

# Constitution and Bylaws

## Garden Club of Teaneck

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March 5, 2016

### **ARTICLE I – NAME**

This organization shall be known as the “Garden Club of Teaneck, Inc.” and referred to hereafter as the “Club”.

### **ARTICLE II – OBJECTIVE**

The objective of the Club shall be to stimulate interest in and spread the knowledge of gardening in the community; to assist in the conservation of trees, plants, and birds; to encourage home and civic beauty; to assist in educating school children in gardening and horticulture; to provide plants to the Township as requested; to maintain the Herb Garden adjacent to the Township of Teaneck Public Library; to provide plants for our annual plant sale; and to provide a congenial and safe environment for our members to pursue their gardening interests.

### **ARTICLE III - MEMBERS**

Membership in the Garden Club of Teaneck shall be open to all having an interest in gardening and a willingness to share in the activities and work of the Club. A written application accompanied by dues for the current year shall be submitted to the Vice President. All new members will receive a membership card and a copy of this Constitution at the next meeting or program after their application has been received.

All members may participate in Greenhouse special activities.

Membership in the Greenhouse is open to all members who must share in the work and planting program in support of the children’s school program and the Club plant sale.

All members must comply with the Greenhouse Rules and Regulations. \*

Bench space and outside garden plots are limited to Township of Teaneck residents and to availability.

The members of the Club, as a condition of membership, agree to indemnify and hold harmless the elected officers of the Club and elected committee members in instances where they are acting in good faith in conducting Club business, except in instances of malfeasance, theft or gross negligence.

### **ARTICLE IV – OFFICERS AND THEIR DUTIES**

**OFFICERS.** The Club officers shall consist of a President, Vice President, Program Director, Recording Secretary, Treasurer, Publicity and Communications Director, Greenhouse Director and a Horticultural Director. All officers shall be voted into office by the Club membership.

Officers shall be nominated at the April meeting and voted on at the May meeting to hold office for two years from July 1<sup>st</sup>.

A person may serve as president for only two consecutive terms.

Vacancies that occur during the year shall be filled by the President with the approval of the majority of the Executive Board. All officers shall, at the expiration of their term of office, deliver all monies, books and other property of the Club to their successors at the first Executive Board meeting of the new term, to be held prior to the September membership meeting. Officers shall be removed from office for due cause by a 2/3 vote of the Executive Board.

### **President**

It shall be the duty of the President to preside at membership and executive meetings of the Club, and, together with the Executive Board, lead, establish, and monitor initiatives and priorities for the year. The President may appoint standing committees and represent the Club to the community.

### **Vice President**

During the absence of the President, the Vice President shall perform the duties of the Office of President. The Vice President shall also collect all dues, membership applications, and keep an accurate attendance record of the members. It is the responsibility of this office to issue membership cards.

### **Program Director**

The Program Director is responsible for the program at the monthly public meeting as well as some workshops and makes all arrangements for the guest speakers and programs.

### **Greenhouse Director**

It shall be the duty of the Greenhouse Director to manage the greenhouse and surrounding property in accordance with the Rules of the Greenhouse and of the Club. Duties, in concert with the Horticultural Director, include maintenance of a “working greenhouse” to ensure an environment for the members’ plants and for purposes of the Club, and enforcing rules and regulations of the greenhouse and surrounding property.

\* Greenhouse Director will liaise with Department of Public Works. The Director, if delegated by the President, may chair the meeting or part of the meeting that pertains to greenhouse business. Greenhouse Director may appoint an assistant.

### **Horticultural Director**

It shall be the duty of the Horticulture Director to supervise all the horticultural work. The Horticultural Director shall be chairperson of the plant sale. Horticultural Director may appoint an assistant.

### **Recording Secretary**

It shall be the duty of the Recording Secretary to keep a written record of all membership and Executive Board meeting minutes. The minutes of the membership meetings will be made available to the membership in a timely manner.

### **Publicity and Communication Director**

It shall be the duty of the Publicity and Communication Director to prepare and send out public notices and correspondence representing the Club and to ensure the upkeep of the website and coordinate the update of the website with the Newsletter.

