**RIVERSIDE GARDEN CLUB CONSTITUTION**

*(as amended May 2020)*

**Article I - Name**

This organization, which is a charter member of the Federated Garden Clubs of Connecticut, Inc., shall be known as Riverside Garden Club.

**Article II - Purpose**

The purpose of this Club shall be to stimulate the knowledge and love of gardening, horticulture, and floral design among amateurs; to share in the advantages of association; to aid in the preservation of native plants, pollinating animals, and birds; to encourage conservation and civic planting and to support community beautification projects.

**Article III - Membership**

There shall be four classes of membership: Active, Sustainer, Non-Resident, and Honorary.

**Article IV - Officers**

The officers of the Club shall be President (or Co-Presidents), Vice President (if no Co-President), Secretary, Treasurer and other as determined by the Board. They shall be elected by the members of the Club to serve for a term of two years. These elected Officers shall form the Executive Board which will be 5 members.

**Article V - Board of Directors**

The Board of Directors shall be comprised of the Executive Board and the Chairpersons of the Standing Committees and the immediate past President. Board Members are requested to Host, (or co-Host) at least one Board meeting annually.

**Article VI - Annual Meeting**

The annual meeting shall be held in the month of June at such time and place as determined by the Board of Directors.

**Article VII - Amendments**

This constitution may be amended at a meeting by a two-thirds vote of members present. Written notice of proposed amendments shall be sent to all members at least two weeks prior to the meeting.

**RIVERSIDE GARDEN CLUB BY-LAWS**

*(as amended May 2020)*

**Article** I - **Membership**

**Section 1.**

The membership of the Club shall be as follows: *Active* members shall be limited to sixty. Active members must share an interest in the Club purpose, must agree to exhibit at least two times a year in Horticulture and/or Floral Design, and contribute at least once to Hospitality at Monthly Club meetings as well as contribute to Joint Meeting Hospitality and the Holiday party. In addition, they will serve on at least one committee, if asked, and support, through active participation, all Club activities.

Active Members in good standing for at least fifteen years may, upon request to the Membership Chairperson, be transferred to *Sustainer Membership*. They need not assume any Club responsibilities except annual dues. However, they are encouraged to participate whenever possible, specifically contributing to Hospitality. They shall have all the privileges of Active Members except the right to hold office. If Sustainer Members wish to resume Active Membership, they shall take precedence over all other applicants including former members.

Active members in good standing who have moved a distance of 20 miles or more from Riverside may, upon their request to the Membership Chairperson, and with Board approval, be transferred to *Non-Resident*. They need not assume any Club responsibilities except payment of annual dues as provided in Article III. A Non-Resident member will remain on the mailing list and can participate in any Club activity except voting and the right to hold office. A Non-Resident may resume Active Membership at any time.

*Honorary Membership* may be conferred upon any member, who has achieved outstanding distinction in Horticulture, Floral Design, Civic, Conservation, or any of the fields mentioned in Article II of the Constitution. Honorary Members must be proposed by one and endorsed by two other members in letters (or emails) sent to the Chairman of the Membership Committee and presented to the Board of Directors for approval. Candidates should be elected at Monthly Club or Special meeting by a majority vote. Honorary Members shall be limited to five. They shall have all the privileges of Active Members except the right to hold office. They need not assume any Club responsibilities and shall pay no dues.

**Section 2.**

An applicant for Active Membership must have attended at least two meetings as a guest before being proposed for membership. Each applicant for Active Membership must be proposed by one and endorsed by two other members by letters (or emails) sent to the Chairman of the Membership Committee. Candidates shall be elected at a Board of Directors meeting in order of their application as vacancies occur. Qualified residents of Riverside take precedence over non- residents.

**Section 3.**

Any former member of the Club who resigned in good standing (dues paid in full at time of resignation) may, when recommended by the Membership Committee, be given precedence over other new applicants at the discretion of the Board of Directors. Such former member will be responsible for the applicable dues.

**Article II - Duties of Officers**

**Section 1.**

The President (or Co-President) shall preside at all regular and special meetings of the Club, of the Executive Board and the Board of Directors. The President(s) shall appoint all Chairpersons of Special and Standing Committees and shall be ex-officio member(s) of all Committees.

**Section 2.**

The Vice-President (first), Secretary (second) and additional Executive Board Members (subsequently) shall assist the President in the performance of duties and in turn, preside in the President's absence.

