

# Olde Ripton Garden Club: Constitution and By-laws

*Revised October, 2018*

## ARTICLE I – NAME

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This Club shall be known as “**The Olde Ripton Garden Club**”

## ARTICLE II – OBJECTIVES

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The purpose of this Club is to encourage interest in all phases of gardening and flower arranging; the betterment and beautification of the community; the protection of our natural resources; and to promote better horticultural practices.

## ARTICLE III – MEMBERSHIP

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**Section 1:** Membership is open to all persons interested in the objectives of this club.

**Section 2:** Active members are requested to contribute to the annual plant sale and to accept assignments on at least one Club committee.

## ARTICLE IV – DUES

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Annual dues shall be \$35 payable by December. New membership runs March – Dec. pay full annual dues of \$35. Members joining October & November pay a fee of \$10 and must fill out a membership application when they join. A new full \$35 fee and updated membership form will be due in December for the upcoming year for those members. *\*Revised 2019*

## ARTICLE V – OFFICERS & EXECUTIVE BOARD DUTIES

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**Section 1:** The officers shall be President, First Vice President, Second Vice President, Recording Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.

**Section 2:** All officers shall be elected for a term of two years. No member may occupy the same office for more than two consecutive years. Exception: If no member agrees to serve in a certain position, the present officer may continue in that office for another two-year term by vote of the membership.

**Section 3:** The President shall preside at all club meetings, keep the members informed of all club activities, and oversee programs and projects of the Club. S/he shall appoint the committee chairs, develop and manage a budget as approved by the Executive Board and sign all official Club documents with the Treasurer. The President shall work with the membership chair to keep a current file and list of all membership forms and update contact and email lists and distribute to officers as needed.

The President shall be responsible for all correspondence to The Federated Garden Clubs of CT, Inc. and National Garden Clubs. President will also be the liaison to the City of Shelton.

**Section 4:** The First VP shall conduct the business of the Club during the absence of the President. If the office of President becomes vacant, the First VP shall become the President. The First VP shall choose and plan programs for the Club: write or call the guest speaker prior to meetings and inform

them of the date, place and time: prepare a short biography of the guest speaker to be read when speaker is introduced; have a check ready for the guest speaker at the conclusion of the program.

Publicity material for each speaker shall be provided to the Publicity Chair at least one month prior to each program.

The First VP shall also be responsible for the publication of the annual Club Yearbook.

**Section 5:** The Second VP shall assist the First VP in their responsibilities and assume the duties of the First VP in their absence. The Second VP shall manage monthly meeting specifics with the Library and organize the Christmas Party and the June Luncheon. The Second VP shall work on developing speaker programs and Yearbook with the First VP.

**Section 6:** The Recording Secretary shall keep the minutes of the Club meetings and the Executive Board meetings, and send the minutes for approval by the membership. All Club minutes and correspondence will be kept on file by the Club Secretary and a copy of current minutes will be given to the President and Club Historian at each meeting.

**Section 7:** The Assistant Secretary shall assist the Recording Secretary with responsibilities, Club correspondence and assume the duties of the Recording Secretary in their absence. The Assistant Secretary shall distribute letters, thank you cards to program speakers, bereavement cards and other communications as designated by the President.

**Section 8:** The Treasurer shall prepare a meeting statement and report for the members to hear and approve monthly and a copy of the Treasurer reports shall be given to the President at each meeting. Treasurer shall have charge of all monies of the Club, track the budget, and provide reports as needed to the President and Executive Board. S/he is authorized to pay all bills of less than \$300; amounts over \$300 shall require authorization of the Executive Board. Treasurer shall maintain dues and member fees information for the Club and make an annual report to The Federated Garden Clubs of Connecticut, Inc. by March 1<sup>st</sup>.

The Treasurer shall complete annual forms for the IRS, maintain insurance for the Club, and distribute monies to scholarships and memberships as directed. The Treasurer's books shall be audited annually.

*\$500 was given by an anonymous donor to help the Club when it was first organized. It was voted by the membership that this money would be left in the treasury for a "loan" fund. If needed, in an emergency, it can be used but will have to be replaced.*

**Section 9:** The Assistant Treasurer shall assist the Treasurer in their responsibilities and assume the duties of the Treasurer in their absence.

**Section 10:** A vacancy occurring in any office shall be filled by the Executive Board consisting of Club Officers and Past Presidents.

**Section 11:** The Board of Directors shall consist of Past Presidents and the present Officers. The Board conducts the general business of the Club. When the Board approves a new project or activity, the President shall present that project or activity to the membership at the next regular meeting for a vote.

## ARTICLE VI – COMMITTEES

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Committees shall be established as are necessary to carry on the work of the Club. The Chairs of such committees shall be appointed by the President and are responsible for committee management and reporting. Annual Reports will be the responsibility of certain Committee Chairs due to The Federated Garden Clubs of CT, Inc. by April 1 each year. There shall be the following committees:

<b>Civic Beautification</b>	<b>Conservation</b>	<b>Historian</b>	<b>Artistic Design</b>	<b>Publicity</b>
<b>Horticulture</b>	<b>Membership</b>	<b>Hospitality</b>	<b>Youth Gardening</b>	<b>Plant Sale</b>
<b>Garden Therapy</b>	<b>By-Laws</b>	<b>Osbornedale Museum Decorating</b>		

## ARTICLE VII – DUTIES OF COMMITTEES

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**Section 1:** The Chair(s) of Civic Beautification shall coordinate maintenance of designated city areas.