### **Treasurer**

The Treasurer shall keep a correct account of all monies received, and, after reviewing and verifying all vouchers and outstanding invoices or bills shall authorize payment. In the event that certain disbursements will exceed the annual budget projections, such payment must be presented and approved by a vote of the Executive Board. All monies shall be deposited in a bank approved by the Executive Board. An itemized statement shall be given at each membership meeting of all receipts and expenditures since the last meeting. Checks are to be signed by the Treasurer and any one of the following: President or Greenhouse Director. The bank shall be notified of any change of the office of the signers. The books of the Treasurer shall be audited after June 30<sup>th</sup>, end of fiscal year, by an individual selected by the Executive Board.

### **ARTICLE V - MEETINGS**

Meetings will be held on the first Saturday of each month, from October through May in the Greenhouse. Programs will be held on the second Thursday of each month, from October through May, except January, in the Richard Rodda Center.

The May meeting shall be the Annual Meeting. The time and place of the meetings may be changed or a special meeting called at any time in due notice, ten (10) days, by the Recording Secretary at the request of the President.

### **ARTICLE VI – EXECUTIVE BOARD**

The Executive Board shall be composed of the eight Club officers, the retiring President, the Newsletter Editor, School Educational Program Liaison, and one leader from each greenhouse workgroup. Vacancies that occur during the year shall be filled by the President with the approval of the Executive Board.

The Executive Board will meet as necessary but at least quarterly at a time and place convenient to the Executive Board members or at the call of the President, Greenhouse Director, Horticultural Director, or upon written request of three members of the Executive Board.

A quorum of the Executive Board shall consist of ten (10) members (1/2 plus one) including two (2) officers and one half (1/2) of the Work Group Leaders.

The Executive Board shall be authorized to transact interim and routine business of the Club between membership meetings.

### **ARTICLE VII - ELECTIONS**

Biennially at the March meeting, the Executive Board shall select, by majority vote, a Nominating Committee, consisting of 3 members with not more than 1 being in the same greenhouse work group. Members of the Nominating Committee may not be

nominated by the said committee, but maintain the right to run. The duties of the nomination committee shall be:

- Post the job descriptions of each position in March.
- Seek to identify and encourage members to run for all officer positions.
- Check to determine eligibility of nominees.
- Secure the approval from each nominee to submit his/her name for candidacy.
- Accept all submitted nominations from qualified members for consideration.
- Present all selected nominees at the April meeting.

The Nomination Committee shall present its nominations for Officers at the April meeting. At the April meeting, nominations will be taken from the floor, with prior permission of the nominee. Individuals may nominate themselves from the floor. The Nomination Committee shall verify eligibility of persons nominated at this meeting.

Only those members of the Club who are in good standing may vote. To be eligible to run for any office, the nominee must be in good standing according to the Bylaws and Rules of the Club.

In the case of an uncontested election, the Recording Secretary shall cast a single vote. All contested elections shall be done by secret ballot, with the counting of votes done by two volunteer members.

#### **ARTICLE VIII – DUES**

The amount of the annual dues shall be set at the May meeting. The Vice President shall\* by October 1 of each year, notify the members who have not paid their current dues. All members whose dues have not been paid by November 20 shall be removed from the membership list.

#### **ARTICLE IX– STANDING COMMITTEES**

Committees shall be appointed by the President with approval of the Executive Board as needed. Some possible committees include, but are not limited to:

- Scholarship Committee
- Program Committee
- Newsletter Committee
- Sunshine Committee

#### **ARTICLE X – GREENHOUSE**

The Greenhouse at the east end of Lindbergh Boulevard is the property of the Township of Teaneck and the Garden Club of Teaneck is the steward of the property. It is the environment for many Club activities such as meetings, annual plant sale, school programs for students in Township of Teaneck, workshops and events for members as well as limited space for members.

## **ARTICLE XI – VOTING**

Decisions shall be by majority vote of members present. Fifteen members shall constitute a quorum at the membership Club meetings.

## **ARTICLE XII – AMENDMENTS**

Amendments, submitted by a Constitution and Bylaws Committee selected by the President with the approval of Executive Board, shall be ratified by a 2/3 vote of the members present at any membership meeting, provided written notification of the proposed amendment has been sent to all members of the Club at least ten days prior to the meeting.

***\*NOTE** See Greenhouse Rules and Regulations and Garden Plot Rules and Regulations for additional information*

***Addendum:*** The Treasuries of the Garden Club of Teaneck and the Garden Club of Teaneck Greenhouse Committee will be joined, except the specific reserve funds accumulated by the Garden Club of Teaneck Greenhouse Committee before the date of ratification of this document, which shall be used solely for Greenhouse interests.