

**ESSEX GARDEN CLUB, INC.**

**POLICIES & PROCEDURES**

**May 18, 2020**

***To be used in conjunction with our bylaws.***

## **MEMBERSHIP POLICIES**

All classes of membership are entitled to enjoy the benefits of being a member: all informative programs, field trips, workshops, meetings, and events.

1. The number of Associate Members shall not exceed twenty-five. No application for transfer from Active to Associate or Sustaining shall be considered unless the Active Membership of the Club is fifty members or more.
2. The number of Sustaining Members is unlimited.
3. A candidate for membership must be proposed and seconded, in writing, by two members in good standing. The proposer shall be responsible for finding a member to second the proposal and for obtaining an application form from the Membership Chair and giving it to the candidate to complete. The proposer is also responsible for delivering the completed application and the proposing and seconding letters to the Chair of the Membership Committee as a package.
4. Dues are payable on becoming a member unless the member joins after May 1. Thereafter, dues are payable annually by September 30<sup>th</sup> for the current fiscal year.
5. Upon receipt of a written request for a leave of absence, the Executive Committee may grant a leave in excess of three consecutive months up to one year. Any member taking a leave during their first two years of membership will be responsible for meeting new member requirements upon their return. The length of leave will be taken into account when a change in membership status is requested to ensure meeting minimum time requirements. Membership dues are not affected by leave of absence and are still payable by the established date.

## **ACTIVE MEMBERSHIP REQUIREMENTS**

New Members (first two years in Club)

- a) During the first two years of membership members are required to serve on the Civic Improvement Committee, serve on a standing committee, serve on the May Market Members' Plants Committee, and participate in a minimum of two digs for May Market. If a new member Chairs a May Market Committee in their first two years, the Member Plants Committee requirement is waived while they Chair.

All Active Members (New members and three years plus)

- a) Participate in spring annual planting in town, summer maintenance, cleaning the town parks twice a year (as requested), donating and cutting greens and decorating the town at year-end holiday time.
- b) Serve on a standing committee and a May Market committee.
- c) Prepare garlic salt.
- d) Participate in May Market which includes working on a May Market committee, donating the required number of plants, participating in a dig and working on all Divide and Pot days.

- e) Provide a flower arrangement or plant to the Essex Library when assigned.
- f) Participate on the Hospitality Committee when assigned.

**NOTE: If members are unable to fulfill the assignment for Library Flowers or Hospitality, they are responsible for finding a substitute and informing the Committee Chairman of their replacement.**

### **ASSOCIATE MEMBER REQUIREMENTS:**

- a) Must have been an Active Member for at least 7 years; however, a change in membership classification may be granted to a member in good standing at the discretion of the Board of Directors.
- b) Change of membership status to Associate will become effective immediately if the Associate Member category is less than 25 and the Active Member category is more than 50.
- c) May not vote, hold office or serve on the Board of Directors.
- d) Participate on a May Market committee.
- e) Participate on the Hospitality Committee when assigned.
- f) Provide a flower arrangement or plant to the Library when assigned.

### **PAST PRESIDENT REQUIREMENTS:**

- a) Must have served at least one term as club president.
- b) May vote and enjoy all privileges of the Club.
- c) May not hold office or serve on the Board of Directors.
- d) Is encouraged to participate in any activity; however, is exempt from all obligations.

### **SUSTAINING MEMBER REQUIREMENTS:**

- a) Must have been a member for at least 10 years; however, a change in membership may be granted to a member in good standing at the discretion of the Board of Directors.
- b) Change of membership status to Sustaining will become effective immediately; however, that member is still responsible for completing the assignment to the Hospitality Committee and Library Flowers for the current fiscal year (until August 15<sup>th</sup>).
- c) May not vote, hold office, or serve on the Board of Directors.
- d) Is encouraged to participate in any activity; however, is exempt from all obligations.

**FOR ALL MEMBERS:**

All members are encouraged to attend monthly meetings. Participation in the monthly “Spotlight on Horticulture” is strongly encouraged. Please use this opportunity to educate and inspire your fellow members. Participants are eligible for the “President’s Award” trophy, announced at the September business meeting.

## **GENERAL POLICIES**

*In accordance with the policies of the Federated Garden Clubs, Inc., the Essex Garden Club shall not distribute the names of members to any outside organization.*

*Use of the Essex Garden Club name or logo, or commitment of Essex Garden Club participation in any outside project, requires prior approval of the Board of Directors.*

*Requests for funds made to the Essex Garden Club by individuals or organizations must be made in writing to the President of the Essex Garden Club for consideration by the Board of Directors. The Club shall confine its donations to support Garden Club purposes.*

*Board meeting attendance is limited to Officers, current Board Members, and by invitation from the President.*

*Definition: ‘In good standing’ – a member with dues paid to date and membership class requirements being met.*

## **COMMITTEE CHAIRS AND DUTIES**

All committee chairs shall select their own committee members and are encouraged to begin planning for their term of office as soon as they are appointed. Budget requirements for committees should be submitted to the Treasurer prior to the budget meeting which is held during August. Each chair shall keep a written list of his/her committee’s duties so subsequent chairs are fully cognizant of their responsibilities. No committee shall exceed its budget without prior approval of the Board of Directors. Any expenditure from the category “Discretionary Fund” shall have prior approval of the Board of Directors.

