

# **Constitution and By-Laws of the Cohasset Garden Club, Member of The Garden Club of America**

Adopted February 16, 1926

Revised September 8, 1999

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## **Constitution**

### **Article I: Name**

Cohasset Garden Club  
Cohasset, Massachusetts

### **Article II: Purpose**

To stimulate the knowledge and love of gardening; to share the advantages of association by means of educational meetings, conferences, correspondence, and publications; and to restore, improve, and protect the quality of the environment through educational programs and action in the fields of conservation and civic improvement.

### **Article III**

#### **Executive Committee**

The officers of the Club shall be a President, a Vice President, a Recording Secretary, a Corresponding Secretary, and a Treasurer, all elected by ballot for two years. The Nominating Committee shall fill vacancies in the Executive Committee until the next election.

The Executive Committee may exercise all the powers of the Board during the intervals between Board meetings, provided that at its next meeting the Board shall approve, or otherwise act on, the action of the Executive Committee. A majority of the Executive Committee shall constitute a quorum. Executive Committee meetings shall be called at the discretion of the President.

## Board

The affairs of the Club shall be managed by the Board consisting of the Executive Committee and the Committee Chairmen. The Committee Chairmen shall be appointed by the President. A majority of the Board shall constitute a quorum, except in case of election of new members when two-thirds of the Board shall form a quorum. Board meetings shall be called at the discretion of the President.

# By-Laws

## Article I: Duties of the Executive Committee

A. President and Vice President: The President shall preside at membership and Board meetings and shall conduct them by standard rules of procedure. She shall carry out the usual duties of the office. In case of her absence or disability, these duties shall be performed by the Vice President or by the officers in their order. The Vice President shall hold herself ready to assist the President in any way.

B. Secretaries: There shall be two secretaries, a Recording Secretary, and a Corresponding Secretary. The Recording Secretary shall keep and preserve a correct record of Board and membership meetings. The Corresponding Secretary shall handle the club correspondence. She shall keep a correct list of members and their addresses and notify GCA of changes.

C. Treasurer: The Treasurer shall collect, bank, and pay out Club monies, subject to the order of the Board. She shall keep a correct account of all monies received and expended. The Treasurer shall also prepare and file all appropriate Federal and State forms, and prepare a budget to be approved by the Board. She shall submit her report in writing at the annual meeting. The Club's fiscal year shall run from November 1 to October 31.

## Article II: Committees

A. Nominating Committee: Nominates candidates to fill Executive Committee positions for the succeeding two years. The list of candidates shall be sent to the members at least three weeks before the annual meeting. Other nominations may be offered from the floor at the annual meeting after two weeks notice to the membership. The Vice President shall be a member of the Nominating Committee.

B. Other Committees shall include:

- Civic Projects Committee
- Conservation Committee
- Design Committee
- Horticulture Committee
- Membership Committee
- Program Committee

Additional Committees may be formed as the need arises.

- C. Committee Chairmen shall be appointed by the President. The President may serve as a member ex-officio of each committee.

## Article III: Terms of Office

No person shall hold more than one official position on the Executive Committee at a time, nor (with the exception of the treasurer) shall serve for a longer period than one term in the office to which she has been elected. However, any person shall be eligible for re-election to that same office after the intervention of one year. A term of office shall automatically expire with each election.

## Article IV: Membership

- A. Classifications: Club members shall be divided into the following classifications:

- Active, limited to 55 members, 10 of whom may be invited from other towns.
- Sustaining, limited to 10 members
- Provisional, limited to 5 members
- Summer, limited to 5 members
- Honorary

- B. Qualifications for Membership:

1. A member shall have effective possession of a garden and actively participate in its care. She shall be willing to share in the work of the club.
2. An Active Member is expected to serve on committees, to assist in the civic and other activities of the club, to attend a minimum of four monthly membership meetings each year, to act as hostess, to exhibit in shows, to vote, and to pay dues. She is expected to serve as an officer if nominated. She may propose or second new members. She enjoys all the benefits of the Cohasset Garden Club's membership in The Garden Club of America. An Active Member who moves from Cohasset and who can continue the obligations of active membership may request in writing a continued active membership at the discretion of the Board. An

Active Member may be granted a one-year sabbatical at the discretion of the Board. Payment of dues will be required.