**Section 2:** The Conservation Chair should acquaint members with the Conservation list; give information concerning ecology, soil erosion, and the methods of feeding, housing and other items of interest pertaining to bird life.

**Section 3:** The Historian Chair shall keep all publicity pertaining to the Club and maintain the Club scrapbook.

**Section 4:** The Artistic Design Chair shall keep members informed about advancements and management of floral design and assist with flower show preparations as needed.

**Section 5:** The Horticulture Chair shall bring to the Club's attention advances in Horticulture. S/he shall plan the Horticulture schedule for the Program Book/Yearbook and have charge of Horticulture exhibits at Club meetings.

**Section 6:** The Membership Chair shall greet members and visitors to each meeting and distribute membership/visitor forms and information at programs as necessary and provide an attendance count at each meeting. S/he shall collect all dues and visitor fees and track membership forms. Funds collected will be given to the Treasurer and a copy of membership forms will be given to the President.

**Section 7:** The Hospitality Chair shall arrange for and assign food and drinks for all meetings and shall be responsible for set-up and take down of the room at all meetings.

**Section 8:** The Youth Gardening Chair shall coordinate Club Programs with schools as directed by the Club to encourage horticulture education and build relationships in the community.

**Section 9:** The Publicity Chair shall publicize the events of the Club through newspapers and other media and coordinate materials for social media through the Club website and social media.

**Section 8:** The Garden Therapy Chair shall arrange for monthly programs at Crosby Commons that are well-rounded and targeted to the well-being and encouragement of seniors in our community.

**Section 9:** The Plant Sale Chair shall organize and develop plans for the annual plant sale held each May. A committee will be formed by said Chair to manage and assist with a well-organized program that is the major fundraising event for Club activities.

**Section 10:** The Osbornedale Museum Decorating Chair shall be responsible for committee management of the Club's annual holiday decorating event at the Kellogg Environmental Center in Derby each year. This popular Club activity will consist of a rotating group of Club members annually.

**Section 11:** The By-laws committee will review and develop Club By-laws as necessary and will consist of Past Presidents.

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#### **ARTICLE VIII – MEETINGS**

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There shall be at least nine monthly meetings per year on the first Monday of the month during March – December. The Annual Meeting shall be held in December for the purpose of the election of officers.

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#### **ARTICLE IX – ELECTIONS**

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**Section 1:** A Nominating Committee shall consist of two Past Presidents and two members as chosen by the current President.

**Section 2:** The Nominating Committee shall prepare a list of candidates whose names shall be read at two regular meetings (September and October) and further nominations may be made at the meeting from the floor. Voting shall take place at the November meeting and new officers installed at the December meeting. January and February will be a time for the new officers to meet with the outgoing officers to learn their responsibilities before formal meetings resume in March. *\*Revised 2019*

**Section 3:** If there is more than one candidate for the same office, election shall be by ballot and a majority vote shall elect.

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#### **ARTICLE X – QUORUM**

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A quorum of a meeting of the Club shall be half of the paid membership plus one.

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#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

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"Roberts Rules of Order, revised" shall be the authority and govern this Club in the business procedure on all points not covered by the bylaws.

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#### **ARTICLE XII – AMENDMENTS**

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The by-laws may be amended at any regular meeting of the Club by a two-thirds vote of the membership.

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#### **ARTICLE XIII – MEMORIALS**

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**Section 1:** In the event of a current member's death, a memoriam gift shall be made for \$35. Donations will be made to a charity of choice if named or to a gardening/conservation related non-profit such as the American Horticulture Society, CT Audubon Society, or as approved by the Board.

**Section 2:** In the death of an immediate family member, a condolence card will be sent.

#### **ARTICLE XIV – SCHOLARSHIPS**

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An Annual Scholarship shall be given to a graduating Shelton High School Senior who wishes to continue their education in a related field. An amount to be voted on by the membership shall be contributed toward the Scholarship given by The Federated Garden Clubs of Connecticut, Inc.

#### **ARTICLE XV – DISSOLUTION AND DISPOSITION OF ASSETS**

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Upon the dissolution of the Club, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Club, dispose of all of the assets of the Club exclusively for the purposes of the Club, in such manner, or to such organization organized and operated exclusively for the charitable and educational purposes as shall at the time qualify as an exempt organization under Section 501(C)(3) of the IRS Code of 1954 (or the corresponding provision of any future US IRS Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Club is then located, exclusively for such purposes or to such organization as said Court shall determine which are organized and operated exclusively for such purposes.

##### Dissolution and Disposition of Assets – State of Connecticut

To restrict the activities of the Club so that it shall not be used or operated for private profit, and no property of the Club should inure to the private profit of any member or special group except if the club shall be dissolved, in which instance the assets will be distributed to a similar non-profit organization holding a valid tax exemption permit issued by the Commissioner of Revenue Service.