two weeks before the meeting.

ARTICLE XI -- DISSOLUTION OF THE CLUB

In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses, be distributed to such organization as shall qualify under Section 501 C (3) of the internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal Tax Law or to the Federal Government, a State or Local government for public purpose, subject to the approval of a court of competent jurisdiction within the Commonwealth of Massachusetts.

ARTICLE XII - NONDISCRIMINATION

The Topsfield Garden Club shall not permit in their conduct of club affairs, any restriction or limitation whatsoever based upon race, color, creed, gender, and national origin or employment status.