

## WINDSOR GARDEN CLUB CONSTITUTION AND BYLAWS

### ARTICLE I *Name*

This Association shall be called The Windsor Garden Club.

### ARTICLE II *Purpose*

The purpose of this club will be to promote an interest in gardening, wild plant life, trees, civic beautification, environmental issues, and to carry on such activities as may be necessary or desirable to affect these purposes.

### ARTICLE III *Membership*

Membership shall be open to those who take an interest in these objectives. Membership categories include Active, Honorary and Associate.

- A. **Active Member:** A member involved in the mission of the Club and willing to participate in and support the activities of the Club. An Active Member is required to attend a minimum of three (3) meetings during the year and must hold an office and/or be a member of a Standing Committee.
- B. **Honorary Member:** A Member who has made a meaningful contribution to the development and enhancement of the Club. An Honorary Member is nominated by a current member and voted upon and elected by a majority of the Executive Board. An Honorary Member retains voting rights in all Club matters. While an Honorary Member is not charged any Club dues, said Member is asked to contribute to the cost of any special banquets, dinners or workshops attended. Members must be active in the Club for a minimum of ten (10) years to qualify.

### ARTICLE IV *Officers*

- A. The officers of the club shall consist of a President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer, all of whom shall be elected at the annual meeting.
- B. The terms of the office shall be one year.
- C. The duties of the officers shall be those regularly assigned to such offices.
- D. The elected officers will constitute the Executive Board.

### ARTICLE V *Executive Board*

- A. There shall be an Executive Board, which shall consist of the officers and the most recent past President.

### ARTICLE VI *Committees*

- A. Standing Committees shall consist of Membership, Nominating, Program, and Ways and Means (which includes fundraising efforts such as the Garden Mart and Garden Tour), Civic Endeavors, Communications, and Hospitality. Chairs of these committees shall be appointed by the President.
- B. The chair of each committee shall preside over respective committee meetings as necessary, to fulfill requirements of each committee, and report at the monthly Club meetings.

ARTICLE VII *Meetings*

- A. The Club shall ordinarily hold meetings on the second Monday of each month, February through December, with the exception of May, when the meeting will be held on the Monday occurring immediately before the Garden Mart. There is no meeting in January. June, July and August meetings are optional. *Dates could change due to religious or national holidays.*
- B. The annual meeting will be held on the second Monday in April.
- C. The Officers elected at the Annual Meeting assume duties June 1st.

ARTICLE VIII *Bylaws and Constitution*

- A. The Club may adopt any Bylaws which do not conflict with the Constitution.
- B. The Constitution and Bylaws may be amended at any meeting of the Club by a two-thirds vote of the members present; such proposed amendments having been mailed to the membership prior to the meeting.
- C. The Bylaws may be altered or amended under the same conditions as the Constitution.

ARTICLE IX *Funds*

- A. Dues are payable by June 1st of each year. Any Member in arrears as of August 1st shall be considered delinquent and may be removed from the Membership at the discretion of the Board.
- B. No profits shall proceed to any officer, director, or member of the Windsor Garden Club.
- C. Any appropriation over \$100.00, with the exception of Program Committee expenses, must be voted upon at a monthly membership meeting, at which twenty per cent of the paid membership must be present.
- D. Any appropriation under \$100.00, with the exception of general operating expenses, must be approved at a general membership meeting or by the Executive Board. Any appropriation of \$500 or more must be discussed one (1) month prior to a vote at a monthly meeting.

ARTICLE X *Dissolution*

- A. In the event of dissolution, the net assets, after payment of debts, will proceed to an organization holding a valid tax exemption permit issued by the State Tax Commissioner, as determined by the membership. Such distribution must be restricted to organizations supporting and carrying out the purposes or guidelines outlined in Article II.

