

**BY-LAWS
THE HUDSON GARDEN CLUB
May 2003**

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MAY 2003

ARTICLE I - NAME

The name of this club shall be The Hudson Garden Club.

ARTICLE II - AFFILIATION

The Hudson Garden Club shall be a permanent affiliate of The Garden Club Federation of Massachusetts, Inc..

ARTICLE III - PURPOSE

The purpose of this club is to promote a greater interest in gardening, horticulture, conservation, flower arranging, and allied activities and to cooperate in civic betterment.

ARTICLE IV - MEMBERSHIP

Section 1.

The total membership of this club is limited to a maximum of 100 active members.

Section 2.

Individual membership shall include four classes: Active, Associate, Life, and Honorary.

Section 3.

It is expected that each member shall participate on at least one committee (as well as contributing refreshments, if requested to do so) at some time during the year. Failure to do so without a valid reason may result in loss of membership by majority vote of the Executive Board.

Section 4.

Associate Membership - Any member who has been active for the previous 5 consecutive years shall be eligible for Associate Membership upon payment of Associate membership dues and shall have all privileges except the right to vote or hold office.

Associate members shall have no meeting requirements, such as attending a required amount per year, nor shall an Associate member have to participate in extra activities unless the Associate member so desires (such as Ways and Means projects, etc.).

Section 5.
Life Members - Any member in good standing for 15 years or more and upon receipt of \$200.00 shall be granted membership permanently, and shall therefore be exempt from annual dues. However, all Life Members must pay annually, the amount for state and national membership dues.

Section 6.
Honorary Membership, unlimited, shall be those nominated by the Executive Board and elected by the Club. Honorary members have no voting privileges, committee responsibilities or annual dues, but may volunteer to help support the club in any way.

Section 7.
Members residing outside the town of Hudson may retain active membership with the duties and privileges of that membership except that of holding elective office of President and Vice President.

Section 8.
Resignations from the Club shall be made in writing and sent to the Membership Chairman.

Section 9.
A written application shall be presented to the Membership Chairman.

ARTICLE V - DUES

Section 1.
The Annual Dues for active members or on leave of absence shall be as determined by the Executive Board and approved by the club by an affirmative vote on the proposed budget.

Section 2.
All dues shall be payable in advance at the April meeting.

Section 3.
Any member whose dues remain unpaid by June 1 shall be notified. If dues are still unpaid on July 1 active membership will cease.

Section 4.
New members admitted after the January 1 shall pay dues as determined by the Executive Board and approved by the club by affirmative vote of the proposed budget.

Section 5.
The fiscal year shall be from June 10 to June 9 inclusive.

ARTICLE VI - OFFICERS AND THEIR DUTIES

Section 1.
The officers of this Club shall be a President, Vice President, Recording Secretary, Treasurer, and Corresponding Secretary. The term of office shall be for a period of two years.

Section 2.
The PRESIDENT shall preside at all meetings of the Club and of the Executive Board; shall fill vacancies to elected offices with the approval of the Executive Board; shall perform such other duties as are usually incident to the office; and shall be a member *ex officio* of all committees except the nominating committee.

Section 3.
The VICE PRESIDENT shall assist the President in the work of the Club; in the absence of the President, shall perform all the duties of the office; upon the resignation or removal of the President, shall become President and hold office until the next Annual Meeting; shall be Chairman of the Yearbook Committee and serve as Membership Chairman; keep a correct list of members, and receive and maintain a corrected list of applicants names and addresses, and shall collect all dues.

Section 4.
The RECORDING SECRETARY shall keep a record of all meetings of the Club and Executive Board Meetings.

Section 5.
The CORRESPONDING SECRETARY shall read all club correspondence at club and Executive Board Meetings; conduct all correspondence of the Club; and shall maintain and disburse moneys from Petty Cash.

Section 6.
The TREASURER shall collect all moneys belonging to the Club; shall deposit said moneys in a bank designated by the Executive Board; shall disburse funds upon authorization of the Executive Board and shall present a monthly statement to the Executive Board and the Club.

Section 7.
The following officers and standing committee chairmen shall present a written report at the Annual Meeting: Membership (Vice President), Treasurer, Sunshine Committee, Civic Development, Garden Therapy, Program, Ways and Means, Junior Gardening, Refreshments, Scholarship, and Club Newsletter.

ARTICLE VII - EXECUTIVE BOARD AND COMMITTEES

Section 1.
The Executive Board shall consist of the Officers, the immediate past president, and the chairman of the standing committees.

Section 2.
The Executive Board shall transact all routine business of the Club; and shall prescribe duties of standing committees; and shall approve appointments to vacancies that may occur in elected offices.

Section 3.
The Executive Board shall appoint an outside accountant or qualified person to review the accounts of the Treasurer as accurate and true and so certify the record.

Section 4.
The Executive Board shall hold regular monthly meetings of the Club, or at the discretion of the President, or upon request of three members of the Executive Board.

Section 5.
There shall be the following standing committees: Civic Development, Conservation, Horticulture, Membership (The Vice President), Program, Publicity, Refreshments, Telephone, Ways and Means, Historian, Parliamentarian, Junior Gardening, Garden Therapy, Federation Newsletter, Club Newsletter, Awards, Sunshine, Public Relations, and Landscape Design.

Section 6.
The active Past Presidents shall constitute the Scholarship Committee. The Chairman role shall rotate to the next to the most recent past president and shall serve for 2 years (in sync with the 2 years club leadership durations). In the case of past co-presidents, each past co-president shall serve for one year. The scholarship committee may vote to further fund the scholarship fund through fundraisers and/or other activities at their discretion.