**Section 3.**

The Secretary shall keep the minutes and attendance records of the Club, keep a record of rules and amendments and a copy of the Constitution and By-Laws for reference at all meetings.

**Section 4.** The Treasurer shall collect and disburse funds for the Club within the limits of the approved budget or as provided by Article VI, Section 2., and have charge of all monies. The Treasurer shall send all bills for dues by June 1st. The Treasurer shall report all balances, income, and disbursements at each Board of Directors meeting and shall have a copy available upon request for inspection by members, The Treasurer shall render in writing a year-end fiscal report, notify all members automatically dropped for non-payment of dues and send form 990-N to the IRS to assure our tax-free status. The Treasurer shall present the books to the Board for review upon request. In addition, The Treasurer in conjunction with the Membership Chair will keep the Membership list.

**Section 5.**

Executive Board Members will serve as the Budget and Finance Committee.

**Article III** - **Dues**

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**Section 1**.

Annual dues shall be reviewed yearly by the Board of Directors. Any proposed changes shall be sent to all members at least two weeks before the next meeting for a majority vote (Refer to Article V - Quorum)

**Section 2.**

The annual dues for Active, Sustainer, and Non-Resident Members shall be payable June 1st of each year and be should be paid in a timely fashion to ensure inclusion in the Yearbook. The Executive Board may grant exceptions for extenuating circumstances. The dues of members who join the Club after December shall be one-half the annual dues, payable upon election to the Club.

**Section 3.**

Members who have not paid their dues by July 1st will be sent a second notice. They will be dropped from membership if dues are not paid by July 31st.

**Section 4.**

Members who have been dropped for non-payment of dues are eligible for re-election under the same rules as new members.

**Section 5.**

All members are urged to purchase a copy of National Garden Club’s Handbook for Flower Shows at a pass-thru cost charged to the Club by National Garden Club.

**Article IV - Meetings**

**Section 1.**

The Annual Meeting shall be held in the month of June at which time duly elected officers are installed. The term of office shall be two years.

**Section 2.**

The regular meetings of the Club shall be held monthly except December, July and August.

**Section 3.**

Special meetings may be called by the President or at the written request of any ten members of the Club. Notice of such meetings shall be given to all members at least two weeks prior to said meeting. The nature of the business to be transacted shall be stated in the notice.

**Article V- Quorum**

**Section 1.**

One-third of the voting members shall constitute a quorum at any meetings of the Board of Directors, Special meeting or Monthly Club meeting.

**Section 2.**

A quorum must be present to enact business at any meeting of the Board of Directors, Special meeting or Monthly Club meeting.

**Article VI - Government**

**Section 1.**

Government of the Club shall be vested in a Board of Directors as described in Article V of the Constitution. Board members are expected to attend all Board Meetings or provide information to the President in advance.

**Section 2.**

The duties of the Board of Directors shall be to transact all routine business. They shall be empowered to allocate un­budgeted funds up to $300.00. Allocation of unbudgeted funds over $300.00 requires a majority vote at a Monthly Club or Special Meeting.

**Section 3.**

Meetings of the Board of Directors shall be held each month except July and August or at the call of the President(s).

**Section 4.**

The Executive Board, under special circumstances, may act in place of the Board of Directors.

**Article VII - Nominating Committee and Elections**

**Section 1.**

The Nominating Committee shall consist of the Chairs of the Design, Horticulture, and Hospitality Committees with each Committee having one vote.

**Section 2.**

Elections shall take place at the May Monthly meeting. Officers and the Nominating Committee shall assume duties at the Annual Meeting.

**Article VIII - Standing Committees**

**Section 1.**

The Standing Committees may consist of Awards, Civic, Conservation, Floral Design, Horticulture, Hospitality, Judges, Marketing and Social Media, Membership, Program, Publicity, Yearbook and such others as may seem necessary.

**Section** 2.

In June, the annual reports of Officers and Committee Heads shall be completed.

**Article IX - Amendment**

These By-Laws may be amended at any regular meeting by two thirds vote of members present. Written notice of the proposed amendment shalI be sent to all members at least two weeks before the date of the meeting. These By-Laws must be reviewed every two years and updated at least every five years.

**Article X**

Robert’s Rules of Order (Revised) shall constitute the authority on points not herein covered.

**Article XI**

In the event of dissolution of the Club, disposition of assets shall be in accordance with the requirements governing our type of organization, as stated by the Commissioner of Revenue Services of the State of Connecticut and the Federal Internal Revenue Service.