## **DUTIES OF THE OFFICERS AND COMMITTEE CHAIRS OF THE WINDSOR GARDEN CLUB**

### ***PRESIDENT***

1. Preside over and maintain order during meetings of the Windsor Garden Club.
2. Call and preside over at least 2 (two) executive board meetings per year.
3. During the month of April, reserve meeting space of the upcoming year.
4. Serve as ex officio member of all standing committees.
5. Coordinate the development and publishing of the yearly membership booklet. Arrange for cover artist, printing, and distribution.
6. Draft article for publication in each Earthworm.
7. Oversees Ways and Means (all fundraising committees – Garden Mart, Garden Tour, etc.)
8. Maintain responsibility for PO Box key and gavel.
9. Retrieve and distribute mail from the PO Box in a timely manner.
10. Promote interest in horticulture.

### ***VICE PRESIDENT***

1. Serve as Chair of Program Committee, which should meet in April to plan the programs for the following season.
2. In the absence of the President, assume all duties and responsibilities of the office of the President.
3. Introduce speakers.
4. Serve as member of the Garden Mart Committee.
5. Arrange special events, i.e. garden visits, field trip, etc.
6. Purchase gift of appreciation for outgoing President.

### ***CORRESPONDING SECRETARY***

1. Prepare all correspondence for the Windsor Garden Club.
2. Send get-well wishes to ill members and condolence cards to families of deceased members.

### ***RECORDING SECRETARY***

1. Take minutes of meeting, prepare minutes in written form and present to members of the club at the following monthly meeting.
2. Maintain minutes of all meetings for historical preservation.

### ***TREASURER***

1. Promptly pay all invoices.
2. Balance checkbook and report financial status to the membership at monthly meetings.
3. In concert with President, retrieve mail from PO Box.
4. Provide “set-up” money at the Garden Mart, make periodic pick-ups and deposits, collect all money at the conclusion of the Garden Mart.
5. Prepare final accounting report of income from the Garden Mart, Garden Tour, and any other fundraising endeavors.
6. An annual audit will be conducted by members of the Executive Board.

### ***GARDEN MART CHAIR(S)***

1. Form committee consisting of at least six (6) members, one of which will be the Vice President.
2. Confirm site and reserve the site for Garden Mart through the Town Hall.
3. Call and preside over two (2) committee meetings.
4. Arrange for Garden Mart tables by follow up request with Windsor Parks & Grounds as noted on Town of Windsor Permit.
5. Coordinate with publicity chair for posters & wooden sign announcing date of Garden Mart.
6. Acquire trays/boxes for customer purchases.
7. Bring aprons to Garden Mart.

### ***GARDEN TOUR CHAIR***

1. A biannual (every two years) event shall be held to raise funds to support WGC activities.
2. Form committee consisting one of which shall be the Executive Board member.
3. Work with
  - a. committee and other WGC members to determine at least eight (8) sites, of which half should be non-WGC member gardens.
  - b. President and Treasurer to coordinate revenue and expense receipt, entry, and tracking
  - c. Communications team to ensure inclusion of event on website, social media, and press
4. Share garden tour host contact info with the Executive Board, Membership Chair(s), and Communication Committee as hosts receive a gratis one-year WGC membership.
5. Engage WGC members
  - a. to assist in selling tickets.
  - b. to assist at each garden tour site.

### ***HOSPITALITY CHAIR(S)***

1. Assure that staples are on hand, i.e., sugar, paper goods, coffee, tea.
2. Fill in monthly hosts about what to provide. Provide milk (or non-dairy), refreshments, and set up and clean up. Set up includes setting the table, making coffee, providing and plating refreshments and table decorations. Clean up includes washing the coffee pot and any dishes used and assuring that all furniture is returned to the proper place.
3. Arrange for special holiday refreshments.

### ***MEMBERSHIP CHAIR***

1. Collect dues in conjunction with Treasurer.
2. Update membership list.
3. Distribute membership booklets.
4. Provide membership updates to the Earthworm Editor and to Website Chair.
5. Supply nametags for monthly meetings.
6. Tally membership attendance.