1. The **Civic Improvement co-Chairs** shall be responsible for the organization and implementation of all civic projects. They shall coordinate efforts with the Essex Park & Recreation Commission and have one committee member attend Park & Recreation meetings as appropriate. The co-Chairs may also designate a temporary project team to work on short term improvement projects on behalf of the Club, under the approval of the Board of Directors.
2. The **Communications Committee Chair** shall gather information and distribute it throughout the year as requested by the President and Standing Committee Chairs.

3. The **Conservation Committee Chair** shall foster an interest in all phases of conservation, both local and national, and present programs when requested. The Chair shall actively work for the preservation of the environment and shall keep Garden Club members informed of pending legislation and local issues.
4. The **Garlic Salt Committee Chair** shall arrange and oversee the production and distribution of all garlic salt. The Chair will arrange for dates and place of production in coordination with the appropriate parties. The Chair is responsible for purchasing the ingredients and materials used in production and delivering the garlic salt to be stored.

The Chair will conduct physical inventories of filled jars and unused supplies at least three times a year: before new production, fiscal year-end and after May Market. The Chair is responsible to report each month's distributions to the Assistant Treasurer by the 15<sup>th</sup> of the month.

All Active Members are required to participate in the making of garlic salt.

5. The **Historian**, who shall be the First Vice President, shall be responsible for keeping track of the history of the Club and seeing that it is properly stored. He/she shall be responsible for keeping a copy of all yearbooks, scrapbooks, publicity articles, and a digital file of the latest version of Club documents including but not limited to: New Member Application Form, New Member Welcome Package, Policies & Procedures, Articles of Incorporation, Bylaws.
6. The **Hospitality Committee Chair** shall consult with the President when making Hospitality assignments, guide monthly Hospitality Committee members and store the equipment. The Chair shall also be responsible for the September Annual Meeting, Year-end Holiday party and the May Market party.
7. The **Horticulture Committee Chair** shall stimulate an interest in horticulture and flower arranging, present pertinent workshops and arrange educational trips. The Chair shall also keep the membership informed of upcoming horticultural events and is responsible for the "Spotlight on Horticulture" topics and maintaining points for the President's Award trophy. The Chair may also designate a temporary project team to work on short term horticultural projects on behalf of the Club, under the approval of the Board of Directors.
8. The **Junior Activities Committee Chair** shall introduce subjects through the local schools and libraries pertaining to ecology, gardening and flower arranging with the objective of educating children to appreciate and care for the earth.
9. The **Library Committee Chair** shall work with the staffs of the Essex and Ivoryton Libraries to identify programs and projects for the general public that are related to the purpose of the Club. The Committee shall include a member who will publish a schedule of weekly flower arrangements to be provided for the Essex Library.

10. The **May Market Committee co-Chairs** shall be responsible for the management of all May Market committees and delegation or execution of all non-committee responsibilities.
11. The **Membership Committee Chair** shall choose no more than four members for the committee, not to include members of the Executive Committee. They shall have charge of all matters pertaining to membership. The Chair shall notify new members of their admission to the Club and shall keep the Board informed of all membership changes. The Membership Chair shall maintain a list, in order of receipt, of prospective members and their two sponsors. The Chair shall maintain a file of completed applications for future reference.

The Chair shall have an informal meeting with prospective members, their sponsors and at least one officer of the club at which time the Bylaws and Policies of the Club should be explained to the candidate. The sponsors shall serve as mentors for the new member for the first year of membership.

The Chair shall inform the Board of Directors of all written requests for change in membership status; all requests must be approved by a majority vote of the Board of Directors

The Membership Chair shall work with the Assistant Treasurer and Treasurer to maintain a current membership roster.

Distribute the club yearbook (if printed) to members at the Annual meeting in coordination with the Assistant Treasurer and based on collection of annual dues.

12. The **Nominating Committee Chair** shall choose no more than four club members who hold no elective offices, one of whom shall be a past President. The Nominating Committee shall nominate candidates to fill all elective offices. The slate shall be read to the club by the Chair at the March meeting and voted on at the April meeting.

The Nominating Chair shall notify the Federated Garden Clubs of Connecticut, Inc. of the incoming Officer Slate including Officer contact information by August 1<sup>st</sup> each year. The incoming Officer Slate shall be sent to the FGCT Secretary.

13. The **Parliamentarian**

- a) Shall assist the President with matters of parliamentary procedure, following the current *Roberts Rules of Order*.
- b) Shall give procedural opinions when requested; rulings shall be made by the Board of Directors.
- c) Shall interpret the Bylaws at Board of Director and regular meetings.
- d) Shall be the Chair of any Bylaw study committee.
- e) Shall be the Chair of any Policies & Procedures study committee, and have changes approved by the Board of Directors.

