

Somerville Garden Club Bylaws

(As revised and approved by the membership, May 1998)
(As modified for the dues increase and approved by the membership, Feb, 2009)
(Accepted by the Somerville Garden Club, Inc, membership, March 11, 2010)
(As revised, January 2020)

Article I – Name

Somerville Garden Club. Located in Somerville, Massachusetts.

Article II – Object

To learn about gardening; to share gardening knowledge and experience; to stimulate interest in gardening, especially in an urban environment; to engage in civic beautification; to encourage ecologically sound gardening; to provide a social forum for gardeners. The club does not wish to engage in any political controversy and neither endorses nor opposes any political causes.

Article III – Membership

Open to all those with any interest in gardening, from novices to master gardeners. Annual dues are set by the board. Prospective members will join by completing an online membership form or filling out a paper form provided by the membership coordinator. Dues will be paid to the Somerville Garden Club and collected by the membership coordinator. A membership card will be issued entitling the member to all club privileges. Existing members must renew their membership annually; if they do not renew, the newsletter and all privileges will cease until payment is made. Membership may be revoked for violation of the bylaws.

Article IV – Officers

Elected officers shall consist of a president, a vice president, a treasurer, a secretary, and a membership coordinator, who shall form the executive board. Appointed officers may include, but are not limited to, public relations, site coordinators, program coordinators, newsletter staff, and Webmaster/technologist, and shall be authorized by the executive board.

Duties of the officers are as follows: the president chairs meetings, acts as a liaison with city government, has check-signing authority, and provides direction and leadership to the club. The vice president leads meetings in the president's absence and shares or assists with presidential duties as needed. All publicity will be passed to the president and vice president prior to submission. This includes any official representation of the club to the public. The treasurer handles financial matters and has check signing authority. The secretary takes minutes at board meetings, maintains records of all club business, and may handle correspondence. The membership coordinator manages computerized membership lists, produces monthly mailing lists, mails the newsletter, and works with the treasurer to facilitate dues collection. Both elected and appointed officers are expected to attend board meetings.

Candidates for office shall be nominated by a nominating committee appointed by the board at least two months before the general election, composed of two board members and a general member. Members of the nominating committee may run for office. Officers shall be elected for one year beginning the month after the election. The president and vice president shall not hold their respective offices for more than two consecutive years.

In January, the club will announce a call for elected officers (president, vice president, treasurer, secretary, and membership coordinator).

Nominations should be made to the nominating committee prior to or at the February meeting.

Nominations are closed at the February meeting, as long as there is at least one nominee. Elections are held at the March meeting.

Should an elected officer (except the president) resign, the remaining elected members of the board shall appoint a replacement to fill out the term. If the president resigns, the vice president will fill out the term.

Article V – Board of Directors

The board of directors shall consist of all elected officers, plus all appointed officers, and for one year, the president emeritus.

Communications representing the club shall be approved by the board. No individual shall make representations on behalf of the club without approval of the board, with the exception of representations made in the course of the officers' duties.

Article VI – Committees

Standing committees will be formed as needed to undertake community projects such as public plantings and maintenance, or to organize plant sales and other fundraising events. These committees shall consist of a volunteer chair (authorized by the executive board) who will then coordinate volunteers for each individual project.

Article VII – Meetings

Regular club meetings will be held the second Wednesday of the month. Meetings of the board of directors will be held bi-monthly at a time and place chosen by the officers. Special board meetings may be called by the president when necessary. General members may attend board meetings at the invitation of the board.

Article VIII – Dissolution

Procedure for dissolving will be based on state law.

Article IX – Parliamentary Authority

Robert's Rules of Order Newly Revised or any similar reference shall govern proceedings in all cases to which they are applicable and in which they are not inconsistent with these bylaws and standing rules.

Article X – Amendments

Bylaws can be amended by a two-thirds vote of those members attending a meeting to be held after the membership has been given reasonable notice of proposed changes.

Rules Standing

These rules are operating procedures not covered by the bylaws, such as board or general meeting time and place. They may be adopted by a majority vote at any meeting and amended by a majority vote with notice and can be suspended for the duration of any meeting.