### ***COMMUNICATIONS COMMITTEE***

#### ***Website***

1. Oversee management of website for the purpose of promoting The Windsor Garden Club.

2. Coordinate with all committee chairs to obtain timely input for website.
3. Coordinate with John Waiveris regarding our website for necessary website assistance/fees.

### ***Publicity***

1. Assure timely notice of upcoming meetings to the following sources:
  - a. Hartford Courant
  - b. Windsor Journal
  - c. Reminder
  - d. WIN TV
  - e. Journal Inquirer
2. Advertise special events, i.e. Garden Mart, teas, Garden Tour, etc.
3. Coordinate with Garden Mart Chair regarding posters and signage on the Town Green.

### ***Earthworm Editor***

1. Prepare monthly or quarterly newsletter two (2) weeks prior to upcoming meeting to include:
  - a. Date & time of upcoming meeting(s);
  - b. Speaker and outline of topic to be discussed at meeting(s);
  - c. Message from the President or co-Presidents;
  - d. Upcoming events, i.e. horticulture society meetings, flower shows, garden tours, etc.; and
  - e. Summary of previous meetings.
2. Procure labels, arrange for printing, acquire postage and mail newsletter no later than a week before the upcoming meeting.

### ***Social Media***

1. Prepare and share posts appropriate for WGC members including:
  - a. Upcoming meetings and events
  - b. Horticultural news or interesting facts
  - c. Photos of meetings, events, and gardens
2. Encourage WGC submissions of material for posting.
3. Encourage new membership.

### ***NOMINATING COMMITTEE CHAIR***

1. Identify and recruit officers and standing committee chair candidates.
2. Prepare slate and call for any additional nominations in March.
3. Present to full membership for vote in April.

### ***CIVIC ENDEAVORS:***

#### ***Windsor Historical Society Garden***

1. Form committee consisting of at least six (6) members.
2. Conduct a site meeting in April to review mission.
3. Develop monthly assignments for each committee member to work at the garden, i.e. two members per month May thru September.
4. Windsor Historical Society will replace plants as needed in keeping with the historical aspects of the garden.
5. Assure correct labeling.

6. Serve as liaison between the Windsor Garden Club and the Windsor Historical Society Board of Directors.

### ***Scholarship Chair***

1. Chair committee comprising of at least 2-3 members.
2. Correspond with Guidance Counselors providing application and selection criteria (usually done in March).
3. Share application and any revised selection criteria with Executive Board, Website and Social media chairs.
4. Conduct committee meeting to review applications and select recipient.
5. Notify recipient by phone & follow up with letter.
6. Confirm recipient in writing with the school.
7. Obtain check from Treasurer to mail or present at WGC meeting.
8. Inform Communications team about photo op and press release.
9. Communicate with other applicants.

### ***Library Donations Chair***

1. Oversee selection and purchase of memorial books in memory of deceased members for donation to the Windsor Public Library.
2. Assure library acknowledges donation to family members of deceased member.

### ***Town Beautification Chair***

1. Recommend club projects to **WGC** members for town beautification.
2. Coordinate plantings with Parks & Recreation Department.
3. Coordinate purchase and planting of flowers as necessary.

### ***Poquonock School Junior Gardener Program***

1. WGC program head works with the Family Resource Center at Poquonock School and recruits two to four (2-4) WGC members.
2. Schedule/timing:
  - a. April. During Earth Day week, plant seeds with each classroom. WGC provide seed pots, soil and seeds.
  - b. April. After April vacation, present weekly sessions with a selected group of ten (10) second graders. Provide folders for each student and handouts for each session. Sessions cover these topics: soil, invasives, seeds, insects, pollination, composting, and microbes.
  - c. May. Plant the garden with students.
  - d. June. Program concludes.
3. Encourage families to harvest the crops during the summer, completing the junior gardener experience.

Bylaws adopted March 9, 2020.