ARTICLE VIII - ELECTIONS

Section 1.
A nominating committee of three members shall be established at the April meeting as follows: Chairman shall have been appointed by the President, one member shall have been elected by the Executive Board, and one member shall be nominated and elected by the Club at this meeting.

Section 2.
No one shall be eligible to office until member has been an active member of the Club for at least one year.

Section 3.
The list of nominations shall be presented at the regular May meeting, at which time further nominations may be made from the floor providing the consent of the nominees has been obtained prior to the meeting.

Section 4.
The election of officers shall be by written ballot at the Annual Meeting, a majority vote of 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 Secretary may be instructed to cast one ballot for the entire slate.

Section 6.

No member shall serve for more than two consecutive years in the same office.

ARTICLE IX - MEETINGS

Section 1.

There will be monthly meetings of the Club from September to May, with the January and February meetings being at the discretion of the Program Chairman.

Section 2.

Special meetings may be called by the President, or upon written request by eight members of the Club.

Section 3.

The regular meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving annual reports, and transacting any other business that may arise.

ARTICLE X - QUORUM

Section 1.

Twenty-five percent (25%) of the membership shall constitute a quorum of the Club.

Section 2.

Six members shall constitute a quorum of the Executive Board.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The rules contained in Robert’s Rules of Order Revised shall govern this Club in all cases to which they are applicable and in which they are not consistent with these by-laws.

ARTICLE XII - BY-LAWS

Section 1.

Any active member may suggest changes to the By-Laws.

Section 2.

All suggested changes to the By-Laws must be reviewed and approved by the By-Law committee. The By-Law committee is comprised of active Past Presidents. The By-Law committee shall present the proposed change to the Executive Board for approval, then to the membership in general for approval

Section 3.

To amend the By-Laws a two-thirds vote of attending members at each stage is required. In each case the voting member (committees and general club meeting) must be notified in writing of the proposed change at least one week before such vote or that the proposed amendment has been read at a previous meeting and sent to each absent member.

ARTICLE XIII - FINANCES

Section 1.

The President and Treasurer must sign all checks together and the new incoming officers must see to it that the Checking and Savings Accounts be changed over to their names as promptly as possible upon their election.

Section 2.

The Corresponding Secretary shall have a Petty Cash Box, initially containing \$20.00 replenishable if needed, for the purchasing of supplies, (stamps, paper, etc.). Receipts, however, must be written for the amounts used and an annual report submitted to the Treasurer.

Section 3.

Prior to the April club meeting, the Executive Board shall set up a “Working Budget” for the coming year. (Depending on the moneys left in the treasury and dues to be received.) This will enable the incoming officers and committee chairmen to set up the next year’s expenses, programs, etc.. This must be voted on

by the membership at the May meeting and approved by 2/3 of the attending membership.

Section 4.

No moneys shall be spent on allied activities unless included in the budget or voted on by 2/3 of the ATTENDING membership. This means any extra activities not directly related to the scheduled meetings.

Section 5.

Special project moneys (donations, etc.) must be voted on by 2/3 of the attending membership.

ARTICLE XIV - SCHOLARSHIP

Section 1.

The purpose of the scholarship(s) is to:

1. Promote the interest and study of Horticulture, Agriculture or Environmental Science.
2. Support the children and relatives of members of the Hudson Garden Club.
3. Help the residents of the Town of Hudson.
4. Open to all students between the ages of 17 and 20 inclusive as of June 1st. of the year of the award, or Open to Teachers in Hudson Public or Parochial Schools grades K through 12 to support or promote a project (as defined in Article XIV Section 1 number 1) for their students.

Section 2.

All active past presidents constitute the Scholarship committee.

Section 3.

A scholarship fund has been established and built up. Only the current annual interest and dividends from this account may be used for the scholarship(s). Any additional money to be offered must be raised either by the general membership or the Scholarship committee.

Section 4.

The Scholarship Chairperson is responsible for:

- A. Calling meetings to discuss and vote on the scholarship decisions for the year. The date, time and location of the

meetings are at the sole discretion of the Scholarship Chairperson. Notice of the meetings to scholarship committee members shall be a minimum of 7 days. All decisions are by simple majority of those physically present.

- B. Calling a meeting of the Scholarship Committee between September 1 and November 30 each year to make the following decisions.
 1. What Scholarships, if any, to offer for the year.
 2. The amount of the Scholarship(s).
 3. The number of Scholarship(s).
 4. What priorities in section 5 are eligible for Scholarship.
- C. Calling a meeting of the Scholarship Committee in May of each year for the purpose of voting on any written applications submitted. All applications must be received on or before May 1 each year. Applications after that date may not be considered. If no qualifying applications are received then any monies raised are added to the Scholarship Fund for future use.
- D. If the scholarship meetings are not held during the prescribed dates then there will be no scholarship awards for that year. Monies that would have been awarded become part of the scholarship fund and only interest and dividends of that money may then be distributed.

Section 5.

Scholarships are awarded based on the following priorities:

1. A student in a HGC member's family, studying a field related to Horticulture, Agriculture or Environmental Science.
2. A student in a HGC member's family, studying a non-related field.
3. A Hudson resident, studying a field relating to Horticulture, Agriculture or Environmental Science.
4. A Hudson resident, studying a non related field.
5. Any other applicant.

ARTICLE XV - BY-LAWS

A majority of dues paying Past Presidents every five (5) years may review the by-laws for up-dating.

Notes:

File name: HGC By-Laws effective May 2003