

# TOPSHAM GARDEN CLUB BYLAWS

## ARTICLE I – NAME

The name of this organization shall be The Topsham Garden Club.

## ARTICLE II – OBJECTIVES

The objectives of the Topsham Garden Club shall be:

1. To promote interest in the art and practices of gardening, education, beautification, preservation and conservation of the Topsham area.
2. To operate on a non-profit basis exclusively for charitable and educational purposes within the meaning of Section 501 [c] [3] of the Internal Revenue Service Code.
3. To adhere to the objectives of the Garden Club Federation of Maine, Inc. and the National Garden Clubs, Inc.

## ARTICLE III – MEMBERSHIP AND DUES

1. Membership in the Topsham Garden Club shall be open to any person interested in the objectives of the Club.
2. Membership shall consist of Active and Honorary members
  - A. Active members shall pay dues, shall uphold the objectives of the Club and shall participate in activities of the Club.
  - B. Honorary members shall consist of those whom the Club chooses to honor. Such names shall be suggested to the Executive Board for approval before being voted upon by the Club. Dues are not required of Honorary members.
3. Individual members hold concurrent memberships in five organizations: the Topsham Garden Club; the Medomak District of the Garden Club Federation of Maine, Inc.; the Garden Club Federation of Maine, Inc.; the New England Region Garden Clubs, Inc.; and the National Garden Clubs, Inc.
4. Dues:
  - A. The Fiscal Year and the membership year shall be June 1 to May 31, inclusive.
  - B. Membership dues for renewing members are payable in full by June 15.
  - C. New members joining after June 1 pay dues upon joining the club on a prorated basis: 100% through November 30 and 50% from December 1 through the April Annual Meeting. Dues received between the April Annual Meeting and May 31 are applied to the balance of the current membership year and the full following membership year.

#### ARTICLE IV – OFFICERS

1. The Officers shall consist of: President, Vice President, Secretary, Treasurer and additional Officers as needed. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Topsham Garden Club.
2. These Officers shall serve for a term of two years or until their successors are elected. The Officers' term of office shall commence at the close of the Annual Meeting at which they are elected.
3. Any vacancy in the elected office shall be filled for the unexpired term by the Executive Committee.
4. Duties of Officers:

President: Shall preside at all meetings of the Club and the Executive Committee and serve ex-officio on all committees except the Nominating Committee.

Vice President: Shall assist the President in the work of the Club. In the absence of the President shall perform all presidential duties and obligations.

Secretary: Shall keep the minutes of all meetings and shall have charge of all papers pertaining to that office.

Treasurer: Shall collect and hold all monies of the Club; make a report at each meeting; and pay all bills. Records of membership dues shall be maintained by the Treasurer.

5. An Auditor shall be appointed by the President to audit the books of the Treasurer and report to the President within sixty (60) days of the close of the Fiscal Year.

#### ARTICLE V – MEETINGS

1. The regular meeting of the Club shall be held on the second Wednesday of the month for a total of at least ten regular meetings each year. If circumstances warrant, the President may call a special meeting or order the regular meeting to be held on a different day.
2. The regular meeting on the second Wednesday of April shall be known as the Annual Meeting and shall be for the purpose of electing officers, adopting a budget for the next Fiscal Year, receiving annual reports of officers and committees and for any other business that may arise.
3. Twenty-five percent (25%) of members shall constitute a quorum.

#### ARTICLE VI – EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the Officers of the Club and the immediate Past President.
2. The Executive Committee shall present an annual budget and dues proposal for the next Fiscal Year at the April Annual Meeting. Approval must be by at least a two-thirds (2/3) vote of the members present at that meeting.

ARTICLE VII – NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three members. The Chairman shall be appointed by the President.
2. The slate of Officers shall be presented to the membership in writing, delivered by e-mail or by US Postal Service, at least thirty (30) days in advance of the April Annual Meeting.
3. The Officers shall be elected and installed at the Annual Meeting in April.

ARTICLE VIII – STANDING & AD HOC COMMITTEES

1. Standing committees to serve for two (2) years shall be appointed by the President and include:
  - Executive
  - Nominating
  - Programs
  - Town Gardens
2. The President shall appoint such other committees as are necessary for the operation of the Club.

ARTICLE IX – DISSOLUTION

In the event of the dissolution of the Topsham Garden Club, after all bills have been paid, the total assets shall be liquidated and allotted to the Scholarship Fund of the Garden Club Federation of Maine, Inc.

ARTICLE X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “Roberts Rules of Order Newly Revised” shall govern the Topsham Garden Club in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

ARTICLE XI – AMENDMENTS

The Bylaws may be amended at any regular meeting of the Club by a two-thirds (2/3) vote of members present. Such proposed amendments shall have been presented in writing and read at the previous meeting.

ARTICLE XII – NON-DISCRIMINATION CLAUSE

In the conduct of Club affairs, the Topsham Garden Club shall not permit any restriction or limitation whatsoever based upon race, color, creed, gender, national origin, political affiliation or sexual orientation.

*Adopted October 13, 2010*

*Amended July 10, 2013*