3. An Active Member of fifteen years good standing may be awarded a Sustaining Membership at the discretion of the Board when a vacancy occurs. A Sustaining Member does not have the requirements of Active Membership, but may participate fully in the activities of the Club. A Sustaining Member pays dues, may vote and enjoys all the benefits of the Cohasset Garden Club's membership in The Garden Club of America. An Active Member must write to the Membership Chairman to request a change to Sustaining Membership.
4. The Board may at its discretion invite a member who has made an outstanding contribution to the Club over a period of years to become an Honorary Member. An Honorary Member does not have the requirements of Active Membership, but may participate fully in the activities of the Club. She may vote and enjoys all the benefits of the Cohasset Garden Club's membership in The Garden Club of America. The Cohasset Garden Club portion of her dues shall be waived.
5. A Summer Member is elected annually and her privileges shall extend from May 1 to November 1. She may participate fully in the activities of the Club and must participate in Club civic activities. She pays dues, may vote and enjoys all the benefits of the Cohasset Garden Club's membership in The Garden Club of America.
6. A Provisional Member is a new member who, after a period of satisfactory service, may be elected to Active Membership by the Board when a vacancy occurs. A Provisional Member must attend meetings and workshops, act as hostess, exhibit at shows, serve on committees, pay dues, and generally assist at civic and other club activities. She must work to fulfill any other requirements of the Club's Provisional Program. She may not hold office or vote. If a Provisional Member does not accept active status when offered, her membership in the Club is terminated, but she may be proposed again at a later date.

## Article V: Election of Members

Members shall be elected by an affirmative vote of the Board members present at a meeting called for this purpose, with not more than two Board members casting a negative vote or abstaining from voting. At

such a meeting a quorum shall consist of two-thirds of the members of the Board.

A candidate for membership must be proposed by an Active Member, seconded by another Active Member, and her name sent to the chairman of the Membership Committee. Election of Active Members, Sustaining Members, Provisional Members, Summer Members, and Honorary Members, shall be at the discretion of the Board. The President shall be an ex-officio member of the Membership Committee.

Should an Active Member in good standing be unable to fulfill her membership responsibilities and therefore tenders her resignation, she may at a later date request reinstatement. This request shall be in writing and addressed to the Membership Chairman. Reinstatement shall be by majority vote of the Board.

## Obligations of Membership

A member must be willing to share in the work of the Club. The obligations of membership include willingness to serve as an officer and/or as a member of committees, to assist in the civic and other activities of the Club, to act as a hostess, to exhibit in shows, to attend a minimum of four membership meetings and to pay dues. A member who fails to fulfill the requirements of her membership may be asked to discuss her status with the Membership Chairman, who may recommend a change in status to the Membership Committee and the Board.

## Article VI: Membership Meetings

Membership meetings will be held monthly, March through October. The annual meeting will be held in October.

The quorum of the Club at any meeting shall be ten members.

Any member wishing to bring a guest must first notify the hostess.

## Article VII: Dues

The Board shall establish annual dues prior to March 1 of each year. Honorary Members are liable for the GCA portion of their dues only.

A member who resigns from the Club after the beginning of the Club's fiscal year on November 1st will still be liable for that fiscal year's dues.

## Article VIII: Civic Garden Projects

Pursuant to its mission, the Cohasset Garden Club shall undertake civic gardening projects only within the town of Cohasset.

## Article IX: Amendment

This Constitution and By-Laws may be amended at any regular membership meeting of the Club by a two-thirds vote of the members present, provided that the proposed amendment has first been approved by the Board. Notice of such amendment is to be sent to each member at least three weeks prior to the date of the meeting at which the proposed amendment is to be voted.