14. The **Program Committee Chair** is responsible for the coordination and contracting of programs for each meeting, making the meeting arrangements for Board of Director Meetings and regular monthly meetings. The Program Committee plans the programs for the membership year, based on members identified interests and the guidelines set forth by FGCCT, including one program each on the following topics conservation, horticulture, and floral design.
15. The **Publicity Committee Chair** shall handle all publicity and keep a record of all Club activities and shall hand it over to the Historian at the end of the current President's term.
16. The **Scholarship Committee Chair** shall be responsible for publicizing and awarding scholarships to:
  - a) Qualified college and graduate school applicants in Essex, Centerbrook and Ivoryton, who are pursuing studies related to environmental sciences. These students must have a B or better average and be accepted at accredited institutions. Fields of study may include biology, botany, horticulture, forestry, land conservation, landscape design and architecture.
  - b) A yearly specified number of elementary and middle school students from Essex, Centerbrook and Ivoryton selected by Essex school specialists for nature, conservation and environmental camps at the Incarnation Center, Essex Parks and Recreation Commission and or other local camps deemed appropriate by committee members and approved by the Board of Directors.
17. The **Website Committee Chair (Webmaster)** shall manage all content on the Club website coordinating with committee Chairs as needed to keep content current.
18. The **Yearbook Committee Chair** shall be responsible for producing the annual yearbook in time for distribution and or digital publication at the Annual Meeting.

***Committees with co-chairs may have only one board vote.***

## DUTIES OF THE EXECUTIVE COMMITTEE

### Officers Duties

1. The **President** shall preside at all meetings of the Club, its Executive Committee and its Board of Directors; shall perform all other duties pertaining to the office; shall be authorized to sign checks; and shall be an ex-officio member of all committees except the Nominating Committee and Membership Committee. The President shall appoint the Chairs of the Standing Committees, if necessary.
2. The **First Vice President** shall perform all the duties of the President in his/her absence and shall assist the President in his/her duties. He/she shall also assume the position of Historian and is a member of the Budget Committee.
3. The **Second Vice President** shall perform the duties of the President in the absence of both the President and the First Vice President. The second Vice President shall be Chair of the Program Committee.
4. The **Recording Secretary**
  - a) Shall maintain the corporate minutes which he/she shall turn over to the Historian at the end of each year.
  - b) Shall take minutes for all Board of Directors meetings, all regular monthly meetings, and the Annual Meeting. Shall write them up promptly and send a copy to the President. He/she shall send minutes of Board of Directors meetings to all members of the Board of Directors and minutes of all regular meetings to the membership.
5. The **Corresponding Secretary**
  - a) Shall attend to all correspondence pertaining to Club matters.
  - b) Shall have charge of official correspondence as assigned by the President.
6. The **Treasurer**
  - a) Shall be custodian of all bank accounts.
  - b) Shall be authorized to sign checks and deposit them in the bank.
  - c) Shall pay all approved invoices.
  - d) Shall submit a written report at all Board of Directors meetings of the latest balance sheet, income statement and budget status.
  - e) Shall prepare a budget in consultation with a Budget Committee consisting of the President, First Vice President, Assistant Treasurer and a member of his/her choice and have the budget approved by the new Board of Directors at the September meeting.
  - f) Shall maintain proper books.
  - g) Shall make all adjusting entries at year end (August 15<sup>th</sup>) and prepare a report for annual review. Shall select an outside auditor if possible (pro bono) to review the books. If an outside auditor cannot be found, then the books shall be audited by any two members of the club.
  - h) Shall inform the Board of Directors of financial matters, alerting officers or committee chair if budget is being exceeded.



- i) Shall handle insurance matters as approved by the Board of Directors.
- j) Shall handle all matters pertaining to the Internal Revenue Service and the Connecticut Department of Revenue Services.

7. The **Assistant Treasurer**

- a) Shall be authorized to sign checks and deposit checks in bank.
- b) Shall be familiar with the duties and reporting of the Treasurer, assisting as required.
- c) Shall perform the duties of the Treasurer in his/her absence.
- d) Distribute the club yearbook (if printed) to members at the Annual meeting in coordination with the Membership Chair and based on collection of annual dues.
- e) Shall collect the annual dues from the membership.
- f) Shall send names, addresses and emails of new club members accepted throughout the fiscal year, accompanied by dues payments for those who join from January 1<sup>st</sup> through September 30<sup>th</sup> to FGCCT. The Assistant Treasurer shall also send changes in names, addresses and emails to FGCCT as changes occur during the fiscal year.
- g) Shall participate as appropriate in all May Market Treasurer activities, including post May Market accounting.
- h) Shall serve as the primary interface with Garlic Salt Chair to establish sales dates and maintain a monthly sales/distribution inventory spreadsheet for Treasury reporting.
- i) Shall provide updated garlic salt accounting to the Treasurer to incorporate into monthly report.
- j) Is a member of the Budget Committee.

***To help balance their contribution to the Club, requirements for Library Flowers and Hospitality are waived for Executive Committee while in office.***